



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

October 14, 2014 – 7:00 p.m.

Location: Assembly Chambers, City Hall

1. CALL TO ORDER

- a. PLEDGE OF ALLEGIANCE led by Assembly Member Julie Decker
- b. INVOCATION to be given by Lynne Olgren with the Island of Faith Lutheran Church
- c. CEREMONIAL MATTERS – *Community Presentations, Proclamations, Certificates of Service, Guest Introductions*
 - i. Certificate of Service – Kimmi (Krissy) Smith, School Board

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 September 23, 2014

7. COMMUNICATIONS

- *a. Letter of Permission (POA-2014-326) from the Dept. of the Army Corps of Engineers to Mr. Burrell Byford

8. BOROUGH MANAGER'S REPORT

- a. Brief update on the Hospital Project

9. BOROUGH CLERK'S FILE

10. MAYOR/ASSEMBLY REPORTS AND APPOINTMENTS

- a. Reports by Assembly Members
- b. Elect Vice-Mayor
- c. Appointment of an Assembly Member as the Hospital Board Liaison
- d. City Board and Committee Appointments

11. PERSONS TO BE HEARD

12. UNFINISHED BUSINESS

- a. PROPOSED ORDINANCE No 887 (am): AN ORDINANCE OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, AMENDING, AND ADDING A NEW

CHAPTER AND NEW SECTIONS, TO TITLE 7 OF THE WRANGELL MUNICIPAL CODE,
ANIMALS *(second reading-amended)*

- b. PROPOSED ORDINANCE No. 889: AN ORDINANCE OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, AMENDING THE MINOR OFFENSE FINE SCHEDULE IN CHAPTER 1.20, GENERAL PENALTY, OF THE WRANGELL MUNICIPAL CODE *(second reading)*

13. NEW BUSINESS

- a. Approval to send a letter of support on behalf of AICS for a grant to the Alaska Housing Finance Corporation
- b. Approval to cancel the November 25, 2014 Regular Assembly meeting
- c. PROPOSED RESOLUTION No. 10-14-1304: A RESOLUTION OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, PROVIDING FOR THE AMENDMENT OF THE JOB DESCRIPTION FOR THE LIBRARY ASSISTANT II
- d. PROPOSED RESOLUTION No. 10-14-1305: A RESOLUTION OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, PROVIDING FOR THE AMENDMENT OF THE JOB DESCRIPTION FOR THE LIGHT PLANT SECRETARY
- e. Approval of a Professional Services Contract to Jensen Yorba Lott for the Facilities Condition Survey on the Swimming Pool and Community Center
- f. Discussion and possible action to join as interveners in the lawsuit regarding the Big Thorne Timber Sale on Price of Whales (POW) *(agenda item added at the request of Assembly Member Decker)*
- g. PROPOSED RESOLUTION No. 10-14-1306: A RESOLUTION OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, PROVIDING FOR THE AMENDMENT OF THE JOB DESCRIPTION FOR THE CUSTODIAN – LIGHT MAINTENANCE POSITION

14. ATTORNEY'S FILE

15. EXECUTIVE SESSION

- a. To discuss the review process for the documents on the laptop currently with Digital Securus per the terms of the Settlement Agreement in Wrangell v Rea.

16. ADJOURNMENT

Agenda Items 1 - 6

CITY & BOROUGH OF WRANGELL

BOROUGH ASSEMBLY

AGENDA ITEM

October 14, 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 Julie Decker
- b. Invocation to be given by _____
- c. Ceremonial Matters – *Community Presentations, Proclamations, Certificates of Service, Guest Introduction*
 - i. Certificate of Service – Kimmi (Krissy) Smith, School Board

ITEM NO. 2 ROLL CALL – BOROUGH CLERK:

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

RECOMMENDED ACTION:

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

ITEM NO. 3 AMENDMENTS TO THE AGENDA:

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

RECOMMENDED ACTION:

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

ITEM NO. 4 CONFLICT OF INTEREST:

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

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

ITEM NO. 5 CONSENT AGENDA:

INFORMATION: *Items listed on the Consent Agenda or marked with an asterisk (*) are considered part of the Consent Agenda and will be passed in one motion unless the item has been removed by an Assembly Member or the Mayor and placed on the regular agenda 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 on September 23, 2014.*

CERTIFICATE OF SERVICE

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

Kimmi (Krissy) Smith

for her service and dedication on the School Board
from:

2010 – October 2014

David L. Jack, Mayor



ATTEST: Kim Lane, CMC, Borough Clerk



Dated this 14th day of October, 2014



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Minutes of Regular Assembly Meeting Held on September 23, 2014

Mayor David L. Jack called the Regular Assembly meeting to order at 7:00 p.m., September 23, 2014, in the Borough Assembly Chambers. Assembly Members McCloskey, Mitchell, Wiederspohn, Rooney were present. Assembly Members Decker and Blake were absent. Borough Manager Jeff Jabusch and Borough Clerk Kim Lane were also in attendance.

Pledge of Allegiance was led by Assembly Member Maxi Wiederspohn.

Invocation was given by Don McConachie Sr..

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

AMENDMENTS TO THE AGENDA – None.

CONFLICT OF INTEREST – None.

CONSENT AGENDA

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

APPROVAL OF MINUTES

The minutes of the Public Hearing and Regular Assembly meetings held on September 9, 2014 were approved, as presented.

COMMUNICATIONS

- *a Minutes of the TBPC Regular meeting held on July 24, 2014
- *b Travel Summary for the Month of May, June, & August, 2014

BOROUGH MANAGER'S REPORT

Borough Manager Jabusch reported on the status of the following:

- Swimming Pool / Recreation Center
- Evergreen
- Union Negotiations

BOROUGH CLERK'S FILE

Borough Clerk Lane's report was provided.

MAYOR/ASSEMBLY REPORTS AND APPOINTMENTS

10a Reports by Assembly Members – None.

PERSONS TO BE HEARD – None.

UNFINISHED BUSINESS

12a PROPOSED ORDINANCE No 887: AN ORDINANCE OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, AMENDING, AND ADDING A NEW CHAPTER AND NEW SECTIONS, TO TITLE 7 OF THE WRANGELL MUNICIPAL CODE, ANIMALS (*second reading*)

M/S: McCloskey/Wiederspohn, to approve first reading of Ordinance No. 887 (am) as amended, and move to a second with a Public Hearing to be held on October 14, 2014.

