



**City and Borough of Wrangell  
Borough Assembly Meeting  
AGENDA**  
*Revised as of 6-6-2014 @ 10:45 am*

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**June 10, 2014 – 7:00 p.m.**

**Location: Assembly Chambers, City Hall**

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**1. CALL TO ORDER**

- a. PLEDGE OF ALLEGIANCE led by Assembly Member Pamela McCloskey
- b. INVOCATION to be given by Donald McConachie
- c. CEREMONIAL MATTERS – *Community Presentations, Proclamations, Certificates of Service, Guest Introductions*

**2. ROLL CALL**

**3. AMENDMENTS TO THE AGENDA**

**4. CONFLICT OF INTEREST**

**5. CONSENT AGENDA**

- a. Items (\*) 6a & 7a

**6. APPROVAL OF MINUTES**

- \*a. Minutes of the Regular Assembly meeting held on May 13, 2014

**7. COMMUNICATIONS**

- \*a. Travel Summary for the month of April, 2014

**8. BOROUGH MANAGER'S REPORT**

**9. BOROUGH CLERK'S FILE**

**10. MAYOR/ASSEMBLY REPORTS AND APPOINTMENTS**

- a. Reports by Assembly Members
- b. Appointment to fill the vacancy on the Economic Development Committee
- c. Appointment to fill the vacancy on the Borough Assembly

**11. PERSONS TO BE HEARD**

**12. UNFINISHED BUSINESS**

**13. NEW BUSINESS**

- a. PROPOSED ORDINANCE No. 880: AN ORDINANCE OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, AMENDING WRANGELL MUNICIPAL CODE CHAPTER 13.12, PARKS, SPECIFICALLY SECTION 13.12.045, CREATING PARK TREES REGULATIONS *(first reading)*

- b. PROPOSED RESOLUTION No. 06-14-1295: A RESOLUTION OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, AMENDING THE HEALTH REIMBURSEMENT ARRANGEMENT FOR EMPLOYEES OF THE CITY AND BOROUGH
- c. PROPOSED RESOLUTION No. 06-14-1296: A RESOLUTION OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, LEVYING A GENERAL TAX FOR SCHOOL AND MUNICIPAL PURPOSES UPON ALL TAXABLE PROPERTY WITHIN THE BOROUGH FOR THE TAX YEAR 2014 PURSUANT TO WRANGELL MUNICIPAL CODE SECTION 5.04.010; PROVIDING FOR THE COLLECTION OF TAXES DUE IN 2014 AND PRESCRIBING PENALTIES AND INTEREST FOR DELINQUENT TAXES
- d. PROPOSED RESOLUTION No. 06-14-1297: A RESOLUTION OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, ADOPTING THE BUDGET FOR ALL FUNDS OF THE CITY OF WRANGELL, ALASKA, FOR THE FISCAL YEAR 2014-2015
- e. PROPOSED ORDINANCE No. 881: AN ORDINANCE OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, AMENDING CHAPTER 3.04 OF TITLE 3 OF THE WRANGELL MUNICIPAL CODE, ADMINISTRATION AND PERSONNEL, RELATING TO THE GENERAL PROVISIONS FOR THE ASSEMBLY *(first reading)*
- f. PROPOSED ORDINANCE No. 882: AN ORDINANCE OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, ADOPTING A NEW CHAPTER 3.05 TO TITLE 3 OF THE WRANGELL MUNICIPAL CODE, ADMINISTRATION AND PERSONNEL, RELATING TO RULES OF PROCEDURE FOR THE ASSEMBLY *(first reading)*
- g. PROPOSED ORDINANCE No. 883: AN ORDINANCE OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, AMENDING SECTIONS 15.12.200, 15.12.210, 15.12.215, 15.12.222, AND 15.12.223, AND 15.12.240 OF CHAPTER 15.12, ELECTRICITY, OF THE WRANGELL MUNICIPAL CODE TO CHANGE THE ELECTRICAL RATES, AND ESTABLISHING AN EFFECTIVE DATE *(first reading)*
- h. Discussion and possible action regarding roosters in single and multi-family zoned properties *(item added by Assembly Member Decker)*
- i. Approval of an agreement between DOT and CBW to take over operations of the Meyers Chuck float
- j. Approval of Change Order No. 1 & 2 for the Cassiar Street Roadway and Utilities Improvement Project

#### **14. ATTORNEY'S FILE**

#### **15. EXECUTIVE SESSION**

- a. Borough Clerk's Evaluation
- b. Discussion of Union grievance arbitration proceeding

#### **16. ADJOURNMENT**

# Agenda Items 1 - 6

## CITY & BOROUGH OF WRANGELL

### BOROUGH ASSEMBLY

#### AGENDA ITEM

June 10, 2014

#### **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 Pamela McCloskey
- b. Invocation to be given by Donald McConachie Sr.
- c. Ceremonial Matters – *Community Presentations, Proclamations, Certificates of Service, Guest Introductions*

#### **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 under Unfinished Business.*

**RECOMMENDED ACTION:**

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

***\*6a & 7a***

**ITEM NO. 6 APPROVAL OF MINUTES:**

**INFORMATION:**

***6a Minutes of the Regular Assembly Meeting held May 13, 2014***

## **Minutes of Regular Assembly Meeting Held on May 13, 2014**

Mayor David L. Jack called the Regular Assembly meeting to order at 7:00 p.m., May 13, 2014, in the Borough Assembly Chambers. Assembly Members Stough, Wiederspohn, Stokes, Blake, McCloskey, and Decker were present. Borough Manager Jeff Jabusch and Borough Clerk Kim Lane were also in attendance.

Pledge of Allegiance was led by Assembly Member Daniel Blake.

Invocation was given by a member of the Baha'i Faith.

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

A Proclamation for Lemonade Day – June 7, 2014, was presented.

A Proclamation for Take 25, National Center for Missing & Exploited Children was also presented.

### **AMENDMENTS TO THE AGENDA**

There were no Amendments to the Agenda.

### **CONFLICT OF INTEREST**

There were no Conflicts of Interest declared.

### **CONSENT AGENDA**

*M/S: Blake/Stough, to approve Consent Agenda Items marked with an (\*) asterisk; 6a, 7a, 7b, & 7c. Motion approved unanimously by polled vote.*

### **APPROVAL OF MINUTES**

The minutes of the Regular Assembly meeting held April 22, 2014, the minutes of the Board of Equalization meeting held May 5, 2014, and the minutes of the Special Assembly meeting held May 7, 2014 were approved, as presented.

### **COMMUNICATIONS**

- \*a. Minutes of the School Board meetings held: Regular-March 17, 2014; Special-March 22, 2014; Special-April 14, 2014; April 16, 2014
- \*b. SEAPA Board Report provided by Brian Ashton and Christie Jamieson, SEAPA Board Members
- \*c. Quarterly Expenditure Report for Southeast Senior Services' Wrangell (Catholic Community Service) for the period of Jan. 1, 2014 through Mar. 31, 2014

### **BOROUGH MANAGER'S REPORT**

Borough Manager Jabusch provided a verbal report.

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

Borough Clerk Lane's Report was presented.

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

**10a** Reports by Assembly Members – None.

**10b** Appointment to fill the vacancies on the Wrangell Convention & Visitors Bureau and the Economic Development Committee

With the approval of the Borough Assembly, Mayor Jack appointed Nancy Delpero to fill the vacancy on the Wrangell Convention & Visitors Bureau for the term expiring October 2016.

As there were no letters of interest received for the vacancy on the Economic Development Committee, Mayor Jack directed the Borough Clerk to continue advertising.

### **PERSONS TO BE HEARD**

**Tracy Davidson, 936 Ash St.,** spoke in opposition of allowing for roosters in Single Family Residential zoned neighborhoods.

### **UNFINISHED BUSINESS**

There was no Unfinished Business.

### **NEW BUSINESS**

**13a** Discussion and possible action regarding contacting the Borough Attorney

Assembly Member Stough said that the Mayor didn't have any more authority than the Assembly Members did to contact the attorney unless the Council made the decision to have him be the spokesman; City Manager and Clerk has responsibilities under the Ordinances on what he/she does; the controversy started when I sent a letter to the borough attorney to clarify the existing ordinances; questions that have been raised by Assembly Member's Blake and Decker have nothing to do with the questions that I asked of the borough attorney; it is my responsibility to make sure that we are all operating under our own rules; the Mayor should not have the authority to talk to the attorney without the consent of the council.

Assembly Member McCloskey said that everything that was done through the Council should go through the Clerk; she in turn sends it to the Assembly so that we know what is going on; it shouldn't be just one person.

Decker asked Stough that if he was adamant about the attorney clarifying the ordinances, why he didn't bring that to the Assembly; for the Assembly to approve those questions to go to the attorney. She further stated that by not following this process, the public was left out of the process.

Stough said these are existing ordinances; wasn't asking for anything else, just clarification.

Decker requested clarification on if this had been approved by the Code Review Committee.

Clerk Lane replied that “yes” we did. She further stated that the attorney came up with the suggested language.

Lane also stated that when this item comes back to the Assembly for consideration, it would be in the form of an ordinance for WMC Section 3.04 in its entirety.

***M/S: McCloskey/Wiederspohn, to remove the sentence in the proposed language that says “...regarding matters outside the scope of normal business” and that something be brought back that interprets “normal scope of business.”***

***M/S: Stough/Stokes, to refer this item to the Code Review Committee so that they can update the language. Motion failed with McCloskey, Blake, Wiederspohn, Decker, and Mayor Jack voting nay; Stough and Stokes voted yea.***

***Main motion was approved with Decker, McCloskey, Stokes, Blake, Wiederspohn, and Jack voting yea; Stough voted nay.***

**13b** Approval of the request from Vern Phillips of Sea Level Seafoods, LLC., to modify the existing City Tidelands Lease

***M/S: Blake/Stough: to approve the request from Vern Phillips of Sea Level Seafoods, LLC. to modify his existing City Tidelands Lease to include a portion of A.T.S. 81, adjacent to A.T.S. 1114, Tract B, and for a Survey and an Appraisal to be ordered by the Borough Clerk.***

In response to Assembly Member McCloskey, Manager Jabusch clarified the area that Sealevel was requesting.

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

**13c** Approval of the School Budget for Fiscal Year 2014-2015

***M/S: Wiederspohn/Decker, to approve the Wrangell Public School Budget for the Fiscal Year 2014-2015. Motion approved unanimously by polled vote.***

**13d** Discussion regarding Wrangell and Petersburg’s Thomas Bay Power Commission and SEAPA appointments (*requested by Assembly Member Stough and Mayor Jack*)

Assembly Member Stough stated that there was a conflict of interest when a member was appointed to both the SEAPA and TBPC Board; the SEAPA and TBPC bylaws are in conflict of one another; shouldn’t be putting the members in that position.

There was further discussion on this item. There was no formal action taken.

**13e** Acceptance of the resignation from Wilma Stokes from the Borough Assembly

***M/S: Stough/Wiederspohn, to accept the resignation from Wilma Stokes from the Borough Assembly.***

The Mayor and Assembly Members thanked Ms. Stokes for her dedication on the Assembly for the seven years that she served.

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

Mayor Jack presented Ms. Stokes with a Certificate of Service.

**ATTORNEY'S FILE** – None.

**EXECUTIVE SESSION** – None.

Meeting adjourned at: 7:48 p.m.

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David L. Jack, Mayor

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



# Agenda Item 7

## CITY & BOROUGH OF WRANGELL

### BOROUGH ASSEMBLY AGENDA ITEM June 10, 2014

#### **COMMUNICATIONS:**

INFORMATION: The Assembly may receive items for Communications, reasons only which do not require separate 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 by an Assembly Member or the Mayor and placed on the regular agenda under Unfinished Business.

\*a. Travel Expense Report for the month of April, 2014

**CITY OF WRANGELL**  
**TRAVEL SUMMARY FOR MONTH OF April 2014**

**CITY CLERK**  
MAY 27 2014  
REC'D

[illegible]

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

**FROM: JEFF JABUSCH  
BOROUGH MANAGER**

**RE: BOROUGH MANAGER'S REPORT**

**DATED: June 5<sup>th</sup>, 2014**

**State Capital Budget Approved:**

The state's capital budget was approved by the governor and we can expect the following projects to be available by late July:

- 6 mile mill marine/industrial property development plan - \$90,000
- Connection to upper reservoir- \$615,000
- Engineering Condition Assessment for Pool Facility and Community Center- \$35,000
- Former Institute Property Development Plan- \$100,000
- Shoemaker Bay Float Design- \$600,000
- Water Treatment Plant Pilot Study- \$150,000
- Wrangell Cooperative Association- Carving Shed- \$50,000

**Manager Travel:**

I will be out of town from June 11<sup>th</sup> on the afternoon plane to June 17<sup>th</sup>. I will be checking my e-mails and am available by phone so please do not hesitate to call if you have any questions. Both Kim Lane and Carol Rushmore will be the acting manager in my absence as they both will be out of town during a portion of this time.

**Travel Lift Machine:**

The new Travel lift is up and running. We have had a couple little issues, but nothing serious and we are happy to have it completed and ready to go. We need to now be sure the larger boats around Southeast know we are ready for business. I would like to thank all of the Staff who had a part in this project. It truly takes a team working together to make projects work. This started with the idea, went to the funding requests, the lobbying, all the grant paperwork and reporting, the contract and grant administration until the final project was completed. Hopefully I don't forget someone, but those that worked on this project include Tim Rooney, Carol Rushmore, Greg Meissner, Carl Johnson, Lee Burgess, Kim Lane, David Bryner, Steve Miller and others in various ways. We also need to thank Bert Stedman for being the driving force in the legislation for the boat haul out facility.

**Cassiar Street Improvement Project:**

Cassiar Street is under contract to Rock N Road Construction to do the improvements as provided in the bid. This will include water, sewer, storm drains and pavement. We are looking at a change order that will pave the street with concrete instead of asphalt. This is a better

product for the long haul, although somewhat more expensive now. Concrete will be a challenge on this project because of the narrow street and traffic flow during the time they are pouring concrete. We plan to work with the residents to assist them with their needs during this period.

**Wrangell Cooperative Association:**

WCA and our Staff have a great working relationship in working on improvements to the community. A couple years ago, WCA was able to secure funds to pave Pine and Etolin Streets with concrete. This year they are paving Weber Street with concrete. We are working with them to improve our parking lot and theirs which is between the carving shed and the Diamond C. They recently worked on a program to help clean up Wrangell by identifying sites all over the island on the road system where people have dumped garbage. While they were doing this they actually collected truck loads. This will assist the city in our efforts to do a plan required of us by a grant to begin recycling.

Wrangell Cooperative Association has request us to assist them in purchasing land from the City as they would like to build an office building and other building to house maintenance equipment. We are looking at a couple of different sites that might be appropriate. If we can find a good fit, we will be coming to the assembly with the information about this purchase.

**Downtown Revitalization:**

Some of the final steps in making the downtown look better are to put up banners on the light poles and to install some benches along the street in various locations. The banners have been worked on by the Wrangell Convention and Visitor Bureau. I have seen the computer drafts and they look awesome. We expect to get a sample during the first week or so of June to be sure it fits the poles. If that is OK, they will go into full production and be completed in a week or so and then we can have them flown here to be installed. There are 10 designs and they are either Alaskan or Wrangell themed. They will add color and character to the downtown. We have had some issues with the benches. The original company we had been working with has gone out of business and we have had to regroup. We hope to have them here a little later in the summer. This project is funded by the funds we get through the state as our share of the tour ship head tax that is charged by the state.

**Following is a list of things on the calendar for the next few months:**

- SEAPA/TBPA negotiations;
- Union Negotiations (stalled at this point);
- Complete the final budget once approved by the assembly. This will include statistics, graphs and other supportive information;
- Send out property tax bills July 1<sup>st</sup>;
- Work with the State grant people in getting the detail project language that they will require before drafting the final grant language and agreements for us to sign. Once the grant agreements are signed, begin getting this money spent;
- Get bids out on Marine Center Paving;

- Select consultants to do the Water Front Development Plan (grant paid);
- Work with Lee Burgess, our new finance director, on the long time consuming audit process. This will eat up a lot of my hours this summer, but absolutely critical in Lee's development as the finance director;
- Continue to work with Marla Sanger and the building team in looking at options for a new hospital. This is a work in progress and we would like to bring our ideas to the assembly in the near future for their input and endorsement;
- Continue to look at options for the institute;
- Continue to explore the mill property through the grant that was received from the state.

# Agenda Item 9

## CITY & BOROUGH OF WRANGELL

### **BOROUGH ASSEMBLY AGENDA ITEM**

### **CLERK'S REPORT June 10, 2014**

#### Mark Your Calendar:

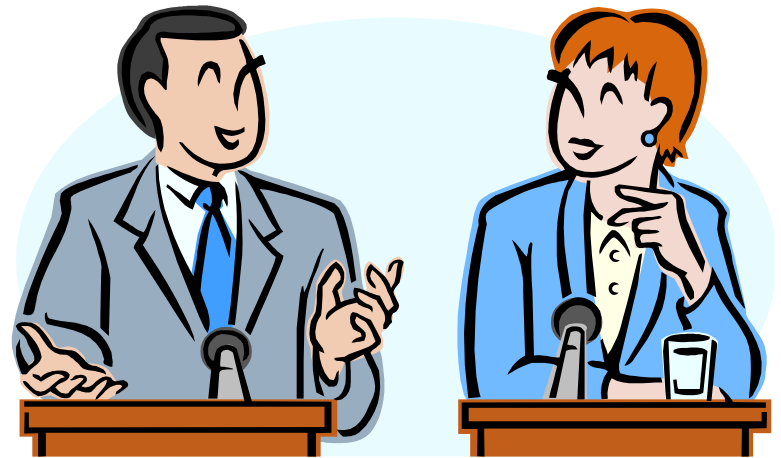
- 6/12 Planning & Zoning Commission mtg. @ 7 pm in the Assembly Chambers
- 6/18 Hospital Board mtg. @ 5:30 pm at the Nolan Center
- 6/24 Regular Borough Assembly mtg. @ 7 pm in the Assembly Chambers
- 5/28 Economic Development mtg. scheduled @ 6:30 pm in the Assembly Chambers

TBD TBP Commission Mtg.  
6/25-26 SEAPA Board Mtg. to be held in Wrangell, with times TBD

#### Clerk Vacation:

I will be taking vacation from Thursday, June 12th thru Tuesday, June 17th, 2014.

- Remarks must be confined to the merits of the pending question
- A member's motives must not be attacked.
- All remarks should be addressed to or through the chair.
- Members may not speak directly to one another.



# Agenda Items 10 a, b, & c

## CITY & BOROUGH OF WRANGELL

### BOROUGH ASSEMBLY AGENDA ITEM June 10, 2014

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

One vacancy (*unexpired term until **October 2015***)

**RECOMMENDED ACTION,** IF NOT APPROVED WITH THE CONSENT OF THE ASSEMBLY:

Move to appoint \_\_\_\_\_ to fill the vacancy on the \_\_\_\_\_ for the unexpired term ending \_\_\_\_\_.

- **Item 10c** Appointment to fill the vacancy on the Borough Assembly for the Unexpired term until October, 2014

*There was one letter of interest received from:*

➤ *Mark Mitchell*

#### RECOMMENDED ACTION:

Move to appoint \_\_\_\_\_ to fill the vacancy on the Borough Assembly for the unexpired term ending October, 2014.



May 27, 2014

CITY CLERK  
MAY 29 2014  
RECEIVED

Mayor David L. Jack  
City and Borough of Wrangell  
PO Box 531  
Wrangell, AK 99929

Dear Mayor Jack:

Please consider this my "letter of interest" to serve on the Borough Assembly. With over 30 years of business experience and service to the communities where I have lived, my skills and knowledge may be useful in serving the needs of Wrangell. Please feel free to contact me at any time.

Sincerely,

A handwritten signature in black ink, appearing to read "Mark J. Mitchell", with a large, sweeping flourish at the end.

Mark J. Mitchell  
PO Box 80  
Wrangell, AK 99929  
907-874-4080 or Cell 907-470-4221

# **Agenda Item 13a**

## **CITY & BOROUGH OF WRANGELL**

### **BOROUGH ASSEMBLY AGENDA ITEM June 10, 2014**

#### **INFORMATION:**

PROPOSED ORDINANCE No. 880: AN ORDINANCE OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, AMENDING WRANGELL MUNICIPAL CODE CHAPTER 13.12, PARKS, SPECIFICALLY SECTION 13.12.045, CREATING PARK TREES REGULATIONS (*first reading*)

#### **Attachments:**

1. Memorandum from P&R Director, Amber Al-Haddad
2. Proposed Ordinance No. 880

#### **RECOMMENDED ACTION:**

Move to approve first reading and move to a second with a Public Hearing to be held on June 24, 2014.

## **MEMORANDUM**

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

**FROM: AMBER AL-HADDAD  
PARKS & RECREATION DIRECTOR**

**SUBJECT: DRAFT, NEW ORDINANCE ESTABLISHING TITLE**

**DATE: May 5, 2014**

### **BACKGROUND:**

In December 2013, two trees of approximately 30' in height were topped for Christmas trees. The two subject trees were roughly ten to fifteen feet from the edge of the trail's tread along the Volunteer Loop Trail. The tree trucks were left standing to approximately three feet high and debris from the cuttings was left on the ground.

Following news of the trees' cutting along the "nature trail," the Parks & Recreation Advisory Board has been working on a draft ordinance to establish illegal cutting of trees within the City & Borough of Wrangell's park boundaries. With 110,000 acres of federal lands on Wrangell Island, and the US Forest Service's allowance of up to 10,000 board feet of free saw timber, 25 cords of free fire wood and free Christmas trees, the goal of this ordinance is to ensure that tree cutting, for personal use, does not occur on Borough park property.

During the development of the draft ordinance, of which a copy is provided, several versions of the ordinance were viewed by the advisory board. The City & Borough of Wrangell's legal counsel reviewed the ordinance language prior to its submission herewith.

The minutes of the April 9 2014 Parks & Recreation Advisory Board meeting records the board's motion to recommend to the Borough Assembly the creation of a new ordinance, regulating illegible tree cutting within the Borough's parks.

### **RECOMMENDATION:**

Staff recommends approving the first reading of the draft, new ordinance adding Park Trees Regulations, and move to a second reading and public hearing.

