



**City and Borough of Wrangell
Borough Assembly Meeting
AGENDA**

August 27, 2013 – 7:00 p.m.

Location: Assembly Chambers, City Hall

1. CALL TO ORDER

- a. PLEDGE OF ALLEGIANCE led by Assembly Member James Stough
- b. INVOCATION to be given by
- c. CEREMONIAL MATTERS – *Community Presentations, Proclamations, Certificates of Service, Guest Introductions*
 - i. Certificate of Service; Timothy Berberich, Parks & Recreation Board

2. ROLL CALL

3. AMENDMENTS TO THE AGENDA

4. CONFLICT OF INTEREST

5. CONSENT AGENDA

- a. Items (*) 6a, 7a & 7b

6. APPROVAL OF MINUTES

- *a. Minutes of the Public Hearing held July 23, 2013; Minutes of the Regular Assembly meeting held July 23, 2013; Minutes of the Special Assembly meeting held July 26, 2013; Minutes of the Public Hearing held August 12, 2013; Minutes of the Special Assembly meeting held August 12, 2013

7. COMMUNICATIONS

- *a. Wrangell 2014 Liquor Listing Renewals
- *b. School Board Action from the Regular meeting held August 19, 2013

8. BOROUGH MANAGER'S REPORT

9. BOROUGH CLERK'S FILE

10. MAYOR/ASSEMBLY REPORTS AND APPOINTMENTS

- a. Reports by Assembly Members
- b. Acceptance of resignation from Assembly Member Christie L. Jamieson as Assembly Member on the Borough Assembly
- c. Appointment to fill the two vacancies on the Planning & Zoning Commission
- d. Appointment to fill the vacancy on the Economic Development Committee
- e. Appointment to fill the vacancy on the Parks & Recreation Board

11. PERSONS TO BE HEARD

12. UNFINISHED BUSINESS

- a. Approval of the Revised 2013 Wrangell Medical Center Personnel Policies (*tabled at the July 23, 2013 meeting*)

13. NEW BUSINESS

- a. RESOLUTION NO. 08-13-1284: A RESOLUTION OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, DESIGNATING STATE OF ALASKA DEPARTMENT OF ENVIRONMENTAL CONSERVATION (ADEC) GRANT FUNDS FOR THE PROJECT ENTITLED WATER SYSTEM IMPROVEMENTS AS THE NUMBER ONE LOCAL STATE FUNDING PRIORITY FOR FISCAL YEAR 2014-2015; AND PROVIDING FOR AN EFFECTIVE DATE
- b. Authorization to Reimburse AICS for Relocation Costs
- c. Discussion and possible action regarding the request made by Sara and Charles Gadd for an alleyway
- d. Discussion and possible action regarding support for the IMLA Conference
- e. Discussion and possible action relating to the options for Thomas Bay Power Authority
- f. Approval to dispose of City Surplus Property
- g. Acceptance of the MOU between CBW and WCA
- h. Approval of a letter of support to transfer two million acres of Tongass Timberland to the State of Alaska

14. ATTORNEY'S FILE

15. EXECUTIVE SESSION

16. ADJOURNMENT

Agenda Items 1 - 6

CITY & BOROUGH OF WRANGELL

BOROUGH ASSEMBLY

AGENDA ITEM

August 27, 2013

ITEM NO. 1 CALL TO ORDER:

INFORMATION: *The Mayor, by code, is required to call the meeting to order at 7:00 p.m. in the Borough Assembly Chambers. Special meetings or continued meetings may be called for at differing times but at the same location. Notice of such will be required by the Borough Clerk. The Mayor will call the meeting to order according to such special or continued meeting notice. At all meetings of the assembly, four assembly members or three members and the mayor shall constitute a quorum for the transaction of business, but a smaller number less than a quorum may adjourn a meeting to a later date.*

RECOMMENDED ACTION:

The Mayor, as presiding officer, is to call the meeting of the Borough Assembly to order, with the following actions to follow:

- a. Pledge of Allegiance to be given by Assembly Member James Stough
- b. Invocation to be given
- c. Ceremonial Matters – *Community Presentations, Proclamations, Certificates of Service, Guest Introductions*
 - i. Certificate of Service; Timothy Berberich, Parks & Recreation Board

ITEM NO. 2 ROLL CALL – BOROUGH CLERK:

INFORMATION: *The Borough Clerk shall conduct a roll call of each elected and duly qualified Assembly Member. Such call shall result in an entry of those present or absent from the meeting. The roll call is primarily utilized in determining if sufficient member(s) are present to conduct a meeting. The Borough Clerk may randomly change the conduct of the roll to be fair to the members of the governing body unless the council determined an adopted procedure for roll call which is different than currently in use.*

RECOMMENDED ACTION:

Borough Clerk to conduct a roll call by voice vote. Each member to signify by saying here, present (or equal) to give evidence of attendance.

ITEM NO. 3 AMENDMENTS TO THE AGENDA:

INFORMATION: *The assembly may amend the agenda at the beginning of its meeting. The outline of the agenda shall be as from time to time prescribed and amended by resolution of the assembly. (WMC 3.04.100)*

RECOMMENDED ACTION:

The Mayor should request of the members if there are any amendments to the posted agenda. ***THE MAYOR MAY RULE ON ANY REQUEST OR THE ASSEMBLY MEMBERS MAY VOTE ON EACH AMENDMENT.***

ITEM NO. 4 CONFLICT OF INTEREST:

INFORMATION: *The purpose of this agenda item is to set reasonable standards of conduct for elected and appointed public officials and for city employees, so that the public may be assured that its trust in such persons is well placed and that the officials and employees themselves are aware of the high standards of conduct demanded of persons in like office and position.*

An elected city official may not participate in any official action in which he/she or a member of his/her household has a substantial financial interest.

ITEM NO. 5 CONSENT AGENDA:

INFORMATION: *Items listed on the Consent Agenda or marked with an asterisk (*) are considered part of the Consent Agenda and will be passed in one motion unless the item has been removed by an Assembly Member or the Mayor and placed on the regular agenda.*

RECOMMENDED ACTION:

Move to approve those Agenda items listed under the Consent Agenda and those marked with an asterisk (*) Items:

6a, 7a & 7b

ITEM NO. 6 APPROVAL OF MINUTES:

INFORMATION:

6a Minutes of the Public Hearing held July 23, 2013; Minutes of the Regular Assembly meeting held July 23, 2013; Minutes of the Special Assembly meeting held July 26, 2013; Minutes of the Public Hearing held August 12, 2013; Minutes of the Special Assembly meeting held August 12, 2013

CERTIFICATE OF SERVICE

The City & Borough of Wrangell, Alaska
Presents this Certificate of Service to:

Timothy Berberich

for his service and dedication on the Parks & Recreation Board
from:

October 2012 – August 2013



Kim Lane
ATTEST: Kim Lane, Borough Clerk

Dated this 27th day of August, 2013

David L. Jack, Mayor

**Minutes of Public Hearing
Held July 23, 2013**

Mayor David L. Jack called the Public Hearing to order at 6:30 p.m., July 23, 2013 in the Borough Assembly Chambers. Assembly Members Wiederspohn, Stokes, Jamieson, and Stough were present. Assembly Member McCloskey arrived at 6:34 p.m. and Assembly Member Christian was absent. Borough Manager Timothy Rooney and Borough Clerk Kim Lane were also in attendance.

Public Hearing Item

AN ORDINANCE OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA TO ADJUST THE RATE OF CONSUMER SALES TAX LEVIED WITHIN THE CITY AND BOROUGH OF WRANGELL, ALASKA (*second reading*)

Assembly Member Jamieson clarified for the public that the purpose of the proposed ordinance was to submit the question of whether to adjust the rate of consumer sales tax from seven percent to five and one-half percent to the voters within the City & Borough of Wrangell on October 1, 2013 at the Regular Borough Election.

WRITTEN TESTIMONY

There was no written testimony.

ORAL TESTIMONY

There was no oral testimony.

Recessed at: 6:32 p.m.

Assembly Member McCloskey arrived at 6:34 p.m.

Reconvened at: 6:55 p.m.

WRITTEN TESTIMONY

There was no written testimony.

ORAL TESTIMONY

Bernie Massin, 621 Wrangell Avenue, spoke in opposition of the proposed ordinance.

Bob Maxand, 319 Church Street, spoke in opposition of the proposed ordinance and the proposition.

Adjourned at: 6:58 p.m.

David L. Jack, Mayor

ATTEST: _____
Kim Lane, Borough Clerk

Unapproved

**Minutes of Regular Assembly Meeting
Held on July 23, 2013**

Mayor David L. Jack called the Regular Assembly meeting to order at 7:00 p.m., July 23, 2013, in the Borough Assembly Chambers. Assembly Members Stough, McCloskey, Wiederspohn, Jamieson, and Stokes were present. Assembly Member Christian was absent. Borough Manager Timothy Rooney and Borough Clerk Kim Lane were also in attendance.

Pledge of Allegiance was led by Assembly Member Maxlyn Wiederspohn.

Invocation was given by Nettie Covalt with the Presbyterian Church.

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

Certificate of Service was presented to Dorothy Hunt-Sweat, Economic Development Committee (to be mailed by the Borough Clerk).

AMENDMENTS TO THE AGENDA

There were no amendments to the Agenda.

CONFLICT OF INTEREST

Assembly Member McCloskey stated that she may have a perceived conflict of interest to Item 13e since she was an employee of DOT&PF.

Assembly Member Jamieson asked if there was any financial gain that she would receive.

Assembly Member McCloskey answered, no.

The assembly ruled that Assembly Member McCloskey did not have a conflict of interest to item 13e.

CONSENT AGENDA

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

APPROVAL OF MINUTES

*6a Minutes of the Regular Assembly meeting held June 25, 2013 were approved as presented.

COMMUNICATIONS

*7a Minutes of the TBPA Regular meeting held March 27, 2013; Minutes of the TBPA Special Teleconference meeting held April 4, 2013; Minutes of the TBPA Special

- meeting held April 15, 2013; Minutes of the TBPA Special meeting held April 22, 2013; Minutes of the TBPA Special meeting held April 26, 2013
- *7b Minutes of the Economic Development Committee Regular meeting held June 27, 2013

BOROUGH MANAGER'S REPORT

Borough Manager Rooney's report was provided.

Assembly Member Jamieson thanked Manager Rooney for his report. She asked Manager Rooney if there had been any updates to the Met Tower since his Manager's Report had been written.

Manager Rooney replied that there had not been any updates. He explained that the Met Tower was for the Power Plant.

BOROUGH CLERK'S FILE

Borough Clerk Lane's report was provided.

- Upcoming dates to remember
- First day to file for Declaration of Candidacy for various seats
- Code Review Committee meeting – tomorrow, July 24, 2013
- Upcoming Assembly Travel for the AML Summer meeting

MAYOR/ASSEMBLY REPORTS AND APPOINTMENTS

10a Reports by Assembly Members

Assembly Member Jamieson thanked Cindy Kilpatrick for her volunteer efforts in preserving the collections found beneath Wrangell's Front Street during the Wrangell Revitalization Project.

10b Appointment to fill the vacancy on the Planning & Zoning Commission

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

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.

10d Discussion and possible appointment to fill the vacancy of the Inter-Island Ferry Authority, Board of Directors seat (Wrangell Representative)

There was discussion as to whether there was a need for the presence of a Wrangell Representative on the IFA Board of Directors.

Mr. Massin asked that if he were to be re-appointed, that the Borough Assembly to help support the IFA by providing Letters of Support or Resolutions.

With the consensus of the Assembly, Bernie Massin was re-appointed to fill the vacancy on the Inter-Island Ferry Authority, Board of Directors as the Wrangell Representative.

PERSONS TO BE HEARD

Don McConachie, 622 Zimovia Hwy., requested that the Borough Assembly consider deeding Lot 8, Block 83A, Tidelands Addition to the Nore Estate.

Mr. McConachie read the following letter into the record:

Mayor Dave Jack and Borough Assembly Members:

Re: Lot 6C a portion of Lot 6 Block 83 Uplands, and Lot 8, Block 83A, Tidelands addition.

{Old Nore residence located on Case Ave.}

History:

1. This property was purchased in September 1929 by Per and Marie Nore for \$700.00
2. The property was and is owned by a member of the Nore family continually since that time.
3. Taxes have been paid on the property and are current.
4. The home has not been lived in since Marie Nore's death in 1983.
5. The house is located on both the Uplands Lot 6C, Block 83 and the Tidelands Lot 8, Block 83A
6. The home is now in non-livable condition.

Action Requested by Borough Assembly:

1. Tidelands Addition Lot 8, Block 83A is deeded to the Nore Estate.
2. The Appraisal fee is waived.

Reasoning:

1. The house was built and is located on Lot 6C, Block 83 and Lot 8, Block 83A.
2. There is no value afforded to the City and Borough of Wrangell for such a small parcel.
3. As taxes have been paid on the property for over 80 years a degree of ownership could be assumed.

Conclusions:

We feel that there is justification for the action as described because no significant monetary value is present and no large expenditures would occur for the Borough.

It would allow the estate to clean up a present eye sore and place something of value on the properties at some point.

We realize this is step one of a process and look forward to seeing it through.

4. Thank you for your consideration.

Sarah Gadd, 922 Case Ave., asked the Borough Assembly to consider putting in an alley way, adjacent to her lot so that she could begin development.

Assembly Member Jamieson asked if the request for the alley way was time sensitive.

Ms. Gadd answered that it was not. She further said that she would like it done as soon as possible in order to start developing on the raw land.

Bernie Massin, Box 1349, asked for clarification on the permitted uses on the Shoemaker (long term) Tideland Leases.

Assembly Member Jamieson stated that the issue regarding the Tideland Leases was to be on the next Port Commission Agenda.

Mr. Massin asked why it was at the Port Commission.

Assembly Member Jamieson answered that anything to do with Tidelands, went before the Port Commission before coming to the Borough Assembly for consideration.

Mr. Massin asked if he rents a portion of the property to someone, if the renter were to park his car outside of the quonset hut, would that be permitted or be considered storage.

Manager Rooney answered that the leases prohibit outdoor storage. He further answered that the question would be:

- is the vehicle licensed
- is it being driven every day

Manager Rooney said that if the vehicle was being stored for months, that would be considered storage.

Mr. Massin said that he just wanted clarification on the conditions.

Assembly Member Jamieson reiterated that the issue needed to go before the Port Commission before the Borough Assembly could consider it.

Michael Nash, 2 Mile Zimovia Hwy., said that he was here to answer any questions that the Borough Assembly might have on item 13c.

UNFINISHED BUSINESS

12a AN ORDINANCE OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA TO ADJUST THE RATE OF CONSUMER SALES TAX LEVIED WITHIN THE CITY AND BOROUGH OF WRANGELL, ALASKA (*second reading*)

Moved by Jamieson, seconded by Stough, to approve Ordinance No. 869. Motion approved unanimously by polled vote.

NEW BUSINESS

13a Request to Lease a Portion the of Former Institute Property – Alcan Forest Products

Moved by Stough, seconded by McCloskey, to approve a lease with Alcan Forest Products for use of a portion of the Institute Property as outlined in the agreement with the proceeds from the leases to be reserved for the future marketing and/or development of the property.

Assembly Member Jamieson asked that Staff's conditions be read into the record.

Borough Clerk Lane read the following conditions:

1. The Log storage area will be cleaned of bark and debris and returned to its state prior to use. If any fuels are spilled, the contaminated area should be excavated and replaced with clean material.
2. Establish a permanent gate between the Institute Property and Mental Health lands at the end of the harvest period.
3. Provide signage during use periods to warn off logging truck traffic.
4. Install proper culverts over resident creeks for fish passage in case future fish should be discovered in them.

Manager Rooney stated that the first condition would be amended because they no longer wished to use the area for log storage.

Assembly Member Stough asked if the area would be closed during non-logging times.

Manager Rooney replied, yes.

Mayor Jack spoke about the possibility of Alcan bringing the logs to a specified location after the logging was completed so that the public could cut up logs for firewood.

Manager Rooney stated that this was something that would need to be addressed with Mental Health.

Manager Rooney further stated that he would send a letter to Mental Health.

Motion approved unanimously by polled vote.

13b Approval of the Revised 2013 Wrangell Medical Center Personnel Policies

Moved by McCloskey, seconded by Jamieson, to table this item for more time to review and ask questions. Motion approved unanimously by polled vote.

13c Approval of an Assignment of Tidelands Lease in Lieu of Foreclosure

Moved by Jamieson, seconded by Stough, to approve the re-assignment of Tidelands Lease – Parcel 3 in Lieu of Foreclosure from Beaver Connections, Inc. to Kenneth G. Trammel, the Hungry Beaver, Inc. and Patty J. Kautz contingent upon a re-assessment.

Mayor Jack explained that this re-assignment was assigning the Tideland Lease back to Ms. Kautz and her business, from the assignment to Kenneth Trammel and his business.

Ms. Kautz and her business had sold the Marine Bar and the Hungry Beaver to Mr. Trammel and his business; Ms. Kautz and her business was now asking for re-assignment of the Tidelands Lease in order to take the Tidelands assignment back from Mr. Trammel.

Motion approved unanimously by polled vote.

13d Discussion and possible action regarding the proposed iPad Policies

Moved by Jamieson, seconded by Stough, to adopt the proposed iPad policy restricting iPads from leaving City Hall.

Assembly Member Stough spoke in favor of the policy to allow the iPads, or whichever electronic device was chosen by the Assembly, to leave City Hall for the following reasons:

- email
- electronic communication
- assembly packets
- Wrangell Municipal Code
- Ordinances
- Resolutions
- upgrade the City to paperless

Assembly Member Stough stated that if the other boards and commissions wanted electronic devices, they could include that in their budget. He further stated that it was important to make sure that a policy was in place before moving forward with the purchase of the electronic devices.

Assembly Member Wiederspohn stated that if the iPads did not leave City Hall, the Assembly would still have paper packets.

Assembly Member McCloskey stated that the Assembly Packet could be saved to a thumb drive for the Assembly to view at home.

Assembly Member McCloskey spoke in opposition to the iPads leaving City Hall.

Assembly Member Stough said that while attending AML last year, an attorney recommended not using your personal computer for City business.

Assembly Member McCloskey stated that purchasing thirty-seven or even seven iPads was very expensive.

Assembly Member Jamieson voiced her concern regarding up to 37 electronic devices leaving City Hall.

Assembly Member Jamieson said that she would be on board if only the Assembly were allowed to have the iPads for now. She further said that the Assembly could work out the bugs first before providing the Boards and Commissions with the iPads.

Assembly Member Jamieson further voiced her concern about where the funding for the electronic devices would come from.

Manager Rooney stated that if the goal was to go paperless, keeping the electronic devices at City Hall would be the way to go. He further stated that if the goal was to go paperless and also have electronic communication, then the policy to have the electronic devices leave City Hall was the way to go.

Matt Gore, Technology Committee Member, stated that if the Assembly chose to use the devices to go paperless, there would be a long-term cost savings with the reduction in paper. He also said that there were other cheaper electronic device options.

Mr. Gore further stated that if there were up to 37 devices distributed to the Assembly and the Boards and Committees, there would most likely be a need for a full time IT person.

Assembly Member Stough said that the funding for the electronic devices could come from the money that was left over from the formation of the Borough.

Assembly Member Jamieson asked Manager Rooney where the funding would come from.

Manager Rooney replied that it could come out of reserves. He said however, that it would be up to the Assembly where the funding would come from.

Borough Clerk Lane re-read the motion for the Assembly.

Motion approved with Jamieson, Wiederspohn, McCloskey, and Stokes voting yea; Stough and Mayor Jack voting nay.

13e Approval to send a letter to DOT&PF regarding ADOT's new Regulations on Herbicide and Pesticide use

Moved by McCloskey, seconded by Jamieson, to Authorization the Borough Mayor to send a letter to Department of Transportation and Public Facilities, regarding ADOT's new Regulations on Herbicide and Pesticide use.

Mayor Jack voiced his concern with writing a blanket letter opposing the use of Herbicides and Pesticides.

Assembly Member Jamieson read the following message from the Southeast Conference correspondence:

The State of Alaska adopts regulations that would allow state agencies to apply herbicides and pesticides on state property and rights of way without obtaining a permit from the Department of Environmental Conservation and without public review.

Motion failed unanimously by polled vote.

13f Consideration and possible action regarding the Final Finding and Decision from Alaska Department of Natural Resources on the Borough Land Selection

Moved by Jamieson, seconded by McCloskey, to accept the final finding and decision by the Alaska Department of Natural Resources dated July 8, 2013.

Manager Rooney stated that the final finding and decision from ADNR was 7,384.39 acres; they rejected about 1700 acres that the Borough had asked for. He further stated that the Assembly can appeal now and not receive any land until the appeal process was completed or approve the final finding and decision and then try and obtain the remaining acreage to total the 9,006.

Assembly Member Jamieson noted that if the Assembly were to appeal, there would be a risk.

Manager Rooney said that Staff did not see that ADNR would ever overturn their decision to give the City the Bradfield land. He also said that ADNR had explained in their findings to the City that they had potential plans for building roads and structures on that land.

Motion approved unanimously by polled vote.

13g Approval of Change Order #1 to ASCOM S.p.A. for the 300-ton Marine Vessel Hoist

Moved by Jamieson, seconded by McCloskey, to authorize the Borough Manager to issue Change Order #1 to Ascom S.P.A. for the 300 Ton Marine Vessel Hoist Procurement Project in the amount of \$34,600 to be paid from the State of Alaska's DCCED grant for this project. Motion approved unanimously by polled vote.

ATTORNEY'S FILE

Summary provided to the Borough Assembly.

EXECUTIVE SESSION

15a Discussion regarding possible replacement of the Borough Manager

Moved by Jamieson, seconded by McCloskey, to move, pursuant to 44.62.320 (c) (2), that we recess into executive session to discuss matters that may tend to prejudice the reputation and character of any person, specifically the possible replacement of the Borough Manager. (Discussion tabled at the June 25, 2013 meeting). Motion approved unanimously by polled vote.

Recessed into Executive Session at 8:17 p.m.

Reconvened back into Regular Meeting at 10:06 p.m.

Moved by Stough, Seconded by McCloskey, to schedule a special meeting of the Assembly to review a Resolution to change Section 105 of the Personnel Policy and review an Ordinance amending Chapter 3.04 of the Wrangell Municipal Code consistent with the Resolution to change Section 105 of the Personnel Policy, and to consider appointment of an Interim Borough Manager, contingent upon the Assembly passing a Resolution to change Section 105 of the Personnel Policy and further contingent upon the Assembly passing an Ordinance to amend Chapter 3.04 of the Wrangell Municipal Code in a manner consistent with the change to Section 105 of the Personnel Policy.

Assembly Member Jamieson stated that the Assembly had discussed scheduling a Special Assembly meeting to be held on Friday, July 26, 2013 at 1:00 p.m. and to also hold a Special Assembly meeting to be held on Monday, August 5, 2013 at 7:00 p.m.

Assembly Member Jamieson further stated that the purpose of the July 26, 2013 Special Assembly meeting was to introduce an ordinance, to consider adoption of the proposed resolution, and to discuss the interim Borough Managers position.

With the consensus of the Assembly, direction was given to the Borough Clerk to schedule both Special meetings.

Motion approved unanimously by polled vote.

ADJOURNMENT: 10:08 p.m.

David L. Jack, Mayor

ATTEST: _____
Kim Lane, Borough Clerk

**Minutes of Special Assembly Meeting
Held July 26, 2013**

Mayor David Jack called the special assembly meeting to order at 1:00 p.m., July 26, 2013, in the Borough Assembly Chambers. Assembly Members McCloskey, Jamieson, Stough and Wiederspohn were present. Assembly Members Christian and Stokes were absent. Borough Manager Timothy Rooney and Borough Clerk Kim Lane were also in attendance.