Assembly Member Mitchell questioned section 7.08.045 (D) off-leash areas. He did not completely agree with the ¼ mile off road distance. He stated that he wanted to see this section removed. Mitchell also stated his concern about the impound fines; what if a dog followed his owner to school and was impounded; what if the family could not afford to free the dog?

Chief McCloskey responded that – for that purposed -the fine schedule starts out lower. Chief McCloskey also said that the police department uses discretion when it comes to situations like that.

Assembly Member Rooney requested clarification from Chief McCloskey on sections 7.08.045 (A) and (D).

Chief McCloskey clarified that the ¼ mile off the road system was added to accommodate hunting dogs, or dogs that were being walked up gravel roads.

There was discussion regarding what was considered the “Wrangell road system”.

In response to Mitchell, Chief McCloskey clarified that typically, the Wrangell road system was the paved roads.

Rooney said that she believed that section “A” covered it. She said that section “D” should be removed.

Assembly Member McCloskey stated that if a dog were to be running up and down Zimovia Hwy. and was still in the business district, that dog should be on a leash. She further stated that there needed to be something in the code to keep the dogs that are not on-leash, off the highway.

Clerk Lane explained that the Code Review Committee added the provision to the Proposed Ordinance to allow for “competent voice control”.

Chief McCloskey said that his belief was that the intent for the “1/4 mile” off the road system was to clarify: if someone was hunting with their dog, and to allow the dog to be off-leash and not under competent voice control.

Motion approved unanimously by polled vote.

NEW BUSINESS

13a PROPOSED ORDINANCE No. 889: AN ORDINANCE OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, AMENDING THE MINOR OFFENSE FINE SCHEDULE IN CHAPTER 1.20, GENERAL PENALTY, OF THE WRANGELL MUNICIPAL CODE (first reading)

M/S: McCloskey/Rooney, to approve first reading of Ordinance No. 889, and move to a second with a Public Hearing to be held on October 14, 2014. Motion approved unanimously by polled vote.

13b Approval to dispose of City Surplus Property

M/S: Wiederspohn/Mitchell, to approve the items listed as surplus, that these items be advertised for bid as required under Wrangell Municipal Code 5.10.060, and authorize the Borough Manager to dispose of any items not bid on, in a manner that is in the best interest of the City. Motion approved unanimously by polled vote.

13c Approval to purchase a Grader through NC Machinery at Government Standard Pricing

M/S: McCloskey/Wiederspohn, to approve the sole-source purchase of a Caterpillar Model 140M Excavator from NC Machinery for the GSA price (plus quoted options) of \$323,728.00 to be paid with funds allocated in the 2014-2015 budget.

In response to Assembly Member Mitchell, Manager Jabusch explained that purchasing the grader through NC Machinery through this process would be less money.

Motion approved unanimously by polled vote.

13d Approval of a Change Order to Rock-n-Road Construction for the Wrangell Marine Service Center Concrete Paving, Phase 3 project

M/S: Wiederspohn/McCloskey, to approve the change order with Rock-N-Road, Construction, Inc., for the construction of the North Entrance Repair Project, for contract amount of \$68,580.00 to be paid with DCCED grant funds. Motion approved unanimously by polled vote.

ATTORNEY'S FILE – Summary report was provided to the Assembly.

EXECUTIVE SESSION – None.

Meeting adjourned at: 7:38 p.m.

David L. Jack, Mayor

ATTEST: _____
Kim Lane, CMC, Borough Clerk

Agenda Item 7

CITY & BOROUGH OF WRANGELL

BOROUGH ASSEMBLY AGENDA ITEM October 14, 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 Letter of Permission (POA-2014-326) from the Dept. of the Army Corps of Engineers to Mr. Burrell Byford

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**DEPARTMENT OF THE ARMY
ALASKA DISTRICT, U.S. ARMY CORPS OF ENGINEERS
REGULATORY DIVISION
P.O. BOX 22270
JUNEAU, ALASKA 99802**

10/2/2014

Regulatory Division
POA-2014-326

Mr. Burrell Byford
P.O. Box 231
Wrangell, AK 99929

Dear Mr. Byford:

Enclosed is the signed Letter of Permission, file number POA-2014-326, Birch Bay, authorizing the construction of a 12-foot by 24-foot pier supported by six 5-inch diameter steel pilings, two of which would be located below the Mean High Water (MHW) (approximately +9.2 feet above the 0.0 foot contour line). The project site is located within Section 6 T. 66 S., R. 86 E., Copper River Meridian; USGS Quad Map Petersburg A-1; Latitude 56.180183° N., Longitude -132.172833° W.; located in Birch Bay near Wrangell, Alaska. Also enclosed is a Notice of Authorization which should be posted in a prominent location near the authorized work.

If changes to the plans or location of the work are necessary for any reason, plans must be submitted to us immediately. Federal law requires approval of any changes before construction begins.

Nothing in this letter excuses you from compliance with other Federal, State, or local statutes, ordinances, or regulations.

Additionally, we have enclosed a Notification of Administrative Appeals Options and Process and Request for Appeal form regarding this Department of the Army Letter of Permission (see section labeled "Initial Proffered Permit").

Please contact me via email at Matthew.T.Brody@usace.army.mil, by mail at the address above, or by phone at (907) 790-4493, if you have questions. For more information about the Regulatory Program, please visit our website at <http://www.poa.usace.army.mil/Missions/Regulatory.aspx>.

Sincerely,

Matthew Brody
Regulatory Specialist

Enclosures

CF:

South - Wrangell

ADEC

ADF&G-DH

ADNR-DMLW

ADNR-OHA, SPHO

USFWS

NMFS

EPA

KGB

USCG

Tlingit and Haida Indian Tribes

Wrangell Cooperative Association



DEPARTMENT OF THE ARMY
ALASKA DISTRICT, U.S. ARMY CORPS OF ENGINEERS
REGULATORY DIVISION
P.O. BOX 22270
JUNEAU, ALASKA 99802

10/2/2014

Regulatory Division
POA-2014-326

DEPARTMENT OF THE ARMY
LETTER OF PERMISSION

Authorization is hereby granted to Mr. Burrell Byford, to:

Install two 10-inch diameter steel tubes with 5-inch diameter steel pilings held in place with concrete. The pilings would support a 12-foot by 24-foot pier connected to uplands supported by 4 additional pilings constructed in the same manor above the MHW. The work will be performed in accordance with the enclosed plans, sheets 1-5, dated May 17, 2014, which are incorporated in and made a part of this Letter of Permission.