### **ATTACHMENTS:**

Draft Ordinance 880 establishing Wrangell Municipal Code, Chapter 13.12.045, Park Trees Regulations.

CITY AND BOROUGH OF WRANGELL, ALASKA

ORDINANCE NO. 880

AN ORDINANCE OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, AMENDING WRANGELL MUNICIPAL CODE CHAPTER 13.12, PARKS, SPECIFICALLY SECTION 13.12.045, CREATING PARK TREES REGULATIONS.

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

SEC. 1.       Classification. This ordinance is of a permanent nature and shall be codified in the Wrangell Municipal Code.

SEC. 2.       Amendments. WMC Section 13.12.045 entitled Park Trees is hereby added as follows:

Chapter 13.12  
PARKS

13.12.045       Park Trees Regulations

A.       Illegal Tree Cutting. No unauthorized person shall cut, top, remove or otherwise damage any tree or shrub, whether dead or alive, standing or downed, within any public park, recreation area, trail, conservation area, park reserve, or other public greenway area. Any person who violates this ordinance shall be guilty of a civil violation and shall be liable on conviction to a fine not exceeding \$300.00.

Illegal cutting on City & Borough of Wrangell public property should be reported to the Wrangell Police Department.

SEC. 3.       Severability. If any portion of this ordinance or any application thereof to any person or circumstance is held invalid, the remainder of this ordinance and the application to other persons or circumstances shall not be affected thereby.

SEC. 4.       Effective Date. This ordinance shall become effective upon approval of final passage.

PASSED IN FIRST READING: \_\_\_\_\_2014.

PASSED IN SECOND READING:\_\_\_\_\_ 2014.

\_\_\_\_\_  
David L. Jack, Mayor

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

# **Agenda Item 13b**

## **CITY & BOROUGH OF WRANGELL**

### **BOROUGH ASSEMBLY AGENDA ITEM June 10, 2014**

#### **INFORMATION:**

PROPOSED RESOLUTION No. 06-14-1295: A RESOLUTION OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, AMENDING THE HEALTH REIMBURSEMENT ARRANGEMENT FOR EMPLOYEES OF THE CITY AND BOROUGH

#### **Attachments:**

1. Memorandum from Borough Manager, Jeff Jabusch
2. Proposed Resolution No. 06-14-1295

#### **RECOMMENDED ACTION:**

Move to adopt Resolution No. 06-14-1595.

**MEMORANDUM**

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

**FROM: JEFF JABUSCH  
BOROUGH MANAGER**

**SUBJECT: Flex Plan Program Changes**

**DATE: May 14, 2014**

**BACKGROUND:**

Flex-Plan is an organization that administers our health care deductible reimbursement program. Although we have a \$3000 Blue Cross deductible on our health plan, we reimburse employees for all of the deductible over \$1,000 through this program. This has been a much cheaper option than to have a \$1,000 deductible through Blue Cross.

This program is regulated by the rules of the federal government and occasionally we are required to change the provisions in the federal rules to stay compliant. Before you is a resolution required that makes those changes.

**Recommended Action by Staff**

Move to adopt Resolution No. 06-14-1295 for the required changes to the City and Borough of Wrangell's Flex Plan as required by law.

CITY AND BOROUGH OF WRANGELL, ALASKA

RESOLUTION NO. 06-14-1295

A RESOLUTION OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, AMENDING THE HEALTH REIMBURSEMENT ARRANGEMENT FOR EMPLOYEES OF THE CITY AND BOROUGH

**WHEREAS**, the City and Borough of Wrangell, a political subdivision of the State of Alaska, entered into agreement with Flex Plan Services, Incorporated to administer a health insurance deductible reimbursement program for employees of the City and Borough of Wrangell; and

**WHEREAS**, periodic modifications or revisions of language in said Arrangement are advised by Flex Plan Services Incorporated, and require adoption by resolution of any such modifications or revisions.

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

Section 1. The political subdivision agrees to modification of subparagraph II (1) on page 2 of the Summary Plan Description to read as follows:

Your HRA is integrated with an employers' group health plan for purposes of the annual dollar limit prohibition and the preventive services requirements. The employer's group health plan meets minimum value. Integrated means (1) the employers' group health plan does not consist solely of excepted benefits; (2) the employee receiving the HRA is actually enrolled in a group health plan (of the employer or spouse); (3) the HRA is available only to employees who are enrolled in the group health plan of the employer or spouse; (4) the HRA is limited to reimbursement of one or more of the following—co-payments, co-insurance, deductibles, and premiums under the non-HRA group coverage, as well as medical care (as defined under Code § 214 (d)); and (5) under the terms of the HRA, reimbursements from the HRA at least annually and, upon termination of employment, either the remaining amounts in the HRA are forfeited or the employee is permitted to permanently opt out of and waive future reimbursements from the HRA. This opt-out feature is required because the benefits provided by the HRA generally will constitute minimum essential coverage under Code § 5000A and will therefore preclude the individual from claiming Code § 36B premium tax credit.

Section 2. The political subdivision agrees to modification of Appendix I to the Health Reimbursement Arrangement Summary Plan Description – Notice of Privacy Practices.

Section 3. The political subdivision agrees to remove reference to the Flexible Benefits Plan (abbreviated FSA) in the Summary Plan Description and Plan Documents as the City and Borough of Wrangell does not currently participate in this.

ADOPTED:

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

\_\_\_\_\_  
David L. Jack, Mayor



# **Agenda Item 13c**

## **CITY & BOROUGH OF WRANGELL**

### **BOROUGH ASSEMBLY AGENDA ITEM June 10, 2014**

#### **INFORMATION:**

PROPOSED RESOLUTION No. 06-14-1296: A RESOLUTION OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, LEVYING A GENERAL TAX FOR SCHOOL AND MUNICIPAL PURPOSES UPON ALL TAXABLE PROPERTY WITHIN THE BOROUGH FOR THE TAX YEAR 2014 PURSUANT TO WRANGELL MUNICIPAL CODE SECTION 5.04.010; PROVIDING FOR THE COLLECTION OF TAXES DUE IN 2014 AND PRESCRIBING PENALTIES AND INTEREST FOR DELINQUENT TAXES

#### **Attachments:**

1. Memorandum from Borough Manager, Jeff Jabusch
2. Proposed Resolution No. 06-14-1296

#### **RECOMMENDED ACTION:**

Move to adopt Resolution No. 06-14-1596.

**MEMORANDUM**

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

**FROM: JEFF JABUSCH  
BOROUGH MANAGER**

**SUBJECT: DRAFT BUDGET AND AMENDMENT, and Levy**

**DATE: JUNE 3, 2014**

**BACKGROUND:**

A draft budget was presented to the assembly on May 5<sup>th</sup>. On May 13<sup>th</sup> there was a workshop to briefly go over the budget, including various concerns. We are scheduled to have a public hearing on June 10<sup>th</sup> and adopt the draft budget with included amendments.

**The draft budget with amendments has several key elements and they are as follows:**

- Budget is based on the current mill rate of 12.75 mills.
- Health Insurance is going up 12.5%. This is a growing problem and getting to the point of being unaffordable. We are scheduled to take some time this fall to review all of our options with our health insurance consultant to see if there are other options available to us.
- The General Fund Budget will use approximately \$210,000 of reserves in order to balance. We are willing to use reserves to balance the budget this year only because we did better than expected in 2013 and this entire amount is for capital expenditures and not reoccurring.
- We have increased the amount to the Nolan Building in the amendment as the Nolan Trust annual contribution is being reduced. I have attached some information from our Civic Center Director; Terri Henson about the positive affect having this facility has on the community and our economics.
- We do not know how much we are getting from the Federal Payment in Lieu of Taxes. Normally this amount is going to be about \$390,000. The majority of capital items will be put on hold until we know what this amount is going to be. If this amount is eliminated or drastically reduced, we will have to reduce our capital items.
- Federal Rural Secure Schools is expected to continue to decline, as well as State Revenue Sharing in the years to come. Federal and State reduced funding hurt us in two ways. The directly funding reduces our ability to continue the level of services in our operations and maintenance budget and reduced grant funds make it much more difficult in funding future capital projects.
- The Light Fund Budget is based on a 5% increase effective July 1<sup>st</sup>, 2014. If we do not receive the rebate from SEAPA, it is likely that we will have to have another increase January 1, 2015.
- The Borough is in solid financial shape, but the pending reductions in state and federal funding is a concern and we will need to adapt as those funding sources decline in the future.

- The Water, Sewer and Sanitation Funds all have automatic increases to be effective July 1, 2014. This was part of the Rate Study the borough had done and the related ordinance that was passed several years ago.
- We plan to fund in this budget existing levels of services to the community. This includes existing contributions to KSTK, the Chamber of Commerce, Contribution to the Health Fair, Senior Citizens, US Customs and Fireworks.

**Additional Information:**

- Attached is a memo from Amber Al-Haddad, Parks and Recreation Director, about her department as it relates to the budget, infrastructure issues and facility utilization. Please take the time to read this as there are concerns with the facility that will need addressed in the near future.
- Attached is a memo from Terri Henson, Civic Center Director, about the importance to fund the Nolan Facility. The memo talks about the various activities, usage and the many multiuse functions this building provides both for locals, but for outside people coming to Wrangell for conferences, meetings and other events. Southeast Conference this fall is just one example of the value of this building to the community.
- We have received a request from Bear Basics to assist them to continue the food and clothing store they run in town. Much is done with volunteer workers and they feel without financial funding the store could close. It was explained that this will be extremely difficult to do when the city has so many of its own needs. At this time, funding for this request has not been included in the budget.
- The fire department has request a fire truck replacement. This item is not funded in this year's budget. We will keep this on our capital list of items not funded and look at ways to fund this in the future.

**Recommended Action by Staff:**

**Move to approve the Resolution for the adoption of the draft budget with amendments for the 2014-2015 Fiscal Year.**

CITY AND BOROUGH OF WRANGELL, ALASKA

RESOLUTION NO. 06-14-1296

A RESOLUTION OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, LEVYING A GENERAL TAX FOR SCHOOL AND MUNICIPAL PURPOSES UPON ALL TAXABLE PROPERTY WITHIN THE BOROUGH FOR THE TAX YEAR 2014 PURSUANT TO WRANGELL MUNICIPAL CODE SECTION 5.04.010; PROVIDING FOR THE COLLECTION OF TAXES DUE IN 2014 AND PRESCRIBING PENALTIES AND INTEREST FOR DELINQUENT TAXES

WHEREAS, the Borough Assembly sitting as the Board of Equalization has regularly assessed and equalized all real property within the City and Borough of Wrangell and has fixed a time at which the taxes levied shall be paid, and has fixed the date of delinquency, and has established that taxes remaining unpaid after the delinquent date shall be collected and have penalties and interest added thereto in accordance with law. The Borough Assembly has provided herein for payment and the date of delinquency of all taxes levied on the property assessed on the tax rolls.

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

Sec. 1. There is hereby levied upon all taxable real property in the City and Borough of Wrangell, Alaska, as previously taxed by the City of Wrangell, except such property as is exempt by law from taxation, a mill rate of 12.75 mills for the tax year 2014, for the Wrangell Service Area, 4.0 mills for property outside the Service Area, and 4.0 mills for the tax differential zone as described in 5.04.310 (a).

Sec. 2. Taxes levied pursuant to this resolution shall be due and payable on or before August 15, 2014; however, the taxpayer may pay such taxes in two (2) installments pursuant to Wrangell Municipal Code Section 5.04.350. Penalty and interest shall accrue on an unpaid installment from 5:00 p.m. on the date the installment becomes due.

Sec. 3. Taxes remaining unpaid after the delinquent date shall be collected and have penalties and interest added thereto in accordance with law.

Sec. 4. This resolution shall become effective upon its passage and adoption.

ADOPTED: \_\_\_\_\_, 2014

\_\_\_\_\_  
David L. Jack, Mayor

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

# **Agenda Item 13d**

## **CITY & BOROUGH OF WRANGELL**

### **BOROUGH ASSEMBLY AGENDA ITEM June 10, 2014**

#### **INFORMATION:**

PROPOSED RESOLUTION No. 06-14-1297: A RESOLUTION OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, ADOPTING THE BUDGET FOR ALL FUNDS OF THE CITY OF WRANGELL, ALASKA, FOR THE FISCAL YEAR 2014-2015

#### **Attachments:**

1. Memorandum from Borough Manager, Jeff Jabusch
2. Proposed Resolution No. 06-14-1297
3. Budget Amendment Sheet
4. Memo from P&R Director, Amber Al-Haddad
5. Memo from Civic Center Director, Terri Henson

#### **RECOMMENDED ACTION:**

Move to adopt Resolution No. 06-14-1597 for the 2014-2015 Fiscal Year with the recommended amendments.

**MEMORANDUM**

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

**FROM: JEFF JABUSCH  
BOROUGH MANAGER**

**SUBJECT: DRAFT BUDGET AND AMENDMENT**

**DATE: JUNE 3, 2014**

**BACKGROUND:**

A draft budget was presented to the assembly on May 5<sup>th</sup>. On May 13<sup>th</sup> there was a workshop to briefly go over the budget, including various concerns. We are scheduled to have a public hearing on June 10<sup>th</sup> and adopt the draft budget with included amendments.

**The draft budget with amendments has several key elements and they are as follows:**

- Budget is based on the current mill rate of 12.75 mills.
- Health Insurance is going up 12.5%. This is a growing problem and getting to the point of being unaffordable. We are scheduled to take some time this fall to review all of our options with our health insurance consultant to see if there are other options available to us.
- The General Fund Budget will use approximately \$210,000 of reserves in order to balance. We are willing to use reserves to balance the budget this year only because we did better than expected in 2013 and this entire amount is for capital expenditures and not reoccurring.
- We have increased the amount to the Nolan Building in the amendment as the Nolan Trust annual contribution is being reduced. I have attached some information from our Civic Center Director; Terri Henson about the positive affect having this facility has on the community and our economics.
- We do not know how much we are getting from the Federal Payment in Lieu of Taxes. Normally this amount is going to be about \$390,000. The majority of capital items will be put on hold until we know what this amount is going to be. If this amount is eliminated or drastically reduced, we will have to reduce our capital items.
- Federal Rural Secure Schools is expected to continue to decline, as well as State Revenue Sharing in the years to come. Federal and State reduced funding hurt us in two ways. The directly funding reduces our ability to continue the level of services in our operations and maintenance budget and reduced grant funds make it much more difficult in funding future capital projects.
- The Light Fund Budget is based on a 5% increase effective July 1<sup>st</sup>, 2014. If we do not receive the rebate from SEAPA, it is likely that we will have to have another increase January 1, 2015.
- The Borough is in solid financial shape, but the pending reductions in state and federal funding is a concern and we will need to adapt as those funding sources decline in the future.

- The Water, Sewer and Sanitation Funds all have automatic increases to be effective July 1, 2014. This was part of the Rate Study the borough had done and the related ordinance that was passed several years ago.
- We plan to fund in this budget existing levels of services to the community. This includes existing contributions to KSTK, the Chamber of Commerce, Contribution to the Health Fair, Senior Citizens, US Customs and Fireworks.

**Additional Information:**

- Attached is a memo from Amber Al-Haddad, Parks and Recreation Director, about her department as it relates to the budget, infrastructure issues and facility utilization. Please take the time to read this as there are concerns with the facility that will need addressed in the near future.
- Attached is a memo from Terri Henson, Civic Center Director, about the importance to fund the Nolan Facility. The memo talks about the various activities, usage and the many multiuse functions this building provides both for locals, but for outside people coming to Wrangell for conferences, meetings and other events. Southeast Conference this fall is just one example of the value of this building to the community.
- We have received a request from Bear Basics to assist them to continue the food and clothing store they run in town. Much is done with volunteer workers and they feel without financial funding the store could close. It was explained that this will be extremely difficult to do when the city has so many of its own needs. At this time, funding for this request has not been included in the budget.
- The fire department has request a fire truck replacement. This item is not funded in this year's budget. We will keep this on our capital list of items not funded and look at ways to fund this in the future.

**Recommended Action by Staff:**

**Move to approve the Resolution for the adoption of the draft budget with amendments for the 2014-2015 Fiscal Year.**

CITY AND BOROUGH OF WRANGELL, ALASKA

RESOLUTION NO. 05-14-1297

A RESOLUTION OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, ADOPTING THE BUDGET FOR ALL FUNDS OF THE CITY OF WRANGELL, ALASKA, FOR THE FISCAL YEAR 2014-2015

WHEREAS, the Borough Assembly sitting as the Board of Equalization on May 5, 2014, assessed and equalized all real property within the City and Borough of Wrangell; and

WHEREAS, taxes levied upon boats; taxes on taxable property; delinquent date for payment of taxes and penalty and interest for late payment of taxes are provided in Wrangell Municipal Code, Chapter 5; and

WHEREAS, the Assembly at their regular meeting held June 10, 2014, approved a mill rate of 12.75 mills for the Wrangell Service Area, 4.0 mills for property outside the Service Area, and 4.0 mills for the tax differential zone as described in 5.04.310 (a); and

WHEREAS, the Assembly of the City and Borough of Wrangell, Alaska has been presented with the proposed budget for the fiscal year 2014-2015 in accordance with the Wrangell City Charter Section 5-2; and

WHEREAS, the Assembly held a public hearing on June 10, 2014, on the proposed budget in accordance with Wrangell City Charter Section 5-3; and

WHEREAS, the Assembly has approved the proposed budget as presented and/or amended.

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

- Sec. 1. That the General Fund Budget, reserves and transfers, for the fiscal year 2014-2015, in the amount of \$11,793,561 is hereby adopted.
- Sec. 2. That the Capital Project Fund Budget, reserves and transfers, for the fiscal year 2014-2015, in the amount of \$526,150 is hereby adopted.
- Sec. 3. That the Miscellaneous Grants Fund Budget, reserves and transfers, for the fiscal year 2014-2015, in the amount of \$41,116 is hereby adopted.



- Sec. 4. That the Nolan Center Operating Fund, reserves and transfers, for the fiscal year 2014-2015, in the amount of \$512,643 is hereby adopted.
- Sec. 5. That the Sales Tax Fund Budget, reserves and transfers, for the fiscal year 2014-2015, in the amount of \$3,513,055 is hereby adopted.
- Sec. 6. That the Theater Fund, reserves and transfers, for the fiscal year 2014-2015, in the amount of \$125,837 is hereby adopted.
- Sec. 7. That the Pool/Recreation Fund Budget, reserves and transfers, for the fiscal year 2014-2015, in the amount of \$1,542,888 is hereby adopted.
- Sec. 8. That the Borough Organizational Fund, reserves and transfers, for the fiscal year 2014-2015, in the amount of \$312,498 is hereby adopted.
- Sec. 9. That the Transient Tax Fund Budget, reserves and transfers, for the fiscal year 2014-2015, in the amount of \$92,401 is hereby adopted.
- Sec. 10. That the Secure Schools Budget, reserves and transfers, for the fiscal year 2014-2015, in the amount of \$4,865,455 is hereby adopted.
- Sec. 11. That the Economic Recovery Fund, reserves and transfers, for the fiscal year 2014-2015, in the amount of \$410,027 is hereby adopted.
- Sec. 12. That the Permanent Fund, reserves and transfers, for the fiscal year 2014-2015, in the amount of \$6,887,198 is hereby adopted.
- Sec. 13. That the Debt Service Fund Budget, reserves and transfers, for the fiscal year 2014-2015, in the amount of \$364,675 is hereby adopted.
- Sec. 14. That the Residential Construction Fund, reserves and transfers, for the fiscal year 2014-2015, in the amount of \$60,173 is hereby adopted.
- Sec. 15. That the Industrial Construction Fund, reserves and transfers, for the fiscal year 2014-2015, in the amount of \$266,498 is hereby adopted.
- Sec. 16. That the Sewer Utility Revenue Fund Budget, reserves and transfers, for the fiscal year 2014-2015, in the amount of \$773,642 is hereby adopted.
- Sec. 17. That the Sanitation Fund, reserves and transfers, for the fiscal year 2014-2015, in the amount of \$773,642 is hereby adopted.
- Sec. 18. That the Electric Utility Enterprise Fund budget, reserves and transfers, for the fiscal year 2014-2015, in the amount of \$5,060,239 is hereby adopted.

Sec. 19. That the Water Utility Enterprise Fund Budget, reserves and transfers, for the fiscal year 2014-2015, in the amount of \$1,130,749 is hereby adopted.

Sec. 20. That the Port Utility Enterprise Fund Budget, reserves and transfers, for the fiscal year 2014-2015, in the amount of \$4,128,291 is hereby adopted.

Sec. 21. That a copy of the final budget, as approved, be attached hereto and adopted by reference.

ADOPTED: June 10th, 2014

\_\_\_\_\_  
Julie Decker, Vice-Mayor

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

City and Borough of Wrangell  
 2014-2015 Fiscal Year Budget  
 Amendments to Draft Budget presented on May 5th, 2014  
 June 5th, 2014

**General Fund:**

Original Draft Budget Deficit (223,111)

Account #'s	Revenue Adjustments	
01-00-00-4105	Additional Revenue Sharing	23,821 page 11
01-00-00-4305	Jail Rent Revenue	13,398 page 11
	<b>Total New Revenues</b>	<b><u>37,219</u></b>

**Expenditure Adjustments**

01-16-00-7105	Charges to Other Departments	60,000 page 29
01-34-00-7018	Capital Fund Transfer	(104,000) page 43
01-34-00-7021	Museum Operations Transfer	55,000 page 43
01-34-00-7024	Pool Operations Transfer	12,661 page 43

**Total new Expenditures** **23,661**

**Estimated General Fund Budget Deficit** **(209,553)**

**Additional Changes to the Budget**

18-01-00	Capital Fund changes:	Attached page 45-46
	- Removed funding for metal building site work	30,000
	- Removed public works director vehicle	24,000
	- Reduced senior ball field work	15,000
	- Removed funding for police vehicle	35,000
21-01-00-4901	Transfer from General Fund - Museum Revenue increase	7,000 page 50
21-03-00-4901	Transfer from General Fund - Civic Center Revenue increase	48,000 page 52
24-01-00-4925	Transfer from General Fund - Pool Revenue increase	12,661 page 60
24-01-00-5010	Lifeguard Wages/Expenses increase	5,500 page 62
70-00-00-4355	Residential Sales - Light Fund revenue reduction	(77,800) page 87
70-00-00-4357	Small Commercial Sales - Light Fund revenue reduction	(66,950) page 87
70-00-00-4359	Large Commercial Sales - Light Fund revenue reduction	(21,400) page 87



## CITY & BOROUGH OF WRANGELL

INCORPORATED JUNE 15, 1903

### Parks & Recreation Department

PO Box 531  
Wrangell, AK 99929

Phone (907)-874-2444  
Fax (907)-874-3186

May 13, 2014

Dear Jeff:

Thank you for considering the Parks & Recreation Department's budget recommendations. I understand that given the types of financial challenges presented, the budget review and approval process for your finance department and the Borough Assembly must be incredibly difficult.