CONFLICT OF INTEREST

There were no conflicts of interest declared.

PERSONS TO BE HEARD

There were no persons to be heard.

ITEMS OF BUSINESS

5a ORDINANCE NO. 870: AN ORDINANCE OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, AMENDING CHAPTER 3.04 OF THE WRANGELL MUNICIPAL CODE RELATING TO ADMINISTRATION AND PERSONNEL TO MODIFY SECTION 3.04.114 ON NEPOTISM (first reading)

Moved by McCloskey, seconded by Wiederspohn, to approve first reading and move to a second with a public hearing to be held on August 5, 2013.

Assembly Member Jamieson said that per the Borough Attorney, that once passed, the Ordinance would become law and the Resolution would become policy. She further said that they coincide with one another on the nepotism law.

Mayor Jack spoke on the purpose of the ordinance. He stated that in the past, there had been qualified persons who had been denied a job with the City because of their relationship with a member of the Assembly or the Borough Manager. He further stated that this was an attempt to correct that.

Assembly Member Stough read Section B of the proposed ordinance.

Motion approved unanimously by polled vote.

5b RESOLUTION NO. 07-13-1280: A RESOLUTION OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, APPROVING A WAIVER OF SECTION 105 OF THE

PERSONNEL POLICY TO AUTHORIZE THE EMPLOYMENT OF CERTAIN RELATED INDIVIDUALS AS PROVIDED HEREIN; AND PROVIDING FOR AN EFFECTIVE DATE

Moved by Stough, seconded by Jamieson, to adopt Resolution No. 07-13-1280.

Mayor Jack explained that in the past, Jeff Jabusch, in the Borough Managers absence, had been Acting Borough Manager. This resolution would, with the approval of the Assembly, allow this to occur.

Assembly Member Jamieson asked Borough Clerk Lane if she objected to the provisions in the Resolution pertaining to the two employees mentioned in the Resolution.

Borough Clerk Lane answered that she did not have any objections to this.

Mayor Jack said that with the existing Ordinance, Jeffry Davidson, who is related to Jeff Jabusch and works for the Waste Water Department, would not be allowed to bid on any other jobs within the City.

Motion approved unanimously by polled vote.

5c CONSIDERATION TO APPOINT AN INTERIM BOROUGH MANAGER

Moved by Stough, seconded by Jamieson, to appoint Jeff Jabusch as interim Borough Manager effective August 5, 2013 @ 5:00 p.m., until a permanent Borough Manager is selected, with compensation to be negotiated.

Assembly Member Stough said that this was part of the process to clarify the position of interim Borough Manager.

Motion approved unanimously by polled vote.

Moved by Stough, seconded by Wiederspohn, to direct the Borough Clerk to immediately advertise for the position of Borough Manager for the City & Borough of Wrangell for a minimum of 60 days. Motion approved unanimously by polled vote.

Special meeting adjourned at 1:11 p.m.

David L. Jack, Mayor

ATTEST: _____

Kim Lane, Borough Clerk

**Minutes of Public Hearing
Held August 12, 2013**

Mayor David L. Jack called the Public Hearing to order at 6:33 p.m., August 12, 2013 in the Borough Assembly Chambers. Assembly Members Wiederspohn, Stokes, Jamieson, and Christian were present. Assembly Member McCloskey arrived at 6:34 p.m. Assembly Member Stough was absent. Interim Borough Manager Jeff Jabusch and Borough Clerk Kim Lane were also in attendance.

Public Hearing Item

PROPOSED ORDINANCE No. 870: AN ORDINANCE OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, AMENDING CHAPTER 3.04 OF THE WRANGELL MUNICIPAL CODE RELATING TO ADMINISTRATION AND PERSONNEL TO MODIFY SECTION 3.04.114 ON NEPOTISM (*second reading*)

Mayor Jack explained the purpose of the Proposed Ordinance.

WRITTEN TESTIMONY

There was no written testimony.

ORAL TESTIMONY

There was no oral testimony.

Recessed at: 6:35 p.m.

Reconvened at: 6:55 p.m.

WRITTEN TESTIMONY

There was no written testimony.

ORAL TESTIMONY

There was no oral testimony.

Adjourned at: 6:56 p.m.

David L. Jack, Mayor

ATTEST: _____
Kim Lane, Borough Clerk

**Minutes of Special Assembly Meeting
Held on August 12, 2013**

Mayor David L. Jack called the Special Assembly meeting to order at 7:00 p.m., August 12, 2013, in the Borough Assembly Chambers. Assembly Members Christian, McCloskey, Wiederspohn, Jamieson, and Stokes were present. Assembly Member Stough was absent. Interim Borough Manager Jeff Jabusch and Borough Clerk Kim Lane were also in attendance.

CONFLICT OF INTEREST

There were no conflicts of interest declared.

PERSONS TO BE HEARD

There were no persons to be heard.

ITEMS OF BUSINESS

5a ORDINANCE NO. 870: AN ORDINANCE OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, AMENDING CHAPTER 3.04 OF THE WRANGELL MUNICIPAL CODE RELATING TO ADMINISTRATION AND PERSONNEL TO MODIFY SECTION 3.04.114 ON NEPOTISM (*second reading*)

Moved by Jamieson, seconded by McCloskey, to approve Ordinance No. 870.

Assembly Member Christian commented that in the future, it might be a good idea to add a section to address the relatives to the Borough Assembly.

Assembly Member Jamieson suggested bringing back a revised Ordinance for the next Regular Assembly meeting.

Mayor Jack said that possibly tabling this item and adding an additional section to the Ordinance might be a good idea.

Assembly Member Jamieson stated that this was not the appropriate time to add a revision to the Proposed Ordinance. She further stated that the appropriate action would be to introduce a revised Proposed Ordinance for the next regular meeting.

Assembly Member Jamieson suggested contacting the Borough Attorney to have him write another section that would address this. She stated that there needed to be public process when introducing and approving an Ordinance.

Motion approved unanimously by polled vote.

Interim Borough Manager Jabusch asked for clarification on if the Assembly wanted him to contact the Borough Attorney with the request for a revision.

Mayor Jack answered yes.

Mayor Jack stated that the new addition would need to address potential employees who wanted to apply with the City. He further stated that as it states now in the Code, if someone wanted to apply with the City, the assembly member would need to step down.

Interim Manager Jabusch asked for further clarified that if the Borough Manager followed the normal process of hiring someone, and if the best candidate for the position was related to someone on the Assembly, the hiring of that applicant would need to be approved by the Borough Assembly, less the related Assembly Member.

Assembly Members Christian and Jamieson answered "correct".

Interim Manager Jabusch stated that this was a tricky situation because if there was a relative of a member of the Borough Assembly who applied, there could be unspoken pressure by the related Assembly Member to the Borough Manager to hire that person.

5b RESOLUTION NO. 08-13-1281: A RESOLUTION OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, AMENDING PERSONNEL POLICY SECTION 105, HIRING OF RELATIVES, TO CHANGE THE DEFINITION OF "RELATIVE" AND TO PROVIDE FOR ASSEMBLY APPROVAL OF CERTAIN HIRES IN LIMITED CIRCUMSTANCES; AND PROVIDING FOR AN EFFECTIVE DATE

Moved by Jamieson, seconded by Christian, to adopt Resolution No. 08-13-1281.

Interim Manager Jabusch stated that this Resolution was mirroring the Ordinance so that they could be consistent.

Assembly Member Jamieson stated that, "yes that was correct".

Mayor Jack stated that in the newspaper last week, the term "second degree" and "third degree" had been reversed.

Motion approved unanimously by polled vote.

5c RESOLUTION NO. 08-13-1282: A RESOLUTION OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, APPROVING AN EQUAL EMPLOYMENT OPPORTUNITY/AFFIRMATIVE ACTION POLICY; AND PROVIDING FOR AN EFFECTIVE DATE

Moved by Christian, seconded by Jamieson, to adopt Resolution No. 08-13-1282.

Interim Manager Jabusch stated that this Resolution was so that the City could accept a grant from the State of Alaska for the Sewer Pump Stations. He further stated that although the grant was being offered by the State of Alaska, there were Federal Funds involved and that this was a requirement.

Motion approved unanimously by polled vote.

5d RESOLUTION NO. 08-13-1283: A RESOLUTION OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, APPROVING A FAIR HOUSING POLICY; AND PROVIDING FOR AN EFFECTIVE DATE

Moved by McCloskey, seconded by Christian, to adopt Resolution No. 08-13-1283.

Interim Borough Manager Jabusch stated that although the City & Borough of Wrangell was not in the housing business, this Resolution was a requirement to be able to receive grant funding.

Motion approved unanimously by polled vote.

Special meeting adjourned at 7:15 p.m.

David L. Jack, Mayor

ATTEST: _____
Kim Lane, Borough Clerk

Agenda Item 7

CITY & BOROUGH OF WRANGELL

BOROUGH ASSEMBLY AGENDA ITEM August 27, 2013

COMMUNICATIONS:

INFORMATION: The Assembly may receive items for Communications, reasons only which do not require action. This is an avenue to keep the Assembly informed, for the public to enter items on the record, if necessary. The Assembly also receives agenda communications directly by their constituents, Borough Manager, other agencies' Officers and Department Directors.

A MAIL BOX IS ALSO AVAILABLE IN THE BOROUGH CLERK'S OFFICE FOR EACH MEMBER OF THE ASSEMBLY AND SHOULD BE CHECKED ON A ROUTINE SCHEDULE.

All items appearing under Communications on the Agenda have been approved under the Consent Agenda unless removed.

***a Wrangell 2014 Liquor Listing Renewals**

***b School Board Action from the Regular meeting held August 19, 2013**

Kim Flores

From: Lambert, Christine C (CED) <christine.lambert@alaska.gov>
Sent: Monday, August 05, 2013 3:24 PM
To: Tina Anderson; lgreen@kotzebue.org; mcgrathcityclerk@gmail.com; Jason Mayrand; pat714swet@yahoo.com; phyllis@stpaulak.com; sptcity@arctic.net; citytke@gmail.com; cityclerk@thornebay-ak.gov; cityclerk@ci.unalaska.ak.us; clerk@wrangell.com; yakclerk@yakutatak.us
Subject: 2014/2015 Liquor License Renewal - Advance Notice
Attachments: LGB Pre Notice Spreadsheet 8-5-13.xlsx

I attach the spreadsheet with all the 2014/2015 liquor license renewal information for the State of Alaska. I have separated each city and borough onto tabs for your ease of viewing. The complete list is also attached, cities have a separate sheet from the borough master listing. If you have troubles with the attachment please feel free to contact me. Thank you, Chris

Christine C. Lambert

Records & Licensing Supervisor

Alcoholic Beverage Control Board

2400 Viking Drive, Anchorage, AK 99501

263-5923 phone / 263-5930 fax / Christine.lambert@alaska.gov

Lic #	Establishment Name	License Type	City Name	Service Location	Owner Name	Owner Address	Phone	Exp Year	Start Date	End Date	Email
1159	Totem Bar & Liquor Store	Beverage Dispensary	Wrangell	116 Front St	Aaron Ellis Powell	PO Box 1696, Wrangell, AK 99929	(907) 874-3533	2013			ap_800@yahoo.com
4618	Stikine Inn	Beverage Dispensary-Tourism AS 04.11.400(d)	Wrangell	107 Stikine Ave	Southeast Properties LLC	PO Box 662, Wrangell, AK 99929	907-874-3388	2013			info@stikineinnak.com
3926	Muskeg Meadows Golf Course	Golf Course	Wrangell	Mile .5 Wrangell East Hwy	Wrangell Golf Club Inc	PO Box 2199, Wrangell, AK 99929	907 874 4653	2013			
108	Bob's IGA	Package Store	Wrangell	223 Brueger Street	Benjamin's Store Inc	PO Box 21, Wrangell, AK 99929	(907) 874-2341	2013			bobsiga@aptalaska.net
1160	Totem Bar & Liquor Store	Package Store	Wrangell	116 Front St	Aaron Ellis Powell	PO Box 1696, Wrangell, AK 99929	(907) 874-3533	2013			ap_800@yahoo.com

Item *7b

BOARD ACTION**WRANGELL PUBLIC SCHOOL BOARD
REGULAR MEETING (PAGE 1)
AUGUST 19, 2013****CITY CLERK
AUG 21 2013
RECEIVED**

Approved the agenda as presented

- Accepted the Minutes of the June 13, 2013 Regular Board Meeting
- Approved the Disposal of Surplus Equipment as presented
- Supported the AASB areas of focus with the continued support of the Secure Schools and PILT funding resolution
- Accepted the Acknowledgement of Compensation with Scott Insurance Services
- Accepted the Fresh Fruit and Vegetable Grant Award in the amount of \$7,370.00
- Accepted the Indian Education Grant Award in the amount of \$51,553.00
- Approved the application of the Migrant Education Book Grant
- Offered Jennifer Davies a Contract Addendum for five additional days
- Offered Linda Bunes an Extracurricular Contract for Middle School Student Council
- Approved the hire of Marlo Ellsworth, Paraprofessional
- Presented Resignation of Dixie Booker and Rory Prunella as information
- Reviewed School Board Policy
 - BP-5030, School Discipline and Safety
 - BP-5040, Student Nutrition and Physical Safety
 - BP-5110, Attendance
 - BP-5111, Admission
 - BP-5144.1, Suspension and Expulsion
- Allocated an additional \$3,000.00 for the purchase of a vehicle for Student Transportation
- Discussed School Board Training Opportunities
- Adjourned

WRANGELL PUBLIC SCHOOLS**FOR RELEASE: 11:00 AM
AUGUST 20, 2013**

**TO: THE HONORABLE MAYOR AND ASSEMBLY
CITY AND BOROUGH OF WRANGELL**

**FROM: JEFF JABUSCH
INTERIM BOROUGH MANAGER**

RE: BOROUGH MANAGER'S REPORT

DATE: AUGUST 20, 2013

MANAGERIAL:

MEETING WITH SENATOR MURKOWSKI'S STAFF- Mayor Jack, Staff, and I met with Allison Nyholm, of Senator Lisa Murkowski's staff to discuss projects and concerns related to transportation, Aviation, and Ports/Harbors. Projects that fit into those categories that were discussed were the Airplane Seaplane Pullout in the harbor, the Shoemaker Bay Breakwater, Evergreen Highway, the Mill Property, and we also talked about Sunrise as a small hydro project and potential source of water. After the meeting at City Hall, Amber Al-Haddad and Greg Meissner took Ms. Nyholm on a tour to show her some of the projects and sites that were discussed in the meeting. After the meeting, I sent Ms. Nyholm a variety of information that she had requested. Ms. Nyholm also had said that the Denali Commission has come under scrutiny because of some bad grants issued and there are some people that would like not to continue to fund them. I provided her with 3 examples of very successful projects in Wrangell that the Denali Commission funded. Those projects included Heritage Harbor, the City Dock improvements and restoration, and the Front Street Revitalization project.

FINANCE:

ANNUAL AUDIT - The borough is required annually by both our charter and state and federal grants to conduct an audit of our financial records as part of a process to issue financial statements. This annual process starts by the city staff preparing year-end financial records including schedules and other documents supporting our numbers. Our auditors come in and verify those numbers, the reliability of the financial systems we have in place, and assist us in putting together our final financial statements. I am happy to say that the audit went smoothly (as it normally does), and that the borough is in sound financial condition. Once the audited financial statements are printed in final form, they will be distributed to the assembly. They should be ready sometime in October, 2013.

ECONOMIC DEVELOPMENT:

TRAVEL WRITERS - Travel Writer Eric Lucas www.TrailNot4Sissies.com in Wrangell during Bearfest. Some of his firm projects include:

- A travel article about the Rainforest Islands next year in *Alaska Airlines Magazine*.
- An article about Alaska Native Corporations, also for *Alaska Air* 2014.
- An article on "Secrets of Alaska," including Wrangell & Petersburg, for *Westways Magazine* (southern California AAA) for 2014.
- The 2014 edition of the *Michelin Guide to the US West*.

William Gurstelle and his wife arrived on the Silvershadow. Mr. Gurstelle has confirmed his assignment to write a feature article about cities on Alaska's Inside Passage for the front page of

Borough Manager's Report
August 27, 2013

the travel section of the Sunday, St. Paul (Minnesota) Pioneer Press. The Pioneer Press has a Sunday circulation of 285,000 subscribers. There will also be an article featured in the Men's Journal.

RVWest Travel writers Duane and Linda Philson were in town with their RV. They thoroughly enjoyed Wrangell – our open hospitality, assistance provided, town friendliness and we will be highlighted in their writings and blog.

Travel Writer Edward Readicker-Henderson will be in town beginning on Saturday, August 24th. He is writing for the National Geographic Traveler. He has stated that Wrangell is one of his favorite spots. A photographer will also be here and will be shooting the River by boat and air, Anan, Chief Shakes House, and other sites around town.

Photographers for Every Day with Rachel Ray will be here the end of August to shoot photos of Stikine Inn and Diamond C. A travel writer that was here during Bearfest 2 years ago, has a contract for a story about riding the ferry and southeast cuisine.

WEBSITE STAT SUMMARY - Stats were started on the new site the very end of January 2012.

A few key stats:

August 12, 2012 to August 11, 2013

TOTAL VISTORS (All hits to site counted): 56,273

NEW: 33,623

RETURNING: 23,010

TOTAL UNIQUE VISITORS (each visitor only counted once): 34,612

LOCATION OF VISITOR:

US – 50,929

CANADA -1,290

AUST – 449

INDA – 403

UK – 367

PAGES VIEWED THE MOST (Total hits/unique hits)

HOME – 33,720/24,646

VISITOR SERVICES THINGS TO DO – 10,212/7,082

JOBS – 5,154/3,761

VISTOR SERVICES PLACES TO STAY – 4,907/4,055

VISITOR SERVICES – 4,355/3,248

VISITOR SERVICES ANAN – 3,766/2,816

RFPS – 2,944/2,589

POLICE – 2,591/1,711

LIBRARY – 2,564/1,943

CALENDAR – 2,467/1,706

UPCOMING TRADESHOW - The Alaska Marine Highway System, as part of their 50th year anniversary celebrations, is having a large celebration and media event in Bellingham, WA on September 14, 2013. Wrangell will have a booth at the tradeshow portion of the event.

SOCIAL MEDIA - City of Wrangell's Facebook page has been very helpful in getting the word out about events and activities. Please like the City and Borough of Wrangell <https://www.facebook.com/pages/City-and-Borough-of-Wrangell/225018157554920>.

The Convention and Visitor Bureau has also started a Facebook page. Please like the CVB at <https://www.facebook.com/WrangellConventionVisitorsBureau>. The CVB discussed (at their last meeting), different ideas to generate more followers and to use Social Media to attract visitors and interest.

SALTY DOG RALLY – JUNE 14, 2014 - Due to a connection made at the Seattle Boat Show and cultivated by CVB board member, Leslie Cummings; Boating Puget Sound has decided to hold their Salty Dog Rally in Wrangell in June 14, 2014. This could bring 40-80 yachts into Wrangell on that date. The CVB will be working with Boating Puget Sound to plan a celebration and to organize some scheduled activities, and put information about Wrangell together. Go to www.boatingpugetsound.com for more information. These yachts travel as a group from Seattle to selected destinations.

FIRE DEPARTMENT:

ISO REVIEW - The Fire Department has recently finished the ISO review. Though the onsite review is completed, the actual report will not be available until late November/early December, 2013.

FIRE CALLS - The Fire Department has been fairly busy with fire calls in the last two months with two large structure fires and 6 "other" fire calls, ranging from stump fires to false alarms. For the year we have had a total of 25 fire related calls. The ambulance has been steady this year with a total of 218 calls to date.

EMT CLASS FOR STUDENTS - Next week as school begins, so will our EMT class for High School students. This program is provided to approximately 8 students who also have the option to join the Junior Firefighter Program. The department currently has 41 active members.

MUSEUM:

TOURISM SALES - The museum has been very busy. Keeping the shelves stocked has proved to be a challenge since tourism sales have been extremely good this summer. Since the Regatta is already scheduled to return in 2014, we are in the process of switching storage rooms with the movie theater so that the Gift Shop can utilize the larger room for addition stock. This will ensure that we are better prepared with back-stock next summer.

RELOCATING COLLECTION ITEMS - We are in the process of moving collection items from the Old Gym's basement, and the City's vehicle storage building to the Museum's storage room. Some of the items will be surplus (office equipment, etc.). In the event that all of the collection items will not fit in the Museum storage room, alternate storage facilities are being looked at.

DONATIONS - In the last week, the Museum has received two very nice donations. One donation was from a former guidance counselor at the Wrangell Institute which included yearbooks, text books and photos. The other features Captian Jinks, and includes some photos of him along with several items he had in his store starting in 1903. His store occupied the building that once housed Jitterbugs Coffee.

LIBRARY:

NEW MICROFILM READER - The new microfilm reader/printer has been installed and staff has participated in a webinar on the various features of the machine. The reader allows for images to be magnified, saved to a flash drive, emailed, and scanned for specific words. The City and Borough of Wrangell contributed \$1,000 (10%) toward the reader, the Friends of the Library donated \$500 (5%), and the Institute of Libraries and Museums (IMLS) grant of \$8.769 (85%) funded the remainder of the purchase cost. This reader will provide the community with the ability to research Wrangell Sentinel microfilm from 1898 to the present that the library has in its collection.

SUMMER READING PROGRAM UPDATE - The Summer Reading Program pool/pizza party was held on Saturday, August 10th. Children who completed the program were treated to pizza, cupcakes, chips, and pop. Every child received a trout pole, which were purchased through a grant from First Bank. A highlight of the party was the drawing of all of the 176 prizes donated by individuals, businesses, and organizations. Every child that participated in the program won at least one prize and was able to pick up the items at the library the following week.

E-READERS FOR CHECKOUT - The library staff is developing a policy on loaning the e-book devices; the nook, Kindle, and iPad. These items were purchased through an Alaska State Library grant. The library also received a camcorder which will also be available for borrowing.

LIBRARIAN ON LEAVE -The librarian will be out of town on medical leave August 21st through the August 25th. Assistant Director, Margaret Villarma will be in charge during this time.

FRIENDS OF THE LIBRARY – The Friends have started selling raffle tickets for (2) Alaska Airlines tickets (anywhere Alaska Airlines flies), for \$1.00 and 6 for \$5.00. The tickets can be purchased from Kay Jabusch, Lana Johnson, Carol Rushmore, Cindy Sweat, Renate Davies, or at the public library.

ELECTRICAL:

LINE CREW - The Line Crew has been busy staying on top of services to new construction as well as various remodel projects all over town. A number of recent heat rate installations have required service overhauls to existing services at different locations.

KETCHIKAN READY MIX - Our end of the electrical service for Ketchikan Ready Mix is complete and we are waiting for payment from them so that we can energize their system. Their new service consists of a 480 volt industrial grade service to run their batch plant, plus a 120/240 volt service to run their residential type loads. Hopefully, at the time of this reading the payment would have arrived and we will finally be selling power off that new line extension.

LIGHT FIXTURES AT THE AIRPORT - A few weeks ago, while reviewing the Service to Alaska Airlines, it was discovered that the 8 street lights installed in the airport parking lot, had not been metered. This has been corrected. The lights are the property of DOT, and they will be billed accordingly for the services.

FISH PROCESSORS RUNNING AT CAPACITY - Trident and Sealevel have both been running at capacity due to the great fish numbers showing up at the dock. This year is going to set a record in fish exports for the town, and it is reflected in the peak electrical loads the town is seeing. So far, the daily average has been about 5.5 megawatts. This number is expected to drop off as the season begins to slow down at the end of the month.