This action is based upon the recommendation of the Chief of Engineers and under the provisions of Section 10 of the 1899 Rivers and Harbors Act (30 Stat 1151; 33 U.S.C. 403).

This authorization is subject to the following special conditions and the enclosed general conditions and further information (see enclosure entitled: GENERAL CONDITIONS/INFORMATION).

Special Conditions:

1. Your use of the permitted activity must not interfere with the public's right to free navigation on all navigable waters of the U.S.
2. You must install and maintain, at your expense, any safety lights and signals prescribed by the U.S. Coast Guard (USCG), through regulations or otherwise, on your authorized facilities. The USCG may be reached at the following address and telephone number: Commander (oan), 17th Coast Guard District, P.O. Box 25517, Juneau, Alaska 99802, (907) 463-2272.
3. The permittee understands and agrees that, if future operations by the U.S. require the removal, relocation, or other alteration, of the structure or work herein authorized, or if, in the opinion of the Secretary of the Army or his authorized representative, said structure or work shall cause unreasonable obstruction to the free navigation of the navigable waters, the permittee will be required, upon due notice from the Corps of Engineers, to remove, relocate, or alter the structural work or obstructions caused thereby, without expense to the U.S. No claim shall be made against the U.S. on account of any such removal or alteration.
4. All in-water work below the plane of the Mean High Water (MHW) (approximately +9.2 feet above the 0.0 foot contour line) shall only be performed during low tidal stages (a six hour period beginning three hours before low tide and ending three hours past low tide)

Further, please note that 33 CFR 325.5(b)(2) requires that you submit to the Corps a report of completed work. Enclosed is a form for you to complete and return to us once the work authorized by this Letter of Permission is complete.

Nothing in this authorization shall be construed as excusing you from compliance with other Federal, State, or local statutes, ordinances, or regulations which may affect the proposed work.

BY AUTHORITY OF THE SECRETARY OF THE ARMY:

DATE

FOR: District Engineer
U.S. Army, Corps of Engineers

GENERAL CONDITIONS/INFORMATION

1. The time limit for completing the work authorized ends five years from the date of this authorization. If you find that you need more time to complete the authorized activity, submit your request for a time extension to this office for consideration at least one month before the above date is reached.
2. You must maintain the activity authorized by this permit in good condition and in conformance with the terms and conditions of this permit. You are not relieved of this requirement if you abandon the permitted activity. Should you wish to cease to maintain the authorized activity or should you desire to abandon it without a good faith transfer, you must obtain a modification of this permit from this office, which may require restoration of the area.
3. If you discover any previously unknown historic or archeological remains while accomplishing the activity authorized by this permit you must immediately notify this office of what you have found. We will initiate the Federal and State coordination required to determine if the remains warrant a recovery effort or if the site is eligible for listing in the National Register of Historic Places.
4. If you sell the property associated with this permit, you must contact the Alaska District Corps of Engineers to validate the transfer of this authorization.
5. If a conditioned water quality certification has been issued for your project, you must comply with the conditions specified in the certification as special conditions to this permit.
6. You must allow representatives from this office to inspect the authorized activity at any time deemed necessary to ensure that it is being or has been accomplished in accordance with the terms and conditions of your permit.

Further Information:

1. Limits of this authorization.
 - a. This permit does not obviate the need to obtain other Federal, State, or local authorizations required by law.
 - b. This permit does not grant any property rights or exclusive privileges.
 - c. This permit does not authorize any injury to the property or rights of others.
 - d. This permit does not authorize interference with any existing or proposed Federal project.
2. Limits of Federal Liability. In issuing this permit, the Federal Government does not assume any liability for the following:
 - a. Damages to the permitted project or uses thereof as a result of other permitted or unpermitted activities or from natural causes.
 - b. Damages to the permitted project or uses thereof as a result of current or future activities undertaken by or on behalf of the United States in the public interest.
 - c. Damages to persons, property, or to other permitted or unpermitted activities or structures caused by the activity authorized by this permit.
 - d. Design or construction deficiencies associated with the permitted work.
 - e. Damage claims associated with any future modification, suspension, or revocation of this permit.

3. Reliance on Applicant's Data. The determination of this office that issuance of this permit is not contrary to the public interest was made in reliance on the information you provided.

4. Reevaluation of Permit Decision. This office may reevaluate its decision on this permit at any time the circumstances warrant. Circumstances that could require a reevaluation include, but are not limited to, the following:

- a. You fail to comply with the terms and conditions of this permit.
- b. The information provided by you in support of your permit application proves to have been false, incomplete, or inaccurate (See 3 above).
- c. Significant new information surfaces which this office did not consider in reaching the original public interest decision.

Such a reevaluation may result in a determination that it is appropriate to use the suspension, modification, and revocation procedures contained in 33 CFR 325.7 or enforcement procedures such as those contained in 33 CFR 326.4 and 326.5. The referenced enforcement procedures provide for the issuance of an administrative order requiring you to comply with the terms and conditions of your permit and for the initiation of legal action where appropriate. You will be required to pay for any corrective measures ordered by this office, and if you fail to comply with such directive, this office may, in certain situations, (such as those specified in 33 CFR 209.170) accomplish the corrective measures by contract or otherwise and bill you for the cost.

5. Extensions. General Condition #1 establishes a time limit for the completion of the activity authorized by this permit. Unless there are circumstances requiring either a prompt completion of the authorized activity or a reevaluation of the public interest decision, the Corps will normally give favorable consideration to a request for an extension of this time limit.



**US Army Corps of Engineers
Alaska District**

Permit Number: POA-2014-326

Name of Permittee: Burrell Byford

Date of Issuance: 10/2/2014

Upon completion of the activity authorized by this letter of permission and any required mitigation, sign this certification and return it to Mr. Matthew Brody at the following address:

U.S. Army Corps of Engineers
Alaska District
Regulatory Division
P.O. Box 22270
Juneau, Alaska 99802-2270

Please note that your permitted activity is subject to a compliance inspection by an U.S. Army Corps of Engineers representative. If you fail to comply with this permit you are subject to permit suspension, modification, or revocation.

I hereby certify that the work authorized by the above-referenced permit has been completed in accordance with the terms and conditions of the said permit, and required mitigation was completed in accordance with the permit conditions.