I also know that you support and value our parks and the programs we offer and that you understand how vitally important a strong Parks & Recreation Department is to the physical, emotional and economic successes of our community. We encourage people to be active, get outside and connect to the community.

Years of reduced investment and deferred maintenance have aged infrastructure and increased the funding gap. Aging infrastructure limits service levels in our parks, recreation center and community center; however, our focus for maintenance and major repairs will be on those assets that present the highest probability and the highest consequence of failure considering user safety as the number one priority for our facilities.

There is no doubt that as we improve the connection between Wrangell's recreation infrastructure and the community needs, there will be an increase in the wellness of our residents and the community's livability.

Thank you for allowing me to submit this supporting report on behalf of Wrangell Parks & Recreation. Please feel free to share this information with the Borough Assembly as they review the budget.

Sincerely,

Amber Al-Haddad  
Parks & Recreation Director

## **Pool Department 24.01.00**

Mission: To provide a clean, safe swimming pool and aquatic environment with recreational swimming programs, public swimming and scheduled events.

Goals in FY 2014-2015:

- Plan and implement new recreational swimming programs.
- Offer a Lifeguarding Certification Class to assist management in maintaining lifeguard staff.
- Offer Water Safety Instructor Class to assist management in maintaining aquatic staff for swimming lesson instruction.
- Expand swimming lessons to implement the American Red Cross Learn-to-Swim swimming lesson programs for infants, youth and adults.
- Maintain standards to pass ADEC pool sanitation inspection.
- Work with local schools and day care centers to make use of our facilities as part of their recreation curriculum.
- Review Pool & Recreation Facility access fees for potential increase.

<u>Pool Department Budget Summary</u>	<u>FY 2013-2014</u>	<u>FY 2014-2015</u>
Personnel Expense	\$147,320	\$161,510
Operating Expense	<u>\$179,100</u>	<u>\$201,601</u>
TOTAL	\$326,420	\$363,112

### **Pool Department Budget Comments:**

1. There are no requests for new benefited positions in this proposed budget; however, this budget supports the proposed changes in the pool facility's hours of operation. Informal public feedback about the proposed new schedule has been extremely positive, and no further public comments were received during the May 7th public hearing held by the Parks & Recreation Advisory Board. The existing and the proposed pool facility's hours of operation is shown below:

#### **Existing Pool Facility Hours of Operation**

Monday and Friday: 6:00 am – 1:00 pm and 4:00 pm – 8:30 pm

Tuesday & Thursday: 8:00 am – 6:00 pm

Wednesday: 6:00 am – 8:00 pm

Saturday: 12:00 pm – 4:00 pm

### Proposed Pool Facility Hours of Operation

Monday – Thursday: 6:00 am – 1:30 pm and 3:30 pm – 7:30 pm

Friday: 6:00 am – 1:30 pm and 3:30 pm – 8:30 pm

Saturday: 10:00 am – 2:30 pm

As a side note, feedback obtained as an option to improve this schedule would be to eliminate the two hour closure from 1:30 pm – 3:30 pm each week day and include four more Saturday hours. This would equate to an additional 14 hours a week of the facility's services, with an added staff expense of approximately \$8,500 annually.

2. *Swim Instructors Expense* adds personnel costs based on the proposed new swimming program goals we have set for the department. A portion of this previous cost was shifted from the *Lifeguard Expense*, hence the reduction in the Lifeguard Expense budget line item. Below is a proposed swimming program schedule:

Learn-To-Swim Lessons: Three times a year, ten 30-min sessions

Elementary/Head Start School Swim Lessons: Eight grades attend for six 30-minute sessions each class

Parent-Tot Swim Lessons: Two times a year, eight 25-minutes sessions, with two age groups back-to-back

Adult Beginner Swim Lessons - Primary Skills and Stroke Readiness Lessons: Two times a year, ten 30-min sessions. Class purpose is to help students feel comfortable in the water and learn essential elementary aquatic skills. Skills taught include water adjustment, front and back float, introduction to front crawl and back crawl. For adults with little or no experience in the water.

Adult Intermediate Swim Lessons - Stroke Development Lessons: Two times a year, ten 30-min sessions. Class purpose is to develop confidence in strokes and to increase endurance. Skills taught include front crawl, back crawl, elementary backstroke, introduction to breaststroke. For adults who are comfortable in the water and are looking to learn proper stroke techniques.

3. *Travel and Training Expense* – See attached detail.
4. *Health Reports* pertain to the pool water testing which is required monthly by DEC. The expense reflected in the budget is actual costs based on current lab fees from the Petersburg Medical Center, plus delivery fees. It is management's goal to maintain twelve consecutive months of positive test reports prior to requesting allowance for quarterly testing (and thus reducing this expense by 75%).

5. The \$13,000 rise in *Chemicals Expense* is related to a new and unusual condition whereby the pool's mechanical system is calling for more domestic, fresh water than normal and thus reducing the salinity of the pool water with each fresh water demand. As fresh water is added and the salinity level drops, additional salt is required for the system to maintain safe and adequate chlorine levels.

As used in the Wrangell Swimming Pool, salt water chlorination is a process that uses dissolved salt as a delivery mechanism for the chlorination system. The chlorine generator, also known chlorine cell or chlorine generator, uses electrolysis in the presence of dissolved salt to produce hypochlorous acid and sodium hypochlorite, which are the sanitizing agents commonly used in swimming pools. Running the chlorine cell for long periods with an inadequate amount of salt in the system can strip the coating off the cell which then requires an expensive replacement.

Of highest significance is the concern for the cause of the fresh water requirement. In a normal situation, the system only calls for fresh water as existing pool water is discharged from the system. Routinely, this occurs after flushing the sand filters. Given the system's consistent demand for fresh water, the probability is high that the system is losing water. Staff has attempted to isolate various parts of the mechanical and pool system in order to identify a potential loss source. Barring possible veto from Governor Parnell's Capital Projects list, we anticipate performing water loss investigations as the Facilities' Condition Assessments are performed through a State of Alaska Capital Projects grant during late 2014.

#### Pool Department Capital Improvement Project Detail:

- |  |          |
|--|----------|
| A. Pool water loss investigation work  | \$10,000 |
| (See item 4 under Pool Department Budget Comments above)   |          |
| B. Phase I locker replacement  | \$18,000 |
| Phase I will replace one bay of lockers in each locker room. The locker rooms are in dire need of locker replacement due to the rusting out of the original metal lockers. The deterioration of the lockers have become hazardous, requiring staff to remove portions of the locker faces and using blue painter's tape to cover the voids left behind. See attached quote from locker supplier.   |          |
| C. Phase I EPDM pool roof repairs  | \$15,000 |
| Phase I will replace one section of flat roof above the pool lobby and racquetball court. The flat roof above the pool lobby and racquetball court has been neglected over the years. Vegetation is growing through the EPDM rubber roofing material and has blocked roof drains, compromising the integrity of the building material and the protective roofing system. Roof leaks in this area are visible in the pool lobby. The proposed work will replace only the EPDM roofing |          |

system over one of the four flat roof sections and does not account for any unknown damage to concealed building systems.

D. Sole Elliptical Unit \$2,500  
\*Replacement Cardio Equipment for stock.

E. Sole Treadmill Unit \$ 3,000  
\*Replacement Cardio Equipment for stock.

\* Management has taken a spare parts inventory approach to maintaining cardio equipment in an effort to extend the life of the equipment; however, having a full replacement unit is also strategic to maintaining services. Based on our current provisions for cardio exercise equipment, we are often unable to keep up with the public's usage demands.

### **Recreation Department 24.03.00**

Mission: To create community through a wide-range of active and passive recreational programs for residents and visitors of all ages, interests and abilities.

Goals in FY 2014-2015:

- Return Open Gym to the Community Center Gym schedule.
- Expand the Parks & Rec advertising plan to increase awareness of programs, and in turn registration for programs.
- Expand Parks & Rec program offerings that benefit citizens of Wrangell, both adult and youth, by connecting families, increasing physical fitness, reducing stress, and increasing self-esteem and confidence.
- Plan and implement new recreational programs, both for youth and adults.
- Improve building standards and life and safety standards to meet state code requirements and regain use of much-needed community space.
- Explore the feasibility of a Parks & Rec-sponsored recreation-based film series.
- Review Community Center for priority use and fee scale.
- Review recreational program fees for potential increases.

<u>Recreation Department Budget Summary</u>	<u>FY 2013-2014</u>	<u>FY 2014-2015</u>
Personnel Expense	\$109,820	\$123,510
Operating Expense	<u>\$ 43,299</u>	<u>\$ 45,668</u>
TOTAL	\$153,020	\$169,178



## Recreation Department Budget Comments:

1. There are no requests for new benefited positions in this proposed budget; however, there is a request, under *Casual Labor Expense*, to fund one part-time temporary position in the Community Center, a Gym Attendant to oversee and maintain activities in the Community Center. To date there has been no staff available to attend the Community Center during evening and weekend use. An unknown number of individuals and groups have keys to the building and the building is often used without the knowledge of management. In addition to liability concerns, some of the disadvantages to this lack of facility control is that it allows doors to be left unlocked throughout the day and night, the heating system to be turned up and left on over long periods of time, the lights to be left on and faucets to be left running overnight. (See attached four Community Center Gym schedules, reflecting the various times, throughout the calendar year, associated with this staffing request).

*Casual Labor Expense* also accounts for the appropriate labor costs for current Summer Recreation staffing levels.

2. *Travel and Training Expense* – See attached detail.
3. The increase to *Telephone Expense* is for phone and internet access for the Director's new office in the Community Center.

## **Parks Department 01.28.00**

Mission: To encourage outdoor recreation in safe places and facilities and in programs which promote physical, mental, and social activities.

Goals in FY 2014-2015:

- Plan and implement new events or programs related to parks and trails.
- Meet the demand for trails by expanding the trails (non-motorized transportation) infrastructure for an improved walkable community in Wrangell.
- Establish and safeguard the parks, trails and natural resources, thereby ensuring that green spaces are accessible to all.
- Maintain and develop excellent facilities and places for public recreation and community building.

<u>Park Department Budget Summary</u>	<u>FY 2013-2014</u>	<u>FY 2014-2015</u>
Personnel Expense	\$27,500	\$27,500
Operating Expense	<u>\$33,770</u>	<u>\$40,188</u>
TOTAL	\$61,270	\$67,688

Parks Department Budget Comments:

1. *Travel and Training Expense* – See attached detail.
2. There currently is no budget line item for *Facility Maintenance Expense*. A nominal \$3,000 is requested for minor repairs at our aging park facilities.

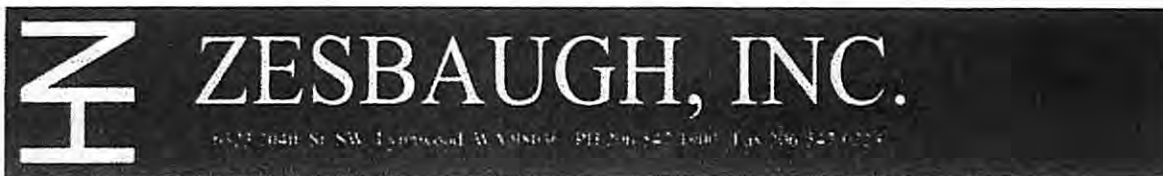
Parks Department Capital Improvement Project Detail:

- A. Improvements to Senior Ball Field at Volunteer Loop Park \$25,000  
The Senior ball field at the Volunteer Park has degraded to the point whereby the surface capping has been displaced, creating an uneven playing/running surface. The sub base, primarily constructed of wood chips, is visible and rocks as large as 3” are exposed on the surface. Resurfacing and grading is required to maintain safe access to this field.
- B. Grant Match for Shoemaker Park Improvements \$43,500.00  
Cash match toward 2014 Alaska Federal Lands Access Program (FLAP), to which the City & Borough of Wrangell submitted a proposal for the Shoemaker Bay Park and Rainbow Falls Trail Improvements. A synopsis of the FLAP grant project proposal is attached.
- C. Grant Match for Trail Extension Project \$10,000.00  
Cash match for ADNR’s State Recreation Trails Grant Program, and further as match toward 2014 Alaska Federal Lands Access Program (FLAP), to which the City & Borough of Wrangell submitted a proposal for the Wrangell Non-Motorized Transportation System. A synopsis of the FLAP grant project proposal is attached.
- D. 3/4 Ton Pickup Truck, 4x4 \$24,000.00  
Replacement of Parks & Rec’s 1992 Ford F-250. This vehicle was determined at the end of its useful life when the Parks & Rec Department received it from another agency. The vehicle warrants replacement based on age and repair costs. The upgrade to a ¾-ton 4x4 pick-up truck accommodates the parks crew’s need for a vehicle that has the towing capacity for equipment trailers and maneuvering in a variety of soil conditions throughout the park facilities. With this capital replacement, we anticipate operating costs to decrease due to a reduction in repairs. See attached Memo from Carl Johnson, Public Works Director addressing need.

## Travel & Training Budget - FY 2014-2015

### Parks & Recreation

24-01-00-5301	Prepared By: Amber Al-Haddad, Director					
Location and dates	Dates and No.					
		Transportation	Per Diem	Lodging	Other	Total
		Airfare			Registration	
<b><u>Alaska Recreation &amp; Parks Annual Conference</u></b> <b><u>September 2014 in Fairbanks, AK</u></b>	September 24th - 26th, 2014					
For two people to attend: <u>\$3200 split</u> between three departments. The Department has typically sent staff to the conference.		434.00	200.00	267.00	167.00	1,068.00
<b><u>Certified Pool Operator Training</u></b>	TBD					
There is anticipation that Tim Berberich will leave Parks & Rec within the 2014-2015 fiscal year, in which case we would need to train a new pool operator.		650.00	250.00	300.00	400.00	1,600.00
<b><u>American Red Cross Certifications</u></b>						
Recerts for Lifeguards (certs expire every 2 yrs)	Estimate: 8	\$27				216
New Certifications for Lifeguards	Estimate: 6	\$35				210
Recerts for WSI Instructors (certs expire every 2 yrs)	Estimate: 4	\$27				108
New Certifications for WSI Instructors	Estimate: 12	\$35				420
Lifeguard Training (Course Materials & 2 Instructors)	1/year					2,080
WSI Training (Course materials & 2 Instructors)	1/year					2,080
<b><u>Hep-B Vaccinations</u></b>	Estimate: 4	\$365				1,460
All employees with the potential of working around blood borne pathogens, or other potentially infectious materials, are required to have this vaccination. Routine hepatitis B vaccination in the USA, for all children, began in 1991. There are currently three adults who require the vaccine. This is a new expense to the department as the vaccine was not previously offered.						
5301 - Total Parks & Rec Travel, Training & Certifications			Lodging = Hotel Other = Registration Transportation = Car Rental Airfare		Total	9,242



WA State Contractor Lic. ZESBAI\*35301

March 21, 2014

Contractor/Project: City of Wrangell, AK

No Addns Acknowledged

Estimator: Katelyn Miles

Subject to acceptance within 60 days from the quote date, we propose to furnish the following:

**DIVISION 10 – LOCKERS**

114 – Frames Bradley Lenox Lockers 12" x 30" x 12" – Double Tier

**F.O.B. FACTORY – F/A SEATTLE DOCK----- \$52,782.00**  
**Approx. Weight: 10,000 lbs.**

Based on providing Bradley Lenox Lockers, Mounting Style, standard construction, hardware, and standard factory color. Lead time is approximately 4-5 weeks from date of release for fabrication.

Quote Includes: (2) Single Prong Coat Hooks per locker and (1) Double Prong Coat hook per locker.

**DIVISION 10 – LOCKERS**

114 – Frames Bradley Lenox "Z" Lockers 12" x 30" x 12" – Double Tier

**F.O.B. FACTORY – F/A SEATTLE DOCK----- \$52,364.00**  
**Approx. Weight: 10,000 lbs.**

Based on providing Bradley Lenox "Z" Lockers, Mounting Style, standard construction, hardware, and standard factory color. Lead time is approximately 4-5 weeks from date of release for fabrication.

Quote Includes: (2) Single Prong Coat Hooks per locker and (1) Double Prong Coat hook per locker.

**PLEASE NOTE: The above quotations are valid for shipments made prior to June 30, 2014. Shipments made after that date will require factory re-pricing in effect at the time of shipment.**

Material sales net 30 days – No Retention  
**THIS PROPOSAL IS SUBJECT TO MUTUALLY AGREED TERMS AND CONDITIONS.**  
**See Attached Qualifications To Bids And Contracts.**

To Accept our Terms and Bid Please sign and return to Zesbaugh Inc.

Name/Title: \_\_\_\_\_

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

Company: \_\_\_\_\_

## Community Center Gymnasium Schedule January through March

Winter 2013	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
8:00 AM							
8:30 AM							
9:00 AM							
9:30 AM							
10:00 AM		Tot Gym 10:00am-11:30am		Tot Gym 10:00am-11:30am		Tot Gym 10:00am-11:30am	
10:30 AM							
11:00 AM							
11:30 AM							
12:00 AM						Home School Open Gym 11:30am-1:00pm	
12:30 PM							
1:00 PM							
1:30 PM							
2:00 PM							
2:30 PM							
3:00 PM							
3:30 PM		Reserved for Schools' Use	Reserved for Schools' Use	Reserved for Schools' Use	Reserved for Schools' Use	Reserved for Schools' Use	
4:00 PM							
4:30 PM							
5:00 PM							
5:30 PM		PeeWee Wrestling 5:00pm-7:00pm (.5 hrs)	Coed Adult Volleyball 5:00pm-8:00pm (1.5 hrs)	PeeWee Wrestling 5:00pm-7:00pm (.5 hrs for clean-up)	Coed Adult Volleyball 5:00pm-8:00pm (1.5 hrs)	PeeWee Wrestling 5:00pm-7:00pm (.5 hrs for clean-up)	
6:00 PM							
6:30 PM							
7:00 PM							
7:30 PM		Open Gym 7:00om-9:00pm (2.5 hrs)		Open Gym 7:00om-9:00pm (2.5 hrs)		Open Gym 7:00om-9:00pm (2.5 hrs)	
8:00 PM							
8:30 PM							

This four-month schedule proposes 12 hours per week of staff time for staff oversight related to Open Gym and Parks & Rec-sponsored programs. Open gym would require a fee for each participant and possibly a Tot Gym/Home School Open Gym. Leagues require an advance league participation fee.

## Community Center Gymnasium Schedule April through May

Winter 2013	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
8:00 AM							
8:30 AM							
9:00 AM							
9:30 AM							
10:00 AM		Tot Gym 10:00am-11:30am		Tot Gym 10:00am-11:30am		Tot Gym 10:00am-11:30am	
10:30 AM							
11:00 AM							
11:30 AM							
12:00 AM						Home School Open Gym 11:30am-1:00pm	
12:30 PM							
1:00 PM							
1:30 PM							
2:00 PM							
2:30 PM							
3:00 PM							
3:30 PM							
4:00 PM							
4:30 PM							
5:00 PM							
5:30 PM							
6:00 PM							
6:30 PM							
7:00 PM		Open Gym 7:00om-9:00pm (2.5 hrs)		Open Gym 7:00om-9:00pm (2.5 hrs)		Open Gym 7:00om-9:00pm (2.5 hrs)	
7:30 PM							
8:00 PM							
8:30 PM							

This two-month schedule proposes 7.5 hours per week of staff time for staff oversight related to Open Gym and Parks & Rec-sponsored programs. Open gym would require a fee for each participant and possibly a Tot Gym/Home School Open Gym. Leagues require an advance league participation fee.

## Community Center Gymnasium Schedule June - August

Winter 2013	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
8:00 AM							
8:30 AM							
9:00 AM							
9:30 AM							
10:00 AM							
10:30 AM							
11:00 AM							
11:30 AM							
12:00 AM							
12:30 PM							
1:00 PM							
1:30 PM							
2:00 PM							
2:30 PM							
3:00 PM							
3:30 PM							
4:00 PM							
4:30 PM							
5:00 PM							
5:30 PM							
6:00 PM							
6:30 PM							
7:00 PM		Open Gym 7:00om-9:00pm (2.5 hrs)		Open Gym 7:00om-9:00pm (2.5 hrs)		Open Gym 7:00om-9:00pm (2.5 hrs)	
7:30 PM							
8:00 PM							
8:30 PM							

This three-month schedule proposes 7.5 hours per week of staff time for staff oversight related to Open Gym and Parks & Rec-sponsored programs. Open gym would require a fee for each participant and possibly a Tot Gym/Home School Open Gym. Leagues require an advance league participation fee.

# Community Center Gymnasium Schedule

## September through December

Winter 2013	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday				
8:00 AM											
8:30 AM											
9:00 AM											
9:30 AM											
10:00 AM		Tot Gym 10:00am-11:30am		Tot Gym 10:00am-11:30am No Fee		Tot Gym 10:00am-11:30am No Fee					
10:30 AM											
11:00 AM											
11:30 AM											
12:00 AM						Home School Open Gym 11:30am-1:00pm					
12:30 PM											
1:00 PM											
1:30 PM											
2:00 PM											
2:30 PM											
3:00 PM											
3:30 PM		YBB Practice 3:00pm- 7:00pm		YBB Practice 3:00pm- 7:00pm		YBB Practice 3:00pm- 7:00pm					
4:00 PM											
4:30 PM											
5:00 PM			YBB Games 5:00pm-7:30pm		YBB Practice 3:00pm- 7:00pm		YBB Games 5:00pm-7:30pm	YBB Practice 3:00pm- 7:00pm			
5:30 PM											
6:00 PM											
6:30 PM											
7:00 PM		Open Gym 7:00om-9:00pm (2.5 hrs)	YBB Games 5:00pm-7:30pm	Open Gym 7:00om-9:00pm (2.5 hrs)	YBB Practice 3:00pm- 7:00pm						
7:30 PM											
8:00 PM											
8:30 PM											

This four-month schedule proposes 7.5 hours per week of staff time for staff oversight related to Open Gym and Parks & Rec-sponsored programs. Open gym would require a fee for each participant and possibly a Tot Gym/Home School Open Gym. Leagues require an advance league participation fee.