PLANT IMPROVEMENTS - We have taken advantage of the great weather to get a few improvements done around the plant. There was funding included in this year's budget to concrete in the truck bays adjacent to WML&P admin office. This has been done and it is a major improvement over the old wet uneven dirt floor of the past. This will extend the service life of the vehicles parked on it, as well as providing an additional work space for framing cross arms, and servicing transformers.

DRAINAGE AROUND THE PLANT - Earlier this spring, work had been done to improve the drainage around the plant. Catch basins were installed at major run off points around the buildings connecting them to storm drains. The last phase of that project was completed this week with the spreading and compacting of a couple loads of crush rock to seal up the areas that had been dug up to install the drains. The payback from this should be a much drier power plant as well as elimination of the huge puddle at the bottom of the service entrance for the truck bays. This improvement will eliminate freezing, which has caused major hazards every winter.

ADMIN/TRUCK BAY HEAT PUMPS - Heat pumps have been ordered for the WML&P admin office and truck bay. This improvement was also included in this year's budget. Once the heat pumps are installed, they will be a working example of the efficiency of the latest in air-to-air-heat pump technology. It is expected that the heat pumps will be able to heat in the winter, and cool in the summer, and only use 25 to 30 percent of the power currently used in our current resistance style electric baseboard heaters.

If resistance style electric heat is equivalent to \$2.80 heating oil, then the average heat pump would be producing the same heat at an equivalent of \$.75-1.00 per gallon heating oil. Not bad for a unit that costs little more than a Toyo or Monitor oil heater. WML&P has collected a substantial amount of data in support of this improved technology. Anyone who is interested in reviewing the data collected, please contact the WML&P Admin Office.

PARKS & RECREATION:

AQUATICS/POOL – The second of our two, two-week sessions of Learn-To-Swim classes ran from July 15th – July 26th. The demand for these children's swimming lessons was high, and unfortunately there were quite a few on the waiting list that did not get the opportunity to participate in the classes. In order to accommodate the many children who need to learn this invaluable life skill, and as instructor resources increase, Parks & Rec may consider additional classes.

RECREATION PROGRAMS – The Summer Rec program ran from June 3rd – August 9th. Parks & Rec saw a high level of participation from children ages 6-11. Daily activities included horseback riding, swimming, gardening, golfing, geocaching, dock fishing, hiking, Forest Explorers with the USFS, gym games, and crafts.

ADULT CO-ED SOFTBALL – Due to a lack interest, Parks & Rec's 2013 regular season of Adult Co-ed Softball was cancelled; however, there were four loosely formed teams who have been playing a couple of nights a week during the month of August.

YOUTH BASKETBALL – registration is scheduled to take place over two Saturdays: August 24th and 31st, from 10am - 4pm, in the Pool Facility lobby. Team selection takes place on September 5th. Practices begin September 10th. The season will kick-off with a Jamboree on September 21st. All Stars games will be played the last week in November and first week in December. The cost to participate is \$40 per player. For more information call Victoria Martin at 874-2444.

ATTACHMENTS:

None

Agenda Item 9

CITY & BOROUGH OF WRANGELL

BOROUGH ASSEMBLY AGENDA ITEM August 27, 2013

BOROUGH CLERK'S FILE:

Mark Your Calendar:

- 8/30 Deadline to file for Declaration for Candidacy (see below for various seats available)**
- 9/01 Last Day to Register to Vote for the upcoming Regular Borough Election**
- 9/02 Labor Day Holiday – City Hall will be Closed
- 9/04 Parks & Recreation Mtg. scheduled for 7pm in the Assembly Chambers
- 9/05 Port Commission Mtg. scheduled for 7pm in the Assembly Chambers
- 9/10 Regular Borough Assembly Mtg. scheduled for 7pm in the Assembly Chambers
- 9/12 Planning & Zoning Commission Mtg. scheduled for 7pm in the Assembly Chambers
- 9/16 Absentee in-person, by-fax, and by-mail begins in the Borough Clerk's Office**

Elections

Voters - Please remember to register to vote for the upcoming Regular Borough Election to be held on October 1st, 2013. The deadline to register to vote is on ***Sunday, September 1st, 2013.***

Declaration of Candidacy will begin on August 1st and close on August 30th for the following seats:

- | | |
|------------------|--|
| Mayor: | One – Unexpired term until October 2014
(Jack's term expires 10/2013) |
| Assembly: | Seat B - Unexpired term until October 2014
(Christian's term expires 10/2013) |
| Assembly: | Seat E - 3 Year Term
(Jamieson's term expires 10/2013) |
| | Seat F – 3 Year Term
(Wiederspohn's term expires 10/2013) |
| Port Commission: | Two - 3 Year Term
(Yeager & Knecht's terms expire 10/2013) |

Port Commission:	One – Unexpired term until October 2015 (Yancey's term expires 10/2013)
School Board:	Two - 3 Year Term (Helgeson & Howell's terms expire 10/2013)
Hospital Board:	Two - 4 Year Term (Massin & Henson's terms expire 10/2013)

City Boards and Commissions Appointments

Persons interested in serving on the following Boards and Commissions, please submit your Letter of Interest to the Borough Clerk's office beginning on September 3rd until September 30th, 2013.

Planning & Zoning Commission – three vacancies – three year terms
Parks & Recreation – one vacancy – three year term
Wrangell Convention & Visitors Bureau – two vacancies – three year terms
Thomas Bay Power Commission – one vacancy– three year term
Economic Development Committee – two vacancies– three year terms
Cemetery Committee – two vacancies– three year terms
Nolan Museum/Civic Center Board – three vacancies – three year terms

Upcoming Assembly Travel

Southeast Conference Annual Membership Meeting

To be held this year in Sitka, AK ~ September 17-19, 2013

Mayor Jack will be attending. Are there any others who wish to attend?

*Thank you,
Kim Lane*

Agenda Items 10 a - e

CITY & BOROUGH OF WRANGELL

BOROUGH ASSEMBLY AGENDA ITEM August 27, 2013

MAYOR/ASSEMBLY REPORTS AND APPOINTMENTS:

INFORMATION: This agenda item is reserved for the Mayor and Assembly Member's special reports. Such information items as municipal league activities, reports from committees on which members sit, conference attendance, etc., are examples of items included here.

- **Item 10a** Reports by Assembly Members

- **Item 10b** Acceptance of Resignation from Assembly Member
Christie L. Jamieson as Assembly Member on the Borough Assembly

RECOMMENDED ACTION

Motion: Move to accept the resignation from Assembly Member Christie L. Jamieson as Assembly Member on the Borough Assembly.

➤ **Item 10c** Appointment to fill the two vacancies on the
Planning & Zoning Commission

*There were _____ letters of interest received for the unexpired term until
October 2013 from:*

RECOMMENDED ACTION

Appointment to be filled by the Mayor with the consent of the assembly for the
unexpired **term ending October 2013**

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

Motion: Move to appoint _____ to fill the vacancy on the Planning & Zoning
Commission for the unexpired term up until **October 2013**.

*There were _____ letters of interest received for the unexpired term until
October 2014 from:*

RECOMMENDED ACTION

Appointment to be filled by the Mayor with the consent of the assembly for the
unexpired **term ending October 2014**

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

Motion: Move to appoint _____ to fill the vacancy on the Planning & Zoning
Commission for the unexpired term up until **October 2014**.

*If there were **no** letters of interest received, the Borough Clerk will continue to
advertise for letters of interest to fill the vacancy.*

➤ **Item 10d** Appointment to fill the vacancy on the Economic Development Committee

There were _____ letters of interest received for the unexpired term until October 2014 from:

RECOMMENDED ACTION

Appointment to be filled by the Mayor with the consent of the assembly for the unexpired term ending October 2014

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

Motion: Move to appoint _____ to fill the vacancy on the Economic Development Committee for the unexpired term up until **October 2014**.

*If there were **no** letters of interest received, the Borough Clerk will continue to advertise for letters of interest to fill the vacancy.*

➤ **Item 10e** Appointment to fill the vacancy on the Parks & Recreation Board

There were _____ letters of interest received for the unexpired term until October 2015 from:

RECOMMENDED ACTION

Appointment to be filled by the Mayor with the consent of the assembly for the unexpired term ending October 2015

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

Motion: Move to appoint _____ to fill the vacancy on the Parks & Recreation Board for the unexpired term up until **October 2015**.

*If there were **no** letters of interest received, the Borough Clerk will continue to advertise for letters of interest to fill the vacancy.*

Agenda Item 12a

CITY & BOROUGH OF WRANGELL

BOROUGH ASSEMBLY AGENDA ITEM August 27, 2013

INFORMATION:

Approval of the Revised 2013 Wrangell Medical Center Personnel Policies *(tabled at the July 23, 2013 meeting)*

Attachments

1. Memorandum from Woody Wilson, WMC President, dated June 27, 2013
2. 2013 Revised Wrangell Medical Center Personnel Policies (presented at the July 23, 2013 meeting)

RECOMMENDED ACTION: (for this item to be considered, it must be taken from the table)

Move to take from the table the motion to approve the Revised 2013 Wrangell Medical Center Personnel Policies as required by Wrangell Municipal Code 3.32.030 (D)

RECOMMENDED ACTION: (for approval)

Move to approve the Revised 2013 Wrangell Medical Center Personnel Policies as required per Wrangell Municipal Code 3.32.030 (D)

Attachment 12a - 1

Mission:

To enhance the quality of
life for all we serve

Vision:

Honor our heritage and be
the pride of the community

Values:

Integrity
Compassion and Caring
Trust
Transparency
Loyalty
Honoring our Heritage
Quality
Fiscal Responsibility

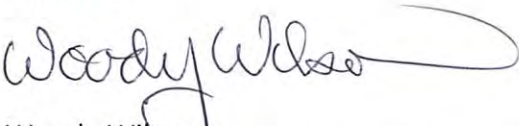
June 27, 2013

Mayor Dave Jack,
City & Borough Assembly
PO Box 503
Wrangell, AK 99929

Dear Mayor Jack and Assembly Members of the City and Borough of
Wrangell,

The Wrangell Medical Center Board's Bylaws, Policy, Ordinance
Review Committee has studied the attached, revised WMC Personnel
Policy Manual and recommended to the full WMC Board that the
updated manual be adopted, which was done during the regular board
meeting of June 19, 2013. The Wrangell Medical Center Board now
respectfully brings the policy to the Borough Assembly for approval as
required per Wrangell Municipal Code 3.32.030 (D)

Sincerely,



Woody Wilson
President, Wrangell Medical Center Board

*Caring for
Southeast*



WRANGELL MEDICAL CENTER

PERSONNEL POLICIES 2013

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Acknowledgement of Receipt of Employee Handbook

I acknowledge that I have received a copy of the Wrangell Medical Center Employee Handbook in its most current form. I understand that this handbook replaces any and all previous editions of the Wrangell Medical Center Personnel Policies.

I understand that the contents of this employee handbook are simply policies and guidelines, not a contract or implied contract with employees. I have received the Personnel Policies and I understand that it is my responsibility to read and comply with the policies contained in this handbook.

Employee signature

Date

Employee name (please print)

The Mission, Vision, Values of Wrangell Medical Center

Our Mission: To enhance the quality of life for all we serve.

Our Vision: Honor our heritage and be the pride of the community

By being a community driven organization;
By being an active participant in planning for the future of our community;
By being the leader in our industry and region in providing high quality care for patients;
By being ready and responsive to meet health care needs;
By being the hospital and long term care facility of choice;
By providing a beautiful, comfortable setting for our patients and our long term care residents;
By being the employer of choice;
By being financially healthy; and
By being a model of excellence in promoting wellness and restoring health.

Our Values:

INTEGRITY

We do the right thing, even if it is not the easy choice. We hold ourselves to high standards in the work that we do - this means we have a strong work ethic and do our jobs to the best of our abilities. We are honest, fair, and respectful to our patients, our community and ourselves.

COMPASSION AND CARING

Patients are always the focus and center of everything we do. Regardless of our role in the organization, we go above and beyond to provide services in a manner that lets patients know that we care deeply about them.

TRUST

It is absolutely important to us that our patients and our community trusts us. We will provide patient care and conduct our business such that they always do.

TRANSPARENCY

We are open and forthright with our community, our partners, and ourselves. Our community and patients have a right to know how we are planning for the future. They deserve to know how we are performing in the present, both financially and on quality measures.

LOYALTY

We are loyal to our patients, because we care about them deeply as our friends, family, and neighbors. We are also loyal to Wrangell Medical Center, and always act as excellent ambassadors of the organization. We treat each other with respect, and work cooperatively as members of a cohesive team.

HONORING OUR HERITAGE

We respect and remember our long history of caring for the diverse people in our community and region. We are committed to honoring this heritage by holding in the highest esteem our elders who came before us. We will focus on planning for our future so our elders can age in place, and maximize the potential that all patients may be served right here in the community.

QUALITY

Above all, we provide safe, high quality health care. We strive for excellence in everything we do, regardless of whether or not it is related directly to patient care. We hold ourselves accountable for this excellence. We embrace growth and change that comes with constantly improving ourselves. We focus on creating strong systems, and do not blame individuals for outcomes related to weak systems.

FISCAL RESPONSIBILITY

We believe in the prudent use of our resources. We deliver high quality services in a manner that is cost-effective while not compromising our services. Good stewardship of our finances benefits our community in the form of improvements and expansion of the services available.



Standards of Performance

To all who enter

We commit to provide fully informed quality healthcare which encompasses respect, dignity, compassion and confidentiality.

TEAMWORK

We commit to teamwork that is based on reliable, supportive and committed engagement with each other at all times and under all circumstances.

COMMUNICATION

We commit to conducting ourselves with integrity in an approachable, receptive and respectful manner in order to foster a positive work environment.

EDUCATION

We commit to encouraging all employees to reach their full potential through education and personal growth; our goal being to provide safe, efficient and quality healthcare.

ACCOUNTABILITY

We commit to honoring ourselves and our coworkers by being punctual, focused, prepared and responsive to provide professional patient centered care.

AT WILL STATUS OF EMPLOYMENT

Employment here is “at-will”. This means that at the sole discretion of either the employer or the employee, the employment relationship may be terminated at any time for any reason or no reason at all. No one in the facility other than the CEO has the authority to change the at-will nature of your employment.

EQUAL EMPLOYMENT OPPORTUNITY

Equal employment opportunity is granted to all qualified individuals without regard to race, color, religion, disability, sex, age, or national origin. Wrangell Medical Center will attempt to make reasonable accommodations for applicants and employees with disabilities.

RECRUITMENT

Prior approval from the Chief Executive Officer is required before establishing a new position or filling an existing position.

Any position that opens or is created at Wrangell Medical Center will be advertised for five working days. The position and its qualifications will be posted publicly in the staff dining room, and on all standard door entrances into the Medical Center. The position may be advertised out of house concurrently with in-house posting.

Applicants will complete the application forms provided by Wrangell Medical Center. The written application will be reviewed by the supervisor. Upon review, the supervisor will select those applicants to interview, check references, and all other processing of the application. All employees will be required to have a drug and alcohol screen and a criminal background check performed prior to hire.

Successful applicants will be hired at the proper grade established for the position, and at a step depending on experience, but not to exceed the median step on the established pay grid.

Any present employee of WMC who is successful in being hired for a new position or promotion will be subject to a six-month probation period with the exception that all present benefits will continue. The date of promotion to a new position will become the anniversary date of the employee for annual step increases.

BACKGROUND CHECKS

Wrangell Medical Center will conduct background screening checks on all new employees in accordance with the State of Alaska Department of Health and Social Services regulations. The background check will be processed through the Alaska Background Check Program. A background check will be done prior to employment at Wrangell Medical Center. Any offer of employment at Wrangell Medical Center is contingent on the successful completion of the background check. The Alaska Background Check Program also requires current employees to have their background check clearance renewed every six years. Employees will be notified when they are required to have their background check renewed. Wrangell Medical Center will pay for all costs of the background check screening. If a barrier crime is committed while you are employed by Wrangell Medical Center, the State of Alaska may revoke your clearance for employment. If an employee's background check clearance is revoked, Wrangell Medical Center must comply with the findings of the Background Check Unit.

CLASSIFICATION OF EMPLOYMENT

For the purposes of administration and eligibility for overtime compensation and benefits, Wrangell Medical Center has classified its employees as follows:

- **REGULAR EMPLOYEES:** Those employees who are hired to work at least 20 hours per week on a regular basis. These employees may be exempt or non-exempt.

Non-exempt employees are those employees whose compensation is based on an hourly wage rate. Non-exempt employees will be paid overtime at the rate of time and one-half their regular rate of pay for all hours worked beyond forty (40) hours in a work week.

Exempt employees are appointed by the CEO and are paid on a straight 40 hours per week basis. An exempt employee is not eligible for overtime pay or shift differential.

- **PRN EMPLOYEES:** Those scheduled on an "as needed" basis. These employees receive none of the regular employee benefits. Monetary compensation will be at the proper grade and step for the position, plus ten percent. PRN employees will not be eligible for PTO accrual, holiday pay, group health insurance, life insurance, employee discount, step raises, or the retirement plan. Supervisors will determine the need for PRN employees in their departments.
- **CONTRACT EMPLOYEES:** Contract employees= pay terms are negotiable.

COMPENSATION

The compensation plan of Wrangell Medical Center is established by assigning each job classification a salary grade which reflects the knowledge, skills and abilities needed to fill that position. Each employee will be compensated based upon the salary grade that is assigned to his or her position. The compensation plan establishes a salary range within each job. It is designed to provide for annual step increases to an employee as a reward for their increased value to the Medical Center.

New employees will be hired at the proper grade established for the position, and at a step depending on experience, but not to exceed the median step on the established pay grid.

ORIENTATION

All employees shall be appropriately oriented to the facility, to their departments, and to the duties of their job positions upon hire. All employees will be provided with a copy of their current job description and personnel policies. It is the responsibility of the supervisor to notify the Personnel department of a new hire.

Each employee shall be provided with a facility orientation checklist. This checklist must be completed and signed by the employee by the end of a two-week period. The checklist shall then be returned to the supervisor for placement in the employee's personnel file.

The supervisor is responsible for providing adequate employee orientation within their department. A signed checklist for department orientation will be placed in the personnel file.

Contract employees and students will be oriented in specific departments as appropriate. Contract employees must complete a contract employee orientation form.

Following a break in service of 12 months or more or at the discretion of the supervisor, an employee will be reoriented.

PROBATIONARY PERIOD

The first six calendar months of employment are considered probationary. The probationary period is designed so that the new employee may determine whether or not he/she is satisfied with his/her position and the supervisor may decide whether or not a new employee is satisfactorily performing his/her duties. The supervisor may extend the probationary period with the approval of the CEO. Any employee may be requested to leave for any reason, whatsoever, at the close of, or any time during, the probationary period.

PERSONNEL FILES

A personnel file will be kept for each employee of Wrangell Medical Center. The personnel file will contain his/her application for employment, hiring records, federal tax forms, salary records, job performance evaluations, current certifications, correspondence relating to the employee, reprimands and other disciplinary actions. Employee health records are maintained in a separate file by the Employee Health coordinator. Records of continuing education are maintained by the In-service Coordinator.

For the purpose of maintaining complete and accurate personnel files, employees are required to report any changes in their personal status to the Personnel department. This information should include:

- Change of address or telephone number
- Any change affecting your tax withholding status
- Legal change of name
- Changes that would affect your insurance or retirement benefits

Personnel files are the property of Wrangell Medical Center, and access to the information they contain is restricted. Generally, only supervisors and management personnel of the medical center who have a legitimate reason to review information in a file are allowed to do so.

Employees who wish to review their own file should contact the Personnel department. With reasonable advance notice, employees may review their own personnel files in the Personnel department office. The examination of the personnel file will be supervised and will be scheduled during regular office hours. If an employee requests a photocopy of the contents of her or her personnel file, the request must be made in writing.

JOB DESCRIPTION

Upon application, each employee will receive a written job description which describes the following:

- Qualifications necessary for the position
- Essential functions of the position
- Job classification
- Brief description of responsibilities and duties
- Title of immediate supervisor

Any job description distributed by Wrangell Medical Center is not inclusive of all duties that the employee will be required to perform. The employer expressly reserves the right to change the responsibilities and duties at its sole discretion. Upon hire, the job description will be signed by the employee to indicate acceptance and knowledge of the responsibilities of the position. The signed job description will be placed in the employee's personnel file.

LICENSURE AND CERTIFICATION

Those employees required by law, regulation or Wrangell Medical Center to be licensed or certified shall have the appropriate license or certification, and shall maintain such license in force during employment. Failure to acquire or maintain a required license or certification may result in suspension or termination.

PERFORMANCE EVALUATIONS

Performance evaluations for each job title will be at six (6) months, and one (1) year, and annually thereafter. The purpose of the employee evaluation is to take a personal inventory, to pin-point weaknesses and strengths, and to outline and agree upon a practical improvement program. The evaluations will provide a history of development and progress. Additional evaluations may be performed at any time. Employee evaluations will be in writing, signed by the supervisor and the employee and become part of the permanent personnel file. Employees may request a copy of the evaluation from their supervisor.

Supervisors and the executive team will be notified in writing of all evaluations that have not been completed in the past calendar year.

CONFIDENTIALITY

Employees have access to a wide range of confidential information. “Confidential information” is information which is not generally known and which the employee obtained solely as a result of his or her employment. It includes, but is not limited to, written records, lists, and any information pertaining to patients. Employees should only share or discuss confidential information with other employees on a need to know basis. It is not information which should be gossiped about or discussed with any other employees who do not have a need to be aware of that information. Employees should never discuss confidential information with anyone outside of the facility. As a condition of employment, employees must sign a confidentiality agreement. That agreement is a legally binding document in which employees acknowledge their obligation to maintain and protect the confidential information of Wrangell Medical Center.

Any breach in confidentiality should be reported to the employee’s supervisor. The supervisor must file an incident report with the Quality Director and place a statement of the incident in the employee’s personnel file.

Information to press and radio is restricted; do not give information to these sources unless you have been designated to do so by the CEO. If at any time an employee has any questions concerning what is or is not confidential and what their duties are with regard to confidential information, they should not hesitate to discuss those questions with their immediate supervisor.

MEETINGS AND IN-SERVICES

All necessary training required by the employer or any state, federal or local agency must be completed by all employees. Documentation of attendance at training will be kept by the In-Service department. Direct patient care personnel are required to take CPR.

EMERGENCY PREPAREDNESS PLAN

Employees are expected to review the Emergency Preparedness Plan, as established by the Medical Center. Emergency Preparedness Drills are held periodically. Employees present at the facility, for any reason, are expected to participate in Fire Drills. All employees are expected to participate in mandatory Emergency Preparedness Drills. Copies of the Emergency Preparedness Plan are available in all departments.

WORK SCHEDULES

Personnel in the nursing, dietary, housekeeping, maintenance, laundry and lab departments may be scheduled to work shifts. Employees are responsible for working the assigned posted schedule. If an employee voluntarily trades a shift after the schedule is posted, it is the scheduled employee's responsibility to find a replacement for that shift. The trade in shifts cannot result in overtime for either employee without the prior approval of the supervisor. Employees working evening shift and night shift will be eligible for shift differential pay.

SHIFT DIFFERENTIAL

Personnel in departments that regularly schedule two or more shifts per day will be eligible for shift differential. Normally, the evening shift is scheduled from 4:00 p.m to 12:00 midnight and night shift is scheduled from midnight to 8:00 a.m.

Employees working within two (2) shift differential periods shall be paid the respective differential rate for hours worked within each period. Differential is paid only for hours worked. Paid time off, call back time, sick time, education time, and other non-worked benefit time do not qualify for differential pay.