Signature of Permittee

Date



**This notice of authorization must be
conspicuously displayed at the site of work.**

**United States Army Corps of Engineers
Birch Bay**

A permit to: Install two 10-inch diameter steel tubes with 5-inch diameter steel pilings held in place with concrete. The pilings would support a 12-foot by 24-foot pier connected to uplands supported by 4 additional pilings constructed in the same manor above the MHW.

at: Birch Bay, near Wrangell Alaska

has been issued to: Mr. Burrell Byford

on: 10/2/2014 **and expires on:** 10/2/2019

Address of Permittee: Mr. Burrell Byford, P.O. Box 231, Wrangell, AK 99929

Permit Number:

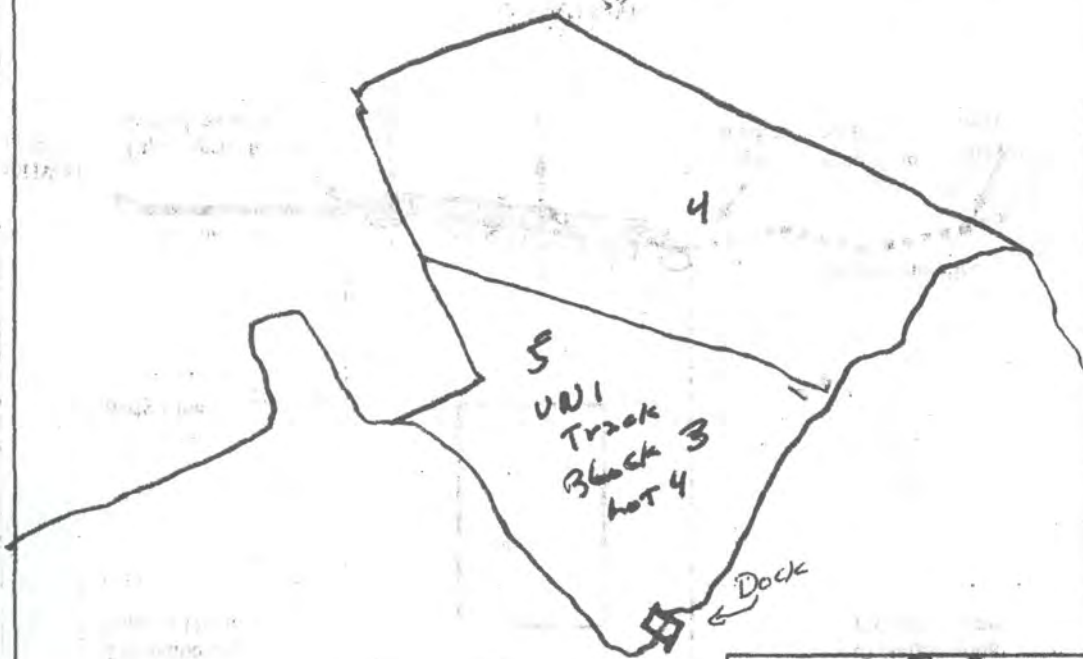
POA-2014-326

FOR: *District Commander*
Matthew Brody
Regulatory Specialist
REGULATORY DIVISION

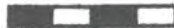
ENG FORM 4336, Jul 81 (33 CFR 320-330) EDITION OF JUL 70 MAY BE USED

(Proponent: CECW-O)

VICINITY MAP



Birds Bay



Scale:

Sheet No. 1 Of 6

Applicant: B Byford

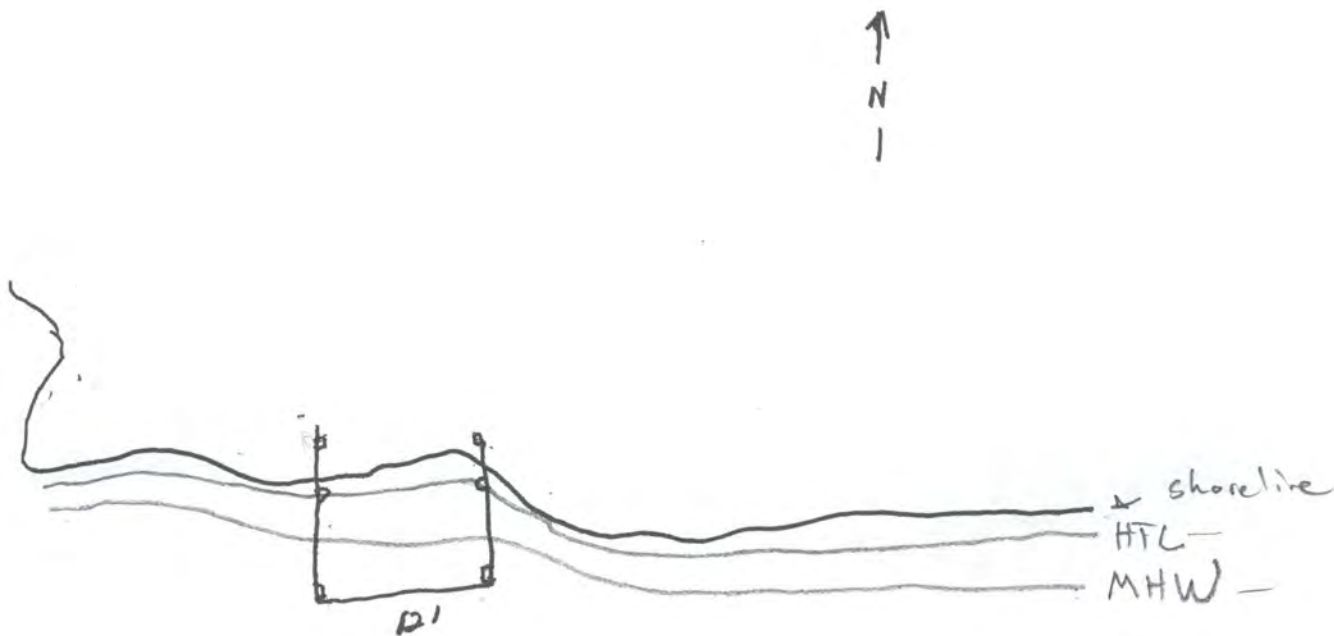
File No.: POA-

Waterway: Zimour Street

Sec. T. UMR. Block 23 Lot 4

Lat. 56° 19.81' Long. 132° 19.31'