## Travel & Training Budget - FY 2014-2015

### Parks & Recreation

24-03-00-5301	Prepared By: Amber Al-Haddad, Director					
Location and dates	Dates and No.					
		Transportation	Per Diem	Lodging	Other	Total
		Airfare			Registration	
<b><u>Alaska Recreation &amp; Parks Annual Conference</u></b> <b><u>September 2014 in Fairbanks, AK</u></b> (For two people to attend: <u>\$3200 split</u> between three departments: Pool, Parks, Recreation)	September 24th - 26th, 2014	434.00	200.00	267.00	167.00	1,068.00
		Transportation	Per Diem	Lodging	Other	Total
		Airfare			Registration	
5301 - Total Parks & Rec Travel, Training & Certifications						
		Lodging = Hotel Other = Registration Transportation = Car Rental Airfare			Total	1,068

## Travel & Training Budget - FY 2014-2015

### Parks & Recreation

01-28-00-5301	Prepared By: Amber Al-Haddad, Director					
Location and dates	Dates and No.					
		Transportation	Per Diem	Lodging	Other	Total
		Airfare			Registration	
<b><u>Alaska Recreation &amp; Parks Annual Conference</u></b> <b><u>September 2014 in Fairbanks, AK</u></b>	September 24th - 26th, 2014					
For two people to attend: <u>\$3200 split</u> between three departments. The Department has typically sent staff to the conference.		434.00	200.00	267.00	167.00	1,068.00
<b><u>International Trails Symposium</u></b> <b><u>May 2015 in Portland, OR</u></b>	May 17-20, 2015					
		800.00	300.00	500.00	250.00	1,850.00
		Transportation	Per Diem	Lodging	Other	Total
		Airfare			Registration	
5301 - Total Parks & Rec Travel, Training & Certifications						
		Lodging = Hotel Other = Registration Transportation = Car Rental Airfare			Total	2,918

**2014 Alaska Federal Lands Access Program  
Project Proposal**

**Project Name: City and Borough of Wrangell Non-Motorized Transportation System**

**Problem Statement:**

In 2011, an interagency steering committee worked cooperatively to address fundamental health, life and safety needs associated with outdoor recreation. The City & Borough of Wrangell, with USFS assistance, worked within a larger community committee to prioritize outdoor recreation opportunities. The Wrangell Sustainable Outdoor Recreation Plan was the result of the committee's efforts, which prioritized non-motorized trails as the number-one focus. This project is a partnership between local, state and federal agencies to enhance non-motorized access to Wrangell, following the recommendations of Wrangell's non-motorized transportation plan.

The project concentrates on enhancing trails that serve as an access point, for local recreationalists and visitors traveling to Wrangell, to approximately 128,000 acres of local, state and federal lands on Wrangell Island (of which approximately 110,000 acres is federal lands) and an additional 1,597,021 square miles of Tongass National Forest lands that lie within the Wrangell Borough, while simultaneously addressing significant infrastructure deficiencies associated with access. Additionally, sustainable improvements to infrastructure are needed for a community of fewer than 2,500 residents to manage an annual visitation of approximately 25,000 visitors (statistics from 2013) concentrated into a five-month period.

This is a phased project, with Phase I submitted herein for 2014 funding. Phase I consists of improvements to the Mt. Dewey Trail and the East Channel Paddle Craft Trail, which are major non-motorized transportation routes. Phase II, not included in the 2014 funding request, will address connectivity from the USFS Visitor Center to the Volunteer Park Trail. In their current level of connectivity, all three trails (both in Phase I and Phase II) are used primarily as individual recreational opportunities. Linking these routes by way of new trail extensions, and via signage and designated footpaths, to and from the local Tongass National Forest information center, will not only provide better access to the Tongass National Forest, it will greatly expand and enhance public opportunities for transportation, information, exercise and recreation, in a safe and aesthetic environment.

This project will improve and/or create off-road parking and new connector trails by providing hardened and delineated pathways to a network of existing informal footpaths, thus making them passable for practical, secondary transportation purposes. This project will also serve to improve pedestrian safety while creating parking while providing access to, and from, federal lands.

**Project descriptions and problem areas:**

**PHASE I (2014 funding request)**

- Mt. Dewey (historical) Trail to US Forest Service Visitor's Center and District Office - The Mt. Dewey Trail is a historical trail and draws significant interest from local residents as well as visitors wanting to retrace the footsteps of John Muir, naturalist and explorer, who used Wrangell as his headquarters for trips into Stikine country. John Muir used the natural vista from Mt Dewey as his location to plot and survey the mountains and waterways beyond.

Currently pedestrians must walk from Mt. Dewey trailhead to the USFS Visitor Center by way of a series of roads without sidewalks, crosswalks, or other pathways that delineate pedestrian from vehicular traffic. By connecting the Mt Dewey Trail to the USFS Visitor Center by way of a connector trail, this portion of the project improves the problem areas associated with pedestrian connectivity and accessibility, signage and historic/cultural preservation and Tongass National Forest interpretive information. A portion of this route is through muskeg, where existing informal footpaths degrade the wetland riparian zone and make the route usable during most of the year.

Additionally, this section of a trail connection would provide an alternative route to connect pedestrians to the primary and elementary schools, the Volunteer Park and Trail and the hospital. Problem areas addressed by this portion of the project include pedestrian safety, pedestrian connectivity and accessibility and signage.

- U.S. Forest Service Visitor Center and District Office to East Channel Paddle Craft Trail (via Ishiyama Drive, ADOT Highway) – The existing 300'-long East Channel Paddle Craft Trail provides forest users, both residents and visitors alike, safe, salt-water access from Wrangell to the Tongass National Forest. This access enables recreation along the Eastern Channel on the eastern side of Wrangell Island, and the mainland, areas which may not be accessible when launching paddle craft from City harbors due to rough seas. The USFS Mill Creek Trail, leading to Virginia Lake and the USFS Virginia Lake Cabin, lies directly across the channel from the Paddle Craft Trail. This trail provides connection and access to that historic trail as well as miles of Tongass National Forest shoreline.

Currently, users of the paddle craft trail drive to the end of pavement on Ishiyama Drive (ADOT Highway) and park in the highway's Right of Way, due to the lack of parking. Problem areas addressed by this portion of the project include off-road parking, pedestrian safety, pedestrian connectivity and accessibility and signage.

#### *PHASE II (not included in this project funding request)*

- U.S. Forest Service Visitor's Center and District Office to Volunteer Park Trail – The USFS Visitor Information Center at the District Office provides interpretive information, assistance, books, maps and permits for the Tongass National Forest to Wrangell residents and visitors alike. Due to the close proximity of this federal complex to the Volunteer Park Trail, not only do trail users utilize the USFS Visitor Center for more information, there is also significant use of the Volunteer Park and Trail complex by USFS personnel, who utilize the trail system for training purposes and for forest and muskeg ecosystems' interpretive purposes.

*Currently pedestrians walk to or from the U.S. Forest Service Visitor Center along various portions of roadway, all without crosswalks, sidewalks or other pathways that delineate pedestrian traffic from vehicular traffic. Problem areas addressed by this portion of the project include pedestrian safety, pedestrian connectivity and accessibility and signage.*

Improvements throughout this project provide enhancements to pedestrian safety, pedestrian connectivity and accessibility, vehicular traffic/parking, the visitor experience, economic and community development, and the promotion of recreational opportunities within the region.

To date, the three existing trails, listed for connectivity under both the project's Phase I (current funding request) and Phase II (future funding request), have received substantial cooperation and significant

contributions from federal agencies (i.e. USFS/RAC and LWCF funds). Local trails serve to compliment the Tongass National Forest recreation programs.

#### Description of proposed work:

##### PHASE I

- Mt. Dewey (historical) Trail to US Forest Service Visitor's Center and District Office – Work includes construction of an approximate 3/4-mile of new trail section, constructed over existing unmaintained social trails, connecting the existing Mt Dewey Trail to the USFS Visitor's Center and District Office.

This connector route is proposed to consist of a combination of boardwalk, geogrid panels and gravel surfacing, as determined through the design process. The lower section of the trail will also require creation of a durable tread at a sustainable grade. The method of construction has not yet been determined. The NPS is bringing two professional trail builders to Wrangell in August 2014 to further the planning efforts. They will do a very rough layout and determine the preferred trail design for the Mt. Dewey Trail extension. The funds from this FLAP grant will be necessary to hire trail professionals to do the final layout, design and engineering or technical work to put construction contracts out for bid.

Several sets of stairs are anticipated through sections of steeper grade. Minor earthwork will be required to excavate in preparation for trail subbase and boardwalk footings. Properly constructed and maintained trail surfacing and trail structures through the muskeg will improve soil stabilization and biological restoration. The work also proposes to install interpretive and directional signs along this route. The trail's design will conform to established State and Federal standards and guidelines.

- U.S. Forest Service Visitor's Center and District Office to East Channel Paddle Craft Trail (via Ishiyama Drive, ADOT Highway) – Work includes creating orderly, off-road parking outside of the ADOT's highway ROW, providing for the minimum two parking spaces and up to a maximum of seven parking spaces. The work also proposes to install a trailhead sign and an interpretive kiosk with map, educating visitors of the recreation opportunities, the natural and cultural interests, other unique points of local interest, and naming the features of the landscape across the East Channel on the Tongass National Forest. The project's design will conform to established highway standards and guidelines.

##### *PHASE II (not included in this project funding request)*

- U.S. Forest Service Visitor's Center and District Office to Volunteer Park Trail – Phase II work includes constructing 2,200' of new sidewalk and creating a crosswalk at the intersection of Bennett Street and 2nd Avenue, all to provide clear separation of pedestrian traffic and vehicular traffic. This phase of the project will provide safe access for pedestrians from Bennett Street to the Volunteer Park and Trail. The work also proposes to install directional signs along this route.

**2014 Alaska Federal Lands Access Program  
Project Proposal**

**Project Name: Wrangell Shoemaker Bay Park / Rainbow Falls Trailhead Improvements**

**Problem Statement:**

Zimovia Highway is the sole public transportation corridor from the heart of the City of Wrangell on the north end of the island to all southern points of the island, including the southern end of the Tongass National Forest on Wrangell Island. It provides the only access to Pats Lake, Thoms Lake, Highbush Lake, Long Lake, and several streams providing fishing access, numerous USFS camping and recreational areas, and seasonal and year-round residences.

Shoemaker Bay Park, one of only a couple of roadside rest areas along Zimovia Highway, is part of the larger Shoemaker Bay Recreation Area that provides a variety of recreational opportunities for residents, visitors and commercial operators. The Park includes an unimproved parking area, a visitor pavilion, a restroom, a playground, a tennis/basketball court, tent camping area and public beach access. Immediately adjacent to the Park, is the Shoemaker Bay Marina with a boat and kayak launch and kayak storage area and a publicly owned RV Park. Besides serving travelers along the highway corridor, the Shoemaker Bay Park serves as a recreation area and as the trailhead parking area for the US Forest Service's Rainbow Falls trailhead, which provides critical access to the North Wrangell Trail System, owned and managed by the U.S. Forest Service. There is an unmarked pedestrian crossing at 4.5 mile Zimovia Highway, from the trailhead parking area at Shoemaker Bay Park to the start of the Rainbow Falls Trail. The City and Borough of Wrangell dedicated to the USFS, a land easement for the trail and access to this trail system, and also provides the land necessary for parking and staging.

Currently, the parking areas and entrances have uncontrolled vehicular traffic and there is no crosswalk for pedestrians crossing Zimovia Highway when accessing the Rainbow Falls Trail. The existing shared-use path, which parallels the highway, is without adequate driveway aprons and safety mechanisms as it approaches the recreation area's ingress and egress drives. Commercial buses that bring walking tour and site-seeing groups to the trail do not have adequate passenger loading/unloading options, and the disorganized parking layout lends itself to safety issues related to a lack of vehicular and pedestrian separation between parking areas and the highway, the trailhead crosswalk, the playground and the pavilion. Further, there is no highway guardrail present where the children's playground is adjacent to the highway. The rest area's pavilion and tour staging area is deteriorating and the water and sanitation provisions are in need of upgrades. There is currently a small trailhead sign on Borough land at the Rainbow Falls Trailhead that could be improved, and there is currently no interpretive sign in the trailhead parking area.

The infrequency of rest areas along this corridor, combined with the popularity of the Rainbow Falls Trail and the connecting Institute Creek Trail and North High Country Trail, the surrounding coastal recreation destinations, the Institute Creek Estuary (offering locals shellfish gathering), a tent campground, two RV campgrounds, and the adjacent boat harbor, are all special features of the area that make Shoemaker Bay Park an essential recreational and economic asset that provides important access to federal land resources. Use of this highway corridor, the trail system and the recreation area will become more attractive for all user groups given the proposed improvements for highway, motorized and pedestrian safety issues.

## Description of proposed work:

This project will address safety issues related to vehicular, pedestrian and bicycle traffic flows by controlling movement and access of motorists and other users of the shared-use path. The project's goal is to improve defined entrances and user delineations, crosswalks, curbs and sidewalks, creating a safer recreational opportunity.

Proposed improvements include a properly signed and painted crosswalk on Zimovia Highway for safe highway crossings; separation and improvements to sections of the bicycle path within the Zimovia Highway's Right of Way (ROW); a complete parking lot redesign, inclusive of new site preparation, curb and gutter, sidewalk installation, paving, striping for controlled vehicular movement; a replacement pavilion (using local mill production); a replacement pre-fabricated restroom; and, a relocation of the playground (currently located adjacent to the highway, where the new parking lot is proposed). The layout of the replacement facilities would be reconfigured as determined by the design for controlling vehicular movement and available space. Traffic ingress and egress will be better delineated with necessary regrading, topsoil and seeding at a portion of the existing, undefined entrances. All necessary water quality bioswales and other drainage system will also be constructed. All facilities will be ADA compliant.

In addition to the proposed access safety improvements, to continue to ensure safe passage along the Rainbow Falls Trail, approximately 300' of boardwalk will need to be replaced. This length of trail serves as a segment of the Rainbow Falls Trail on land owned by the City and Borough of Wrangell and maintained by the USFS on an easement granted by the City & Borough of Wrangell. Reconstruction of this trail segment will replace existing, rotten boardwalk that creates a safety hazard for trail users and will eliminate the "off" boardwalk impacts to the adjacent trail pathway. .

The project also proposes to install two new signs, one as a new trailhead sign and interpretive kiosk with map, educating visitors of the recreation opportunities, the flora and fauna of the trail and the Tongass National Forest, the natural and cultural interests, and other unique points of local interest. The second sign would be located at the replacement pavilion where the commercial groups stage prior to their trail hike or kayaking trip or other charter activity in the recreation area and could name the features of the Tongass National Forest island landscape viewed across Zimovia Strait, the body of water separating Wrangell Island from further federal lands as well as the anadromous fish species returning to the Institute Creek and flora and fauna of the marine environment.

The project will reduce parking demands and support improved user mobility by increasing safety and access for motorists, bicyclist and pedestrians. The project will enhance user safety in a high-use recreation, tourism and fishing area as well as contribute improve facilities for economic opportunities.

# Memo

**To:** Amber  
**From:** Carl Johnson  
**CC:**  
**Date:** April 29, 2014  
**Re:** Parks Vehicles

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Amber,

Jim is working on the Parks' white Ford pickup and finding more and more issues. As he looks at one problem it keeps leading to others. The misaligned and damaged door for instance led Jim to discover that most of the body mounts that hold the front of the truck on are rusted off. This is partially why the door was grabbing. Also, it appears that the truck hit something fairly hard in the front as some of the mounts that are still attached are bent and body panels are not lining up and the front suspension was knocked out of alignment causing premature failure of both front tires. One fuel tank is rusted out and leaking. The driver's window track needs replaced to keep the window in position. It is burning oil and had no oil pressure when brought in. This truck is going to be down for a while waiting for parts, removing the fuel tank, and trying to reattach the front body somehow.

To keep you going in the meantime, Jim is looking at your S-10 pickup to try to get it drivable. He's not planning to look too closely as this truck probably has more problems than the Ford.

Parks really needs to look at replacing these vehicles. Even after spending a few thousand dollars on the Ford, it will still only barely be drivable and only for a short time as other items are rusting out and getting ready to fall apart. The S-10 is worse. Hand-me-down vehicles are not going to get you very far. I have a few new vehicles coming to my departments but the vehicles being replaced will not be very good for you. I have a Chevrolet pickup with a manual transmission and a huge engine. It's hard for someone comfortable with a clutch to drive without spinning the tires. I will also have a flat-bed with a lift-gate and rusted out bed and a worn out engine, a 1970 something shop truck, and a flat-bed that used to be a plow and sand truck. The plow truck has a very high bed that is difficult to use and is worn out from 15 years of plowing and being overloaded with sand. I asked Clay but he is not getting rid of anything. The harbor may be willing to get rid of their old green pickup but it's been worn out for years and really would not hold up to daily use. The City should get rid of it before it costs us any more money. We also have the old police car and Tim's old Explorer but they won't haul anything and we use those for loaners for engineers, and the assessor. I really don't see anything coming up that would be usable for you for many years.

A new ½ two ton, 2-wheel drive pickup will cost about \$20,000 but I would recommend a ¾ ton pickup for \$21,500. It will last longer and we already have a stock of parts for those trucks. The Following is the link to the state equipment fleet contract where you will find details on vehicle pricing.  
<http://www.dot.state.ak.us/sef/lt-dutypricing.shtml>

Thanks,  
Carl





April 2, 2014

Jeff,

By looking at what we have coming up for the rest of this year I think we should be just over our projected income by a few thousand.

Our promo budget is so very small compared to other venues and communities that I meet, they spend on one show what I have for the year and this keeps us from promoting in some markets. People are very intrigued by Wrangell and I hit each show as a Nolan Center / CVB Rep. If I can't bring them in as a meeting I try to bring them in as a traveler. I'm constantly looking for new markets and our town is not easy to market with our limited bed space, but we are seeing some things coming in and I have some good interest.

The building will have its 10 year anniversary this July 1<sup>st</sup> and we are planning a community reception. The green space on the water side should be planted and we're hoping for good weather so we can enjoy both the outside and inside areas. This also reminds us that the building is no longer "new".

I know that this year making the budget for the Center may be tough and so I thought I would expand on what this Center does for us. Besides being a beautiful facility that we can take pride in it's used by our locals and visitors for a variety of reasons. I have attached three pages of data collected for the last 5.5 years starting in mid 2008. While I knew the center helped with the local economy I was pleasantly surprised by the amount. Using a per day figure from the 2009 PCMA and the McDowell group I was able to calculate (on the conservative side) the Center's Impact. That number was just shy of 1.5 million (over 270,000 per year). There are a lot of sales and bed tax dollars generated off that. While this may not seem like much to a larger community it makes a good dent here. We also need to realize that the income to the Center itself was just under \$40,000 for those same meetings and conferences. (This is not the total Center income) I did not figure local use, weddings, health fair, memorials or such in these figures although they too add to the economy and bring out of town dollars into town. We have two large meetings on the books for the next fiscal year Southeast Conference and Board of Fisheries these two meetings alone will bring in over 400,000 into town most of that next January in the middle of winter (how great is that!)

During that same time frame the Center was used over 600 times for scheduled use. That's an average or once every 3.4 days. In reality it's booked hard mid April through mid September and lighter in the winter months.

While the Center charges for most of the functions held here we also provide a place for community good that is free use or reduced cost. Examples of this are the Health Fair, Christmas tree lane, Dove tree, AARP free tax prep, Chautauqua, reduced fees for the schools, local music performances, Chamber support, Bearfest, Birding festival.

The visitors center mails out thousands of planners and packets to travelers each year. We answer a few hundred phone calls for everything from planner requests to being a local information center. We responded to over a thousand visitor inquiry emails. We deal with numerous people throughout the summer coming in to ask questions, get directions or needing assistance. We put together and ship hundreds of planners for the CVB. I feel the \$8,000 we get from the transient tax to provide these services should be increased but should at the very least not be reduced.

This Center is a wonderful asset to our community and provides a much needed source for revenue into our economy. I don't feel we would be able to provide the same service we do now with a reduced budget. It also does a great service for locals and visitors alike.

~Terri Henson

NC 2008 - 2014	Reg. paid rental	Discounte d comm	Free comm	City	
2013-14 to date					
	38	9	14	8	69
2012-13	63	10	28	12	113
2011-12	58	11	25	7	101
2010-11	46	24	27	9	106
2009-10	58	7	25		90
2008-09	62	7	37	15	121
			Total		600

In the last 5.5 years the Nolan center has been used over 600 times for meetings / conferences and community functions. The count above is a conservative count based on invoices. Some invoices had grouped days and so day count would be a bit higher. That means on an average the center is used every 3.34 days  
In reality it's used in groups of days or sometimes multiple rentals in a single day.

# **Agenda Item 13e**

## **CITY & BOROUGH OF WRANGELL**

### **BOROUGH ASSEMBLY AGENDA ITEM June 10, 2014**

#### **INFORMATION:**

PROPOSED ORDINANCE No. 881: AN ORDINANCE OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, AMENDING CHAPTER 3.04 TO TITLE 3 OF THE WRANGELL MUNICIPAL CODE, ADMINISTRATION AND PERSONNEL, RELATING TO THE GENERAL PROVISIONS FOR THE ASSEMBLY (*first reading*)

#### **Attachments:**

1. Memorandum from Clerk Lane
2. Proposed Ordinance No. 881

#### **RECOMMENDED ACTION:**

Move to approve first reading and move to a second with a Public Hearing to be held on June 24, 2014.