OVERTIME PAY

All hourly employees who are scheduled up to twelve (12) hours or less, shall be paid at time and a half for all hours worked in excess of:

- Eight (8) to twelve (12) hours in any workday
- Eight (8) to twelve (12) consecutive hours on any shift
- Forty (40) hours in a seven (7) day work period

All overtime will be computed to the nearest quarter (1/4) hour.

MEAL PERIOD

The meal period will be at least a 30-minute non-paid break to be scheduled where possible in the middle of each shift scheduled over six hours. The meal period should be taken. The omission is no basis for leaving work early.

A dining room is available for staff to take breaks and eat meals. Staff members are responsible for keeping dining room clean and neat after use.

REST PERIOD

A paid rest period of 15 minutes is allowed for each four hours worked. Rest periods should be taken. Their omission is no basis for leaving work early, nor qualifying for overtime.

ON CALL & CALLBACK

Designated employees are scheduled to take call and will do so as a requirement for employment. During call time, employees will abstain from any consumption of alcohol or the use of drugs. Violations of this policy will be subject to disciplinary procedures at the discretion of the supervisor. Employees who are onBcall will be responsible for being able to be reached by Wrangell Medical Center and available to report for work at all times. On-call pay continues when called in. This is in addition to the call back pay.

Employees will be guaranteed a minimum of 1 hour pay when called back to work. Call back pay is 12 times employee's regular rate of pay.

TIME CLOCK

All employees are expected to be at their work areas ready and able to start work at the scheduled time and are expected to remain in their work areas until their scheduled quitting time. A time clock is provided for employees to keep an accurate record of attendance, time worked and leave taken for pay purposes. It is the employee=s responsibility to clock in at the beginning of his/her shift and out at the end of the shift. Employees are not required to punch out and back in at lunch time C a lunch break will be automatically deducted. Employees should not clock in over 7 minutes before the beginning of the shift or more than 7 minutes after the shift ends. Employees working in multiple departments need to clock in to the appropriate department. It is the employee=s responsibility to report any problems he/she may have clocking in or clocking out, or any exceptions to pay that need to be reported by completing a Payroll Exceptions form. Call Pay, In-service time and PTO may also be recorded on the time clock. Supervisors will review their employee's time and attendance and sign a Supervisor Review form at the end of the pay period. The signed Review form must be turned in to the Payroll Department by noon on the Monday of the week of payday. Any time not recorded or any problems not reported by this time will be paid or adjusted on the next regular pay period.

TIME STUDIES

Time Studies are mandatory and must be done one week of every month for salary allocation on the Medicare cost report. These studies must be on rotating weeks. The personnel affected are the Nursing staff, Physical Therapy and Activities.

PAY DAY

Employees are paid on a bi-weekly basis every other Friday. Direct deposit of funds is available to either a savings or checking account at the employee's bank of choice. To activate direct deposit, a Direct Deposit Authorization form must be completed and returned to the Personnel department. Wrangell Medical Center employees are eligible for membership in the Alaska USA Federal Credit Union. See the Personnel department for membership application.

Any paycheck or direct deposit voucher not picked up by 5:00 pm on pay day will be mailed to the employee.

There will be no employee advances between pay days.

TRAVEL AND MEALS

An employee must fill out a Personnel Action Form for any employee travel. Travel funds must be approved in advance by the supervisor and the CEO. The Medical Center will pay the employee=s regular salary while they are attending education or business meetings. Travel and Education pay will not exceed 8 hours per day.

Airline tickets should be charged to the hospital. Registration fees, meal per diem and lodging expenses may be obtained in advance, if the employee wishes. Airline and lodging reservations should be made through the Administrative Assistant. Receipts for expenses must be returned to the Accounts Payable department within 30 days of travel.

A meal per diem allowance is paid for any out of town travel resulting in an overnight stay. One day of meal per diem will be given for each night the employee is out of town.

Rental cars must be charged to employee=s own credit card and the receipt turned in to Accounts Payable for reimbursement. Employees may be asked to present a written or oral report on information learned while traveling at the Medical Center=s expense.

ATTENDANCE POLICY

Wrangell Medical Center (WMC) encourages excellent attendance and punctuality by all employees. While there are sometimes legitimate reasons for employees to be absent or late on occasion, excessive absenteeism and lateness impacts other employees and impedes the WMC's progress toward meeting its goals. Excessive absenteeism and lateness are not acceptable behaviors, and employees will be counseled when their absence record is excessive. Should an employee be unable to correct the excessive absence or lateness, corrective action up to and including discharge may be taken.

Notification of Absence: Employees who must be absent or late are required to notify their supervisor or his/her designee, who will be responsible for notifying the manager/supervisor of the absence or tardiness as soon as possible. The manager/supervisor should designate an individual to be notified during times when they cannot be reached.

Employees requesting leave under one of our specific leave policies (FMLA, Earned Time, Military Leave, etc.) must follow the notification and approval procedures contained in that leave policy. Attendance expectations are administered within the requirement of applicable leave laws. Certain absences such as Family and Medical Leave (FMLA) and approved disability accommodations generally do not count as unscheduled absences under this policy.

Employees who fail to properly report their absence within three consecutive scheduled working days are considered to have voluntarily terminated their employment. Improper notification or failure to notify of absence will be considered just cause for corrective disciplinary action and may affect some clinical licenses.

Reducing Absenteeism by Disciplinary/Corrective Action: Excessive absenteeism, excessive lateness, or improper notification are correctable infractions; as such, the appropriate pattern for correcting is verbal counseling, written warning, final written warning with corrective probation, and termination. In applying corrective action to excessive absenteeism, the following guidelines should be used:

- An "occurrence" approach should be adopted. "Occurrence" means one (1) or more consecutive days of unscheduled absence. If an employee misses work due to an illness for one or multiple consecutive work days, this will be considered as one occurrence. Consecutive absences, however, for different reasons will be treated as separate occurrences. For example, an employee who is sick on one day, and then who fails to show up to work the next day due to a car problem, would have two absenteeism occurrences under this policy. Any absenteeism from a scheduled workday or tardiness greater than an hour that has not been pre-approved with the department supervisor/manager is generally considered an absenteeism occurrence. Please make note that the provision of the physician's note does not prevent the absence from constituting an absenteeism occurrence under this policy.
- When applying corrective action to an employee for absenteeism, it is important to explore the reasons for the absences at the first stage, during verbal counseling. For

example, if the employee's absences are due to a legitimate reason not the fault of the employee, it may not be appropriate to discipline the employee.

- In cases where formal corrective action is being taken with an employee for excessive absence, it is appropriate to deny the last minute request for personal time off (not including Paid Time off (PTO) for illness or emergency) until the employee's attendance complies with departmental averages.
- If an employee's absence continues to be excessive, after application of formal corrective action, it is appropriate for a supervisor to have the employee verify their reasons for continued absence or lateness, e.g., doctor's certification.
- All employee absenteeism must be handled consistently, and within the definitions provided in this policy. Employee attendance records should be reviewed with the employee, at least annually, during the employee's performance appraisal.

Administrative Guidelines: Supervisors are responsible for maintaining accurate attendance records for employees under their direction. Records must document the reasons for the employee's absence/lateness. An employee's record of attendance should be documented and shared with the employee on an annual basis.

DEFINITIONS:

"Absenteeism" is generally defined as the failure of employees to report on the job for normally scheduled work hours; absenteeism does not include time-off scheduled in advance.

The term *"Excessive Absenteeism"* occurs when one or more of the following exists with regard to an employee's absenteeism:

- Absences are exceeding PTO time accrued.
- Absences are developing a "pattern"; e.g., employee calls in sick every Friday or Monday, to extend weekend, etc.
- Rate of employee absenteeism is exceeding average departmental and/or hospital absenteeism rates.
- When an employee's absence or lateness begins approaching or reaches an excessive stage, it is required that the reasons for lateness/absence be documented by the manager.

"Lateness" occurs when an employee is not at their workstation and ready for work at the start of assigned shift or when returning from meals or breaks.

The term *"Excessive Lateness"* is defined as lateness that exceeds an average of **three late** start times per month or three late returns from meals and breaks per month.

LEAVES OF ABSENCE

FAMILY MEDICAL LEAVE ACT

Those regular employees who have worked (hours include in-service, holidays and PTO) at least 1250 hours in the previous 12 month period prior to the requested time off are entitled to take up to 12 work weeks of leave during a 12 month period. The determination of eligibility for the Family and Medical Leave Act is made at the time that the employee's leave would begin. Request for leave will be made in writing at least 30 days in advance when possible. It is the supervisor's responsibility to notify the personnel department in the event of an emergency medical leave situation.

The appropriate instances for this leave are:

- The birth of a son or daughter and to care for the newborn child
- The placement with the employee of a son or daughter by adoption or foster care
- The need to care for the employee's spouse, son, daughter or parent with a serious health condition
- A serious health condition that makes the employee unable to perform the functions of the employee's job

Leave taken under this act will run after all PTO, and sick time has been used. Your health coverage, along with the coverage of any spouse or dependents will be maintained at the same rate, as coverage would have been provided had the employee not taken leave. Any share of the health insurance premiums which has been paid by the employee prior to family medical leave will continue to be paid by the employee during the family medical leave period. Payment would be due at the same time as it would be made if by payroll deduction unless another payment schedule is agreed to between the employee and the Medical Center.

Upon return from family medical leave an employee is entitled to be returned to the same position the employee held when leave commenced, or to an equivalent position with equivalent benefits, pay and other terms and conditions of employment. The anniversary date of the employee will be adjusted by the length of the leave of absence.

If an employee decides not to return to work following FMLA leave and you fail to provide your supervisor with advance notice, you will be considered to have voluntarily resigned.

It is Wrangell Medical Center's intent to fully comply with the Family Medical Leave Act. The actual federal regulation will govern any questions arising under this policy. This is intended as a general summary of Wrangell Medical Center's compliance with FMLA.

NON - FAMILY MEDICAL LEAVE POLICY

For special, personal or urgent reasons, an employee employed one year or more may apply for a leave of absence without pay up to 120 consecutive calendar day's duration. A leave of absence must be requested in writing on the Leave of Absence Request Form and submitted to your supervisor as far in advance as possible. The request must state the reasons for the leave and the amount of time requested. The supervisor will give consideration to the circumstances of each application and shall have the right to determine whether or not the leave shall be granted and the duration. A major consideration in granting or denying a requested leave of absence for other than medical related conditions, or those conditions covered under the Family Medical Leave Act, will be the ability of the Medical Center to provide adequate coverage without extra cost. All accumulated PTO hours will be used prior to the granting of leave of absence without pay. Benefits will not accrue during a leave of absence without pay. The employee will be responsible for the entire expense of continued health insurance coverage (COBRA) during personal leave. The employee must pay the entire premium at the regularly scheduled payment date. Failure to make timely payments will result in termination of benefits. Approval of a leave of absence without pay does not guarantee employment at the Medical Center at the end of the leave. Upon returning from a leave of absence, the anniversary date of the employee will be adjusted by the length of the leave. All benefits will resume immediately upon return to work from a leave of absence. Leave may be extended with CEO approval. If an employee decides not to return to work following personal leave and you fail to provide your supervisor with advance notice, you will be considered to have voluntarily resigned.

MILITARY LEAVE POLICY

Wrangell Medical Center will comply with its obligations under the Uniformed Services Employment and Reemployment Rights Act (USERRA). The Act applies to persons who perform duty, voluntarily or involuntarily, in the "uniformed services." These services include the Army, Navy, Marine Corps, Air Force, Coast Guard and Public Health Service Commissioned Corps, including their reserve components.

PAID TIME OFF

Employees requesting Paid Time Off (PTO) will fill out a Personnel Action Form for scheduling purposes. A personnel action form must be filled out for any time off the job which will be claimed for pay, with the exception of regular holidays. This form will be filled out in advance when requesting vacation, leave, travel and education. Employees are responsible for managing their PTO balances.

All employees accrue Paid Time Off for purposes of vacation and sick leave. Employees in temporary or PRN status do not accrue Paid Time Off.

Rate of Accrual:

The rate of accrual shall be based upon the total number of hours worked during a pay period, and your accrual rate for length of service.

X	0-1 years	.084616 per hour worked	
		6.77 maximum accrual per pay period	176 Hrs.
X	1-4 years	.103847 per hour worked	
		8.31 maximum accrual	216 Hrs.
X	4-9 years	.123077 per hour worked	
		9.85 maximum accrual	256 Hrs.
X	9 + years	.142308 per hour worked	
		11.38 maximum accrual	296 Hrs.

Paid Time Off Pay:

PTO shall be paid at the employee's base rate of pay and will be figured into that pay period during which the leave was taken. PTO used for leave from work will be used at least at the rate an employee is normally scheduled to work, which has been determined by your supervisor. No regular employee shall have a negative PTO balance.

Accumulation:

PTO accrued, but not used, shall accumulate from pay period to pay period to a maximum of 500 hours. Anything beyond this cap will periodically be paid in cash.

Conversion to Cash:

Employees may request a cash payment of hours accumulated in their PTO banks on a quarterly basis. Any conversions over four in one year must be approved by the CEO. PTO shall be paid at 100% of the employee's base rate. Cash conversions are subject to normal payroll withholdings. Requests for conversion to cash will be paid with the regular payday.

Required Time Off:

All employees regularly scheduled for full-time will be required to take ten days off during the calendar year. Employees regularly scheduled for part-time will be required to take off five days

during the calendar year. Supervisors will be notified in October of those who need to schedule vacation.

Scheduling:

Employees shall present written requests for Paid Time Off at least four (4) weeks in advance. PTO is subject to supervisor approval, and will be granted according to the convenience of the Medical Center.

Extended PTO (more than four (4) weeks) must be submitted for approval at least eight (8) weeks in advance.

Illness:

Employees who must be absent or late are required to notify their supervisor or his/her designee, who will be responsible for notifying the supervisor of the absence or tardiness as soon as possible. The supervisor should designate an individual to be notified during times when they cannot be reached. Employees will be required to use PTO for scheduled shifts missed due to illness.

Payment on Termination:

An employee shall be paid upon termination for all PTO accumulated but not used. PTO shall be paid at 100% of the employee's base rate.

HOLIDAYS

The following days are approved holidays:

- < New Year's Day
- < President's Day*
- < Seward's Day*
- < Memorial Day
- < Independence Day
- < Labor Day
- < Alaska Day*
- < Veteran's Day*
- < Thanksgiving
- < Christmas

Holidays designated with an asterisk (*) are considered minor holidays. Departments will need to schedule staff for these holidays as determined by the supervisor.

You must be paid for at least 40 hours in the pay period, which contains the holiday to be eligible for holiday pay. Paid hours will consist of regular hours worked, PTO, Sick Time, In-service Time, Jury Duty, or Bereavement pay.

Regular employees are entitled to holiday pay in proportion to the number of hours paid in the holiday pay period:

- Less than 40 hours: 0 hours holiday pay
- 40 C 44 hours paid: 4 hours holiday pay
- 45 C 49 hours paid: 5 hours holiday pay
- 50 C 59 hours paid: 6 hours holiday pay
- 60 C 69 hours paid: 7 hours holiday pay
- 70 C up hours paid: 8 hours holiday pay

Holiday pay will be paid in the pay period, which contains the holiday for all regular and exempt employees. Exempt employees will not be paid extra for working on a holiday. Holiday time will not be added to your PTO balance.

BEREAVEMENT LEAVE

Scheduled employees, with approval of the CEO, will be granted a leave with pay of 40 hours for regular employees in the event of a death in the immediate family. The Supervisor must be notified and the bereavement leave must be requested immediately. Immediate family is defined as *parents, parents-in-law, spouse, children, grandchildren, grandparents, brothers, sisters, and domestic partners*.

JURY DUTY

Employees must notify their supervisor when they are notified that they are on call for jury duty. Also, please notify your supervisor when you have been released from the courthouse.

Employees, who are called to serve on Jury Duty, will be compensated by the Medical Center for his/her regular pay for the regularly scheduled time missed.

LOW CENSUS DAYS

When more personnel are scheduled than required because of intermittent low patient census, a low census period may be given to employees who request it, or it may be assigned to employees if there are no requests. Assignment will depend upon the particular needs of the Medical Center for that period; however, every effort will be made to equitably rotate such periods where feasible.

A low census period is a period without regular pay, but one for which benefits are accrued for all regular employees. Employees may elect to use PTO for low census periods.

A low census period must be assigned at least one hour before the scheduled shift, unless the supervisor and staff member agree to a lesser time period. Low census hours must be authorized by the supervisor in writing.

Low census periods do not contribute to overtime calculations.

Low Census Periods must be designated by the CEO. The CEO will designate a beginning and ending date for low census periods.

PERSONAL APPEARANCE

Employees are expected to maintain high standards of neatness, cleanliness and personal hygiene. All employees should arrive for work in modest, neat and clean clothing appropriate for work. Wrangell Medical Center is an important part of our community and our employee's attire should be reflective of our professional commitment to those we serve. Our appearance should not distract from our professionalism individually or collectively, and should not be distracting or offensive.

Clothing must be clean, safe, non-wrinkled, in good repair and sized appropriately (no wrinkled, torn or revealing apparel) with no slogans, or inappropriate pictures/graphics. No sweatshirts, bare midriffs, low rider jeans or tank tops can be worn. Wrangell Medical Center and Wrangell Medical Center Foundation logo attire is acceptable. Specific uniform requirements may apply depending upon your position. These will be documented in each department and communicated to all staff within that department. Any change to department dress code must have prior administrative approval.

All employees must wear a facility issued photo identification badge. This must be worn in a visible location above the waist at all times. The Personnel department will issue these upon hire. Duplicate identification badges may be obtained from the Personnel department.

Cosmetics, colognes and fragrances must be kept to a minimum so as to prevent discomfort or allergic reactions from co-workers and patients. These include, but are not limited to, heavy cologne, perfume, or after shave lotions.

Body piercings and jewelry must be conservative in nature and should not compromise health, sanitation or safety. Tattoos should not be perceived as offensive to patients, visitors or other staff. Employees will be asked to cover any visible tattoos which are determined to be offensive and remove any excessive body piercings or jewelry at the discretion of the employee's immediate supervisor.

Footwear should be appropriate and safe for each employee's daily work activities. For reasons of safety and infection control, no open toe shoes, thong type footwear or any type of shoes with openings are allowed in clinical areas.

Supervisors are responsible for enforcing dress codes. Employees are responsible to know and follow the hospital and departmental dress codes. If any employee reports to work improperly dressed or groomed, the supervisor will instruct the employee to obtain a pair of scrubs, shower if necessary and return to their shift, or be asked to return home to change into appropriate attire. The employee will not be compensated during such time away from work. Repeated violations may result in disciplinary action.

FRAGRANCE POLICY

In order to ensure the comfort and safety of our staff, visitors and patients, no strong odors are allowed to be worn. Staff members are asked to refrain from using cologne, hairspray, perfume, aftershave lotion or scented lotions in the facility. If any employee reports to work wearing a strong fragrance, the supervisor will instruct the employee to shower if necessary and return to their shift, or be asked to return home. The employee will not be compensated during such time away from work. Repeated violations may result in disciplinary action.

SMOKE-FREE WORKPLACE

In order to provide a smoke-free workplace, smoking is allowed in designated areas only. Employees may smoke during his/her break times and meal periods only. The designated staff smoking area is at the back of the covered area where the LTC van is parked. Containers will be provided for the extinguishing and disposal of smoking materials. Smoking is not allowed in WMC vehicles.

PARKING

There is available parking for employees in the parking lots, except that lot adjacent to the clinic. No employee parking is allowed on the street from the first driveway of the Medical Center entrance to the driveway of the clinic parking lot. The parking in front of the ER is to be kept free for patients, visitors, and family.

USE OF PERSONAL TECHNOLOGY

This policy applies to all Wrangell Medical Center staff members including employees, medical staff, volunteers, students, and contractors working onsite; all hereafter referred to as “staff” or “staff members”.

The purpose of this policy is to establish guidelines for use of personal technology in the work place. The term “personal technology” refers to portable or stationary devices/resources personally owned by anyone covered by the scope of this policy and includes, but is not limited to desktops, laptops, notebooks, palmtops, handhelds, portable digital assistants (PDA), smart tablets, iPods, thumb drives, USB keys, flash memory, portable storage devices, BlackBerries, smart phones, and any other computer or media.

Wrangell Medical Center supports a healthy balance between work and personal life and understands the need for staff members to occasionally connect with their personal life while at work. We expect staff to act in a way that lives out our Mission, Vision and Values and our Standards of Performance when considering use of personal technology in the work environment. Therefore, during work hours, staff should limit their use of personally-owned technology to break times, except in cases of emergency. Use of personal technology in patient care areas should be limited to activities authorized by Wrangell Medical Center.

The use of personal technology should not interfere with an employee’s work performance or direct patient or resident care and should otherwise be in accordance with all other applicable Wrangell Medical Center and/or department policies or procedures.

PERSONAL TECHNOLOGY BEHAVIORAL EXPECTATIONS:

- No device with earphones will be allowed to be used in the facility.
- Ringers/alerts on personal technology should be silenced during working time and in patient care areas, unless authorized by WMC administration.
- Even in circumstances where personal technology use is permitted at work, the viewing of sexually explicit or offensive material, or any material that is contrary to Wrangell Medical Center’s Mission, Vision and Values and our Standards of Performance is strictly prohibited.
- To protect the privacy of our patients, no photographs or video, audio or voice recordings may be made that contain any protected patient information, in adherence with HIPAA and applicable state health information privacy laws and to be consistent with Wrangell Medical Center policies.

- Electronic messages on personal technology (for example emails or text messages), even those that have been deleted, are typically discoverable in legal proceedings to the same extent as hard copies. By transmitting a message electronically, a user may be deemed to have waived certain personal privacy protections that would otherwise be available.
- Wrangell Medical Center is not liable for the loss or damage of personal technology brought into the workplace.
- Violations of this policy may result in corrective action, up to and including termination of employment.

USE OF WMC TECHNOLOGY

This policy applies to all Wrangell Medical Center staff members including employees, medical staff, volunteers, students, and contractors working onsite; all hereafter referred to as “staff” or “staff members”.

The purpose of this policy is to establish guidelines for the use of e-mail, voice mail and Internet usage on equipment and devices provided by Wrangell Medical Center.

Staff members should have no expectation of privacy in e-mail or voice mail communication, whether to supervisors, co-workers, or others. Even if e-mail is deleted from the device, it is not deleted from the system. Internet activity may be monitored by Wrangell Medical Center administration and privileges may be changed or revoked at any time.

Use of e-mail, voice mail or Internet on Wrangell Medical Center equipment and devices should be in accordance with all applicable Wrangell Medical Center and/or department policies or procedures. Any device or equipment that is the property of Wrangell Medical Center must be surrendered immediately upon termination.

WRANGELL MEDICAL CENTER TECHNOLOGY EXPECTATIONS:

- All e-mail and voice mail are the property of Wrangell Medical Center. Wrangell Medical Center reserves the right to monitor the communications. E-mail should be restricted to Wrangell Medical Center business use.
- Wrangell Medical Center reserves the right to determine, at the sole discretion of Wrangell Medical Center administration, what constitutes permissible use of e-mail in the event of a dispute.
- Internet access is provided for Wrangell Medical Center business use. Internet users have a responsibility to use the Internet appropriately in conducting the business of Wrangell Medical Center. Misuse of the Internet can result in disciplinary action, including termination. Some examples of behavior that could result in disciplinary action are:
 - Illegally downloading electronic files, including those that may be copyrighted.
 - Downloading, transmission and possession of pornographic, profane or sexually explicit material.
 - Sending threatening messages/files.
 - Sending racial, ethnic, religious, sexually harassing or offensive message/files.
 - Sending chain letters through e-mail.
 - Attempting to access any computer system without proper authorization.
 - Sending or posting confidential information.
 - Using company time or resources for personal gain.