Date: 5/17/2014



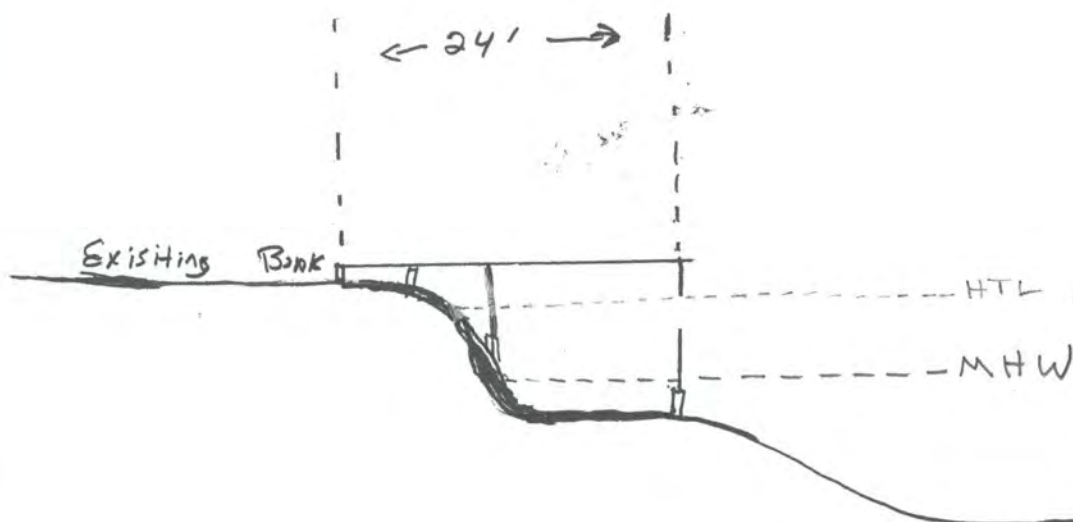
Birch Bay



Scale:

Sheet No. 2 Of 6

Applicant: B. Byford
 File No.: POA-
 Waterway: Zimovia Strait
 Sec. 011 T. 36 R. 3 M. Lot 4
 Lat.: N 56° 19' 01" Long.: W 132° 14' 30"
 Date: 5/17/2014



Scale:

Sheet No. 3 Of 6

Applicant: B Byford
 File No.: POA-
 Waterway: Zimovia Strait
 Sec. UN T. 34 R. 3 M. 4
 Lat.: N 56° 14' 01" Long.: W 133° 14' 01"
 Date: 5/17/2014