## MEMORANDUM

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

**FROM: KIM LANE, CMC  
BOROUGH CLERK**

**SUBJECT: Ordinance No. 881 & 882 (Chapters 3.04 & 3.05)**

**DATE: May 15, 2014**

### **BACKGROUND:**

The Code Review Committee has met and agreed on the proposed changes to Chapter 3.04 and on the creation of Chapter 3.05. The Borough Attorney's office (Barbara Ritchie) has thoroughly reviewed both Proposed Ordinances and has made changes, additions, and deletions.

**In Chapter 3.04**, Section 3.04.130 – Authority to contact borough attorney; The Borough Attorney – at the request of me – came up with some suggested language for that section. At the Assembly meeting that was held on May 13, 2014 the Assembly gave direction to amend the suggested language that was being proposed. Further, the Assembly was in favor of the language that Kodiak had used with regards to contacting the attorney. Therefore, I revised code section 3.04.130 to outline and thoroughly expound on contacting the attorney.

**\*\*** The Borough Attorney is *not* recommending Section 3.04.130 (2) be a part of Ordinance No. 881. His opinion is that the language that had been suggested originally was understandable, works fine, and is consistent with how other municipalities engage the municipal attorney. That language stated the following:

*The mayor, the borough manager, and the borough clerk are authorized to contact and make requests of the borough attorney directly. The assembly, by a majority vote, may authorize the borough manager to consult with the borough attorney regarding matters outside the scope of normal business.*

**In Chapter 3.05**, Barbara Ritchie from the Borough Attorney's office has made the suggested changes to the proposed new code section under 3.05.010. She said that it is not advisable to say that the Assembly "may govern...."

She stated that the ordinance needs to be clear as to what rules govern the conduct of meetings, and use of "may" in this situation would be ambiguous. She has reviewed the rules of procedure for many local governments and has yet to find one that provides that Robert's Rules "may govern..." Most all of them use "shall govern..." and some use the type of language such as I have written in the revised section 3.05.010.

Also, note that in section 3.05.110 on basic concepts of parliamentary procedure, the following was included to ensure it is clear that a procedural snafu does not invalidate an action taken and procedural rules are procedural only (i.e., not substantive):

- B. Rules of parliamentary procedure are intended to expedite the transaction of business of the assembly in an orderly and fair fashion, and are deemed to be procedural only.
- C. Failure to strictly observe rules of parliamentary procedure shall not affect the jurisdiction of the assembly or invalidate any action taken at a meeting that otherwise conforms to law.

All of the proposed changes were reviewed and approved by Borough Attorney, Bob Blasco.

**Recommended Action:**

Move to approve first reading and move to a second with a Public Hearing to be held on June 24, 2014.

CITY AND BOROUGH OF WRANGELL, ALASKA

ORDINANCE NO. 881

AN ORDINANCE OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, AMENDING CHAPTER 3.04 OF TITLE 3 OF THE WRANGELL MUNICIPAL CODE, ADMINISTRATION AND PERSONNEL, RELATING TO THE GENERAL PROVISIONS FOR THE ASSEMBLY

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

[The changes to the existing code are shown as follows: the words that are underlined are to be added and the words that are bolded and in brackets are to be deleted.]

SEC. 1. Action. The purpose of this ordinance is to amend Chapter 3.04 of Title 3 of the Wrangell Municipal Code, Administration and Personnel, relating to General Provisions for the Assembly.

SEC. 2. Amendment. The title and the table of sections of Chapter 3.04 of the Wrangell Municipal Code are amended to read:

Chapter 3.04

ASSEMBLY – GENERAL PROVISIONS

Sections:

- 3.04.010 Oath of office.
- 3.04.012 Qualifications.
- 3.04.020 Failure to take oath of office.
- 3.04.030 Start of term.
- 3.04.035 Absence from meetings.
- 3.04.040 Vacancies.
- 3.04.050 **[Relationship to mayor]** Mayor, vice-mayor, and chair.
- 3.04.060 Special committees.
- 3.04.070 Quorum.
- 3.04.080 Regular meetings.
- 3.04.090 Special meetings.
- 3.04.100 **[Agenda]** Reserved.
- 3.04.110 **[Meeting procedure]** Reserved.
- 3.04.112 Conflict of interest.
- 3.04.113 Prohibitions.
- 3.04.114 Nepotism.

3.04.120 Executive sessions.

**[3.04.130 Public participation.]**

3.04.130 Authority to contact borough attorney.

3.04.140 **[Minutes and tape recording]** Reserved.

SEC. 3. New Section. Chapter 3.04 of the Wrangell Municipal Code is amended by the addition of a new Section 3.04.035 to read:

3.04.035 Absence from meetings.

- A. If an elected or appointed assembly member is absent and not excused from more than one-half of all regular meetings of the assembly held within any period of four consecutive calendar months, the member shall cease to hold office and the assembly shall declare the office vacant.
- B. If an elected or appointed assembly member is absent from a regular meeting of the assembly on borough business, the absence shall be deemed to be excused.

SEC. 4. Amendment. Section 3.04.050 of the Wrangell Municipal Code is amended to read:

3.04.050 **[Relationship to mayor]** Mayor, vice-mayor, and chair.

- A. The mayor shall preside at all meetings of the assembly and shall certify the passage of all ordinances and resolutions passed by it. [As an ex officio assembly member, he] The mayor shall have all of the powers, rights, privileges, duties and responsibilities of assembly members. The mayor acts as the ceremonial head of government, executes official documents on authorization by the assembly, and is responsible for additional duties and powers prescribed by law. The mayor may vote. The mayor may not initiate motions. The mayor has no veto power.
- B. At the first meeting following certification of the regular election, or as soon thereafter as practicable, the assembly shall elect one of its members as vice-mayor, who shall serve as such until the next such first meeting. The vice-mayor shall preside at all meetings of the assembly for which the mayor is unable to be present.
- C. If both the mayor and vice-mayor are not present, an assembly member shall be selected by those members present to preside at the meeting. When a member is acting as chair, the member retains all privileges otherwise held as a member of the assembly.

SEC. 5. Amendment. Section 3.04.060 of the Wrangell Municipal Code is amended to read:



3.04.060 Special committees.

Special committees for the purpose of considering any special matter may be appointed by the mayor with the consent of the assembly. Upon completion of the special committee's assignment, a special committee may be dissolved by majority vote of the assembly.

SEC. 6. Amendment. Section 3.04.070 of the Wrangell Municipal Code is amended to read:

3.04.070 Quorum.

At all meetings of the assembly, four members or three members and the mayor shall constitute a quorum for the transaction of business[, **but a smaller number may adjourn from day to day or from time to time**]. In the absence of a quorum, any number less than a quorum may adjourn a meeting to a later date.

SEC. 7. Amendment. Section 3.04.090 of the Wrangell Municipal Code is amended to read:

3.04.090 Special meetings.

- A. Unless otherwise designated in the notice, special meetings of the assembly shall be held at the regular meeting place of the assembly.
- B. Special meetings shall be called by the borough clerk on the written request of the mayor, or of the borough manager, or of any two members of the assembly.
- C. At least 48 hours of written notice shall be given designating the time and purpose of a special meeting. Each member of the assembly shall be notified of the special meeting. **[A duplicate copy of such notice shall be served personally on each member of the assembly, or left at his usual place of residence or business by the borough clerk, and the assembly member shall acknowledge receipt of the notice on the original copy thereof and the original shall be returned to the clerk and made a part of the journal of a special meeting. If the assembly member cannot be served personally, a copy of the notice of special assembly meeting shall be left at his usual place of residence or business by the borough clerk or by someone designated by him, and that fact noted on the original notice to be filed for record.]**
- D. A copy of the notice of special meeting shall **[also]** be delivered at the place of business of the local newspaper published and circulated in the borough, but this requirement shall not be jurisdictional to the holding of any such

meeting.

- E. Public notice of the special meeting shall be given by posting notice at [four] the following places in the borough [, **one of which shall be**]; City Hall, the borough website, and [**one of which shall be**] the post office. [**Until resolution is passed to the contrary, the other two places shall be the bulletin boards of the Wrangell Sentinel and Wrangell Lumber Company.**]

[If practicable, notice of the special meeting shall also be given by the borough clerk, causing such notice and an abbreviated description of the subject matters to be considered thereat, on the local television mini scanner, but such additional requirement shall not be jurisdictional to the holding of a special meeting.]

- F. [**G.**] The assembly members may subsequently sign a waiver of notice of a special meeting, which [**such**] notice shall be [**attached to and**] made a part of the journal of the meeting.

- G. [**H.**] No business shall be transacted at any special meeting of the assembly, except that stated in the notice of the meeting.

- H. [**I.**] As with regular meetings, special assembly meetings shall be public meetings and the public shall have a reasonable opportunity to be heard.

SEC. 8.        Repeal. Section 3.04.100 of the Wrangell Municipal Code is repealed; content of this section is moved to new Chapter 3.05 ASSEMBLY – RULES OF PROCEDURE; the section number is reserved:

3.04.100        [**Agenda**] Reserved.

[An agenda is not required for special assembly meetings; the list of topics contained in the notice given for such special meeting shall instead suffice. An agenda shall be prepared before all regular assembly meetings and shall be posted at City Hall by noon of the Monday preceding the meeting. All items and subject matters for agenda consideration shall be submitted by the public by 12:00 p.m. on the Thursday preceding the meeting. 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.]

SEC. 9.        Repeal. Section 3.04.110 of the Wrangell Municipal Code is repealed; content of this section is moved to new Chapter 3.05 ASSEMBLY – RULES OF PROCEDURE; the section number is reserved:

3.04.110        [**Meeting procedure**] Reserved.

[At the established hour on the day of each regular meeting the assembly members, the borough manager and such department heads as may have requested to be present shall take their regular station in the assembly chambers, and the business of the assembly shall be taken up for consideration and disposition in general accord with the agenda. The mayor may, unless opposed by a majority of the assembly, alter the sequence of matters to be considered from the agenda. With the former regard, flexibility is desired to achieve a logical sequence in the consideration of topics. Strict adherence to the formalized procedures recited in Robert's Rules of Order, Revised, Forward Copyright 1971 shall not be required; instead, the mayor shall, as presiding officer of the meeting, have the discretionary power to conduct procedural matters of the assembly as he deems prudent, balancing considerations of expediency with fairness and opportunity for complete hearing.]

SEC. 10. Amendment. Subsection 3.04.112(C)(6) is amended to read:

3.04.112 Conflict of interest.

...

C. Elected borough officials.

...

6. The mayor and assembly members may serve on boards, commissions, or on [the] boards of nonprofit organizations **[only as ex officio members if the board, commission or nonprofit organization receives funding from the borough].**

SEC. 11. New Section. Chapter 3.04 of the Wrangell Municipal Code is amended by the addition of a new Section 3.04.113 to read:

3.04.113 Prohibitions.

- A. No person may be appointed to or removed from municipal office or in any way favored or discriminated against with respect to a municipal position because of race, color, sex, creed, national origin or, unless otherwise contrary to law, because of his or her political opinions or affiliations.
- B. No state employee or school district employee may be denied the right to serve as an elected municipal official because of their employment by the state or school district; provided however, no school district employee may serve on a school district board in the school district where he or she is employed.
- C. No borough employee may hold a position on the borough assembly or as borough mayor. A borough employee may be a candidate for the borough

assembly or mayor, but if elected, must resign from borough employment before taking office.

D. For purposes of this section a school district employee is not a borough employee.

SEC. 12. Repeal and Reenactment. Section 3.04.120 is repealed and reenacted to read:

3.04.120 Executive sessions.

**[The assembly may, after its agenda is otherwise completed, recess for the purpose of discussing, in a closed or executive session, any questions permitted by law (Alaska Statute Section 44.62.310, as amended) which is expressed in the motion calling for the executive session. The public may be excluded from the session, but final action shall not be taken by the assembly on any matter discussed in executive session until brought back into the regular session. In all cases, the meeting must first be convened as a public meeting and the question of holding an executive session to discuss matters that come within the authorized exceptions to public agency meetings shall be determined by a majority vote of the body. No subjects may be considered at the executive session except those mentioned in the motion calling for the executive session unless auxiliary to the main question.]**

A. Executive sessions are authorized by AS 44.62.310(b).

B. If permitted subjects are to be discussed at a meeting in executive session, the meeting must first be convened as a public meeting and the question of holding an executive session to discuss matters that are listed below shall be determined by a majority vote of the assembly. The motion to convene in executive session must clearly and with specificity describe the subject of the proposed executive session without defeating the purpose of addressing the subject in private. Subjects may not be considered at the executive session except those mentioned in the motion calling for the executive session unless auxiliary to the main question. Action may not be taken at an executive session, except to give direction to an attorney or labor negotiator regarding the handling of a specific legal matter or pending labor negotiations.

C. The following subjects may be considered in an executive session:

1. Matters, the immediate knowledge of which would clearly have an adverse effect upon the finances of the public entity;
2. Subjects that tend to prejudice the reputation and character of any person, provided the person may request a public discussion;

3. Matters which by law, municipal charter, or ordinance are required to be confidential;
4. Matters involving consideration of government records that by law are not subject to public disclosure.

D. No recordings shall be permitted for any executive session.

SEC. 13. Repeal. Section 3.04.130 of the Wrangell Municipal Code is repealed; content of this section is moved to new Chapter 3.05 ASSEMBLY – RULES OF PROCEDURE; section number 3.04.130 is assigned to the new section in SEC. 14 below.

**[3.04.130 Public participation.**

- A. Any person desiring to address the assembly shall first be recognized by the presiding officer; provided, however, that under the following headings of business, unless the presiding officer rules otherwise, any qualified and interested persons shall have the right to address the assembly upon obtaining recognition by the presiding officer:
  1. **Public Hearings.** Interested persons or authorized representatives may address the assembly in regard to matters then under consideration, this in particular regard to ordinances and resolutions.
  2. **Oral Communications.** Interested persons or their authorized legal representatives may address the assembly by oral communication at the appropriate time on the agenda concerning an agenda item designating such person or representative to appear and speak, or any topic under the subject matter of “citizens forum” on the agenda.
- B. Each person addressing the assembly shall give his name and address in an audible tone of voice for the record and, unless further time is granted by the presiding officer or the assembly, shall limit his address to five minutes. All remarks shall be addressed to the assembly as a body and not to any member thereof. No person other than a assembly member or mayor or the person having the floor shall be permitted to enter into any discussion without the permission of the presiding officer.
- C. When any group persons wishes to address the assembly on the same subject matter, it shall be proper for the presiding officer to request that a spokesman be chosen by the group to address the assembly and, in case additional matters are to be presented at the time by any other member of the group, to limit the number of persons so addressing the assembly, so as to avoid unnecessary repetition before the assembly.

**D. With respect to discussion after a motion, after a public hearing has been closed and after a motion is made by the assembly, no person shall address the assembly without first securing the permission of the presiding officer to do so.]**

SEC. 14. New Section. A new Section 3.04.130 is added to the Wrangell Municipal Code to read:

3.04.130 Authority to contact borough attorney.

1. The mayor, the borough manager, and the borough clerk, are authorized to contact and make requests of the borough attorney directly. Any member of the assembly may request the manager or clerk to request clarification of WMC code section or charter section from the attorney. Assembly members shall not contact the borough attorney directly unless the assembly by a majority vote authorizes it.
2. Request for Ordinances or Legal Opinions from the Borough Attorney – Any member of the assembly may request the manager or clerk to have prepared proposed ordinances with such ordinances to be placed on the agenda of the next regular assembly meeting, provided the ordinance can be prepared, publicly noticed, and distributed to the assembly in accordance with time schedules. During an assembly meeting or work session, any two or more members of the assembly may request written legal opinions, relating to borough business, from the attorney through the manager's or the clerk's office. Upon receipt of an assembly-requested proposed ordinance or written legal opinion, the clerk shall distribute the ordinance or written legal opinion to all assembly members so that all members may be fully informed of the status of borough affairs.

SEC. 15. Repeal. Section 3.04.140 of the Wrangell Municipal Code is repealed and the section number is reserved; content of this section is moved to new Chapter 3.05 ASSEMBLY – RULES OF PROCEDURE.

3.04.140 [Minutes and tape recording] Reserved.

**[A. The clerk shall take and prepare minutes of assembly meetings and proceedings which shall be subsequently approved and/or amended by the assembly. After approval, such minutes shall be placed in a chronological record, maintained by the clerk.**

**B. Tape recordings of all meetings and official assembly proceedings shall also be maintained. Preparation of a transcript from the taped proceedings shall not be necessary, but the tape shall be retained for a period of six and one-half years following the subject meeting or proceeding. The failure of a recording device or tape to operate properly shall not be jurisdictional to a meeting. The purpose of maintaining tapes is to supplement the minutes, in recognition of the fact that the minutes cannot be sufficiently specific to give**

**comprehensive detail and assembly intent. Upon request and for good cause shown, any person may request that a transcript of the relevant portions of the tape recording be prepared to supplement the formal approved minutes and become a part thereof.]**

SEC. 16.     Classification. This ordinance is of a permanent nature and shall be codified in the Wrangell Municipal Code.

SEC. 17.     Severability. If any portion of this ordinance or any application thereof to any person or circumstance is held invalid, the remainder of this ordinance and the application to other persons or circumstances shall not be affected thereby.

SEC. 18.     Effective Date. This ordinance shall be effective upon adoption.

PASSED IN FIRST READING: \_\_\_\_\_, 2014.

PASSED IN SECOND READING: \_\_\_\_\_, 2014.

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David L. Jack, Mayor

ATTEST:

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Kim Lane, Borough Clerk

# **Agenda Item 13f**

## **CITY & BOROUGH OF WRANGELL**

### **BOROUGH ASSEMBLY AGENDA ITEM June 10, 2014**

#### **INFORMATION:**

PROPOSED ORDINANCE No. 882: AN ORDINANCE OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, ADOPTING A NEW CHAPTER 3.05 TO TITLE 3 OF THE WRANGELL MUNICIPAL CODE, ADMINISTRATION AND PERSONNEL, RELATING TO RULES OF PROCEDURE FOR THE ASSEMBLY *(first reading)*

#### **Attachments:**

1. Memorandum from Clerk Lane
2. Proposed Ordinance No. 882

#### **RECOMMENDED ACTION:**

Move to approve first reading and move to a second with a Public Hearing to be held on June 24, 2014.



## MEMORANDUM

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

**FROM: KIM LANE, CMC  
BOROUGH CLERK**

**SUBJECT: Ordinance No. 881 & 882 (Chapters 3.04 & 3.05)**

**DATE: May 15, 2014**

### **BACKGROUND:**

The Code Review Committee has met and agreed on the proposed changes to Chapter 3.04 and on the creation of Chapter 3.05. The Borough Attorney's office (Barbara Ritchie) has thoroughly reviewed both Proposed Ordinances and has made changes, additions, and deletions.

**In Chapter 3.04**, Section 3.04.130 – Authority to contact borough attorney; The Borough Attorney – at the request of me – came up with some suggested language for that section. At the Assembly meeting that was held on May 13, 2014 the Assembly gave direction to amend the suggested language that was being proposed. Further, the Assembly was in favor of the language that Kodiak had used with regards to contacting the attorney. Therefore, I revised code section 3.04.130 to outline and thoroughly expound on contacting the attorney.

The Borough Attorney is *not* recommending Section 3.04.130 (2) be a part of Ordinance No. 881. His opinion is that the language that had been suggested originally was understandable, works fine, and is consistent with how other municipalities engage the municipal attorney. That language stated the following:

*The mayor, the borough manager, and the borough clerk are authorized to contact and make requests of the borough attorney directly. The assembly, by a majority vote, may authorize the borough manager to consult with the borough attorney regarding matters outside the scope of normal business.*

**In Chapter 3.05**, Barbara Ritchie from the Borough Attorney's office has made the suggested changes to the proposed new code section under 3.05.010. She said that it is not advisable to say that the Assembly "may govern...."

She stated that the ordinance needs to be clear as to what rules govern the conduct of meetings, and use of "may" in this situation would be ambiguous. She has reviewed the rules of procedure for many local governments and has yet to find one that provides that Robert's Rules "may govern..." Most all of them use "shall govern..." and some use the type of language such as I have written in the revised section 3.05.010.

Also, note that in section 3.05.110 on basic concepts of parliamentary procedure, the following was included to ensure it is clear that a procedural snafu does not invalidate an action taken and procedural rules are procedural only (i.e., not substantive):

- B. Rules of parliamentary procedure are intended to expedite the transaction of business of the assembly in an orderly and fair fashion, and are deemed to be procedural only.
- C. Failure to strictly observe rules of parliamentary procedure shall not affect the jurisdiction of the assembly or invalidate any action taken at a meeting that otherwise conforms to law.

All of the proposed changes were reviewed and approved by Borough Attorney, Bob Blasco.

**Recommended Action:**

Move to approve first reading and move to a second with a Public Hearing to be held on June 24, 2014.

CITY AND BOROUGH OF WRANGELL, ALASKA

ORDINANCE NO. 882

AN ORDINANCE OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, ADOPTING A NEW CHAPTER 3.05 TO TITLE 3 OF THE WRANGELL MUNICIPAL CODE, ADMINISTRATION AND PERSONNEL, RELATING TO RULES OF PROCEDURE FOR THE ASSEMBLY

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

SEC. 1. Action. The purpose of this ordinance is to adopt a new Chapter 3.05 to Title 3 of the Wrangell Municipal Code, Administration and Personnel, to establish Rules of Procedure for the Assembly.

SEC. 2. New Chapter. A new Chapter 3.05 is added to Title 3 of the Wrangell Municipal Code, Administration and Personnel, to be entitled “ASSEMBLY – RULES OF PROCEDURE” and read:

Chapter 3.05  
ASSEMBLY – RULES OF PROCEDURE

Sections:

- 3.05.010 Rules of Order.
- 3.05.020 Order of business.
- 3.05.030 Assembly agenda; amendment of agenda.
- 3.05.040 Public participation.
- 3.05.050 Teleconferencing.
- 3.05.060 Motions, debate, and discussion.
- 3.05.070 Decorum in debate.
- 3.05.080 Point of order and appeal.
- 3.05.090 Suspension of the rules.
- 3.05.100 Reconsideration of motions.
- 3.05.110 Basic concepts of parliamentary procedure.
- 3.05.120 Quorum, actions, and votes.
- 3.05.130. Minutes and recordings of proceedings.