SOCIAL MEDIA

All Wrangell Medical Center staff members including employees, medical staff, volunteers, students, and contractors working onsite; all hereafter referred to as “staff” or “staff members” will be expected to follow the established policy regarding the appropriate use of social media for business and personal reasons.

Wrangell Medical Center recognizes that social media has changed the way people communicate and that this form of communication will continue to evolve in the future. For those in the health care field, our responsibility to our patients means special caution is necessary in maintaining a separation of personal and professional life. While Wrangell Medical Center has no desire to restrict our staffs’ ability to have an online presence, staff are expected to be mindful of our Mission, Vision and Values and our Standards of Performance in how they present themselves and represent this organization when using or accessing social media sites. Staff members are the ambassadors for Wrangell Medical Center in our community and should use good judgment and sound ethics when posting to social media sites.

Social media can take many different forms including, but not limited to: internet forums, chat rooms, blogs and micro-blogs, online profiles, wikis, podcasts, pictures, videos, instant messaging, music-sharing and voice over IP. Whether posting for business or personal reasons, staff members are prohibited from posting confidential patient or Wrangell Medical Center confidential or proprietary information unless it is within the course and scope of their position. Additionally, staff members are expected to keep their focus on work and refrain from utilizing social media during work hours, with the exception of approved business-related activities. Nothing in this policy is intended to prohibit activities protected by law such as union organizing, whistleblower protection or other protected concerted employee activity.

If a posting includes information that could directly or indirectly identify a Wrangell Medical Center patient or resident, even if the patient or resident is not identified by name, it could violate Wrangell Medical Center policy and state and federal law.

SOCIAL MEDIA BEHAVIORAL EXPECTATIONS: Whether you are posting for business or personal reasons, the following are expected of all staff members:

- Always act consistently with Wrangell Medical Center Mission, Vision & Values and our Standards of Performance.
- Know and follow laws, regulations and Wrangell Medical Center policies regarding privacy and confidentiality at all times.
- Always be aware that written messages are, or can become, public. The Internet is immediate and nothing posted is ever truly private or anonymous.
- If a staff member sees unfavorable opinions, negative comments or criticism about Wrangell Medical Center on a social media site, he or she should not attempt to rebut it

nor have it removed as that may escalate the situation. Instead, he or she should forward the information to the CEO.

- Any staff member who believes they have been the target of harassment through another staff member's social media activity should report the incident to their supervisor. Abusive or harassing behavior violates Wrangell Medical Center's policy and is subject to disciplinary action.
- Any unauthorized information posted on a social media site that discloses confidential or proprietary Wrangell Medical Center information or implies official Wrangell Medical Center opinion violates Wrangell Medical Center policy and may be used as grounds for discipline, up to and including termination, even if the action was on personal time and equipment.
- A suspected Breach of Confidentiality will be dealt with according to Wrangell Medical Center's Confidentiality policy.
- Wrangell Medical Center administration has the right to view, monitor and request removal of any posting on a social media site that does not meet the requirements of this policy.

Personal Social Media Activity: The majority of social media sites on the Wrangell Medical Center network are blocked. This section pertains to staff members' personal social media use not related to their work, position or responsibilities at Wrangell Medical Center. If a staff member's personal posting includes comments on any aspect of Wrangell Medical Center's business, they must reveal their relationship and include a disclaimer stating: *"The opinions expressed in this post are my own and do not represent the views of Wrangell Medical Center."* Staff members should not use their Wrangell Medical Center e-mail address or include any reference to Wrangell Medical Center in their personal username when posting online.

Social Media Activity for Business Purposes: Business social media activity refers to developing, writing, and posting content for social media sites within the staff members' job duties for Wrangell Medical Center.

- Any media release must be approved by the Wrangell Medical Center CEO.
- When you post or comment on social media, always state your name or be speaking as a representative of Wrangell Medical Center.
- Always act consistently with Wrangell Medical Center's Mission, Vision, Values and our Standards of Performance. You are accountable for what you write, produce or record. Participation in social media within a staff member's role at Wrangell Medical Center must be taken seriously.
- Be a leader. Frame what you write to invite differing points of view. Refrain from denigrating our competitors or any other businesses or individuals. Once the words or other material are out there, you cannot get them back.
- Reply to comments quickly when a response is appropriate.
- Requests for staff member references must be processed through Human Resources only.
- Stick to posting Wrangell Medical Center materials and information. Do not share third party copyrighted publications, logos or other trademarked images. If you do use

someone else's material, give them credit. In some cases, you may also need their written permission.

- Write what you know. Write and post about your area of expertise, especially as it relates to Wrangell Medical Center or health/medical care. Write in the first person. Talk to your readers as you would talk to people in professional conversations. Consider content that invites response and encourages comments.
- Quality matters. Use a spell-checker. You must make an effort to be clear, complete and concise. There are very few first drafts that cannot be shortened and improved.

Use of Wrangell Medical Center Resources and Relationship: Staff may not link their personal websites or blogs to Wrangell Medical Center's internal or external web site.

- Staff members should not be in the position of endorsing anything on behalf of Wrangell Medical Center without prior approval.
- Wrangell Medical Center, as an entity of the City and Borough of Wrangell, cannot support or endorse candidates for office. Support or opposition to legislation on behalf of Wrangell Medical Center is limited to authorized personnel.

MEDIA RELEASES

Only authorized spokespersons may give information to the media. If a contact is made by the media directly to an unauthorized staff person, the staff should require the name of the visitor/caller, the telephone number where the person can be reached and the name of the media represented. The employee must inform the visitor/caller that the employer's spokesperson will return the call or make arrangements to meet with them at an alternate site or time. The employee shall advise the employer of any such call or visit at once. Staff should never release the home telephone number of any other staff member, including the supervisory staff. No member of the press should be allowed in the patient care areas without the approval of Wrangell Medical Center.

NEPOTISM

The employment of a relative of a current employee is permitted by Wrangell Medical Center as long as qualifications for the position are met and, in the opinion of the Medical Center, employing the relative will not create an actual or perceived conflict of interest. Supervisors who seek to hire, transfer or promote any relative (as defined below) must obtain prior written approval from the CEO.

Relative defined: Relatives includes a spouse, parent, parent-in-law, child, grandparent, grandchild, sister/brother, sister/brother-in-law, aunt/uncle, niece/nephew and any individual with who an employee has a personal relationship.

Personal relationships may create an actual or perceived conflict of interest, and/or create the risk of sexual harassment/hostile work environment related claims. A personal relationship includes, but is not limited to a romantic or intimate social relationship. Thus, a supervisor may not hire, promote or directly supervise any person with whom they have a personal relationship, nor may they engage in any personal relationships with their subordinates.

An employee must notify his/her supervisor if his or her relationship to another employee changes to fit the definition of “relative” above. If a personal relationship develops between a supervisor and subordinate, both employees are required to inform the CEO of the relationship.

Company Discretion: Wrangell Medical Center reserves the right to use its sole discretion in hiring, assigning and transferring relatives in a manner calculated to eliminate potential conflicts of interest or other employment complaints. To do this, the Executive Team will take action that is fair and equitable and that will remove any direct reporting or management relationship between employees who are defined as “relatives”.

Similarly, Wrangell Medical Center reserves the right to use its sole discretion in hiring, assigning or transferring employees who have personal relationships with co-workers. The Executive Team will take action that is fair and equitable to eliminate any direct reporting or management relationship between employees who are involved in a personal relationship.

Finally, Wrangell Medical Center may change the placement of relatives and individuals involved in a personal relationship regardless of whether there is a direct reporting or management relationship if the Executive Team determines that the personal relationship actually or potentially interferes with the employees’ job performance.

DISCRIMINATION & HARASSMENT

Wrangell Medical Center is committed to providing and promoting an atmosphere in which employees, non employees, and employee applicants can be assured of a workplace free of discrimination or harassment on the basis of sex, color, race, religion, national origin, age, disability, marital status, changes in marital status, pregnancy, parenthood or sexual orientation. Harassment will not be tolerated, condoned or permitted. Such harassment or discrimination is in direct violation of federal and state law, and is inconsistent with Wrangell Medical Center=s policy on equal opportunity and its Standards of Performance.

Persons who knowingly engage in or instigate such discrimination or harassment will be subject to disciplinary actions which may lead to suspension or discharge. Additionally, managers and supervisors who knowingly permit discrimination or harassment activity to occur without further action will be subject to disciplinary action. Where such prohibited activity is perpetrated by a non-employee, Wrangell Medical Center will take available and appropriate disciplinary action which may include, by way of example, loss of contract.

Persons making frivolous or malicious accusations of discrimination or harassment may be subjected to disciplinary actions. This policy is not intended to restrict bonafide activities such as reprimands, disciplinary actions and employee performance evaluations which are clearly within the scope of a supervisor=s duties and responsibilities, and which serve a legitimate management purpose.

DEFINITIONS:

Discrimination: An act committed on the basis of prejudice or bias based on the sex, race, color, religion, national origin, age disability, marital status, changes in marital status, pregnancy, parenthood or sexual orientation. There are two types of discrimination: 1) **Overt** B conscious actions against individuals and 2) **Systemic** B a result of often normal and seemingly neutral practices throughout the employment. This act can be intentional or unintentional. The result of this act is that an individual or group is subject to unequal treatment or physical conduct.

Quid Pro Quo Sexual Harassment: Unwelcome sexual advances, requests for sexual favors, and other verbal and physical conduct of a sexual nature by one in a position of power or influence constitutes Aquid pro quo sexual harassment@ when 1) submission by an individual is made either an explicit or implicit term or condition of employment or of academic standing, or 2) submission to or rejection of such conduct is used as the basis for employment decisions affecting that employee, non employee or employee applicant. As defined here, Aquid pro quo sexual harassment@ normally arises in the context of an authority relationship. This relationship may be direct as in the case of a supervisor and subordinate or it may be indirect when the harasser has the power to influence others who have authority over the victim.

Hostile Environment Sexual Harassment: Unwelcome sexual advances, requests for sexual favors, and other verbal and physical conduct of a sexual nature constitute a hostile environment sexual harassment when such conduct is directed toward an individual because of his or her gender and has the purpose or effect of 1) creating an intimidating, hostile, or offensive work or academic environment, or 2) unreasonably interfering with another's work performance. Generally, a single sexual joke, offensive epithet, or request for a date does not constitute hostile environment sexual harassment; however, being subjected to such jokes, epithets or requests repeatedly may constitute hostile environment sexual harassment.

In determining whether alleged sexual harassing conduct warrants corrective action, all relevant circumstances, including the context in which the conduct occurred, will be considered. Facts will be judged on the basis of what is reasonable to persons of ordinary sensitivity and not on the particular sensitivity or reaction of an individual.

GUIDELINES FOR IMPLEMENTATION:

Responsibility for Implementation: Overall responsibility for the administration of this policy is delegated to the CEO. All managers and supervisors within Wrangell Medical Center are responsible for taking immediate and appropriate corrective action where they have any knowledge of such prohibited practices.

Complaints: Complaints should be made within ninety (90) days of the last discriminatory incident. Employees believing they have been subjected to discrimination or harassment should contact a member of the Executive Team.

A complaint may be filed in writing and a copy given to a member of the Executive Team. Appropriate steps will be taken to investigate any reported incidents of sexual harassment and discrimination, in order to remedy the situation. Disciplinary action will be taken as warranted.

Any form of retaliation, reprisal or adverse action taken against an employee for complaining about, reporting, or cooperating in the investigation of such alleged discrimination or harassment is prohibited and will be dealt with severely. Such disciplinary action may include suspension or dismissal.

Dissemination of Policy: The policy is to be posted in the facility.

WORKPLACE VIOLENCE

Violence or threats of violence in the workplace will not be tolerated. If an employee engages in any violence in the workplace, or threatens violence in the workplace, the employee=s employment may be terminated immediately subject to the progressive discipline policy.

AViolence@ includes, but is not limited to, physically harming another, pushing, harassing, bullying, intimidating, coercing, brandishing weapons, or threatening or talking of engaging in those activities. It is the intent of this policy to ensure that everyone associated with WMC, including employees, patients, and residents, never feel threatened by any employee=s actions or conduct.

By nature, bullying is the repeated, unreasonable actions of an individual directed toward an employee intended to intimidate, and by doing so, can create a risk to the health and safety of an employee. Bullying includes behavior that intimidates, degrades, offends, or humiliates a worker often in front of others or on a social media site.

WORKPLACE SECURITY MEASURES:

In an effort to fulfill this commitment to a safe work environment for employees, patients and visitors, the following rules have been created. These are:

- X Access to WMC=s property is limited to those with a legitimate business interest.
- X All employees are furnished a name badge upon 1st day of employment and are required to wear it at all times while working.

WEAPONS PROHIBITED

WMC specifically prohibits the possession of weapons by any employee while on Medical Center property. Employees are prohibited from carrying a weapon while performing services for Wrangell Medical Center.

Weapons include guns, explosives, and other items with the potential to inflict harm. Appropriate disciplinary action, up to and including termination, will be taken against any employee who violates this policy.

REPORTING VIOLENCE

Wrangell Medical Center is committed to trying to provide a safe working environment for its employees. It is every employee=s responsibility to prevent violence in the workplace. An

employee must immediately report to a supervisor what he or she sees or hears in the workplace that could indicate a co-worker may be in a potentially violent situation.

Any private conversations overheard or private messages received that constitute a threat against another individual will be reported to the proper authorities. These threats will also be used as the basis for disciplinary action, up to and including termination.

Employees are encouraged to report any incident that may involve a violation of WMC=s policies that are designed to provide a safe working environment. All complaints will be treated on a confidential basis to the extent possible. No disciplinary or retaliatory action will be taken against any employee filing a complaint in good faith.

All reports will be investigated by the supervisor and CEO and may be reported to the authorities as required by law.

WHISTLEBLOWER PROTECTION

If any employee reasonably believes that some policy, practice, or activity of Wrangell Medical Center is in violation of law, a written complaint must be filed by that employee with the CEO or the Board President.

It is the intent of WMC to adhere to all laws and regulations that apply to the organization and the underlying purpose of this policy is to support the organization's goal of legal compliance. The support of all employees is necessary to achieving compliance with various laws and regulations. An employee is protected from retaliation if the employee brings the alleged unlawful activity, policy, or practice to the attention of Wrangell Medical Center and provides WMC with a reasonable opportunity to investigate and correct the alleged unlawful activity. The protection described below is only available to employees that comply with this requirement.

WMC will not retaliate against an employee who in good faith, has made a protest or raised a complaint against some practice of WMC or of another individual or entity with whom WMC has a business relationship, or on the basis of a reasonable belief that the practice is in violation of law, or a clear mandate of public policy.

WMC will not retaliate against employees who disclose or threaten to disclose to a supervisor or a public body, any activity, policy, or practice of Wrangell Medical Center that the employee reasonably believes is in violation of a law, or a rule, or regulation mandated pursuant to law or is in violation of a clear mandate of public policy concerning the health, safety, welfare, or protection of the environment.

It is Wrangell Medical Center's intent to fully comply with the Whistleblower Protection Act. The actual federal regulation will govern any questions arising under this policy.

ACCEPTANCE OF GIFTS

Employees should not accept gifts from acute care or swing bed patients unless it is a gift to all the staff, such as box of candy, fruit, etc. Employees and their families may accept gifts from long term care residents on special occasions, i.e., Christmas with the value of the gift not to exceed \$25. Money should never be accepted from patients or residents by individual employees. Employees are not permitted to borrow money from patients or residents under any circumstances. Patients or residents may make contributions to Wrangell Medical Center or Wrangell Medical Center Foundation.

BREAK TIME FOR NURSING MOTHERS

Wrangell Medical Center allows sufficient break time for breastfeeding employees to express milk or nurse infants at work for up to one year after the child's birth. Supervisors are encouraged to consider flexible schedules to accommodate employee's needs. Wrangell Medical Center will provide a private room or space close to an employee's work area to express milk or nurse an infant. Supervisors will ensure that employees are aware of these workplace accommodations.

It is Wrangell Medical Center's intent to fully comply with Section 4207 of the Patient Protection and Affordable Care Act. The actual federal regulations will govern any questions arising under this policy.

DISCIPLINARY ACTIONS

The supervisor has the right to discipline any employee for cause. New probationary employees may be terminated for any reason with or without cause. "*Cause*" shall include, but is not limited to: the abuse of a patient or resident, behavior detrimental to patient/resident welfare, incompetence, excessive or unexcused absenteeism, insubordination, unsatisfactory performance of duties, being under the influence of alcohol or unauthorized drugs, or violation of Wrangell Medical Center's personnel policies.

The supervisor may follow a policy of progressive discipline with the severity of the disciplinary measures progressing from verbal warning, to written reprimand, to suspension without pay, to termination, or any combination of the foregoing, all of which will be documented in the employee's personnel file. However, the supervisor reserves the right to discipline any employee at any level of discipline based upon the severity or frequency of his/her misconduct.

Employees shall acknowledge receipt of written disciplinary action by signature. Signature by the employee does not constitute admission of guilt.

After twelve (12) months from the date of a disciplinary action, an employee may request that his/her personnel file be expunged of that disciplinary action. This request must be presented in writing. The CEO, in consultation with the employee's supervisor, shall make a determination, based upon the severity of the offense and the employee's performance since the offense, whether to expunge that disciplinary action from the personnel file. If so, all copies of the disciplinary action shall either be returned to the employee or destroyed.

Prior to any termination of an employee for cause, the CEO and the hospital attorney will be consulted.

PROBLEM RESOLUTION PROCEDURE

Wrangell Medical Center is committed to providing the best possible working conditions for its employees. Part of this commitment is encouraging an open and frank atmosphere in which any problem, complaint, suggestion, or question receives a timely response from the Medical Center supervisors and management.

Wrangell Medical Center strives to ensure fair and honest treatment of all employees. Supervisors, managers and employees are expected to treat each other with mutual respect in accordance with Wrangell Medical Center's Standards of Performance. If an employee disagrees with established policies or practices, they can express their concern through the problem resolution procedure. No employee will be penalized, formally or informally, for voicing a complaint with the Medical Center in a reasonable, business-like manner, or for using the problem resolution procedure. If a situation occurs where an employee believes that a condition of employment or a decision affecting them is unjust or inequitable, they are encouraged to make use of the following steps. The employee may discontinue the procedure at any step.

Step One: Discussion of the problem with the employee's immediate supervisor is encouraged as a first step. Within ten (10) working days of the act or event being grieved, the employee shall present the grievance verbally to his or her immediate supervisor. The supervisor shall note the date and time of the presentation of the grievance. An untimely grievance may be rejected.

Step Two: If no mutually satisfactory adjustment is reached between the employee and the immediate supervisor within five (5) working days after the verbal presentation, the employee may present the grievance in writing to the immediate supervisor. The supervisor shall then inform the CEO of the existence and nature of the grievance.

Step Three: If no mutually satisfactory adjustment is reached between the employee and the supervisor, the employee may present the grievance in writing to the CEO within five (5) working days.

Step Four: The CEO, after a full examination of the facts will advise the employee of his or her decision within ten (10) working days.

Step Five: If no mutually satisfactory adjustment of the grievance is reached between the employee and the CEO, the employee may appeal the grievance to a grievance committee by notifying the CEO in writing of his or her intention to do so within five (5) working days. This step is allowed only when the grievance involves the layoff, suspension without pay, any disciplinary action that could result in a written record being placed in the personnel file, or discharge ~~or removal~~ of an employee who has successfully completed the probationary period. The grievance committee shall be composed of:

1. One supervisor selected by the CEO.
2. One regular employee not from the grievant's department and selected by the grievant.
3. One other Wrangell Medical Center employee chosen by the first two members of the committee.

No member of the grievance committee shall be related by blood or marriage to the grievant or the supervisor whose action is being grieved.

The grievance committee shall commence a closed hearing within fifteen (15) working days of the filing of the appeal, unless that time is extended by the committee for good cause. Due and proper notice of the hearing shall be given to the grievant and the supervisor involved. Both sides may be represented by counsel or anyone of their choosing. Both may call and examine witnesses subject to cross-examination by the other and rebut relevant evidence presented. The hearing need not be conducted according to technical rules of evidence. Relevant evidence shall be admitted if it is the sort of evidence on which reasonable persons customarily rely in the conduct of their serious affairs. Irrelevant and unduly repetitious evidence upon hearsay evidence unless it would be admissible over objection in a civil action. The proceedings shall be recorded in their entirety.

Within ten (10) working days following the hearing, the grievance committee shall issue written findings of fact and its decision on the grievance, and shall cause them to be served on the grievant and the supervisor involved. The findings and decision shall be based solely on the evidence presented at the hearing. The grievance committee's decision shall be final and binding.

SUBSTANCE SCREENING

It is the policy of Wrangell Medical Center to maintain a drug free work environment for all employees. Drug and alcohol testing will be conducted by a laboratory certified by CLIA.

Substances to be tested:

Alcohol	Amphetamines	Cannabinoids	Cocaine
Opiates	Oxycodone	PCP	TCH
Methamphetamines			

Pre-Employment Substance Screening:

All new job applicants will be informed that a substance screen is required. All offers of employment will be contingent upon the applicant passing a pre-employment substance screen. Testing methodology and procedures will follow the same guidelines established for employee testing.

- A written consent from the applicant will be obtained prior to the drug and alcohol testing being performed. Completed consents will be kept in personnel records.
- If the applicant refuses to submit to the drug and alcohol test, the offer of employment will be withdrawn.
- An individual will not be allowed to begin work or orientation until test results are received by the Employee Health Coordinator.
- Any applicant who has a positive test for the presence of any illegal or unauthorized substance will be denied employment.

Reasonable Suspicion Testing:

Employees who are reasonably suspected of being under the influence of any illegal or unauthorized substance will be subject to drug and alcohol testing. Before an employee can be requested to have a drug and alcohol test, the recommendation must be approved by the CEO, who will consider the reasonableness of the suspicion and the specific evidence on which the suspicion is based in granting or denying the recommendation.

Examples of reasonable suspicion may include but are not limited to:

- Observed alcohol or drug use during work hours or on-call shifts.
- Apparent physical or mental impairment or abnormal conduct including fights, assaults, flagrant violations of established safety, security or other operating procedures.
- Deteriorating work performance that does not respond to normal corrective action.
- Job-related accidents or other incidents.

- Excessive or unusual absenteeism.
- Actions, appearance, conduct or odors which reasonably cause an employee to suspect that another employee is impaired or under the influence of drugs or alcohol. Any suspicion should be immediately reported to a supervisor.

When an employee is asked to submit to drug or alcohol testing, the employee will be informed of the reasons they are being asked to submit to the test. The test must be performed within 2 hours of notification.

1. The employee must consent or refuse to substance testing in writing. Failure to indicate consent or non-consent will be deemed refusal.
2. An employee under reasonable suspicion of impairment will be suspended in writing without pay until the investigation is complete. If test is negative, pay will be restored retroactive to time of suspension, according to normally scheduled hours.
3. The employee will be informed that refusal to timely submit to the drug test, tampering with the sample during testing, or similar non-cooperation constitutes misconduct or insubordination and is grounds for corrective action up to and including discharge.
4. In all circumstances of suspected drug or alcohol use, the facility will offer appropriate transportation. If the employee refuses to accept transportation and attempts to drive, authorities will be notified.