City and Borough of Wrangell DRAFT Zoning Maps – October 2011

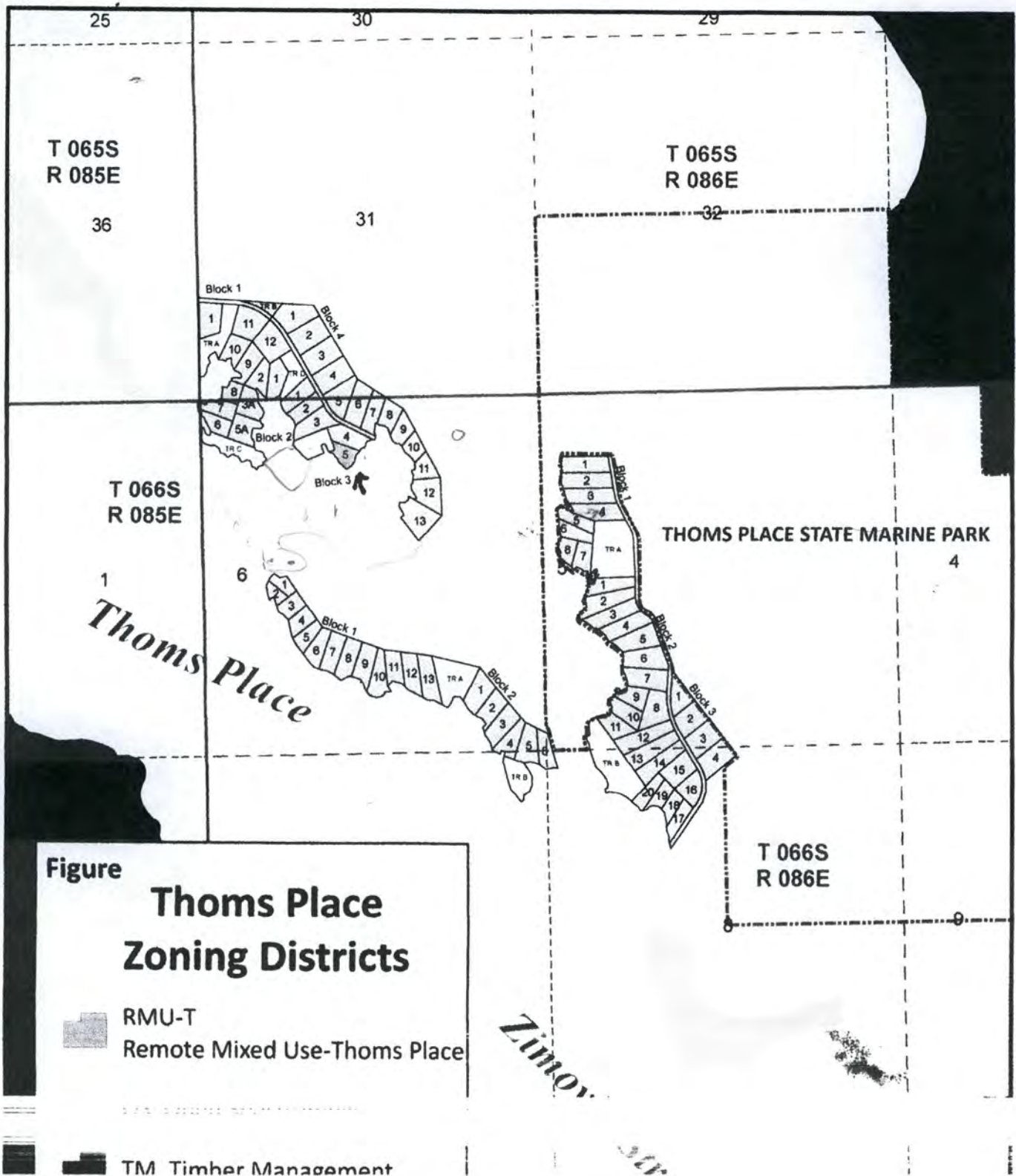


Figure
Thoms Place
Zoning Districts

RMU-T
Remote Mixed Use-Thoms Place

TM Timber Management

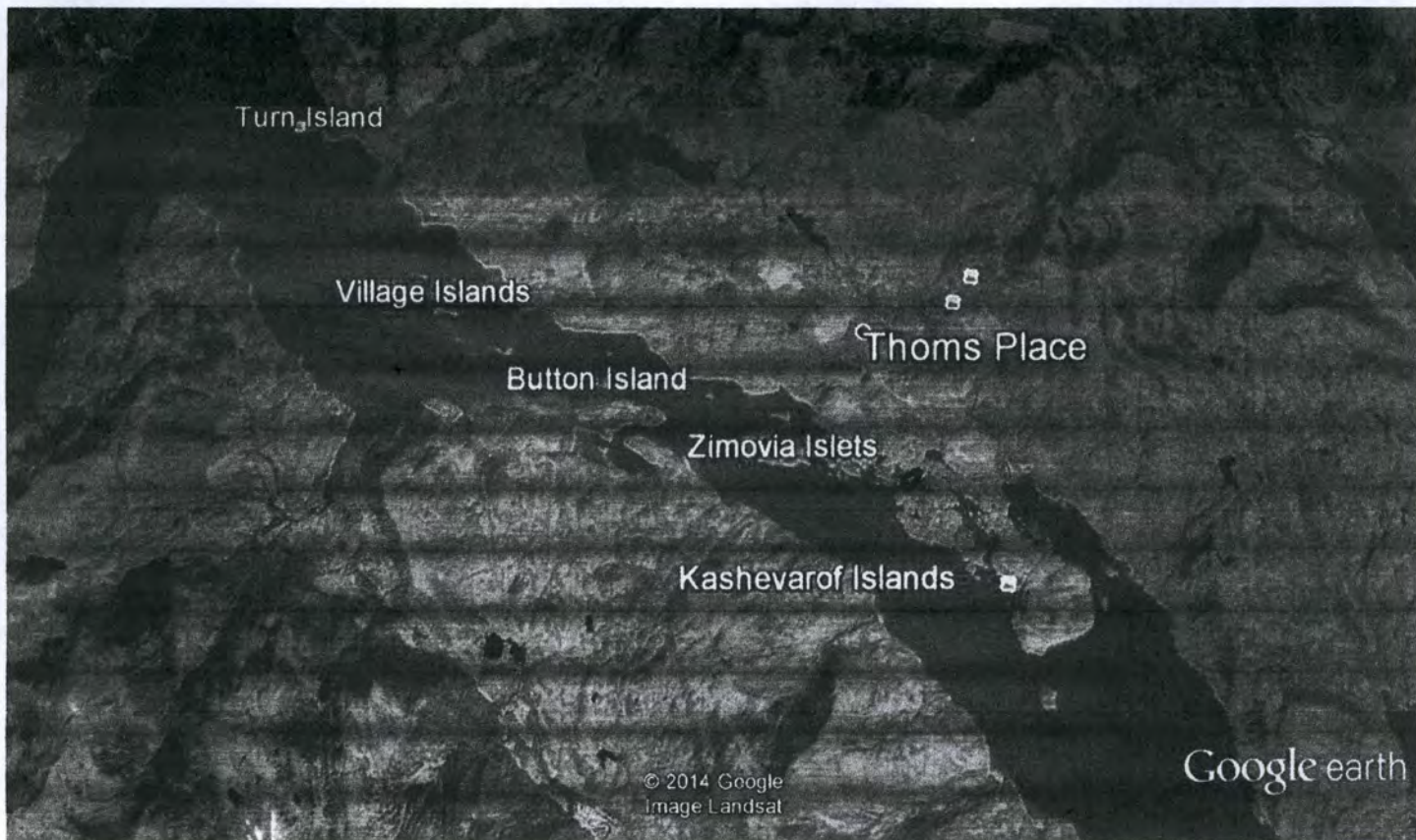
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Sheet No. 4 of 6

Applicant: *Bobyford*
File No.: POA-
Waterway: *Zimovia Strait*
Sec. *061* T. *36* R. *3* M. *lot 4*
Lat.: *N 56° 19' 01"* Long.: *W 132° 14' 37"*
Date: *5/17/2014*

17


16



Google earth

miles 6
km 10



 Scale: Sheet No. 5 Of 6	Applicant: B Byford
	File No.: POA-
	Waterway: Zimovia Strait
	Sec. UNLT. Block 3 Lot 4 R. M.
	Lat.: N 56° 14' 01" Long.: W 152° 14' 30"
	Date: 5/17/2014

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

**FROM: JEFF JABUSCH
BOROUGH MANAGER**

RE: BOROUGH MANAGER'S REPORT

DATED: October 14, 2014

TBPA/SEAPA Transfer:

There is less and less to do on the transfer of the activities from TBPA to SEAPA. We have worked closely with the SEAPA Staff to be sure this was a smooth transition. I have not heard of any issues with the employees. We have assisted some of the TBPA employees with health care or retirement questions. None of those employees seemed to be unhappy or have any problems related to the transfer.

There are rumors circulating that the electric rate increase happened because of the TBPA transfer to SEAPA. That rumor is completely false. In fact, both Petersburg and Wrangell's Electric Department budgets will be reduced by \$55,000 each because of the transfer since either of us will be required to pay the portion of the budget that was not reimbursed by SEAPA. As explained in the public meetings and discussions, the cost of the electric utility continues to climb.

Although electric heat has been a great thing for our customers, it actually has put a financial burden on our Electrical Department. Sometimes the upgrades to lines and transformers that are done by the Electric Department in order to allow a homeowner to convert to electric heat costs the city an amount that may not be recovered for years because. To explain: the small margin between what we buy power for (6.8 cents per Kilowatt hour) and what we sell it for before the increase (8.0 cents per KWH). Another factor in the increase is that 4 years ago when the electric utility rate study was done, one of the revenue sources list was the SEAPA rebate. After this year, it appears that this will end as SEAPA takes this money to be used on upgrades to the facilities. The elimination of the rebate has nothing to do with the transfer from TBPA to SEAPA. One other factor in the rate increase, although a small one, is that currently the electric utility does not have an adequate reserve and this increase at least will stabilize the current level and possibly add a small amount to it.