**3.05.010 Rules of Order.**

The most recent edition of Robert’s Rules of Order Newly Revised is adopted and

made part of these Rules of Procedure and governs the conduct of meetings of the assembly except as otherwise provided by the Charter of the City and Borough of Wrangell, the Wrangell Municipal Code, these Rules of Procedure, or the Alaska Statutes.

### **3.05.020      Order of business.**

At all regular meetings of the assembly, the order of business shall be:

- A. Call to order. The mayor shall call the meeting to order at 7:00 p.m. in the Borough Assembly Chambers.
  - 1. Pledge of Allegiance.
  - 2. Invocation.
  - 3. Ceremonial matters – community presentations, proclamations, awards, certificates of service, guest introductions.
- B. Roll call. The borough clerk shall conduct a roll call of each elected and duly qualified member of the assembly. The roll call will result in a record entry of those present or absent from the meeting. The roll call is primarily used to determine if sufficient members are present to conduct a meeting.
- C. Amendments to the agenda. The assembly may amend the agenda as provided in WMC 3.05.030(D). The manager also may request agenda changes.
- D. Conflict of interest. The purpose of this agenda item is to provide a time for any conflict of interest disclosures and determinations on such disclosures by the mayor, as may be necessary and appropriate under WMC 3.04.112.
- E. Consent agenda. Items listed on the consent agenda or marked with an asterisk (\*) are considered routine and will be passed in one motion unless the item has been removed from the consent agenda by the manager, the mayor, or an assembly member.
  - 1. Approval of minutes.
  - 2. Communications.
- F. Borough manager's report.
- G. Borough clerk's file.
- H. Mayor and assembly reports and appointments. This agenda item is reserved for special reports by the mayor and assembly members. Information such as municipal league activities, reports from committee's on which members sit, and conference reports are examples of items included here.
- I. Persons to be heard. This agenda item is reserved to provide an opportunity for persons to address the assembly on non-agenda items. The rules of public

participation for “persons to be heard” are set out in WMC 3.05.040(A).

- J. Unfinished business. This agenda item includes matters transferred from the consent agenda and other items of unfinished business.
  - 1. Administrative or committee reports
  - 2. Public hearing
  - 3. Assembly action
- K. New business.
  - 1. Administrative or committee reports
  - 2. Public hearing
  - 3. Assembly action
- L. Attorney’s file.
- M. Executive session. The procedure for executive session is set out in WMC 3.04.120.
- N. Adjournment.

**3.05.030 Assembly agenda; amendment of agenda.**

- A. The agenda shall be prepared by the clerk subject to review and revision by the manager and the mayor. An agenda shall be prepared before every regular meeting of the assembly and the agenda shall be posted at City Hall by noon (12:00 p.m.) on the Friday preceding the meeting.
- B. Borough staff submission of items for agenda. All reports, ordinances, resolutions, contracts, and other matters proposed by borough staff to be included on the assembly agenda at a regular meeting must be submitted to the borough manager or borough clerk no later than noon (12:00 p.m.) on the Thursday preceding the next regular meeting.
- C. Requests by members of the public for placement of items on agenda.
  - 1. Persons other than borough staff or a member of the assembly requesting that an item be placed on the assembly agenda at a regular meeting are urged to meet with borough staff first, in an effort to come to a resolution on the item before the item may be placed on the agenda. If resolution cannot be reached, the person must submit a written request either:
    - a. In the form of a letter stating that this is a request for an item to be placed on the borough assembly agenda, and explaining in detail what is requested; or
    - b. By completing an “Agenda Item Request Form” provided by the borough clerk’s office.

2. Deadline for written request. A written request from a member of the public to place an item on the agenda must be received by the borough clerk no later than noon (12:00 p.m.) on the Thursday preceding the next regular meeting. Any request received after deadline will be considered for the next succeeding regular meeting agenda.
- D. An agenda is not required for special meetings of the assembly; the list of topics contained in the notice given for a special meeting shall instead suffice.
- E. Amendment of agenda. The assembly may by majority vote approve a motion to amend the agenda to add or delete items from the published agenda during the course of a meeting, subject to the limitations in this section.
1. No action item may be added to the agenda by a motion to amend the agenda. An action item is an item which:
    - a. Introduces an ordinance;
    - b. Is a resolution;
    - c. Awards a contract;
    - d. Expends non-budgeted funds;
    - e. Expends budgeted funds or authorizes expenditure of budgeted funds in excess of twenty-five thousand dollars (\$25,000); or
    - f. Is a matter which, due to its significant or complex nature, requires more extensive public notice.
  2. This amendment of agenda provision is intended to allow the addition of agenda items that are in the nature of:
    - a. Requests or directives that the manager, borough clerk, or borough attorney investigate and report on an issue, or prepare a document, report, or other item for future consideration by the assembly;
    - b. Naming mayoral appointees selected, or the low bidder for a contract, when the fact of the appointment or contract award has appeared on the published agenda, and the name(s) of the appointee(s) or recommended choice(s) have been made available at the start of the meeting;
    - c. A call for an executive session concerning an item that appears on the published agenda; or
    - d. Is for purposes of receiving information only without making a decision.

### **3.05.040 Public Participation.**

- A. Persons to be heard. There shall be an opportunity for public participation on non-agenda items at each regular meeting of the assembly, which shall be listed on the agenda as “Persons to be heard” and conducted according to the

following rules, which shall be posted in the assembly chambers:

1. Any person desiring to address the assembly under “persons to be heard” shall first sign up on the sheet provided at the meeting and be recognized by the presiding officer prior to speaking.
  2. The speaker will precede their remarks by stating their names and, unless otherwise allowed by the mayor, their place of residence.
  3. The mayor or an assembly member may ask questions of the speaker, but shall not deliberate at that time on matters raised, or answer questions directed by the speaker to the members.
  4. Speakers shall address their remarks to the assembly as a body and not to any individual member of the assembly.
  5. The mayor may prescribe time limits, request designated speakers for groups, determine redundancy, and other effective meeting procedures.
- B. Public hearings. Public participation during public hearings on ordinances, resolutions, and other matters, other than appeals, will be conducted according to the following rules, which shall be posted in the assembly chambers:
1. The hearing will be conducted by the mayor as chair.
  2. The mayor will open the hearing by summarizing its purpose and reemphasizing the rules of procedure.
  3. The mayor may set a time limit for public testimony, for individual speakers, or both if it appears necessary to gain maximum participation and conserve time. The time limit may be extended by a majority vote of the assembly. The time limit shall be uniform for all speakers, provided the mayor may grant additional time to a person speaking on behalf of a group present in the chambers.
  4. The mayor may request designated speakers be chosen for groups of persons wishing to address the assembly on the same subject.
  5. Citizens will be encouraged to submit written presentations and exhibits.
  6. Members of the public will precede their remarks by stating their names and, unless otherwise allowed by the mayor, their place of residence.
  7. All speakers, members of the public, and members of the assembly,

must be recognized by the chair before speaking.

8. All speakers, members of the public, and members of the assembly, will be recognized by the chair by name.
  9. The mayor will set forth the item or subject to be discussed and will rule inappropriate comments, or comments that are not germane to the subject, out of order.
  10. Members of the assembly will not direct questions to each other or to the chair during public participation except as to the conduct of the hearing.
  11. Members of the assembly may direct questions to members of the public only to obtain clarification of material presented. The questions may not be argumentative.
  12. Speakers may direct questions to the assembly or the borough administration. The questions may not be argumentative. Speakers shall address their remarks to the assembly as a body and not to any individual member of the assembly.
  13. Speakers may direct questions to the chair only as it pertains to the conduct of the hearing.
  14. The assembly and members of the public will refrain from argument and debate as between them.
  15. The manager may participate in the same manner as the members of the assembly.
  16. After public hearing has been closed and a motion made by the assembly, no person shall address the assembly without first obtaining permission from the chair.
- C. Disorderly conduct at meetings prohibited. The chair may call to order any person who is breaching the peace or being disorderly by speaking without recognition, engaging in booing or catcalls, speaking vulgarities, name calling, personal attacks, or engaging on other conduct which is determined by the chair to be disruptive of the meeting. Any person so disrupting a meeting of the assembly may be removed and barred from further attendance at the meeting unless permission to return or remain is granted by a majority vote of the assembly.



### **3.05.050      Teleconferencing.**

- A. An assembly member who will be absent from a meeting, including public hearings and work sessions of the assembly, may participate in the meeting by telephone or other electronic means under the following circumstances:
  - 1. The meeting is held with a quorum of members physically present;
  - 2. Reasonable technical capabilities are available at the meeting location to allow the member to participate by teleconference, including being able to hear and engage in discussion, and being audible to all persons participating in the meeting;
  - 3. Prior to the meeting reasonable efforts will be made to ensure that the member participating by teleconference is provided with the meeting agenda and other pertinent documents to be discussed and acted upon; access to the agenda and documents from the borough's website will be considered sufficient access.
- B. Assembly members may not use teleconferencing as a regular form of participating in meetings of the assembly. Participation in a regular assembly meeting by teleconference will be considered an unexcused absence for purposes of WMC 3.04.035 unless the member is absent from the meeting as a result of attending to official business on behalf of the borough.
- C. All votes taken at the meeting are by roll call of the members physically present at the meeting; members participating in the meeting by teleconference may not vote.
- D. Assembly members shall provide the clerk's office with at least twenty-four (24) hours' notice of their intent to participate in a meeting by teleconference and provide sufficient contact information for purposes of setting up the teleconference.
- E. Assembly members are responsible for any telephone long distance charges incurred due to their participation in a meeting by teleconference unless they are absent from the meeting on borough business. An assembly member is not considered to be on official borough business merely by attendance at an assembly meeting by teleconference.
- F. The mayor may participate in assembly meetings as set forth in subsections (A) through (E) of this section, and may participate in debate, but may not act as presiding officer of the meeting.

### **3.15.060        Motions, debate, and discussion.**

- A. Until a matter has been brought before the assembly in the form of a motion proposing a specific action, it cannot be debated. A motion must be made by a member of the assembly. The mayor may not make a motion of any kind.
- B. Reduce motion to writing: a motion must be reduced to writing when required by the chair or when any assembly member so demands.
- C. Request to divide the question: when a motion relating to a single subject contains several parts, each of which is capable of standing as a complete proposition on its own, the parts may be separated or divided and voted on as if they were distinct questions. This is done when one or more members requests that the question be divided or split. The division of the question is arranged by unanimous consent of the assembly.
- D. The term “debate” applies to the discussion on the merits of a pending question. Every member of the assembly and the mayor has the right to speak to every debatable motion before it is finally acted upon. The manager or other staff person upon the manager’s request, the borough attorney, or the borough clerk may give information or advice pertinent to the pending question.

### **3.05.070        Decorum in debate.**

- A. Members of the assembly may not address one another directly, but must address all remarks through the chair. As much as possible, the use of names should be avoided in debate. Before making a motion or speaking in debate, a person must address the chair and be recognized. Any member who seeks the floor while entitled to it must be recognized.
- B. In debate a person’s remarks must have bearing on whether the pending motion should be adopted and should be germane to the question before the assembly.
- C. Every person while speaking shall avoid personalities, and under no circumstances may a person attack or question the motives of another person. Every person shall refer to any other person in a respectful manner. Every person shall avoid the use of profanities at all times. The chair must act immediately and decisively to correct a member violating decorum in debate and prevent its repetition.

### **03.05.080        Point of order and appeal.**

- A. When a member of the assembly thinks the rules of the assembly are being violated, the person may make a “point of order” calling upon the chair for a

ruling and an enforcement of the regular rules. A “point of order” takes precedence over any pending question and is in order when another member has the floor. It must be raised promptly at the time the breach occurs. It does not require a second and, unless the point is submitted to the assembly for a vote, it is not debatable.

- B. The point of order is normally ruled on by the chair. No vote is taken unless the chair is in doubt and submits the point to the assembly for a vote or unless the ruling is appealed. Any two assembly members can appeal by one member making the appeal and the other seconding it, but the appeal must be made at the time of the ruling. If any debate or business has intervened, it is too late to appeal. The question shall be: “Shall the decision of the chair be upheld?” A majority or tie vote sustains the decision of the chair on the principle that the decision stands until reversed by a majority.

### **3.05.090      Suspension of the rules.**

The rules of order and the order of business shall be observed in all cases unless temporarily suspended for a special purpose by a two-thirds vote of the authorized membership of the assembly.

### **3.05.100      Reconsideration.**

- A. The purpose of reconsideration of a vote is to permit correction of hasty, ill-advised, or erroneous action, or to take into account added information or a changed situation that has developed since the taking of the vote.
- B. The motion for reconsideration must be made by a member of the assembly who voted on the prevailing side of the motion under consideration. Any member may second it, and the motion must be seconded at the time it is made. If no other question is pending, the debate and vote on a motion to reconsider may be taken up immediately or postponed.
- C. The motion for reconsideration must be made and seconded during the meeting at which the action to be reconsidered was taken, or by written notification to the clerk within seven (7) days of the adjournment of the meeting signed by both the moving member and the member seconding the motion.
- D. A motion for reconsideration may be applied to the vote on any motion except:
  - 1. A motion which can be renewed within a reasonable time;
  - 2. An affirmative vote whose provisions have been partly carried out;

3. An affirmative vote in the nature of a contract when a party to the contract has been notified of the outcome;
  4. Any vote that has caused something to be done that is impossible to undo.
- E. Any member of the assembly may call up a motion for reconsideration which has been duly made and seconded at any time during the meeting at which it was made, or at the next regular meeting of the assembly; a motion to reconsider and enter on the minutes may be called up only at the next regular meeting of the assembly. A motion to reconsider may be called up during a special meeting occurring before the next regular meeting provided notice of such reconsideration is stated in the notice of the special meeting.
  - F. A proper motion for reconsideration which complies with subsection (C) of this section suspends implementation and effect of the vote on the question for which reconsideration is sought until the next regular meeting adjourns or until the assembly takes action on that motion, whichever occurs first.
  - G. A motion for reconsideration is debatable in all cases in which the motion proposed to be reconsidered is debatable, and when debatable, opens to debate the merits of the question whose reconsideration is proposed. It is not amendable. It requires only a majority vote.
  - H. There may be only one reconsideration even though the action of the assembly after reconsideration is opposite from the action of the assembly before reconsideration. No question may be reconsidered twice.

### **3.05.110 Basic concepts of parliamentary procedure.**

- A. The borough attorney shall act as parliamentarian when present, with the borough clerk as acting parliamentarian during the attorney's absence.
- B. Rules of parliamentary procedure are intended to expedite the transaction of business of the assembly in an orderly and fair fashion, and are deemed to be procedural only.
- C. Failure to strictly observe rules of parliamentary procedure shall not affect the jurisdiction of the assembly or invalidate any action taken at a meeting that otherwise conforms to law.
- D. Business is brought before the assembly by motion made by an assembly member. The basic procedure for a motion is:
  1. An assembly member makes a motion.
  2. Another member seconds the motion.

3. The presiding officer states the motion, thereby formally placing it before the assembly.
  4. The assembly members debate and discuss the motion. During this time the motion is considered pending and it can have secondary motions applied to it.
  5. The presiding officer puts the question to a vote. This should include restating the motion to be voted on or requesting the borough clerk to do so.
  6. The presiding officer or borough clerk makes a complete announcement of the results of the vote.
- E. Types of motions and order of precedence. The following are common motions listed in order of precedence. When a given motion on the list is immediately pending, any motion above it on the list is in order and any motion below it on the list is out of order.
1. Fix time to adjourn
  2. Adjourn
  3. Recess
  4. Raise a question of privilege
  5. Call for orders of the day
  6. Lay on the table
  7. Previous question
  8. Limit or extend debate
  9. Postpone to a certain time (or postpone definitely)
  10. Commit (or refer)
  11. Amend
  12. Postpone indefinitely
  13. Main motion

### **3.05.120 Quorum, actions, and votes.**

- A. At all meetings of the assembly, four assembly members or three members and the mayor shall constitute a quorum for the transaction of business. In the absence of a quorum, any number less than a quorum may adjourn a meeting to a later date.
- B. As provided by Section 2-8 of the Charter, actions of the assembly are adopted by a majority of the membership present when the vote is taken. The term “assembly member” or “membership” includes the mayor for purposes of quorum, actions, and votes. (Charter Section 2-1)
- C. Each assembly member present shall vote on every question unless required to abstain from voting on a question by law or authorized to abstain by the assembly. If an assembly member is required or authorized to abstain from the vote on any question, the member shall not participate in the debate on the question.

- D. The vote on all matters considered by the assembly shall be taken by “yes” or “no” votes, which shall be entered in the record, except that if the vote is unanimous it may be recorded as “unanimous.”
- E. When the mayor or the chair calls for a vote by roll call, the borough clerk shall alternate the order in which the roll is called; provided that the mayor, or a member serving as chair, shall be called last.

**3.05.150 Minutes and recordings of proceedings.**

- A. The borough clerk shall take and prepare minutes of assembly meetings and proceedings, which shall be subsequently approved, or amended and approved, by the assembly. After approval, the minutes shall be placed in a chronological record, maintained by the borough clerk.
- B. Audio recordings of all assembly meetings and proceedings open to the public will also be maintained. The borough clerk will maintain the audio recordings for a period of ten (10) years after the meeting for which the recording is made.
- C. No recordings shall be permitted for any executive session.

SEC. 3. Classification. This ordinance is of a permanent nature and shall be codified in the Wrangell Municipal Code.

SEC. 4. Severability. If any portion of this ordinance or any application thereof to any person or circumstance is held invalid, the remainder of this ordinance and the application to other persons or circumstances shall not be affected thereby.

SEC. 5. Effective Date. This ordinance shall be effective upon adoption.

PASSED IN FIRST READING: \_\_\_\_\_, 2014.

PASSED IN SECOND READING: \_\_\_\_\_, 2014.

\_\_\_\_\_  
David L. Jack, Mayor

ATTEST:

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

# **Agenda Item 13g**

## **CITY & BOROUGH OF WRANGELL**

### **BOROUGH ASSEMBLY AGENDA ITEM June 10, 2014**

#### **INFORMATION:**

PROPOSED ORDINANCE No. 882: AN ORDINANCE OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, AMENDING SECTIONS 15.12.200, 15.12.210, 15.12.215, 15.12.222, AND 15.12.223, AND 15.12.240 OF CHAPTER 15.12, ELECTRICITY, OF THE WRANGELL MUNICIPAL CODE TO CHANGE THE ELECTRICAL RATES, AND ESTABLISHING AN EFFECTIVE DATE (*first reading*)

#### **Attachments:**

1. Memorandum from Manager Jabusch
2. Proposed Ordinance No. 883

#### **RECOMMENDED ACTION:**

Move to approve first reading and move to a second with a Public Hearing to be held on June 24, 2014.

**MEMORANDUM**

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

**FROM: JEFF JABUSCH  
BOROUGH MANAGER**

**SUBJECT: INCREASE IN ELECTRICAL RATES 5 % EFFECTIVE JULY 1, 2014**

**DATE: JUNE 3, 2014**

**BACKGROUND:**

During the budget process it became evident that the Light Fund would lose a substantial amount of money without an increase to electrical rates across the board. More exactly, the loss would be approximately \$336,000. Raising the rates 5% would cut this amount by \$186,000, but still leaving us with a deficit of \$150,000. We have not budgeted for the annual SEAPA rebate as that has been discussed and we have been told not to plan on it this year or possibly in the future. If we receive the rebate and raise the rates 5%, we will be fine. If we do not receive the rebate, we may need to look at another 5% increase January 1, 2015.

We can speculate a little over the cause of this, but the three major contributors are no SEAPA rebate as we have been told, heat rate infrastructure and employee costs. It can cost up to \$1000 to upgrade a service so that the customers can heat with electricity. The payback for the city to break even may take as much as 7 to 10 years depending on the usage of power. The rate study done several years ago calculated into the rate that we would receive the annual rebate. If that does away, it represents about 5% of revenues. The last contributor is employee costs. Each year employees get either a 2 or 3 percent step increase. In addition, we have given the employees a onetime increase equal to about 1 % over the last couple of years. Add on to that, employee health care costs continue to rise in double digits. July 1, 2013 showed a 14% increase and July 1, 2014 will be another 12.5% in health care premiums. The combination of all of this has put us into the position we are in and without action, we will not be able to maintain the electric utility in a responsible manner.

**Recommended Motion:**

Move to approve first reading and move to second with a Public Hearing to be held on June 24, 2014.



CITY AND BOROUGH OF WRANGELL, ALASKA

ORDINANCE NO. 883

AN ORDINANCE OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, AMENDING SECTIONS 15.12.200, 15.12.210, 15.12.215, 15.12.222, AND 15.12.223, AND 15.12.240 OF CHAPTER 15.12, ELECTRICITY, OF THE WRANGELL MUNICIPAL CODE TO CHANGE THE ELECTRICAL RATES, AND ESTABLISHING AN EFFECTIVE DATE

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

[The changes to the existing code are shown as follows: the words that are underlined are to be added and the words that are bolded and in brackets are to be deleted.]

SEC. 1. Action. The purpose of this ordinance is to amend certain sections of Chapter 15.12 of the Wrangell Municipal Code, Electricity, relating to electricity rates.

SEC. 2. Amendment. Section 15.12.200 of the Wrangell Municipal Code is amended to read:

15.12.200 Meter rates – Residential service (Schedule A).

A. Availability. Residential service under this schedule shall be limited to single phase, two or three wire 120/140 service. All installations shall be subject to the approval of the electric utility.

B. Rate.

Customer charge:	\$8.00 per month
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Energy charge:

0 – 300 KWH	\$0.[ <b>126</b> ] <u>132</u> per KWH
301 – 1,200 KWH	\$0.[ <b>102</b> ] <u>107</u> per KWH
Over 1,200 KWH	\$0.[ <b>08</b> ] <u>084</u> per KWH

Energy charge:	
0 – 70,000 KWH	\$0. <b>[107]</b> <u>112</u> per KWH
Over 70,000 KWH	\$0. <b>[103]</b> <u>108</u> per KWH

SEC. 5.        Amendment. Section 15.12.222 of the Wrangell Municipal Code is amended to read:

15.12.222 Rate for separately metered heat and hot water.

- A.    Classification. Separately metered electricity used for electric furnaces/boilers and electric water heaters.
- B.    Availability. For the rates set forth in this section to apply, the electric furnace/boiler or electric water heater or both must be metered on a meter separate from the meter for other electric service. Such separate meters will be supplied by the borough. The rate set forth in this section is only available for devices that have the primary purpose of providing building heat or hot water to the building's plumbing system. It is not available for other devices that may involve providing heat or heating water such as hot tubs, saunas, stoves or other appliances.