Consequences of Testing Positive:

1. A preliminary POSITIVE test result for a specific drug indicates that the sample may contain drug/drug metabolite near or above the cutoff level. It does not indicate the level of intoxication or the specific concentration of drug in the urine sample. Positive samples will be sent to a reference laboratory for more definitive testing.
2. If test results are positive, the employee may be administratively referred to the Employee Assistance Program (EAP). Failure to diligently comply with EAP assessment and referral will result in discharge.
3. If the test results are positive, an employee may be granted a leave of absence for rehabilitation. The employee will be required to participate in all recommended continuing care and work rehabilitation programs. Upon successful completion of all or part of these required programs, the employee may be released to resume work but must agree to unannounced testing for up to 24 months after being returned to work. A specific return to work agreement will be required by WMC to document rehabilitation terms.

4. Employees who test positive or who possess, use, buy, sell, dispense or distribute drugs or alcohol during working time, on-call time, at work or while located on or near WMC premises are subject to appropriate discipline including termination.
5. For safety sensitive positions and for positions where the violation results in loss or substantial reduction of authorization to perform the responsibilities of the employee's position, WMC reserves the right to dismiss employees for first violations and for any repeat violations. In lieu of dismissal, WMC may transfer or demote the employee to a less sensitive position, on a temporary or permanent basis. However, due to the small size of the work force and the limited number of openings, this option may not be feasible or appropriate.

Privacy and Confidentiality

1. To the maximum extent feasible, individual privacy and confidentiality will be respected in WMC=s testing program. This policy shall not restrict WMC=s duties towards its patients or the public, and shall not limit disclosure, which are authorized or permitted by applicable laws, WMC policies, or court order.
2. Employee drug test results will be released without the written authorization of the tested employee to their supervisor, Employee Health and the CEO. It is the responsibility of the supervisor to discuss the test results with the employee. At the discretion of the CEO, the results may be released to the Medical Center board, legal counsel, professional licensing boards, credentialing bodies, government authorities and similar entities, with or without the employee's consent.
3. Written records regarding drug testing and/or communication with the employee regarding substance use and abuse will not become part of the employee's personnel file, but will be maintained as a separate record. Drug testing results will be stored in the employee's health record.
4. WMC will not seek disclosure or access to medical or counseling records developed as a result of the EAP, absent the employee's consent to the release.

Responsibility

Commitment to a Drug-Free Workplace requires the cooperative efforts of everyone who works at Wrangell Medical Center.

1. It is the responsibility of WMC supervisors to monitor job performance. Supervisors should not attempt to diagnose the nature of an employee's problem, but will be alert to changes in behavior and will observe and document problems related to job performance and safety. Supervisors who knowingly or negligently disregard the requirements of this policy may be subject to corrective action.
2. It is the responsibility of all WMC employees to maintain an acceptable standard of job performance and to comply with all regulations, rules, policies and the Standards of Performance regardless of the underlying cause or circumstances of an employee's problem. Employees are encouraged to seek assistance before personal difficulties affect job performance.
3. A Return to Work Agreement will be required. The Return to Work Agreement form follows this policy. Failure to correct unsatisfactory job performance or behavior will result in appropriated corrective action up to and including discharge.

Wrangell Medical Center

EMPLOYEE TESTING CONSENT/REFUSAL FORM

I, _____
Print Name

have been told that I must take and pass a drug test. I have been given a copy of this policy, which gives a summary of the collection and testing processes and of my options. I understand what will happen if I refuse to be tested or test positive for alcohol or drugs.

I have freely and knowingly decided to cooperate. I consent and agree to be tested.

I authorize the release of the test results to Wrangell Medical Center's Employee Health Department.

Signature

Date & Time

I have decided not to be tested; I understand WMC will terminate me if I do not resign, if presently employed, or deny me employment if an applicant.

Signature

Date & Time

Witness

Date & Time

EMPLOYEE ASSISTANCE PROGRAM

Wrangell Medical Center recognizes that a wide range of problems, not directly related to job function, can have an adverse effect on an employee=s job performance. In most instances, the employee will overcome such problems independently, and the affect on job performance will be negligible. In other instances, supervisory assistance may be needed as motivation or guidance so problems can be resolved. In some cases, however, efforts of the supervisor and of the employee may not have the desired effect of resolving the employee=s problems. WMC recognizes many problems can be successfully treated, provided they are identified in their early stages, and individual referral is made to an appropriate treatment resource. It is in the interest of the employee, the employee=s family and the employer and community to provide this employee service. Therefore, it is the policy of WMC, and in the best interest of the employees, to handle such problems within the following framework.

Purpose of the EAP

The Employee Assistance Program (EAP) is a benefit, which provides confidential assistance to employees and their immediate family members (spouse and children). WMC is aware that many personal or health problems can and do interfere with an employee=s ability to perform on the job. These problems may include, but are not limited to, emotional, physical, mental illnesses, family and marital stress, financial difficulties, and abuse of alcohol or other drugs.

- a) Employees whose job performance problems are not related to a lack of skill may be in need of professional help in order to return to acceptable job performance.
- b) The EAP is an integral part of the Facility=s Drug-Free Workplace Program. The EAP provides confidential assessment and referral to employees and their dependents up to a maximum of three counseling sessions at no cost to the employee. All referrals to the EAP program will be with prior authorization of the CEO.
- c) AICS or a similar approved licensed agency will provide services under the EAP program.

Treatment Costs

If a referral to a provider outside the initial EAP program is necessary, costs may be covered by the employee=s medical insurance benefit, but the cost of such outside services is ultimately the employee=s responsibility.

Rehabilitation

- a) Any employee identified under this policy as having a substance abuse problem will be given the same consideration extended to employees having other health problems, including use of FMLA medical leave to pursue a professionally prescribed program of treatment.

- b) As a condition of continuing employment, the employee will be required to sign a Return to Work agreement and successfully complete any program (including aftercare) recommended by the treatment professional and approved by the EAP. The Supervisor must receive information about the recommendations of the EAP from the employee. The supervisor will forward all documentation to Employee Health.

Confidentiality and Privacy

All written documentation regarding the EAP should be added to the employee's health file. Information regarding the nature of substance abuse and related problems will be maintained with the strictest confidentiality allowable. Once an employee becomes an EAP client, information about the personal problem, treatment, or substance abuse obtained by the provider will not be revealed to WMC without the employee's knowledge and consent, except as permitted or required by law. Records are kept confidential in accord with professional codes of ethics and applicable federal and state regulations. However, critical situations requiring third-party warnings, medical emergencies, and appropriate legal action may require information release without client consent. Where, in the EAP counselor's professional judgment, the employee's situation poses a significant potential health or safety risk to others, the EAP counselor will as required by law, require the employee to inform WMC of this fact, but not the nature of the problem, and will confirm with WMC that this contact was made.

RETURN-TO-WORK AGREEMENT

A Return to Work Agreement is used to establish a set of conditions for an employee returning to work following participation in the Employee Assistance Program. This agreement will be completed by the employee's supervisor. Check all boxes that apply to the employee's specific situation. This agreement will be signed by the employee, the supervisor and the CEO prior to the employee returning to work.

- ☐ The employee tested positive for alcohol and/or drugs.
- ☐ A supervisor referred the employee to the EAP or treatment due to declining job performance.
- ☐ The employee has violated a work rule that could result in termination.
- ☐ The employee acknowledges receipt of the organization's drug and alcohol policy and agrees to comply with all provisions.
- ☐ The employee has voluntarily signed the Release of Information form allowing the organization to receive information from counseling professionals regarding continuing care recommendations and compliance. The employee understands that they must supply their supervisor with the recommendations given to them by their EAP provider. All documentation will be kept in the employee's health file.
- ☐ The employee agrees to comply with all aspects of the counseling professional's recommendations.
- ☐ The employee agrees to be subject to unannounced follow-up testing for a period of up to 24 months after being returned to work.
- ☐ The employee agrees that WMC will monitor compliance by receiving updates from professionals regarding compliance with continuing care recommendations. The employee will maintain documentation of attendance.
- ☐ The employee agrees that all costs of treatment and monitoring not covered by the employee's insurance plan are the financial responsibility of the employee.
- ☐ If absence from work is required as part of rehabilitation, PTO will be used prior to FMLA medical leave.
- ☐ The employee agrees to comply with all WMC policies and procedures and understands that nothing in this agreement prohibits WMC from applying discipline for other violations.

- ☐ The employee understands this is his/her last chance to successfully address his/her problem as it relates to their employment at Wrangell Medical Center. The employee must satisfactorily meet WMC's expectations and standards. The employee understands that failure to comply fully with this agreement will result in IMMEDIATE termination.

- ☐ Other:

Signature of Employee _____

Date: _____

Signature of Supervisor _____

Date: _____

Signature of CEO _____

Date: _____

AUTHORIZATION FOR DISCLOSURE OF PROTECTED HEALTH INFORMATION

I hereby authorize _____ to disclose my individually identifiable protected health information as described below, which may include information concerning communicable diseases such as Human Immunodeficiency Virus (HIV) and Acquired Immune Deficiency Syndrome (AIDS), mental illness (except for psychotherapy notes), chemical or alcohol dependency, laboratory test results, medical history, treatment or any other such related information. I understand that this authorization is voluntary and I may refuse to sign this authorization. I further understand that my health care and the payment of my health care will not be affected if I do not sign this form.

I understand that if the recipient authorized to receive the information is not a covered entity (insurance company or health care provider); the released information may no longer be protected by federal and state privacy regulations.

Printed Patient Name Date of Birth Social Security Number

Description of information to be released: _____ Dates of Service (if known): _____

- | | | |
|---|---|---|
| <input type="checkbox"/> Admission/Registration Records | <input type="checkbox"/> Emergency Room | <input type="checkbox"/> Nurses Notes |
| <input type="checkbox"/> Billing Records | <input type="checkbox"/> History & Physical | <input type="checkbox"/> Operative Records |
| <input type="checkbox"/> Chemical/alcohol dependency | <input type="checkbox"/> HIV/AIDS | <input type="checkbox"/> Physician's Orders |
| <input type="checkbox"/> Consultation Reports | <input type="checkbox"/> Laboratory Reports | <input type="checkbox"/> Progress Notes |
| <input type="checkbox"/> Discharge Summary | <input type="checkbox"/> Mental Illness | <input type="checkbox"/> Radiology Reports |

☐ Other: _____

Description of the purpose of the use and/or disclosure: _____

The health information described herein shall be released to:

☐ Hospital ☐ Physician ☐ Insurance Company ☐ Attorney ☐ Patient ☐ Other

Name Address City State Zip

I understand that this authorization will expire 90 days from the date of this authorization unless I otherwise specify.

I desire this authorization to remain in effect until _____
Expiration Date

I further understand that I may revoke this authorization at any time by notifying the Health Information Management Department above named entity in writing. I also understand that the written revocation must be signed and dated at a date later than the date on this authorization. The revocation will not affect any actions taken before the receipt of the written revocation.

Signature of Patient/Patient Representative Date Relationship

Printed Name of Patient Representative Witness

EMPLOYEE PHYSICALS

As soon as possible after hire, an employee will have a physical exam. The cost of the exam will be paid by Wrangell Medical Center.

Employees will also be tested for Rubella and TB. Some employees may be tested for Hepatitis B, depending on department in which the employee will be working.

MEDICAL EVALUATIONS

The supervisor reserves the right at any time to require the employee to submit to a medical examination verifying that the employee is physically and emotionally capable of performing the employee's job responsibilities from a physician selected by the employer at the employer's expense. The employer also reserves the right at its sole discretion and expense to require an employee who is presently working and is not on any leave of absence, to provide a physician's statement verifying that the employee is physically and emotionally capable of performing the employee's job responsibilities.

SAFETY

Wrangell Medical Center makes every effort to maintain a safe working environment, and safety is the shared responsibility of every employee. Employees must always use their best judgment and avoid carelessness and risky situations. If an accident involving an employee, patient or visitor should occur, the employee must report it immediately to his/her supervisor, who will then make certain that all necessary steps are taken. All incidents and accidents must be reported in writing. In the absence of your supervisor or designee, advise the R.N. on duty.

Employees have a right to know about the chemicals and materials used in the workplace. Wrangell Medical Center has identified hazardous chemicals/materials, labeled containers and secured Material Safety Data Sheets. Employees have been oriented with regard to the safe utilization of all hazardous chemicals and materials in the workplace.

Employees may be required to receive immunizations. Employees are required to participate in infectious disease screening to include Tuberculosis, Rubella and Hepatitis B. Low risk employees may request Hepatitis B vaccinations. Their insurance will be billed and the hospital will write off any portion not covered by insurance.

WORKERS' COMPENSATION

All employees are protected while on the job by Workers' Compensation insurance. This insurance will provide coverage for work-related injuries, occupational illness and prolonged absences due to such injuries. In case of an accident or injury, no matter how slight, the employee must notify their supervisor and fill out an accident report immediately. In the absence of your supervisor, advise the RN on duty. It is the supervisor's responsibility to forward the report to the Director of Quality. It is the employee's responsibility to keep his or her supervisor updated on their ongoing medical care for the injury or illness. Payments for medical expenses and lost time at work are determined by state law. Wrangell Medical Center pays the full cost of this protection. Failure to promptly report an injury may result in loss of benefits.

HEALTH & WELLNESS PROGRAM

Wrangell Medical Center has a Health and Wellness program to promote personal wellness among employees. Wrangell Medical Center sponsors a variety of temporary programs throughout the year to encourage healthy lifestyles, including good nutrition, physical activity, and stress reduction. Staff is encouraged to participate in these programs.

All employees of Wrangell Medical Center have a corporate membership to Wrangell Parks and Recreation facility, and have free use of the pool, weight room, racquetball court, and cardio equipment. Family passes for immediate family members are also provided.

Wrangell Medical Center encourages smoking cessation through the State Quit Line and Alaska Island Community Services, both of which are free to employees. Employees who wish to quit smoking by use of medications may get their co-pays reimbursed by the Medical Center so the entire expense of those medications can be obtained at no cost. This benefit is subject to change at the discretion of the CEO, so employees should first inquire about program status.

Routine adult immunizations will be offered to regular employees at no cost to the employee. Flu vaccination will be offered on a yearly basis in the fall. The employee's insurance will be billed and the hospital will write off any portion not covered by insurance.

HEALTH INSURANCE PLAN

All regular employees who exceed a minimum of 40 hours worked per pay period are eligible for membership in the facility's employee group health insurance program. Coverage will begin on the first day of the month following the date of hire. To maintain health insurance coverage, the employee must be paid for at least 40 hours per pay period. Paid hours will consist of Regular hours worked, PTO, Sick Time, Holiday, Jury Duty or Bereavement Pay. Overtime *does not* apply to the 40 hour minimum requirement.

If an employee is paid for less than 40 hours per pay period, PTO will be applied to make up the difference. If PTO is exhausted, the employee will be required to pay the employer and employee portion of the health insurance premium for yourself and your dependents unless your absence falls under the Family Medical Leave Act. The amount for the insurance will be prorated based on the number of hours missing from the 40 hour requirement.

The Medical Center provides 100% of the cost of employee coverage and 2/3 of the cost for dependent coverage for those who are paid for at least 40 hours per pay period.

Premiera Blue Cross Blue Shield of Alaska provides online information about your health care plan at www.Premiera.com. Benefit booklets, forms and all kinds of useful health and wellness information are available on this website.

COBRA

Employees who terminate their employment or are laid off, discharged from employment or there is a reduction in scheduled work hours, and are covered by the employer's group medical plan may continue their coverage by notifying the Personnel department. The employee must complete a COBRA application form and pay up to 102% of the premium costs. By law, other employment related events may qualify the employee or his or her dependents for COBRA benefits. See the Personnel department for more information on your COBRA rights.

Note: for the following section :

‘Insurance Deductible’ – is a new item, to go in after the ‘Health Insurance Plan’ (page 56)

INSURANCE DEDUCTIBLE

Wrangell Medical Center will forgive the \$1,500.00 annual deductible for regular employees and any employee’s spouse, domestic partner or dependent children that are covered under Wrangell Medical Center’s group health insurance plan for services received at Wrangell Medical Center. That means that employees and their covered dependents will not be required to pay any deductible expense for services received at Wrangell Medical Center. For services that are received outside of Wrangell Medical Center through other providers, the employee and any covered dependents will be responsible for the first \$500.00 of the deductible expense up to \$1,500.00 annually for the family coverage. Any deductible expenses incurred over \$500.00 per individual will need to be submitted to Wrangell Medical Center for reimbursement. Wrangell Medical Center will reimburse the deductible expenses incurred from \$501.00 - \$1,500.00 for each individual family member (capped at maximum of 3 per family) for the calendar year.

EMPLOYEE DISCOUNT

Wrangell Medical Center will accept insurance payments on regular employee bills, as paid in full. A regular employee’s spouse, domestic partner or dependent children that are covered under Wrangell Medical Center’s group health insurance plan will receive a twenty-five percent (25%) discount on hospital bills incurred during employment on any balance of the bill that the insurance carrier does not pay. This employee discount does not apply to long-term care, elective procedures or services not covered by insurance. PRN employees do not receive the employee discount. Any employee’s spouse, domestic partner or dependent children who are not covered under Wrangell Medical Center’s group health insurance plan will not receive the employee discount.

It is the employee’s responsibility to assist the billing department in recouping payment from third party payers. This may include responding to questionnaires from insurance companies.

FLEXIBLE SPENDING ACCOUNTS

Wrangell Medical Center currently offers an employee funded Flexible Spending Account plan to regular employees. At the beginning of each new plan year, plan participants may elect an annual amount of flexible dollars on a pre-tax basis to pay for eligible health care expenses. The Flexible Spending Account covers a wide variety of expenses and may include medical or dental insurance deductibles, co-payments and out of pocket costs for vision care and dental services. See the Personnel department for enrollment information.

LIFE INSURANCE

Wrangell Medical Center has life insurance programs available for regular employees. Coverage will begin on the first day of the month following the date of hire. The basic life insurance program is provided at no cost to the employee. Supplemental life insurance may be purchased by the employee and paid for through regular payroll deductions. See the Personnel department for more information.

EDUCATION REIMBURSEMENT

Wrangell Medical Center's Standards of Performance encourages the professional and personal development of employees through continuing education. In keeping with this philosophy, Wrangell Medical Center has established a reimbursement program for tuition expenses incurred through approved institutions of learning. All regular employees are eligible for education assistance once they have completed the six month probationary period. Employees interested in participating in this education assistance program must complete a Personnel Action Form prior to registering for any courses for which they request to be reimbursed. The employee's supervisor must approve the courses (in his or her sole discretion) prior to registration. Courses eligible for tuition reimbursement must either offer growth in an area related to the employee's current position or might lead to promotional opportunities. Budgetary limitations will also be considered when approving tuition assistance.

Approved coursework must be completed on the employee's own time. Reimbursement is contingent upon the student earning a grade of "C" or better or a "Pass" grade on a pass/fail class. Wrangell Medical Center will reimburse an employee for tuition, books and required course fees for all passing grades up to a maximum of \$3,000 per calendar year. Failure to satisfy the minimum passing grade will result in denial of reimbursement for the course. An employee will not be eligible for tuition reimbursement if they withdraw from an approved course or if they terminate employment prior to completion of an approved course.

To receive tuition reimbursement, the employee should:

- Provide his or her supervisor with information about the course and complete a Personnel Action Form outlining the costs of the course.
- The supervisor must approve the class by signing the Personnel Action Form prior to the employee enrolling in the class. A copy of the Personnel Action Form will be given to the Personnel department.
- The employee can then enroll in the course. The employee must pay all tuition, book and course fees.
- Upon completion of the course, the employee must submit the receipts for the tuition and fees, along with a transcript or evidence of a passing grade in the course.

In some cases, the CEO may grant tuition reimbursement above the annual maximum reimbursement limit. In cases where extensive funds are spent on tuition assistance, the employee may be required to sign an agreement to pay back the tuition assistance if he or she leaves employment within a certain period of time.

SOCIAL SECURITY & SUPPLEMENTAL BENEFITS SYSTEM (SBS)

Wrangell Medical Center participates in the Alaska Supplemental Annuity Plan for its eligible employees. Employee and employer contributions are made pre-tax to this plan instead of contributing to Social Security. SBS plan information may be accessed online at www.doa.alaska.gov/drb/retirement. PRN and contract employees will not be eligible for the SBS plan and will remain with Social Security.

DEFERRED COMPENSATION

Wrangell Medical Center has a deferred compensation plan for employees who wish to participate. The Personnel department will provide further information for those employees desiring to join the plan. Wrangell Medical Center provides a matching funds program for participating employees.

RETIREMENT PLAN

Wrangell Medical Center has a defined contribution retirement plan for all eligible employees. Information about the program can be obtained from the Personnel department. Participation in the retirement plan is free of charge to the employee. An employee must complete one year of service and work at least 1,000 hours before they are eligible for the retirement plan. Retirement plan information can be accessed at www.LincolnFinancial.com.

EMPLOYMENT TERMINATION

There are many routine reasons for termination. Below are examples of some of the most common circumstances under which employment is terminated:

- *Resignation:* Voluntary employment termination initiated by an employee. Three days without reporting to work or contacting the supervisor may be considered a voluntary resignation, at the discretion of the supervisor and the CEO. Written notice of voluntary resignation is required. It is requested that the written notice be given as far in advance as possible. Generally, failure to give adequate notice will make the employee ineligible for re-hire.
- *Discharge:* Involuntary employment termination initiated by the medical center.
- *Layoff:* Involuntary employment termination initiated by the medical center for non-disciplinary reasons.
- *Retirement:* Voluntary employment termination initiated by the employee meeting age, or any other criteria for retirement from the medical center.

Employees shall be paid in full, at their request within three working days of termination. All accrued, vested benefits that are due at termination will be paid.

Wrangell Medical Center will generally schedule an exit interview at the time of employment termination. The exit interview will afford an opportunity to discuss such issues as employee benefits, conversion privileges, repayment of outstanding debts to Wrangell Medical Center and the return of any Medical Center owned property. Suggestions, complaints, and questions can also be voiced at the exit interview.

Layoffs: When it is necessary to reduce the number of employees because of any lawful reason, including lack of work or funds, the supervisor concerned, in conjunction with the Medical Center CEO, will thoroughly investigate the fiscal alternatives and develop a plan for necessary lay-offs and/or curtailment of activities. Consideration shall be given to the length of service employees affected and the possibility of demoting employees in higher grades to lower grades; however, the decision shall also be made on the relative merit of the employees and their function in the Medical center. The decision shall be made at the discretion of the supervisor with the approval of the CEO.

Agenda Item 13a

CITY & BOROUGH OF WRANGELL

**BOROUGH ASSEMBLY
AGENDA ITEM
August 27, 2013**

INFORMATION:

A RESOLUTION OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, DESIGNATING STATE OF ALASKA DEPARTMENT OF ENVIRONMENTAL CONSERVATION (ADEC) GRANT FUNDS FOR THE PROJECT ENTITLED WATER SYSTEM IMPROVEMENTS AS THE NUMBER ONE LOCAL STATE FUNDING PRIORITY FOR FISCAL YEAR 2014-2015; AND PROVIDING FOR AN EFFECTIVE DATE

Attachments

1. Memorandum from Carol Rushmore dated August 19, 2013
2. Proposed Resolution 08-13-1284
3. Capital budget request list for FY 2013-14 approved Fall, 2013.