Union Negotiations:

Union negotiations are at a standstill. In our last negotiation meetings in late August we discussed the need for a comprehensive look at our health care insurance and to see if there is some other alternative that is less expensive. We have started this process and have an insurance expert coming to work with us next month.

Projects:

- **Cassiar** at this time has all (or mostly all) of the underground utilities in the ground. Concrete forming for curbs is expected to begin on October 10th on both ends of the

project. It is still expected that the project will be completed in this construction season. It looks bad at this time, but the project should start to come together now that all (or most all) of the digging is completed. Other than a handful of issues, the residents on the street have been very understanding. The contractor has until the middle of November to have the project completed.

- **Evergreen** is being done by the State of Alaska. Currently our attorney is working with the State's attorney to work on some of the language in the document they want us to sign. We have some concerns and we hope to resolve most of those before bringing the document to the Assembly for approval to dedicate our portion of the funding. This project is still expected to begin next spring.
- **Marine Center** concrete work that was planned for this year is complete. The Silvernail approach way was the last concrete poured on this project. This portion of the project solved several problems including improved drainage for both City Market and the Bay Company, and the leveling and paving of the road entering the Marine Center site. The contractor is also close to finishing up the building constructed for housing the heating unit that will keep the wash down pad operational in the winter. We also plan to add some signage at both entrance points to reduce unauthorized people driving through the site. This is a safety issue and at the peak of the season there are large forklifts hauling container vans etc. Currently we have a lot of unwanted traffic from the public through this yard and we need to reduce that traffic for safety reasons.



- Final section of concrete on this phase of the project. The current funding is not enough to do any more paving, but we still have other areas that need paving and we will continue to work towards completion. The above photo shows workers sealing the seams. The last step will be to provide a sealant over the concrete.



- The above picture shows the approach way into the yard that was paved as part of this contract. This leveled out the road provided drainage solutions for both the City and the adjacent business and now that it is paved, eliminates a lot of the mud that was brought into the yard when vehicles would drive through the dirt road and mud puddles.

Swimming Pool:

The Swimming Pool problems continue. We have before the Assembly at this meeting, a proposal to hire Jensen, Yorba, Lott, an architect firm, to do an assessment of the pool including the electrical, mechanical and structural components and to come up with some solutions and the cost of those solutions in order for us to make decisions about what steps are necessary to make the upgrades. In the meantime, we are trying to keep the pool open for use although it is possible that we may have to close the pool if things get worse.

Capital Project List:

Staff will present the capital list to the assembly at the October 28th meeting. This is an annual process that is done for the purpose of prioritizing our projects for our legislators in Juneau. This process also gives staff direction on what projects are most important to the assembly and that is where we will spend the most time and effort in achieving.

Staff Work List (attached):

City Staff has met to develop a work plan on projects and activities that we are working on. Some of these are capital projects, others are policy changes that are important to the department, while others are programs such as recycling. Although this is an internal document for the manager and department heads, I think it is important to understand the number of items we are trying to get complete. Often, some of these projects require more than one person to complete. It is also important to know that all of these take projects money, manpower, and time to accomplish. It is difficult to get all three of these elements together at the same time when fitting it into the normal working schedule.

I have included this list for the Assembly in order for you to add to or comment on. Please see attached.

Impound Yard:

The Impound Yard is open for business. We still have a couple of things to do there, but we can begin using it now if needed. We have had complaints for some time on derelict vehicles around town, especially in the parking lots at the harbor and other places. To impound vehicles we need a secured lot and a tow truck. Until recently, we didn't have either of these. The yard is complete and there is now a tow truck available in town. Hopefully, we can begin to impound derelict vehicles and get these areas cleaned up.



City Lots for Sale:

We are expecting the appraisals from our Assessor for the City lots on Etolin very soon. Once we receive those appraisals, we will begin to advertise the lots to the public. This is expected in the next couple of weeks.

**City List of Things needing attention
Prepared October 2014**

Department Work Schedule

Project and Activity List	Project Manager	Dept.	Assistance Needed (Money, Manpower, Legislation)	Timeline for completion	Dept. priority 1=high, 10= low
Asbestos abatement- community center	Amber	Parks & Rec	Manpower (grant funded)	6/30/2015	1
Swimming Pool Assessment	Amber	Parks & Rec	RFP Issued (grant funded)	RFP response: Oct 3rd	1
Playground Basketball Hoop Lowering	Amber	Parks & Rec	Manpower (funding available)	Spring 2015	2
Ordinance Revision to "vehicle" definition under parks	Amber	Parks & Rec	Policy Development	Winter 2014-2015	5
RV Park Driving Surface Regrading	Amber	Parks & Rec	Manpower / Money	Spring 2015	5
Commit to Grant Match for State Rec Trail Grant/ FLAP Grant	Amber	Parks & Rec	Commitment	Commitment by Nov 1	1
Dog Bags for city hall and outer drive yard	Amber	Parks & Rec	Time/Money	Acquiring Price Now	6
Park Benches / Trash Can Install	Amber	Parks & Rec	Manpower (funding available)	Product will arrive late October 2014	5
Angerman's Store/Cow Alley Retaining Wall	Carl	Streets	Contractor (awarded to contractor)	10/24/2015	4
Backup As-Built Drawings and Store Offsite	Carl	Capital Projects	Manpower/	3/30/2015	7
Catch basin repairs	Carl	Streets	Manpower/ being done now	4/1/2015	2
Crosswalks and Striping	Carl	Streets	Time, Money	6/31/2015	4
Curb and Sidewalk Repairs	Carl	Streets	Manpower	5/1/2015	6
Dam Safety Inspection & Report	Carl	Water	Money	10/31/2014	4
Evergreen Reconstruction-city work water & sewer	Carl	Capital Projects	Money	10/31/2015	5
Evergreen Utilities Repair	Carl	Water, Sewer	Money, Manpower	4/1/2015	2
File Plans and Update Plans Database	Carl	Capital Projects	Manpower	3/30/2015	6
Graves Street Storm Drain Improvements	Carl	Streets	Manpower	10/31/2014	2
Impound Yard	Carl	Public Works, PD	Manpower-nearly complete	10/3/2014	1
McKinnon to Dewey Stairs Repairs	Carl	Streets	Money	5/16/2015	6
Mission Street Drainage Improvements	Carl	Streets	Money, Manpower	10/24/2014	1
Public Safety Building Repairs	Carl	Facility Maint.	Money, Manpower	?	5
Recycling	Carl	Sanitation	Money	9/1/2015	5
Relocate Port Building from marine yd to Public Works	Carl	Public Works	Money, Manpower	10/31/2015	8
Sealcoating Streets	Carl	Streets	Time	6/31/2015	5
Shoemaker Bay Float Design	Carl	Capital Projects	Figure out our plan of action	10/31/2015	5
Shoemaker Parking Lot	Carl	Streets, Harbor	Money	6/31/2015	4
Street Addresses	Carl	Public Works	Manpower	12/31/2014	2
Update Municipal Codes	Carl	Public Works	Manpower, Legislation	3/30/2015	6
Update Safety Policies per OSHA	Carl	Public Works	Manpower	3/30/2015	5
Court Remodel project	Carl	Public Works	Being designed now	6/30/2015	1
Recycling ??	Carl	Public Works	being worked on through grant		2
Repair Stairs from Front St. to Church	Carl		Money, time		3
better controls for gallery fire gate in Nolan Center	Carl or contractor	Public Works	Bld maintenance		2
Replacement door for artifact storage case-nolan ctr	Carl or contractor	Public Works	Bld maintenance	this year	1
System overhaul of HAVC System or new- nolan ctr	Carl or contractor	Public Works	Money		2
Update GIS Utility Data	Carl, Carol, Clay	Public Works	Time	3/30/2015	7
Roads Needs List and prioritize	Carl, Lee?	Public Works	Time	10/31/2014	3