C.    Rate.

Customer charge:	One-half the applicable monthly customer charge for the class of service
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Energy charge:	\$0. <del>[08]</del> <u>084</u> per KWH
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- D.    Transformers. For service under this section, the borough will provide any transformer upgrades for residential service and commercial service transformers under 75 Kva at no cost to the customer. Any other transformer upgrades must be paid for by the customer.
- E.    Exclusive Use. No other electric usage shall be connected to the separate meter for electric furnaces/boilers and electric water heaters.
- F.    Other Terms and Conditions. Except as otherwise expressly provided for in this section, all the provisions of this chapter shall apply to service under this section including, but not limited to, WMC 15.12.055, Electrical connection fees, WMC 15.12.060, concerning terms of service, WMC 15.12.190, Fuel adjustment charge, and WMC 15.12.192, Hydroelectric wholesale power rate adjustment.
- G.    Ineligibility. If an electric usage other than that permitted by this section is connected to the separate meter required by this section, both the customer and any property owned by the customer shall be ineligible for service at the rate provided for in this section for a period of three years for the first such instance and shall be permanently ineligible for such rate upon the second such instance.
- H.    Penalties. Any violation of this section is punishable as provided for in WMC 1.20.010, as that section may be amended, revised or replaced, and each day the violation continues shall constitute a separate offense.

SEC. 6.        Amendment. Section 15.12.223 of the Wrangell Municipal Code is amended to read:

15.12.223 Electrical rate incentive.

Notwithstanding KWH fee Schedules B, C, and D of this chapter, the assembly may upon a finding of beneficial public interest by resolution offer an electrical rate incentive to new or expanded commercial or industrial users who comply with all of the following stipulations:

- A. The incentive rate shall be no less than \$0.~~[07]~~084 per KWH.
- B. The rate shall apply only to electricity consumed in the new or expanded portion of the business and shall be measurable by installation of a separate electrical meter.
- C. The term of this incentive shall not exceed five years from date of meter hookup nor continue longer than seven days after any billing for electrical service becomes delinquent.
- D. All other customer charges related to the delivery of electric service shall be charged as per provisions of this chapter.

SEC. 7. Amendment. Section 15.12.240 of the Wrangell Municipal Code is amended to read:

15.12.240 Use of poles.

A. Power poles and service poles belonging to the electric utility or for which the electric utility has jurisdiction may not be used for any purpose other than electrical power transmission and distribution, unless per a written pole attachment agreement.

B. The annual rate for each attachment to any pole by any user, the rate to include right-of-way maintenance by the borough at the base of the pole only, shall be as follows:

1. \$~~[14.]~~ 20.00 per attachment effective ~~[January 1, 2001]~~ July 1, 2014.

C. All poles used in the transmission and distribution of electrical power will be approved by the electric utility and be treated with an approved preservative.

SEC. 8. Classification. This ordinance is of a permanent nature and shall be codified in the Wrangell Municipal Code.

SEC. 9. Severability. If any portion of this ordinance or any application thereof to any person or circumstance is held invalid, the remainder of this ordinance and the application to other persons or circumstances shall not be affected thereby.

SEC. 10. Effective Date. This ordinance shall be effective upon adoption.

PASSED IN FIRST READING: \_\_\_\_\_, 2014.

PASSED IN SECOND READING: \_\_\_\_\_, 2014.

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David L. Jack, Mayor

ATTEST:

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Kim Lane, Borough Clerk

# **Agenda Item 13h**

## **CITY & BOROUGH OF WRANGELL**

### **BOROUGH ASSEMBLY AGENDA ITEM June 10, 2014**

#### **INFORMATION:**

Discussion and possible action regarding roosters in single and multi-family zoned properties (item added by Assembly Member Decker)

#### **Attachments:**

1. WMC Section 9.08.090 (D) – Certain conditions declared nuisances
2. Information from Fairbanks, Wasilla, and Anchorage on Chickens

#### **RECOMMENDED ACTION:**

Discussion and Possible Action.

**9.08.090 Certain conditions declared nuisances.**

In addition to other public nuisances declared by other sections of this code, the nonexclusive following are declared to be public nuisances:

- A. The sale or offering for sale of unwholesome food or drink; or places where such sales or offerings are made;
- B. The exposure, display, sale, or distribution of obscene pictures, books, pamphlets, magazines, papers, documents, or objects;
- C. The public exposure of a person having a contagious disease;
- D. The keeping of an animal that causes a disturbance by noise after being informed that this noise is having that effect and the noise continues;
- E. The operation or use of any electrical apparatus or machine which materially and unduly interferes with radio or television reception by others;
- F. Any use of a street or sidewalk or a place adjacent thereto which causes crowds of people to gather so as to obstruct traffic on such street or sidewalk, or which otherwise obstructs traffic thereon, except as may be authorized by law or ordinance;
- G. All ditches, drains, wells, pools, cisterns, bodies, or containers of water in which mosquitoes breed or are likely to breed, or which are so constructed, formed, conditioned, or situated as to endanger the public health or safety;
- H. Rank weeds or grass; carcasses; accumulations of manure, refuse or other things, which are, or are likely to be, breeding places for flies, mosquitoes, vermin, or disease germs;
- I. Any pit, hole, or other thing which is so constructed, formed, conditioned, and/or situated as to endanger the public safety;
- J. Any fire or explosion hazard which endangers the public peace, health, safety, or welfare;
- K. Any occupation or activity which endangers the public peace, health, safety, morals, or welfare. [Ord. 683 § 4, 2000; Ord. 227 § 5, 1969; prior code § 42.60.080.]

**9.08.100 Remedies not exclusive.**

Nothing in this chapter shall interfere with remedies provided in other sections of this code for the abatement of nuisances, or with the remedies provided in the building code, or with any other remedy afforded by the laws of the state. The board or mayor of the borough may, at their option, choose any method or combination of methods provided for in this chapter, or provided by law, in order to enforce the provisions of this chapter. [Ord. 683 § 4, 2000; Ord. 227 § 5, 1969; prior code § 42.60.220.]

**9.08.110 Notification of offenders by police chief – Abatement.**

It shall be the duty of the chief of police upon receiving notice of any violation of the provisions of this chapter immediately to notify the offender to abate and remove the same within such time as he may deem proper, not to exceed 24 hours. If the nuisance has not been removed or abated within the time specified in the notice, the chief of police shall cause the same to be removed and the expense thereof shall be paid by the borough and recovered from the owner by an action at law. [Ord. 683 § 4, 2000; Ord. 227 § 5, 1969; prior code § 42.60.230.]

BackYard Chickens > Laws and Ordinances > Anchorage Alaska Chicken Ordinance

## Anchorage Alaska Chicken Ordinance



By: lynneakak and LarryPQ

Posted 6/13/11 • Last updated 6/13/11 • 1,145 views • 0 comments

### Anchorage Alaska Chicken Ordinance

Are Chickens Allowed in this location	Yes
Max Chickens Allowed	5 for 6000 sq ft lot, +1 for each additional 1000 sq ft
Roosters Allowed	No
Permit Required	No
Coop Restrictions	Minimum of 10 feet from property line
City/Organization Contact name	
Additional Information	
Link for more Information	<a href="http://community.adn.com/?q=adn/node/156678">http://community.adn.com/?q=adn/node/156678</a>
Information Last Updated	2011-06-13 14:38:36

**NOTE:** This information was submitted by a member of our chicken forum. Please make sure to double check that this information is accurate before you proceed with raising chickens. You can read more info about checking local laws here..



## Fairbanks Alaska Chicken Ordinance



By: shelleyb1969

Posted 3/20/10 • Last updated 3/20/10 • 443 views • 0 comments

### Fairbanks Alaska Chicken Ordinance

Are Chickens Allowed in this location	Yes
Max Chickens Allowed	unknown
Roosters Allowed	Yes
Permit Required	No
Coop Restrictions	no information given
City/Organization Contact name	City Clerk (907) 459-6774
Additional Information	Chapter 6
Link for more Information	<a href="http://library1.municode.com:80/default-test/template.htm?view=browse&amp;doc_action=setdoc&amp;doc_keytype=tocid&amp;doc_key=ed9d1fd41b9026274841f8e">http://library1.municode.com:80/default-test/template.htm?view=browse&amp;doc_action=setdoc&amp;doc_keytype=tocid&amp;doc_key=ed9d1fd41b9026274841f8e</a>
Information Last Updated	2010-03-21 00:00:00

**NOTE:** This information was submitted by a member of our chicken forum. Please make sure to double check that this information is accurate before you proceed with raising chickens. You can read more info about checking local laws [here](#).

# Wasilla Alaska Chicken Ordinance



By: LarryPQ

Posted 3/25/10 • Last updated 3/25/10 • 626 views • 0 comments

## Wasilla Alaska Chicken Ordinance

Are Chickens Allowed in this location	Yes
Max Chickens Allowed	10
Roosters Allowed	No
Permit Required	No
Coop Restrictions	None stated. No stated restrictions on roosters.
City/Organization Contact name	
Additional Information	Farm animal means an accessory use involving a single animal with an adult weight over two hundred fifty (250) pounds usually associated with agriculture; or any combination totaling ten (10) poultry or rabbits, three sheep or three goats or other small animals; but not including domestic dogs and cats. Other animals including the orders Felidae (cats) and Ursidae (bears) which, in the opinion of the planner, may pose a threat to human safety are not a farm animal.
Link for more Information	<a href="http://www.codepublishing.com/ak/wasilla.html">http://www.codepublishing.com/ak/wasilla.html</a>
Information Last Updated	2010-03-25 11:52:41

**NOTE:** This information was submitted by a member of our chicken forum. Please make sure to double check that this information is accurate before you proceed with raising chickens. You can read more info about checking local laws [here](#)

# Code Section from Anchorage

## TITLE 21 - LAND USE PLANNING (NEW CODE - Effective January 1, 2014)\*

### Chapter 21.05 USE REGULATIONS (NEW CODE - Effective January 1, 2014)

- (A) Meet the requirements of AMC Chapter 15.20 regarding animal waste, AMC subsection 15.55.060 B. concerning separation requirements from water supply wells, and Section 21.07.020 concerning stream protection setbacks;
    - (B) Obtain an animal control facility license;
    - (C) Obtain certification of compliance with a State of Alaska, Anchorage soil and water conservation district conservation plan, or obtain a letter from the district showing demonstrated intent to come into compliance with a conservation plan within one year; and
    - (D) Comply with licensing and other laws concerning the keeping of animals as set forth in AMC Titles 15, 17, and 21.
  - c. *Large domestic animal facilities that do not meet these standards.* Large domestic animal facilities that exceed the use-specific standards listed above for site area, structure size, or number of animals, may be allowed by conditional use, pursuant to Section 21.03.080.
13. *Outdoor keeping of animals.*
- a. *Definition.* Restraining or restricting the movement of animals outside of a principal structure, by any means not involving the continued presence and/or participation of a human being.
  - b. *Use-specific standards.*
    - i. One to three large domestic animals may be kept outdoors on lots of 20,000 square feet or greater, but any structures or enclosures for keeping such animals shall meet the setback standards of subsection 21.05.070 D.12.b.iii.
    - ii. The following standards apply to the outdoor keeping of all animals except for dogs, domestic cats, and large domestic animals:
      - (A) Animals kept outdoors in accordance with this section shall be contained by a structure, fenced enclosure, or pen at all times.
      - (B) Animals under this section shall not be kept outdoors in manufactured home communities, except for when the following standards are met:
        - (1) Any structure, fenced enclosure, or pen for the outdoor keeping of animals shall be at least 20 feet from any residence, not including the residence of the owner of the animal(s).
        - (2) No nonconforming rights for the outdoor keeping of animals in a manufactured home community shall be established. If at any time the separation distance of subsection ii.(B)(1) is no longer achieved, the animal(s) shall no longer be kept outside.
      - (C) On lots of 40,000 square feet or greater, the following shall apply:
        - (1) No more than one animal per 1,000 square feet of lot area may be kept outdoors.
        - (2) Structures for the outdoor keeping of animals shall not encroach into the setbacks of the zoning district and shall be at least ten feet from any lot line.
        - (3) A facility license may be required pursuant to Title 17.
      - (D) On lots smaller than 40,000 square feet, the following shall apply:

TITLE 21 - LAND USE PLANNING (NEW CODE - Effective January 1, 2014)\*

Chapter 21.05 USE REGULATIONS (NEW CODE - Effective January 1, 2014)

- (1) Excessively noisy animals such as roosters, turkeys, guinea fowl, peacocks, or geese are prohibited.
- (2) Up to five animals may be kept on lots of 6,000 square feet or less, with an additional one animal per additional 1,000 square feet of lot area. A facility license may be required pursuant to Title 17.
- (3) Structures for the outdoor keeping of animals shall not encroach into the setbacks of the zoning district and shall be at least ten feet from any lot line.
- (4) It shall be unlawful for any owner or custodian of an animal under this section to permit it to make chronic animal noise, as defined in AMC Section 17.05.010.

# **Agenda Item 13i**

## **CITY & BOROUGH OF WRANGELL**

### **BOROUGH ASSEMBLY AGENDA ITEM June 10, 2014**

#### **INFORMATION:**

Approval of an agreement between DOT and CBW to take over operations of the Meyers Chuck float

#### **Attachments:**

1. Memorandum from Manager Jabusch
2. Letter, Bill of Sale, and Transfer Agreement from DOT
3. Memo from Port Secretary Cowan
4. Email correspondence from Alan Manning

#### **RECOMMENDED ACTION:**

Move to approve the agreement with the State of Alaska Department of Transportation and Public Facilities for the transfer of the Meyers Chuck Float System in the amount of \$1,400,000 with the money to be used as follows:

- \$700,000 to be used to match state funds to rebuild the Meyers Chuck Float when a fee based moorage system is agreed to by the Meyers Chuck residents.
- And the remaining \$700,000 will be used on the Wrangell float system.

**MEMORANDUM**

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

**FROM: JEFF JABUSCH  
BOROUGH MANAGER**

**SUBJECT: ACCEPTANCE OF MEYERS CHUCK FLOAT FROM DOT/PF**

**DATE: JUNE 6, 2014**

**BACKGROUND:**

The State of Alaska owns the Float at Meyers Chuck. The state's mandate is to turn all state owned float systems over to the cities or boroughs in the area they are located. The Meyers Chuck Float system is an old float in need of repairs and or replacement within the next 3 to 7 years. Our staff and engineer have flown down to this site several times over the last couple of years to assess the condition of the float and to talk to the people at Meyers Chuck.

In the past, the city was offered funds to replace the floats at Meyers Chuck. The problem with the initial offer was that we owned them after that and would have no revenue source to maintain them as the people down there seemed unwilling to pay any kind of moorage fees.

The current offer from the state is much different. They are giving us more money, the money can be used to match state harbor funds and the money can be used on any of our floats. What we believe we can do with the \$1,400,000 is to divide it in half. \$700,000 would go into an account for Meyers Chuck harbor rebuild. The money would only be used at Meyers Chuck if the people at Meyers Chuck would agree to some sort of moorage fee system. If they could agree to that, we would apply to the state for the matching funds for the harbor. The remaining funds could be used towards Shoemaker Bay design and construction also leveraging the state funds for the construction portion.

The down side is that we assume another float system that is removed from Wrangell which costs more to maintain and harder to get to. In order for this to work, we would need to find someone in Meyers Chuck that would be willing to be the care taker so to speak. They would report damage, charge and collect fees or provide us with the information and we could bill people. There are people in Meyers Chuck that do not believe they should have to pay for this service and that could be an issue if they accept the money and we build the float system.

**Recommended Action by Staff:**

**Move to approve the agreement with the State of Alaska Department of Transportation and Public Facilities for the transfer of the Meyers Chuck Float System in the amount of \$1,400,000 with the money to be used as follows:**

- **\$700,000 to be used to match state funds to rebuild the Meyers Chuck Float when a fee based moorage system is agreed to by the Meyers Chuck residents.**
- **And the remaining \$700,000 will be used on the Wrangell float system.**



THE STATE  
of **ALASKA**  
GOVERNOR SEAN PARNELL

Attachment 13i-2  
Department of Transportation and  
Public Facilities

Design & Engineering Services  
Port & Harbors Section

3132 Channel Drive  
Juneau, Alaska 99811-2500  
Main: 907-465-2960  
Toll free: 800-467-6955  
Fax: 907-465-2460

February 27, 2014

Jeff Jabusch, Borough Manager  
City and Borough of Wrangell  
P.O. Box 531  
Wrangell, Alaska 99929

Dear Mr. Jabusch:

As a long-standing policy, the Department of Transportation and Public Facilities has been under direction from the Alaska Legislature to encourage local ownership of public ports and harbors to the maximum extent possible. This is consistent with the Alaska Constitution. Last session, the Governor's FY14 capital budget proposed giving the City and Borough of Wrangell \$1,400,000 to take over ownership of the Meyers Chuck Float. The Alaska Legislature agreed and appropriated the funds in last year's capital bill. The department is ready to transfer these funds to the borough once the borough accepts ownership and maintenance responsibilities of the Meyers Chuck Float. In order to complete the harbor transfer, please review and sign the enclosed Bill of Sale and Transfer Agreement.

After the borough was established, the department's Meyers Chuck Float fell within the borough's boundary. In the fall of 2008, the department proposed transferring the float to the borough for \$1,131,000 to address the float's deferred maintenance condition. The borough declined that offer. Now it is our hope that the intent of the Governor and the Alaska Legislature's increase to \$1,400,000 is acceptable to the borough.

Upon acceptance of ownership, you may be interested to learn that the borough will be eligible to apply for a 50/50 matching grant through the department's Harbor Facility Grant Program. One very encouraging aspect about this grant program is that it allows the borough to use the above funds as local match, therefore providing potentially up to \$1,400,000 in state aid, subject to appropriation by the Alaska Legislature, for a grand total of \$2.8 million to rebuild the Meyers Chuck Float. The Meyers Chuck Float will have a Tier I status for the purposes of the harbor grant program. Tier I applications have funding priority per statute over all Tier II applications. In addition, any part of the \$1,400,000 can also be used at the borough's other harbor facilities (Shoemaker, Reliance, Inner Harbor, Standard Float, Fish and Game Float, and Heritage) as match for the harbor grant program or for other harbor projects.

If you have any questions as to how the deferred maintenance and community transfer program works or about the Harbor Facility Grant Program, please contact me at (907) 465-3979.

Sincerely,

A handwritten signature in blue ink, appearing to read "Michael Lukshin".

Michael Lukshin, P.E.  
State Ports and Harbors Engineer

RECEIVED

MAR 12 2014

WRANGELL CITY HALL

Enclosures

**Meyers Chuck Float Harbor Facility  
BILL OF SALE**

THIS SALE, is made this \_\_\_\_\_ day of \_\_\_\_\_, 2014, by and between the STATE OF ALASKA, DEPARTMENT OF TRANSPORTATION AND PUBLIC FACILITIES, hereinafter referred to as the STATE, whose mailing address is 6860 Glacier Avenue, Juneau AK 99801, and the City and Borough of Wrangell, a Municipal Corporation, incorporated under A.S. 29.05.011 et seq., hereinafter referred to as the Municipality, whose mailing address is P.O. Box 531, Wrangell, AK 99929.

NOW THEREFORE, in consideration of one dollar (\$1.00) and other valuable consideration paid, the receipt of which is hereby acknowledged, the STATE does hereby sell, transfer and deliver to the Municipality, for continued use as a public facility, all the STATE'S interest, if any, in the following personal property:

ANY and ALL personal property that the STATE owns or has interest in including, but not limited to docks, flotation devices, dolphins, piers, piling, approaches and approach ramps, grids, seaplane floats, helicopter pads, bulkheads, walkways, and any and all other related personal property whatsoever located in: the Meyers Chuck Float and Seaplane Harbor Facility, all within Alaska Tidelands Survey 804 and unsurveyed tidelands, located within Section 5, Township 71 South, Range 86 East, Copper River Meridian, Ketchikan Recording District, 1<sup>st</sup> Judicial District, Alaska; ("the harbor facilities") as shown on Attachment A.

TO HAVE, and to hold all the facilities and aforesaid items to the Municipality, its executors, administrators, heirs and assigns to its use and administration as a public facility forever.

The STATE makes no covenant, representation, or warrantee as to the suitability of the personal property or as to the physical condition of the personal property for any purpose. The Municipality acknowledges that it has inspected the property, observed its physical characteristics and existing conditions, and has been afforded the opportunity to conduct such investigation and study on and of the personal property as it deems necessary for the purpose of acquiring the personal property for the Municipality's intended use. The Municipality hereby waives all objections to or claims with respect to the physical characteristics and existing conditions of the personal property including hazardous materials in, at, on or under or related to the personal property. The Municipality further acknowledges and agrees that the personal property is sold and conveyed to, and purchased and accepted by, the Municipality in its present condition "as is" with all its faults, and the Municipality hereby assumes the risk that an adverse past, present, or future physical characteristics and conditions may not have been revealed by the Municipality's inspection or investigation. The Municipality shall indemnify and hold harmless the STATE from and against all claims, damages, or liabilities (whether or not caused by negligence), including civil or criminal fines, arising out of or relating to the physical characteristics and existing conditions of the personal property from the date of the sale forward.

For the Alaska Department of Transportation  
and Public Facilities

For the City and Borough of Wrangell

\_\_\_\_\_  
Albert H. Clough, CPG  
Southeast Regional Director

\_\_\_\_\_  
Jeff Jabusch  
Borough Manager

Date \_\_\_\_\_

Date \_\_\_\_\_





## Meyers Chuck Float and Seaplane Harbor Facility

### TRANSFER PROJECT AGREEMENT

This transfer agreement is made between the State of Alaska, Department of Transportation and Public Facilities ("the State") and the City and Borough of Wrangell ("the Municipality"). The State and the Municipality enter into this agreement under the authority of AS 35.10.120.