RECOMMENDED ACTION:

Move to approve Resolution 08-13-1284

MEMORANDUM

**TO: HONORABLE MAYOR AND MEMBERS OF THE ASSEMBLY
CITY AND BOROUGH OF WRANGELL**

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

**SUBJECT: RESOLUTION 08-13-1284 DESIGNATING WATER SYSTEM
IMPROVEMENTS AS THE TOP PRIORITY COMMUNITY PROJECT.**

DATE: AUGUST 19, 2013

BACKGROUND:

Municipal Matching Grant questionnaires through the State of Alaska Department of Environmental Conservation are due in August of every year. Communities submit project information for grant funding under the Clean Water Fund or the Clean Drinking Water Fund. Projects are scored and a certain amount of priority projects (based on funding the State has) statewide are funded. One way to earn more points is if this is a community's number one project. This year, staff has submitted two projects: Bypass connection line from the upper reservoir to the treatment plan and a pilot study of the drinking water plant.

The Assembly has not yet established by priority the Capital Budget Request list for the next year. However, after reviewing the current list, the top 4 projects are currently in motion, and the Upper Reservoir Connection is listed as the no. 5 priority. Staff is recommending that the Upper Reservoir Connection, while a separate project from the water plant pilot study, be combined with the Pilot Study as phased projects in a Water System Improvement project category and be listed as the top priority project for the community. Both are critical for providing an adequate long term clean drinking water supply.

RECOMMENDATION:

Move to approve Resolution 08-13-1284.

ATTACHMENTS:

1. Proposed Resolution 08-13-1284
2. Capital budget request list for FY2013-2014 approved Fall 2013.

CITY AND BOROUGH OF WRANGELL

RESOLUTION NO. 08-13-1284

A RESOLUTION OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, DESIGNATING STATE OF ALASKA DEPARTMENT OF ENVIRONMENTAL CONSERVATION (ADEC) GRANT FUNDS FOR THE PROJECT ENTITLED WATER SYSTEM IMPROVEMENTS AS THE NUMBER ONE LOCAL STATE FUNDING PRIORITY FOR FISCAL YEAR 2014-2015; AND PROVIDING FOR AN EFFECTIVE DATE

WHEREAS, the City and Borough of Wrangell, Alaska through the State of Alaska Department of Environmental Conservation will request grant funding for the Water System Improvements: Reservoir By-Pass Line and Water Treatment Plant Pilot Study; and

WHEREAS, the State of Alaska, Department of Environmental Conservation has requested that the City and Borough of Wrangell identify if Water System Improvements is the community's number one local state funding priority for the FY2014-2015; and

WHEREAS, Water System Improvements project scope is to provide for a by-pass line from the upper reservoir to the water treatment plant and a water treatment plant pilot study to determine the best modifications necessary to the treatment plant to provide clean drinking water.

NOW, THEREFORE, BE IT RESOLVED by the City and Borough of Wrangell, Alaska designates the Water System Improvements as the number one local state funding priority for fiscal year 2014-2015.

This Resolution shall be effective upon adoption by the Assembly.

ADOPTED: _____, 2013

David L. Jack, Mayor

ATTEST: _____
Kim Lane, Borough Clerk

Proposed Wrangell Capital Budget Requests for 2013-14

	Town	Project	State		Total		State or Federal
			Request Amount	Project Amount	Request Amount	Project Amount	
1	Wrangell	Sewer Pump Replacement	627,000		627,000		State/Fed
2	Wrangell	Wrangell Medical Center	1,800,000		39,000,000		State/Fed
3	Wrangell	Wrangell Boat Yard Improvements - Final Improvements	4,000,000		4,000,000		State
4	Wrangell	Webber Street and Utilities	300,000		300,000		State
5	Wrangell	Connection to Upper Reservoir	750,000		750,000		State/Federal
6	Wrangell	New Carving Facility - WCA Request	500,000		500,000		State/Federal
7	Wrangell	School Fire Alarm System					
8	Wrangell	Power Plant Roof Replacement	200,000				
9	Wrangell	Evergreen Road Improvements and Pedestrian Access	5,200,000		5,200,000		State
10	Wrangell	Recreational Facility Improvements (Pool Roof, Mechanical, Remodel)	1,500,000		1,000,000		State/Federal
11	Wrangell	Public Safety Building Renovations - Including Court System	950,000		950,000		State/Federal
12	Wrangell	Cassiar Street	250,000		250,000		State
	Wrangell	Wrangell Road Resurfacing	2,500,000		2,500,000		State
	Wrangell	Mill Property Development Plan and Purchase	3,000,000		3,000,000		State
	Wrangell	Waste Reduction Facility	1,500,000		1,500,000		State
	Wrangell	Sunrise Lake - Alternative Water Source (Monitoring, Design, NEPA, etc.)	3,000,000		3,000,000		State/Federal
	Wrangell	Water Treatment Plant Pilot Study	150,000		150,000		State/Federal
	Wrangell	Pool Locker Replacements	50,000		50,000		State
	Wrangell	Wrangell Radio Group -Upgrades	75,000		75,000		State
	WRG/PRG	South Mitkof Island Improvements - Banana Point Improvements	1,250,000		1,250,000		State
	Wrangell	Electric System Upgrades (Wrangell Medical Campus and Boat Yard Haul C	250,000		250,000		State/Federal
	Wrangell	Community Center Renovations and Asbestos Removal	1,000,000		1,000,000		State/Federal
	Wrangell	Park facility Upgrades and Improvements	250,000		250,000		State
	Wrangell	Dam Replacement			40,000,000		Federal
	Wrangell	Engineering Design for 4 Harbors (see list below)	1,750,000		1,750,000		State
	Wrangell	Shoemaker Bay Float - Construction	8,000,000		8,000,000		State/Federal
	Wrangell	Reliance Harbor - Construction	2,500,000		2,500,000		State/Federal
	Wrangell	Inner Harbor - Construction	2,500,000		2,500,000		State/Federal
	Wrangell	Standard Oil Float - Construction	2,000,000		2,000,000		State
	Wrangell	Industrial Park Expansion - Road and Utilities Expansion	500,000		500,000		Federal
	Wrangell	Downtown Landscaping	150,000		150,000		State
	Wrangell	Institute Property Development - Prospectus Development	100,000		100,000		State
	Wrangell	Zimovia Highway Overlay - Past 8 Mile					State
	Wrangell	New Cemetery Site	250,000		250,000		State
	Wrangell	Mt. Dewey/Volunteer Park Trail Link	250,000		250,000		State

Wrangell	Volunteer Park Plan	25,000	25,000	State
Wrangell	Multi-Purpose Field	100,000	100,000	State
Wrangell	Power Plant Generation Expansion	1,500,000		
Wrangell	Power Infrastructure Improvements - Mission and First Avenue	150,000		
Wrangell	Power Engineer Review of Distribution System			
Wrangell	Senior Apartment Upgrades			
Wrangell	Meridian Street Extension (North End of Cassiar)			
Wrangell	Electrical Extension on Etolin			
Wrangell	Byford Junk Yard Improvements	100,000		
Wrangell	Two Police Vehicles	70,000		
Wrangell	Evergreen Project Match	600,000		
Wrangell	First and Second Avenue Improvements	2,000,000		
Wrangell	Public Works Building Improvements	50,000		
Wrangell	City/School Exterior Painting	200,000		
Wrangell	Elementary School Parking Lots	500,000		
Wrangell	City Hall Energy Improvements	25,000		
Wrangell	Fire Hose Replacement	25,000		

Wrangell Capital Budget Requests for 2013-14

Prioritized Projects Under \$100,000

	Town	Project	State Request Amount	Total Project Amount	State or Federal
1	Wrangell	Pool Locker Replacements	50,000	50,000	State
2	Wrangell	Two Police Vehicles	70,000		
3	Wrangell	Volunteer Park Plan	25,000	25,000	State
4	Wrangell	Fire Hose Replacement	25,000		
5	Wrangell	Public Works Building Improvements	50,000		
6	Wrangell	City Hall Energy Improvements	25,000		
7	Wrangell	Wrangell Radio Group -Upgrades	75,000	75,000	State
8	Wrangell	Institute Property Development - Prospectus Development	100,000	100,000	State
9	Wrangell	Multi-Purpose Field	100,000	100,000	State
10	Wrangell	Byford Junk Yard Improvements	100,000		

Agenda Item 13b

CITY & BOROUGH OF WRANGELL

BOROUGH ASSEMBLY AGENDA ITEM August 27, 2013

INFORMATION:

Authorization to Reimburse AICS for Relocation Costs

Attachments

1. Memorandum from Borough Manager Timothy Rooney dated August 5, 2013
2. Email correspondence to the Borough Assembly dated June 30, 2011

RECOMMENDED ACTION:

Move to approve the reimbursement of \$100,000 to Alaska Island Community Services for the purpose of offsetting expenses incurred as a result of relocating their facility to the Alpine site.

MEMORANDUM

**TO: HONORABLE MAYOR AND MEMBERS OF THE ASSEMBLY
CITY AND BOROUGH OF WRANGELL**

**FROM: TIMOTHY ROONEY
BOROUGH MANAGER**

**SUBJECT: AICS REIMBURSEMENT
RELOCATION COSTS**

DATE: August 5, 2013

BACKGROUND:

In the fall of 2009 shortly after AICS received a grant to construct a new health clinic in Wrangell, I immediately began the process of negotiating with Mr. Mark Walker and Mr. Noel Rea in order to get both organizations to locate their proposed facilities on the same lot. At the time, AICS was planning to locate their new clinic adjacent to the car wash while WMC was requesting the City and Borough of Wrangell to donate what was being referred to as the Alpine site. I felt it imperative that both facilities be located next to each other for the benefit of the end users of each facility – the citizens of Wrangell.

As I navigated through the negotiation, it became evident that AICS had a cost increase in moving to the Alpine location and they were clear that they would not locate on other property as long as the proposal was not cost neutral. At that time, I approached then Mayor Don McConachie and Vice Mayor Maxand about this problem and while I felt comfortable that we could receive a grant from the Denali Commission to make up some of the cost differences (which we did end up receiving), we were still about \$100,000 short. All three of us agreed that this was both an economic development priority for our community, as well as a quality of life issue for our community, and as a result I committed that the City and Borough of Wrangell would make up the difference in cost, not to exceed \$100,000. It was our hope that with this commitment AICS would co-locate on the property, which they did.

As AICS has opened their new facility at the Alpine site, I have continued to hold strong on the City and Borough of Wrangell's commitment. I have explained to them that any of the City funds to be spent would need to be in line with our procurement code and bidding processes in order for reimbursement to occur, and Ms. Al-Haddad (at that time the Project Manager for the City and Borough of Wrangell) assisted in reviewing the bid documents and advertising process to ensure that occurred.

AICS is now requesting reimbursement in the amount of \$100,000 for costs associated with the change in sites for the construction of the new AICS Clinic. Please feel free to visit with former Mayors McConachie and Maxand or me if you have any questions. While I have attempted to keep the newer members of the Borough Assembly informed regarding this commitment (see attached email from 2011) I have admittedly not done a good job in doing so. Mayor Jack, Assemblywoman McCloskey, and Assemblywoman Stokes have received previous notification however and have not previously voiced concerns.

Mr. Walker will be attending the meeting the evening of August 27, 2013 in the event you have any questions of him. You may also contact me should you have any questions.

RECOMMENDATION:

Staff recommends Borough Assembly approval of the reimbursement of \$100,000 to Alaska Island Community Services for the purpose of offsetting expenses incurred as a result of relocating their facility to the Alpine site.

ATTACHMENTS:

1. June 30, 2011 email to the Borough Assembly

Tim Rooney

From: Tim Rooney [tdrooney@wrangell.com]
Sent: Thursday, June 30, 2011 1:56 PM
To: Assemblyman Dave Jack; Assemblyman Michael Symons ; 'Assemblywoman McCloskey'; 'Assemblywoman Wilson'; Mayor Maxand
Subject: AICS - WMC Item
Importance: High

Honorable Mayor and Members of the Assembly –

In the fall of 2009 shortly after AICS received a grant to construct a new health clinic in Wrangell, I immediately began the process of negotiating with Mr. Mark Walker and Mr. Noel Rea in order to get both organizations to locate their proposed facilities on the same lot. At the time, AICS was planning to locate their new clinic adjacent to the car wash while WMC was looking at the Alpine site. I felt it imperative that both facilities be located next to each other for the end users of each facility – the citizens of Wrangell.

As I navigated through the negotiation, it became evident that AICS had a cost increase in moving to the Alpine location and they were clear that they would not locate on other property as long as the proposal was not cost neutral. At that time, I approached then Mayor Don McConachie and Vice Mayor Maxand about this problem and while I felt comfortable that we could receive a grant from the Denali Commission to make up some of the cost differences (which we did end up receiving), we were still about \$100,000 short. All three of us agreed that this was both an economic development priority for our community, as well as a quality of life issue for our community, and as a result I committed that the City and Borough of Wrangell would make up the difference in cost, not to exceed \$100,000. It was our hope that with this commitment AICS would co-locate on the property (which they did) and that hopefully the cost would not be \$100,000.

As AICS has begun their project on the Alpine site, I have continued to hold strong on the City and Borough of Wrangell's commitment. I have explained to them that any of the City funds to be spent would need to be in line with our procurement code and bidding processes in order for reimbursement to occur. The purpose of this email is to inform the newer Assembly members of this commitment for full disclosure. Please feel free to visit with former Mayor McConachie and current Mayor Maxand or me if you have any questions.

Sincerely,

Timothy D. Rooney
Borough Manager
City and Borough of Wrangell

Stay informed by following [Wrangell](#) on Twitter

Agenda Item 13c

CITY & BOROUGH OF WRANGELL

BOROUGH ASSEMBLY AGENDA ITEM August 27, 2013

INFORMATION:

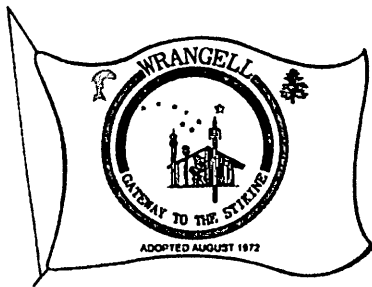
Discussion and possible action regarding the request made by Sara and Charles Gadd for an alleyway

Attachments

1. Letter from former Manager Timothy Rooney dated July 1, 2013
2. Two (2) letters from Sara and Charles Gadd dated June 6 & July 23, 2013
3. Map of proposed area

RECOMMENDED ACTION:

Assembly discussion



CITY AND BOROUGH OF WRANGELL

INCORPORATED MAY 30, 2008

P.O. BOX 531 (907)-874-2381
Wrangell, AK 99929 FAX (907)-874-3952

July 1, 2013

Mr. and Mrs. Charles Gadd
P.O. Box 2144
Wrangell, AK 99929

Re: Request for Alley Development

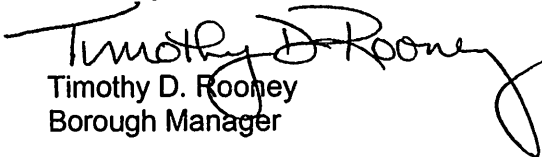
Dear Mr. and Mrs. Gadd,

This letter is a formal response to your request for the City to develop the platted alley access to property you were considering to purchase located on Lots 3, 4, 5, 6, and 7; Block 1, of Subdivision USS 2127 (Parcel # 01-004-505).

As discussed on the phone, the City and Borough of Wrangell has no objection to you developing and locating a private driveway within the area platted for an alley to serve the subject property, however there are currently no plans or funding contained within the FY 2013-14 budget for the City and Borough of Wrangell to develop either the alley or the road to that property. Additionally, there is no funding for the purpose of extending water, sewer, or electric to that property. If you would like estimates for the cost to extend water, sewer, and electric to the property, please do not hesitate to contact me.

You may appeal this decision to the Borough Assembly at their next regular meeting on July 23, 2013. If that is your desire, please communicate in writing that you would like to appeal this decision and be placed on the July 23, 2013 Borough Assembly meeting for consideration and action.

Sincerely,


Timothy D. Rooney
Borough Manager

CC: Wrangell Borough Assembly

June 6, 2013

To whom it may concern,

My husand and I are in the process of buying raw land (Block 1 Lots 3,4,5,6 and 7. Parcel # 01-004-505. Subdivision USS 2127. See attatched map.) Presently there is an undeveloped alley running in front of the property and a street running behind it. We would like to ask that at least the alley be put in so we have full access to the property so we can start developing as soon as possible. Our plans for the property is to use it as residential use and as our business storage on 4 lots and sell one lot. We would also need access to electricity, sewer and water.

Thank you,

Sara and Charles Gadd (907) 305-0299

CITY CLERK
JUN 06 2013
RECEIVED

July 23, 2013

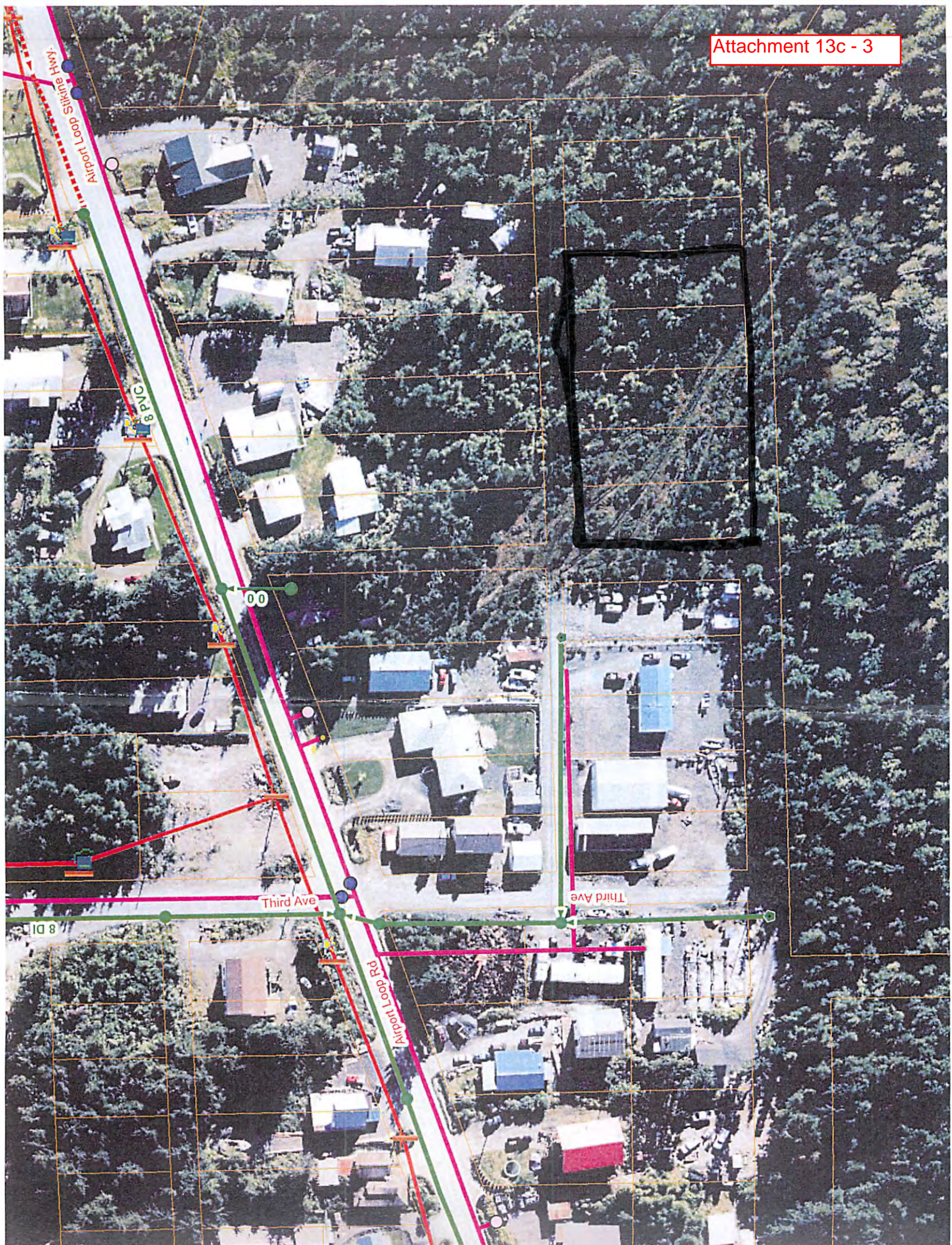
To whom it may concern,

My husband and I purchased raw land (Block 1, Lots 3,4,5,6 and 7. Parcel # 01-004-505. Subdivision USS 2127. See map.) Presently there is an undeveloped alley running in front of the property and a street running behind and on the side of our property. We would like to ask that at least the alley be put in so we have full access to the property so we can start developing as soon as possible. Our plans for the property is to use it as residential use and as our business storage on 4 lots and sell one lot. We would aslo need access to electricity, sewer and water. Sorry for the late notice bringing this to the agenda for the meeting. I was not informed this letter was due last thursday.

Thank you for the consideration,

Sara and Charles Gadd (907) 305-0299

CITY CLERK
JUL 23 2013
RECEIVED



Agenda Item 13d

CITY & BOROUGH OF WRANGELL

BOROUGH ASSEMBLY AGENDA ITEM August 27, 2013

INFORMATION:

Discussion and possible action regarding support for the IMLA Conference (requested by Mayor Jack)

Attachments

1. Correspondence from Mayor Dan Sullivan, Municipality of Anchorage

RECOMMENDED ACTION:

Assembly discussion

MUNICIPALITY OF ANCHORAGE



Office of the Municipal Attorney
Civil Division, Suite 730

Telephone: 907-343-4545
Fax: 907-343-4550

Mayor Dan Sullivan

July 23, 2013

David Jack
City & Borough of Wrangell
P.O. Box 531
Wrangell, Alaska 99929

CITY CLERK
JUL 25 2013
RECEIVED

Re: Alaska Selected for International Lawyers Conference in May 2014!!

Dear Mayor:

It is my pleasure to announce the International Municipal Lawyers Association (IMLA's) selection of Anchorage, Alaska for its 2014 Mid-Year Conference on May 18 - 20.

IMLA expects attendees from the U. S. and Canada, many of whom will be traveling to Alaska for the first time. We expect upwards of 500 attendees, plus their spouses and families. These attendees are already looking for places to see and things to do outside of Anchorage to extend their visit to this great State. The success of this conference depends on the vacation opportunities as well as the commitment and hospitality of Alaskan businesses, attorneys, municipalities, borough, native villages & corporations, oil & gas industry, visitors bureaus & travel-related industries, mayors, assemblies, and councils.

I am reaching out to you, as an Alaska Mayor and AML member, to ask for the support of your council and community. The benefit to your community is global! The IMLA Conference is a local educational opportunity for your government staff provided by local, state, national and international speakers in their fields, without the exorbitant costs of travel outside of Alaska. IMLA conferences focus on municipal issues – interaction with local, state & federal entities, local, state & national businesses, as well as a wide variety of general topics including ethics, ethical considerations, board and staff training, natural resource extraction, business contracting, public contracts, ethics, redistricting, personnel matters, telecommunication updates, environmental conservation, working with native corporations and tribal governments, public-private partnerships, energy, taxation, bonding, property assessments, water & sewer construction and expansion, infrastructure construction and expansion, FEMA training, and code enforcement; the list is endless!

We hope your community will choose to send representatives to attend, participate in a committee or speaker opportunity, and volunteer to help sponsor this incredible conference! The Municipality of Anchorage is committed to this opportunity, and granted \$20,000 to IMLA this past May to support the conference success. In addition, the Alaska Municipal Attorneys Association added a commitment of \$5,000.

Any donation is appreciated - and donations to IMLA, a 501(c)(3) non-profit organization, are tax deductible. For those communities looking for special recognition, the following sponsorship levels are currently available:

GOLD (\$10,000)

\$10,000 exclusive or two \$5,000 non-exclusive sponsorships of one of the following events:

Welcome Reception

Speaker Lunch

(These sponsorships include a complimentary vendor/exhibit booth)

SILVER (\$3,500)

For **one** of the following events:

Individual Coffee Breaks (a.m. or p.m.)

Work Session Panel Sponsor

Hotel Key Cards (Exclusive only)

Badge Holder/Lanyards (Exclusive only)

Imprinted Water Bottle Sponsor (Exclusive only)

Branded Notepad for Attendees (Exclusive only)

BRONZE (\$1,500)

Your firm/organization's name and logo in the program brochure and registration materials

Acknowledgement of Sponsors on signage in Registration & Exhibit area

FRIEND (\$1,000)

Your firm/organization's name and up to 3 events highlighted in the Alaska Event Planner (must be received by August 1 to be included in September booklet; donations received after August 1, events included in 2014 Conference Event Planner)

We also need your help! The agenda planning committee will be forming this fall, and we are looking for representatives from all over Alaska, with all types of backgrounds, to help us put a stellar and energetic program together that will showcase local attorneys and fields of interest to you!

If you are interested in any of these opportunities or need additional information, please contact Special Municipal Coordinator Rhonda Westover at 907-229-9699 (WestoverRF@muni.org).

Regards,



Dennis Wheeler
Municipal Attorney

Agenda Item 13e

CITY & BOROUGH OF WRANGELL

BOROUGH ASSEMBLY AGENDA ITEM August 27, 2013

INFORMATION:

Discussion and possible action relating to the options for Thomas Bay Power Authority

Attachments

1. Memorandum from Interim Borough Manager Jeff Jabusch dated August 12, 2013

RECOMMENDED ACTION:

Assembly discussion

MEMORANDUM

**TO: HONORABLE MAYOR AND MEMBERS OF THE ASSEMBLY
CITY AND BOROUGH OF WRANGELL**

**FROM: JEFF JABUSCH
INTERIM BOROUGH MANAGER**

SUBJECT: STATUS OF THOMAS BAY POWER AUTHORITY

DATE: August 12, 2013

cc: Kim Lane, Borough Clerk

Thomas Bay Power Authority (TBPA) was created by the City of Petersburg and the City of Wrangell jointly to operate and maintain the Tyee Hydro and related infrastructure. They currently do the operations and maintenance under an agreement with Southeast Alaska Power Authority (SEAPA), the owner of the facility.

The TBPA budget is divided into 2 parts.

The first part falls under the operations and maintenance of the facility which is a SEAPA eligible expense. These expenses include all of the costs associated with the direct operations and maintenance of the facility and related infrastructure including the four employees at the Tyee Plant as well as the TBPA manager.

The second part of the budget is for those expenses that SEAPA has found ineligible and includes such things as all of the expenses related to the TBPA board and the office position. This portion of the budget is referred to as the non-net billable expenses because those expenses are not billable to SEAPA.

Historically, both cities would budget 50% of the cost to support the non-net billable budget with each community putting up approximately \$50,000 to \$55,000 each year. For the fiscal year starting on July 1, 2013, Wrangell budgeted \$55,000, but Petersburg has taken the position that they are not supporting the non-net billable budget at all.

This means that Wrangell is currently supporting the TBPA board and the office completely. It also means that the \$55,000 will only make it through roughly 6 months before the money comes to an end.

Following are some key points and concerns:

- Currently TBPA is under contract to do the operations and maintenance at the plant.
- Without the funding for the non-net billing - who will process payroll, perform all accounting activities, pay bills, order materials and the other functions that are paid under the non-net billing?

- Who will be the governing body over this organization if there is no funding for the board to perform their duties?
- Currently, TBPA is part of both community's charter and ordinances which includes the duties of the TBPA board. Should all of that be changed? And how will that be accomplished if there is no funding for the board's insurance, travel, and other duties?
- The City and Borough of Wrangell believes that we do not have any financial obligation for our one-half of the non-net billable budget since Petersburg has not funded their half and does not plan on funding their portion. The problem is that there are too many interrelated functions that are performed by the non-net billable portion of the budget that keeps the eligible portion of the budget operating. An example of that is that the City and Borough of Wrangell does the entire payroll functions for TBPA and we are paid through the non-net billable portion of the budget. Who will pay the employees?
- This is a complex issue and needs the involvement of both Wrangell and Petersburg in the direction we want to go if TBPA is no longer going to function.

Possible directions Wrangell and Petersburg could go assuming both communities do not want to fund TBPA:

- Either Wrangell or Petersburg could operate the Tye project as a department of their electrical department similar to what Ketchikan Public Utilities does with Swan Lake. Unfortunately, which ever community operated TBPA, there would be some administrative costs that would not be eligible with SEAPA and would need to be shared by the other community to be fair.
- Since Petersburg has not funded their portion of the non-net billable budget, Wrangell could elect to fund the entire non-net billable budget each year and keep TBPA running as it is now. Although this is an option, it is not a good one. It would not be fair for Wrangell to completely fund both Wrangell and Petersburg's share.
- The operations and maintenance could be turned back to the SEAPA, the owner of the facility. The employees would be SEAPA employees and no longer eligible to participate in the State of Alaska's Public Employees Retirement System (PERS) and would not be eligible for the other payroll programs they are under with the City and Borough of Wrangell.
- The last option would be to somehow continue to operate the facility under a revised form of TBPA. If neither community wants to fund the non-net billable functions then someone else needs to be paid to do them. They don't disappear. This option is more problematic because without the TBPA board who would be the governing body.

It appears to me that Wrangell and Petersburg are both involved and need to solve this together. I hope I have given you an idea of some of the issues with the non-funding of the non-net billable expenses. There certainly could be other options and are undoubtedly other concerns, but hopefully some of the above can at least begin some discussions in a direction to go.

Agenda Item 13f

CITY & BOROUGH OF WRANGELL

BOROUGH ASSEMBLY AGENDA ITEM August 27, 2013

INFORMATION:

Approval to dispose of City Surplus Property

Attachments

1. Memorandum from Interim Borough Manager Jeff Jabusch dated August 19, 2013
2. List of items for surplus

RECOMMENDED ACTION:

Move to approve the items listed as surplus, that these items be advertised for bid as required under Wrangell Municipal Code Section 5.10.060, and to authorize the borough manager to dispose of any items not bid on in a manner in the best interest of the City.

MEMORANDUM

**TO: HONORABLE MAYOR AND MEMBERS OF THE ASSEMBLY
CITY AND BOROUGH OF WRANGELL**

**FROM: JEFF JABUSCH
INTERIM BOROUGH MANAGER**

SUBJECT: SURPLUS PROPERTY

DATE: AUGUST 19, 2013

INFORMATION:

The City has a list of property that is no longer used or needed for city use and it is recommended that these items be surplus. The following items are being recommended for surplus:

1. Library- Card Catalog (30 drawers) - No longer used since being automated – Minimum bid recommended is \$25.00.
2. Library- Card Catalog (15 drawers) - No longer used since being automated – Minimum bid recommended is \$25.00.
3. Electric – HP Jet Printer 450C- No longer used- Minimum bid recommended is \$50.00.
4. Nolan Center – MPC Desktop Computer w/keyboard – About 10 years old; no longer used. Minimum bid recommended is \$5.00.
5. Nolan Center – MPC Desktop Computer – About 10 years old; no longer used. Minimum bid recommended is \$5.00.
6. Nolan Center – **Two (2)** Stainless Steel Wall Mount Phone Booths - No longer needed. Minimum bid recommended is \$5.00.
7. Nolan Center – Sharp Cash Register (no battery) – Not working (needs battery). Minimum bid recommended is \$5.00.
8. Parks & Recreation – Nautilus Super Pullover Weight Machine – This machine has been replaced; no longer used. Minimum bid recommended is \$200.00.
9. Parks & Recreation – Nautilus Sports Series Elliptical – This machine has been replaced; no longer used. Minimum bid recommended is \$300.00.
10. Parks & Recreation – Nautilus Weight Machine for the back – This machine has been replaced; no longer used. Minimum bid recommended is \$100.00.
11. Parks & Recreation – Nautilus Weight Machine for the Arms & Chest – This machine has been replaced; no longer used. Minimum bid recommended is \$100.00.
12. Parks & Recreation – Epic Elliptical – This machine has been replaced; no longer used. Minimum bid recommended is \$300.00.
13. Parks & Recreation – Epic 550 Treadmill – This machine has been replaced; no longer used. Minimum bid recommended is \$300.00.
14. Parks & Recreation – HP Printer – No longer used. Minimum bid recommended is \$25.00.
15. Parks & Recreation – HP Fax Machine – No longer used. Minimum bid recommended is \$25.00.
16. Parks & Recreation – HP Office jet Copier/Scanner/Printer – No longer used. Minimum bid recommended is \$25.00.
17. Parks & Recreation – Complete Sound System (includes: tuner, CD player, dbl cassette deck, receiver, 2-equalizers, amplifier, and speakers) – No longer needed. Minimum bid recommended is \$400.00.

18. Parks & Recreation – Canoe (Coleman 17') – No longer needed. Minimum bid recommended is \$150.00.
19. Parks & Recreation – Office Desk (black – metal) – This item has been replaced; no longer needed. Minimum bid recommended is \$10.00.
20. Parks & Recreation – Display/Trophy Case – No longer needed. Minimum bid recommended is \$75.00.
21. Parks & Recreation – 2 – Framed Glass Panels – No longer needed. Minimum bid recommended is \$25.00 (for both).
22. Parks & Recreation – Wooden Cabinet – No longer needed. Minimum bid recommended is \$10.00.
23. Parks & Recreation – Wooden Cabinet – No longer needed. Minimum bid recommended is \$10.00.

Although these items are no longer needed by the city, they may be useful by others. The city plans, if approved by the assembly, to advertise these items for sealed bid. It is recommended that any items over \$25 that do not receive bids will go out as over the counter on a first come first service. All other items will be offered on a free basis for 30 days and then disposed.

Recommended Action:

Move to approve the items listed as surplus, that these items be advertised for bid as required under Wrangell Municipal Code 5.10.060, and authorize the Interim Borough Manager to dispose of any items not bid on, in a manner that is in the best interest of the City.

City & Borough of Wrangell City Surplus List August 2013						
Item #	Department	Description	Serial Number - Other Information	Condition	Location for Public Inspection	Minimum Bid Amount
1	Electric	Hewlett-Packard Design Jet 450C	ESA7A07039	unknown	Electric Admin Office	\$50
2	Library	Card Catalog File Cabinet	30 drawers	good	Library - upstairs	\$25
3	Library	Card Catalog File Cabinet	15 drawers	OK	Library - upstairs	\$25
4	Nolan Center	MPC Desktop Computer w/Keyboard and mouse	SR#4050590	working	City Hall	\$5
5	Nolan Center	MPC Desktop Computer	SR#4050589	working	City Hall	\$5
6	Nolan Center	2 - Stainless Steel Wall Mount Phone Booths	n/a	excellent	City Hall	\$5 (each)
7	Nolan Center	Sharp Cash Register	n/a	needs battery/ not working	City Hall	\$5
8	Parks & Rec	Nautilus Super Pullover - Weight Machine	n/a	good	Community Center	\$200
9	Parks & Rec	Nautilus Sports Series Elliptical	NE3000	good	Community Center	\$300
10	Parks & Rec	Nautilus Weight Machine (Back)	n/a	fair	Community Center	\$100
11	Parks & Rec	Nautilus Weight Machine (Arm & Chest)	SR#108884	good	Community Center	\$100
12	Parks & Rec	Epic Elliptical	Model# EPEL69908	good	Community Center	\$300

**City & Borough of Wrangell
City Surplus List
August 2013**

Item #	Department	Description	Serial Number - Other Information	Condition	Location for Public Inspection	Minimum Bid Amount
13	Parks & Rec	Epic 550 Treadmill	Model#EPTL99609	good	Community Center	\$300
14	Parks & Rec	HP Printer	Model#5650	good	Community Center	\$25
15	Parks & Rec	HP Fax Machine	Model#1010	good	Community Center	\$25
16	Parks & Rec	HP Office jet Copier/Scanner/Printer	Model#d125xi	fair	Community Center	\$25
17	Parks & Rec	Complete Sound System	Incl: tuner, CD player, dbl cassette deck, receiver, 2- equalizers, amplifier, and speakers	good	Community Center	\$400
18	Parks & Rec	Canoe	Coleman 17'	good	Community Center	\$150
19	Parks & Rec	Desk	Black - metal	fair	Community Center	\$10
20	Parks & Rec	Display/Trophy Case	Oak Frame w/ Glass	good	Community Center	\$75
21	Parks & Rec	2 - Framed Glass Panels	Oak Framed	fair	Community Center	\$25 (for both)
22	Parks & Rec	Wooden Cabinet	Painted w/ Glass Doors	good	Community Center	\$10
23	Parks & Rec	Wooden Cabinet	Painted w/ Glass Doors	good	Community Center	\$10

Agenda Item 13g

CITY & BOROUGH OF WRANGELL

BOROUGH ASSEMBLY AGENDA ITEM August 27, 2013

INFORMATION:

Acceptance of the MOU between CBW and WCA

Attachments

1. Memorandum from Interim Borough Manager Jeff Jabusch dated August 19, 2013
2. MOU between WCA and CBW

RECOMMENDED ACTION:

Move to approve the Non-Funding Obligating Memorandum of Understanding between Wrangell Cooperative Association and The City and Borough of Wrangell, which will expire on August 8, 2014, unless renewed.

MEMORANDUM

**TO: HONORABLE MAYOR AND MEMBERS OF THE ASSEMBLY
CITY AND BOROUGH OF WRANGELL**

**FROM: JEFF JABUSCH
INTERIM BOROUGH MANAGER**

**SUBJECT: MEMORANDUM OF UNDERSTANDING BETWEEN THE CITY AND
BOROUGH OF WRANGELL AND WRANGELL COOPERATIVE
ASSOCIATION**

DATE: AUGUST 19, 2013

BACKGROUND:

Wrangell Cooperative Association (WCA) and the City and Borough of Wrangell have worked together on many mutually beneficial projects over the years and we continue to find new projects that we can accomplish by working together for the betterment of the community. One such project is the Weber Street Paving project. WCA has taken the lead on this project and is working towards the construction of this project in the 2014 Calendar year.

The Memorandum of Understanding (MOU) attached is to continue that positive relationship we have. The agreement stresses open communications, shared information when appropriate, and support of each other on projects of mutual benefit. In section IV of the MOU, it identifies four items as what the City and Borough of Wrangell is expected to do and they are as follows:

- A. Identify, if applicable, financial assistance programs to which both the City and Borough of Wrangell, or WCA may be eligible to apply.
- B. Assign a City and Borough of Wrangell tribal relations liaison who will be responsible for cooperative programs, projects, communications, and coordination of routine activities between both parties.
- C. Administer programs, projects, and activities in a manner sensitive to the traditional Native religious beliefs and practices.
- D. Notify the WCA if entering lands or sites of cultural, historical importance, religious, harvesting, and gather grounds, for the implementation of activities, programs and or projects.

I think in most cases we are already doing many of these items. I feel that liaison in number B should be the Borough Manager and then depending on the subject, assign this responsibility to a Department Head within the City. If the subject is road construction, it would be assigned the Public Works Director. If it is a program to create jobs, it may go to the Economic Director.

In section VIII of the MOU, it clearly states that this is a Non- Funding Obligating Document where the Borough is not financial obligated for anything in the MOU.

As many of the items described are already being done and there is no financial obligation to the Borough, I do not see any reason why we cannot enter into this MOU with WCA.

Recommended Action:

Move to approve the Non-Funding Obligating Memorandum of Understanding between Wrangell Cooperative Association and The City and Borough of Wrangell, which will expire on August 8th, 2014 unless renewed.

ATTACHMENTS:

1. MEMORANDUM OF UNDERSTANDING between Wrangell Cooperative and the City and Borough of Wrangell

MEMORANDUM OF UNDERSTANDING
Between
WRANGELL COOPERATIVE ASSOCIATION
And
CITY AND BOROUGH OF WRANGELL

The Memorandum of Understanding (MOU) is made and entered into by and between the Wrangell Cooperative Association, hereinafter referred to as the WCA, a federally recognized tribal government, and the City and Borough of Wrangell.

I. PURPOSE

The purpose of the MOU is to establish a general framework for cooperation, information exchange, identification of common goals and objectives, and open communication lines between the WCA and the City and Borough of Wrangell. The MOU will serve as a vehicle through which the WCA and the City and Borough of Wrangell will openly communicate to work cooperatively on projects and programs of interest for the mutual benefit of all residents.

II. STATEMENT OF MUTUAL BENEFITS AND INTERESTS

The WCA and the City and Borough of Wrangell will maintain open communications regarding environmental resources and cultural concerns related to any project matters.

The WCA and the City and Borough of Wrangell agree that cooperative relationships between WCA and the City and Borough of Wrangell are beneficial and meet the needs of both parties. Both parties agree to review and support funding proposals that are mutually compatible and beneficial with the goals and objectives of their respective governing bodies.

The WCA and the City and Borough of Wrangell will work cooperatively in infrastructure related projects by holding regular meetings as necessary throughout the longevity of the MOU.

It is the desire of the WCA and City and Borough of Wrangell to cooperate and share information for accurate and timely decisions regarding the implementation of programs and projects in which both parties have beneficial and mutual interests.

III. THE WCA SHALL:

- A. Provide advice and/or recommendations, as appropriate, to the City and Borough of Wrangell of Tribal needs and concerns regarding environmental and culturally sensitive areas, programs, and projects.

- B. Identify, if applicable, financial assistance programs to which either the WCA or the City and Borough of Wrangell may be eligible to apply.
- C. Subject of the applicable laws and regulations, enter into separate agreements with the City and Borough of Wrangell and/or other parties, as appropriate, to accomplish agreed upon programs and projects.
- D. Assign a WCA liaison who shall be responsible for coordination of routine communications, programs, projects, and all other activities that are mutually beneficial to both the WCA and the City and Borough of Wrangell.

IV. THE CITY AND BOROUGH OF WRANGELL SHALL:

- A. Identify, if applicable, financial assistance programs to which either the City and Borough of Wrangell or WCA may be eligible to apply.
- B. Assign a City or Borough of Wrangell tribal relations liaison who will be responsible for cooperative programs, projects, communication, and coordination of routine activities between both parties.
- C. Administer programs, projects, and activities in a manner sensitive to the traditional Native religious beliefs and practices.
- D. Notify the WCA if entering lands or sites of cultural, historical importance, religious, harvesting, and gather grounds, for the implementation of activities, programs and/or projects.

V. IT IS MUTUALLY AGREED AND UNDERSTOOD BY ALL PARTIES THAT:

- A. Identified areas of mutual and beneficial interest are listed below but are not limited to:
 - 1. Project development and project resource information sharing for transportation, health services, infrastructure improvement, cultural enhancements and other areas that may develop during the terms of the MOU.
 - 2. Progress developments in Native and community-wide employment opportunities.
 - 3. Cooperative agreements and consultation for the sharing of information regarding the preservation and protection of cultural sites and areas having traditional and historic values.
 - 4. Notification of activities on lands or sites of traditional harvesting, cultural and religious activities, or other gathering activities.
 - 5. Explore a full range of cooperative training opportunities

6. Offer information regarding financial assistance programs, when applicable.

VI. TERMINATION OF MOU

Either party, in writing, may terminate the instrument in whole or in part, setting forth their reasons for the termination, at any time before the date of expiration.

VII. PARTICIPATING IN SIMILAR ACTIVITIES

This agreement in no way constricts the WCA or the City and Borough of Wrangell from participating in similar activities with other public, private, State, Federal, and local agencies, organizations, Tribes, and individuals.

VIII. NON-FUND OBLIGATING DOCUMENT

This instrument is neither a fiscal or funds obligation document. Any endeavor involving reimbursement, contribution of funds, or transfer of anything of value between the parties to this instrument will be handled in accordance with applicable laws, regulations, and procedures including those for Government procurement and printing.

Such endeavors will be outlined in separate instruments made in writing by authorized representatives of the two parties involved, and shall be independently authorized by appropriate statutory authority. This instrument does not provide such authority. Specifically, this instrument does not establish authority for non-competitive awards(s) of contracts or agreements. Any contract or agreement for training or other services must fully comply with all requirements for competition.

IX. MODIFICATIONS

Changes within the scope of this instrument shall be made by the issuance of a bilaterally executed modification.

X. COMPLETION DATE

This MOU is executed as of the date of the last signature and, unless sooner terminated, is effective until August 8, 2014 at which time it will expire unless executed.

XI. PRINCIPAL CONTACTS

City and Borough of Wrangell Contact:

Mr. Jeff Jabusch
Borough Manager
PO Box 531
Wrangell, AK 99929
907-874-2381
907-874-3952 – fax
findir@wrangell.com

Wrangell Cooperative Association Contact:

Mr. Timothy J. Gillen Sr., President
PO Box 2021
Wrangell, AK 99929
907-874-4304
907-874-4305 - fax
tjgillensr@yahoo.com

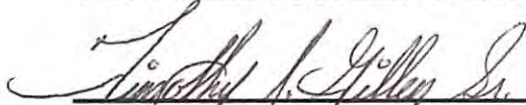
THE PARTIES HERETO have executed this agreement as of the date of the last signature.

CITY OF WRANGELL REPRESENTATIVE

Date

Jeff Jabusch
Borough Manager

WRANGELL COOPERATIVE ASSOCIATION:



Timothy J. Gillen Sr.
President

08/09/13
Date

Agenda Item 13h

CITY & BOROUGH OF WRANGELL

**BOROUGH ASSEMBLY
AGENDA ITEM
August 27, 2013**

INFORMATION:

Approval of a letter of support to transfer two million acres of Tongass Timberland to the State of Alaska (requested by Assembly Member Christian)

Attachments

1. Proposed Letter of Support

RECOMMENDED ACTION:

Assembly discussion

CITY CLERK
AUG 19 2013
RECEIVED

Congressman Don Young
211 Rayburn Building
Washington, DC 20515

Senator Lisa Murkowski
709 Hart Building
Washington, DC 20510

Senator Mark Begich
825C Hart Building
Washington, DC 20510

Dear (Congressman Don Young, Senator Murkowski, Senator Begich – a separate letter to each)

Our communities, our State and our timber industry have all been working tirelessly since the early 1990s to restore an adequate supply of timber in Southeast Alaska.

The federal government manages about 95% of the land in Southeast Alaska, so that is where the bulk of our timber supply must come from. In our efforts to secure a timber supply we have participated in several Tongass Land Management Plan revisions, amendments and reviews and many of us tried for six year, to collaborate with the Forest Service and a large group of environmental organizations. Notwithstanding this decades long effort, the timber supply from the Tongass has remained at about 10% of the pre-1990 level and we have lost all but one mid-size mill.

The State of Alaska has two small State Forests in the region which together comprise only 2% of the land in Southeast and that 2% was restricted by the Statehood Act to community development lands, not commercial timberlands. Yet the State has managed these two forests well to provide interim timber to help keep our mill alive. But the current State Forests are just not enough to replace the federal timber we have lost.

We support Governor Parnell's effort to acquire two million acres of the Tongass for the creation of a State Forest in the region that will provide the timber our communities need on a sustainable basis.

Please help us in this endeavor by enacting legislation that will transfer two million acres of Tongass timberland to the State. This transfer can occur without impacting congressionally designated wilderness, monuments and LUD-2 lands and it will affect less than 12% of the Tongass National Forest.

Sincerely

Agenda Item 14

CITY & BOROUGH OF WRANGELL

**BOROUGH ASSEMBLY
AGENDA ITEM
August 27, 2013**

INFORMATION:

Attorney's File -Summary provided to the Borough Assembly

Agenda Item 15

CITY & BOROUGH OF WRANGELL

**BOROUGH ASSEMBLY
AGENDA ITEM
August 27, 2013**

INFORMATION:

EXECUTIVE SESSION - None