WHEREAS, the State has constructed the Meyers Chuck Float and Seaplane harbor facilities and that they have been operated by the State since construction, more particularly described below ("the harbor facilities");

WHEREAS, the Municipality owns or is eligible to own, subject to approval of the Department of Natural Resources, management authority of the tidelands beneath the harbor facilities;

WHEREAS, the State desires to transfer the harbor facilities to the Municipality;

WHEREAS, the Municipality desires to acquire ownership of the harbor facilities from the State;

WHEREAS, the Alaska Legislature appropriated funds to pay for the deferred maintenance of the harbor facilities; and

WHEREAS, it is in the interest of the State, the Municipality, and the public to transfer ownership of the harbor facilities to the Municipality;

NOW THEREFORE, in consideration of the mutual promises in this agreement, the State and the Municipality agree to transfer ownership of the harbor facilities from the State to the Municipality as follows:

Governing Provisions: The laws of the State of Alaska shall govern this transfer agreement.

Transfer of Harbor facilities: The State shall transfer, by bill of sale, all of its right, title, and interest in the harbor facilities described below. The Municipality agrees to accept the interests that the State transfers. The interests in harbor facilities are more particularly described as:

ANY and ALL personal property that the STATE owns or has interest in including, but not limited to docks, flotation devices, dolphins, piers, piling, approaches and approach ramps, grids, seaplane floats, helicopter pad, bulkheads, walkways, and any and all other related personal property whatsoever located in: the Meyers Chuck Float and Seaplane Harbor Facility, all within Alaska Tidelands Survey 804 and unsurveyed tidelands, located within Section 5, Township 71 South, Range 86 East, Copper River Meridian, Ketchikan Recording District, 1<sup>st</sup> Judicial District, Alaska; ("the harbor facilities") as shown on Attachment A.

Warranties and Condition of Facilities: The State makes no warranties, express or implied, regarding the condition of the harbor facilities transferred or their suitability for continued public use. The State transfers the harbor facilities "as is, where is." The Municipality has inspected the harbor facilities and accepts the harbor facilities in their existing condition without any warranty from the State of their condition or suitability for continued public use.

No Subsequent Transfer: The Municipality agrees covenants and warrants that it shall not transfer title to or control of the harbor facilities without the prior written approval of the State. The Municipality further agrees, covenants and warrants that any transfer title to or control of the harbor facilities without the prior written approval of the State will be void and of no effect.

Deferred Maintenance Funds: The Alaska Legislature has appropriated the sum of \$1,400,000 (Chapter 16, SLA 13, page 80, line 10) to perform repairs and upgrades upon the harbor facilities (the "project"). The State shall pay the funds (less State direct and indirect costs, currently 2%) to the Municipality upon the execution by the Municipality and the State of this agreement.

Record Keeping: The Municipality shall retain for a period of six years after completion of the project all contracts, invoices, materials, payrolls, personnel records, conditions of employment, and other data relating to matters covered by the Transfer Agreement project work. The Municipality shall insert a clause in any contracts with third-party contractors also requiring a six-year retention schedule. Such materials shall be made available for review, inspection, and copying upon the State's request.

Public Purpose: Upon conveyance of the State's interest, the Municipality shall operate and maintain the harbor facilities for the use and benefit of the public. In the event the Municipality fails or ceases to administer, maintain, and operate the harbor facilities as public facilities, title to the harbor facilities shall revert to the State of Alaska, if, but only if, the State of Alaska elects to reassume title.

Approvals and Permits: The Municipality shall coordinate all regulatory agency reviews and obtain all necessary written approvals from all governmental agencies having jurisdiction when operating, managing, performing maintenance upon or undertaking any other activities on the harbor facilities. The State shall notify the U.S. Army Corps of Engineers of the conveyance of the State's interest and coordinate the transference of existing Corps of Engineers permits to the Municipality.

State Held Harmless: The Municipality agrees to indemnify, defend, and hold harmless the State and the State's officers, agents, and employees from and against any and all suits, causes of action, claims, damages, losses, and expenses whatsoever relating to the Municipality's ownership, management, operation, and maintenance of the harbor facilities, including deferred maintenance, that arise on or after the date of this agreement.

Third-Party Contractors: If the Municipality contracts with third-party contractors for planning, design, or construction with regard to deferred maintenance on the harbor facilities using funds appropriated by the Alaska Legislature, the Municipality shall select the contractors using competitive procurement principles consistent with the State Procurement Code, AS 36.30. The Municipality shall require third-party contractors to comply with all the applicable federal, state, and local laws, including but not limited to AS 36.05 (wages and hours of labor), AS 36.10 (employment preference), AS 36.15.010 through 36.15.050 (forest products preference) and AS 36.25 (contractor's bonds).

The Municipality shall provide the State with documentation, if requested, to verify compliance with the terms of the agreement.

This Agreement entered into as of the later day and year written below:

\_\_\_\_\_  
Jeff Jabusch, Borough Manager  
City and Borough of Wrangell

\_\_\_\_\_  
Date

State of Alaska  
\_\_\_\_\_  
First \_\_\_\_\_ Judicial District

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 2014.

\_\_\_\_\_  
Notary Public  
My Commission expires: \_\_\_\_\_

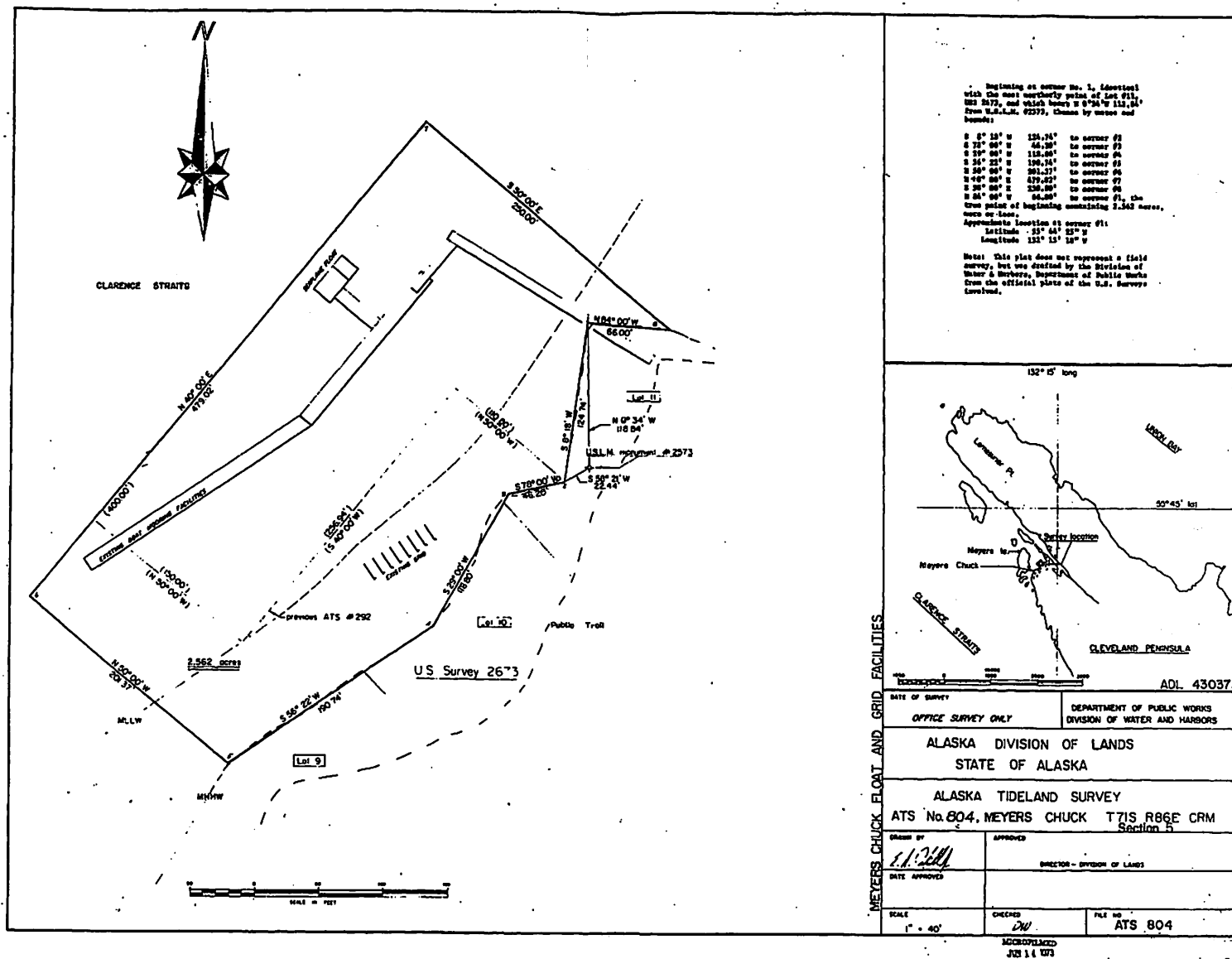
\_\_\_\_\_  
Albert G. Clough, CPG  
Alaska Department of Transportation and Public Facilities

\_\_\_\_\_  
Date

State of Alaska  
\_\_\_\_\_  
First \_\_\_\_\_ Judicial District

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 2014.

\_\_\_\_\_  
Notary Public  
My Commission expires: \_\_\_\_\_



Attachment A

# Wrangell Port Commission

## MEMO

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

FROM: SHERRI COWAN, PORT RECORDING SECRETARY

SUBJECT: Meyer's Chuck Proposal-State Funding of the Float and Dock

DATE: June 6, 2014

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At their June 5, 2014 Regular Meeting, the Port Commission approved the Wrangell Borough to take over ownership of the Meyer's Chuck Facility and except the offer from the State of \$1.4 million dollars for funding.



**From:** Alan Manning <almanning51@gmail.com>  
**Sent:** Wednesday, May 21, 2014 10:09 AM  
**To:** clerk@wrangell.com  
**Subject:** Meyers Chuck dock

The following is my recommendations regarding the issue of the Meyers Chuck dock. Let me first suggest that few residents and land owners have been advised of the current situation and as email is available I believe efforts were not made to disseminate Information adequately. I personally only became aware by a note on the reader board in Meyers Chuck with my visit this I month. Because of this I recommend that you extent your comment period into July.

The following represents our concerns with your message board letter briefly explaining the future possibilities for the State of Alaska Dock in Meyers Chuck.

My wife and I are property owners in Meyers Chuck and have enjoyed its uniqueness for 20 years. The state dock is the central point that the community revolves around. During the winter months, October through April, the dock will present little use. There may be no more than one or two,boats at moorage during the winter. As May arrives the area begins to come alive and with that brings the boats. By June through end of August the dock is full with most nights requiring boats to anchor the harbor or raft tie. This situation changes out buy 70% each night as the boaters are cruising again the next day or headed to their fishing areas. These visitors are made up of boaters cruising the inside passage, locals who have come for their summer stay, and professional fisherman. The prevailing message from these seafarers is that they are either on their way or coming from Wrangell. Meyers Chuck is the only protected harbor with a dock between Ketchikan and Wrangell. Members of our community have kept count through the years and the number of boats that stay overnight typically approaches 650- 700 per season.

It is my recommendation that as the Wrangell Borough considers the dock issue that the borough think of Meyers Chuck harbor and dock as the GATEWAY TO WRANGELL from the south. We understand the unique transportation situation that S E Alaska presents. Meyers Chuck like much of SE Alaska is all about float planes and the sea. Those two transportation resources are our only avenue to needed services. We must have the use of a serviceable community dock large enough to maintain our current needs.

As you may be aware the only reason that the current dock is serviceable is due to our community using our own resources to refloat the dock.

The idea of boats just anchoring out in the harbor is not a valid option. We have witnessed several times each season the congestion of the harbor not allowing the landing of the float planes. In emergency situations this is critical. The size of the dock matters.

The float plane dock needs immediate attention. I have talked with the state employee who writes the reports for state float conditions and he has told me that Meyers Chuck is the worse floatplane dock in SE Alaska.

It is no secret that the community of Meyers Chuck was not a willing participant when we became part of Wrangell Borough. It can truly be said that once we pay our tax bill we receive absolutely nothing for our taxation. No services at all period. This dock issue is the only thing that represents a need from the borough or state as it presently exist. The dock needs to be maintained in a serviceable condition in its present size. The float plane portion needs replacement immediately. If Wrangle accepts the dock from the State of Alaska the borough can not just pretend that we are not ~~here and shed this~~ responsibility. To reiterate it is due to the fact that it is only by the efforts of our community to maintain the dock that it survives as it does today. We believe that these efforts be recognized by free moorage to our registered land owners for the duration of any Meyers Chuck Dock.

✓ The message you should understand is "maintain the dock in a serviceable condition, present size and then go away and collect our taxes.

ALAN & NANCY MANNING

Sent from my iPad=



# **Agenda Item 13j**

## **CITY & BOROUGH OF WRANGELL**

### **BOROUGH ASSEMBLY AGENDA ITEM June 10, 2014**

#### **INFORMATION:**

Approval of Change Order No. 1 & 2 for the Cassiar Street Roadway and Utilities Improvement Project

#### **Attachments:**

1. Memorandum from Borough Manager Jabusch
2. Change Order No. 1 & 2 breakdown

**\*\*Note: the amount of Change Order #2 to be provided on or before the Assembly meeting.**

#### **RECOMMENDED ACTION:**

Move to approve Change Order #1 in the amount of \$102,470.00 and to approve Change Order #2 in the amount of (\$\_\_\_\_\_)  
with funding to come from Grants for the Cassiar Street Project.

**MEMORANDUM**

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

**FROM: JEFF JABUSCH  
BOROUGH MANAGER**

**SUBJECT: CASSIAR PROJECT CHANGE ORDER**

**DATE: JUNE 5, 2014**

**BACKGROUND:**

The Cassiar Project was bid out this spring and at the time of the bidding we were under the belief that we would just verily have enough money to construct the items that were included in the bid. Rock N Road Construction submitted a bid that was hundreds of thousands under the engineer's estimate and substantially lower than the next bidder.

After the bid was accepted by the assembly and after all of the contract documents were signed and completed, we approached Rock N Road about a price for several change orders. The most significant is to change the road paving surface from asphalt to concrete. In order to do concrete we will have to widen the road and this will be additional costs as well. We believe concrete is a superior product and has lasted as much as two to three times as long as asphalt. At this time we have received a price for substituting concrete for asphalt and the related testing that will be done by R&M Engineering. The total price for change order #1 for concrete and testing is \$102,470.00. At this time we do not have the figures back on change order #2 for road widening. This change order will include clearing and grubbing, additional survey work, additional roadway surface, rock blasting for road widening and possibly retaining walls. We expect to have this figure prior to the assembly meeting.

We would wait until we had all this in hand before putting these change orders on the agenda, but time is important on this project. With concrete being used it will be tight trying to get this project completed by the end of the construction season.

One of the installation problems with concrete is that it takes longer to cure than asphalt. On a dead end narrow street that becomes a problem. In order to get enough driving surface on each side to drive while the concrete is curing we will be widening the road to accommodate this inconvenience to the residence. Even with this, it is going to be a challenge. We are planning to have a meeting with the residences to explain the challenges we face with doing this project, especially with concrete, and ask for them to express any concerns and any potential special needs that may need to be addressed.

**Recommended Action by Staff:**

**Move to approve Change Order #1 in the amount of \$102,470.00 and to approve Change Order #2 in the amount of\_(Amount to be provide at or before meeting)\_ with funding to come from Grants for the Cassiar Street Project.**

**City and Borough of Wrangell Cassiar Street Roadway and Utilities Improvements**

<b>BASE BID SCHEDULE</b>				<b>Rock N Road</b>	
<b>BID ITEM</b>		<b>Estimated Quantity</b>		<b>Unit Bid Price</b>	<b>Total Bid Price</b>
1	Mobilization / Demobilization	1	LS	\$23,100.00	\$23,100.00
2	Construction Surveying	1	LS	\$20,000.00	\$20,000.00
3	Traffic control and Signage	1	LS	\$10,000.00	\$10,000.00
4	Remove/Disposal of Asbestos concrete pipe	1150	LF	\$10.00	\$11,500.00
5	Remove/Disposal of DI Water Main	50	LF	\$5.00	\$250.00
6	Removal/Disposal of Sanitary Main	700	LF	\$2.00	\$1,400.00
7	Removal/Disposal of Sanitary Man hole	4	EA	\$500.00	\$2,000.00
8	8" HDPE water main	1300	LF	\$53.84	\$69,992.00
9	Connect to existing water main	3	EA	\$2,500.00	\$7,500.00
10	Fire Hydrant	4	EA	\$2,000.00	\$8,000.00
11	Water Service Connection	13	EA	\$1,538.46	\$19,999.98
12a	8" Gate Valves	8	EA	\$1,150.00	\$9,200.00
12b	6" Gate Valves	2	EA	\$700.00	\$1,400.00
13	8" SDR 35 Sewer Pipe	1100	LF	\$39.50	\$43,450.00
14	Sewer Laterals	13	EA	\$2,000.00	\$26,000.00
15	48" Sanitary Manhole	6	EA	\$4,337.00	\$26,022.00
16	Sanitary Main Cleanout	2	EA	\$2,000.00	\$4,000.00
17	Insulation Board	1450	SF	\$2.97	\$4,306.50
18	Common Excavation	450	CY	\$14.00	\$6,300.00
19	Solid Rock Excavation (including utility trench)	600	CY	\$66.00	\$39,600.00
20	4" minus backfill	250	CY	\$24.00	\$6,000.00
21	D1 Sufacing	320	SF	\$50.00	\$16,000.00
22	Asphalt Concrete	23000	LF	\$10.00	\$230,000.00
23	Curb and Gutter	1600	EA	\$38.00	\$60,800.00
24a	Type IV Catch Basin	13	EA	\$1,800.00	\$23,400.00
24b	Strom Manhole	5	EA	\$2,500.00	\$12,500.00
25	18" CPP Storm Main	1350	LF	\$48.00	\$64,800.00
26	Storm Laterals	12	EA	\$650.00	\$7,800.00
27	Reconstruct Wood Stairs	5	EA	\$2,000.00	\$10,000.00
28	Reconstruct Concrete Driveways	300	SF	\$13.00	\$3,900.00

29	2" Water Blowoff	1	EA	\$4,000.00	\$4,000.00
30	Street Signs	10	EA	\$300.00	\$3,000.00
TOTAL BASE BID AMOUNT:					\$776,220.48
<b>ADDITIVE ALTERNATE (WATER MAIN CONSTRUCTION IN McCORMACK R/W)</b>					
1	Connect to existing Water Main	1	EA	\$2,500.00	\$2,500.00
2	8" hdpe water main	180	LF	\$68.00	\$12,240.00
ADDITIVE ALTERNATE TOTAL:					\$14,740.00

**TOTAL AWARED CONTRACT AMOUNT: \$790,960.48**

<b>PROPOSED CHANGE ORDER #1 CONCRETE PAVING</b>					
1	CONCRETE PAVING	23000	SF	\$13.87	\$319,010.00
2	REMOVE ASPHALT CEMENT	23000	SF	(\$10.00)	(\$230,000.00)
SUB TOTAL:					\$89,010.00
R&M CONCRETE TESTING FEES:					\$13,460.00
CHANGE ORDER #1 COST:					\$102,470.00

*See next page for breakdown*

<b>PROPOSED CHANGE ORDER #ROAD WIDENING</b>					
1	CLEARING AND GRUBBING	1	LS		\$0.00
2	ADDITIONAL SURVEY WORK	1	LS		\$0.00
3	ADDITIONAL ROADWAY SURFACE	1400	SF	\$13.87	\$19,418.00
4	ROCK BLASTING FOR ROAD WIDENING	700	CY		\$0.00
5	RETAINING WALLS	600	SF FACE		\$0.00
CHANGE ORDER #2 COST:					\$19,418.00

*Change Order #1*

*Change Order #2*



**R&M ENGINEERING-KETCHIKAN, INC.**  
ENGINEERS GEOLOGISTS SURVEYORS

395 CARLANTA LAKE ROAD, SUITE 200, KETCHIKAN, ALASKA 99901  
PHONE (907) 225-7917 FAX (907) 225-3441 EMAIL: RNMMain@rmketchikan.com

Cassiar Street Roadway and Utilities Improvements  
Concrete Paving Testing Fees  
R&M Engineering-Ketchikan

3-Mar-14

	Principle Scheff	Civil Engr. Badgett	Inspector Level 2	Concrete/ Soils Field Tech	Inspector Level 2 OT	Travel expenses	Lab Fees	
	\$ 130.00	\$ 120.00	\$ 90.00	\$ 110.00	\$ 105.00			
Task 1 - Construction Inspections and Monitoring								
1.1 Precon / Progress Meetings (Assume Weekly Progress Meetings)								\$ -
1.2 Submittal Review								\$ -
1.3 Periodic Inspections (30 hrs per week for 23 weeks)								\$ -
1.4 Final Inspection								\$ -
Task2 -Materials Lab and Field Testing								\$ -
2.1 Concrete Field Testing (Assume 1 test per 30 yards or 30 tests)	2	5		60				\$ 7,460
2.2 Concrete Cylinder Breaks (120 @ \$50 each)							\$ 6,000	\$ 6,000
2.3 Compaction Testing (subbase, pipe bedding, ect.)								\$ -
2.4 Materials Lab Testing (Washed Gradations 5 @ \$150 ea., Proctor 3 @ \$400 ea.)								\$ -
								\$ -
								\$ -
Total Hours	0	2	5	60	0			Total
	\$ -	\$ 260	\$ 600	\$ 6,600	\$ -	\$ -	\$ 6,000	\$ 13,460

# **Agenda Item 14**

## **CITY & BOROUGH OF WRANGELL**

**BOROUGH ASSEMBLY  
AGENDA ITEM  
June 10, 2014**

### **INFORMATION:**

ATTORNEY'S FILE – Summary Report provided to the Assembly

# Agenda Item 15

## CITY & BOROUGH OF WRANGELL

### BOROUGH ASSEMBLY AGENDA ITEM June 10, 2014

#### INFORMATION:

- a. Borough Clerk's Evaluation

#### **RECOMMENDED ACTION:**

I 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 Borough Clerk's Evaluation.

#### INFORMATION:

- b. Discussion of Union grievance arbitration proceeding

#### **RECOMMENDED ACTION:**

I move to go into executive session to discuss a union grievance arbitration proceeding, which the immediate knowledge of would clearly have an adverse effect upon the finances of the Borough.