City Dock Electrical Improvements	Carl, Ruby	Capital Projects	Possibly Some Engineering	5/1/2015	5
Upper Reservoir Bypass Design	Carl, Ruby	Capital Projects	grant funded	10/13/2014	1
Lots for AML and WCA	Carl/Carol/Jeff		waiting for proposals from both		4
Replace Vendor Shelter	Carl/Greg		Grant Funding		3
Infrastructure Maintenance- maint plan for buildings	Carl/Jeff		time, money		2
Street List approved by assembly process	Carl/Jeff		time		2
House Numbers Zimovia	Carl/Sarah		time		4
Mill Study	Carol		grant funded		4
Water Front Master Plan	Carol		awarded-work to begin by consultant		5
Comprehensive Plan Update	Carol				2
Marine Industry Website	Carol				5
DEC Loan - Watermain replacement	Carol		Working on grant funding		5
Land Entitlement priority and development	Carol				3
Industrial Land	Carol		need for more Industrial lots		3
New Travel Plannner	Carol				5
New Birding Guide	Carol				5
Update mapping	Carol		Reuben w/Wilson Engineering		3
Institute Study	Carol		grant funded		4
Byford Junkyard	Carol, Carl	Capital Projects	Money	?	6
Voltage regulator unit #4	Clay		Sheduling with EPS-budgeted	fall/winter	5
Electrical distribution evaluation	clay		waiting for pole sounding	winter/spring	4
Timber Ave/Log Street line	clay		50% complete, 13 mile	fall	3
Etolin Ave line	clay		manpower/scheduling	fall	2
Cassiar St Line	clay		waiting for road project completion	winter/ spring	3
Pat's creek Danger Trees	clay		manpower/scheduling	fall	4
Rotate out dated revnue meters	clay		money/manpower	4 years	2
roof over powerplant	clay		money/manpower	??	3
heat pump study	clay		manpower	two years	3
MET tower/ wind study	clay		manpower	16 months	2
Shooting Range Grant	Doug McCloskey	Parks & Rec	Manpower (grant funded	12/30/2016	2
911 system	Doug/?		money	3 years out	3
Bedding and restraint chair Grant at Jail	Doug/?		grant funded-ordered		1
Jail Fencing Grant	Doug/?		grant funded		1
Video Grant Jail	Doug/?		grant funded		1
F&G Harbor Grant-Sewer Pump	Greg		grant funded		1
signs and other security issue at Marine Ctr	Greg		grant funded		2
Travel Lift and Boat Yard- additional paving needed	Greg		money		2
Meyers Chuck float	Greg		grant funded-need agreement with them about fees		6
Harbor design- SMB	Greg/Carl/Ruby		some funding available		2
Dock Grant Money-money for various improvements	Greg/Lee/Carl				2
Fence between center & Harbor yard	Harbor or contractor		installation-fencing available- time		3
Hospital Construction	Jeff		ongoing effort with with building committee		1
Sell Belt Freezer Building	Jeff		Contact Trident-grt-attorney-assembly		3
Sell Fillet Line Equipment	Jeff				5
Lobbyist	Jeff/		Working on RFP now- out week of 13th		1

Sell Lots on Etolin	Jeff/Carl/Clay/Carol		need power and appraisals		3
Capital List for legislature	Jeff/Carol		To assembly on Oct. 28th		1
Wrecker Services bid	Jeff/Doug/Carl		Time, funding		2
Library Re-carpeting	Kay		money		3
Contractor List	Kim, Carl/Jeff	Public Works	To the assembly on the 28th	10/31/2015	1
Library Windows	Kjell	Facility Maint.	Time, Manpower	10/31/2014	4
New accounting software	Lee/Jeff		Money, Manpower		3
new assessment program	Lee/Jeff		Money, Manpower		4
finance duties	Lee/Jeff		develop check list for staff- done		1
do 2012 and 2013 foreclosure	Lee/Jeff		Attorney needed-staff working on	October	1
finish 2011 foreclosure	Lee/Jeff		Attorney needed	November	1
sales tax collections	Lee/Jeff		Attorney needed, time	On going	2
Cassiar Street Improvements	Ruby	Capital Projects	Grant funded- being worked on	11/15/2014	2
City Dock Fender Pile Replacement	Ruby	Capital Projects	Time, grant funded	10/13/2014	2
Courthouse Upgrades	Ruby	Capital Projects	Being designed now	6/1/2015	4
Marine Service Center Concrete Ph3	Ruby	Capital Projects	Paving completed	10/15/2014	2
Marine Service Center Shed	Ruby	Capital Projects	90% complete	10/1/2014	4
Sewer Pump Replacement	Ruby	Capital Projects	grant funded - being designed	10/31/2015	4
Water Plant Pilot Study	Ruby, Carl	Capital Projects	grant funded- Need to do study	10/31/2014	3
CIAP Project-various elements including recycling plan	Ruby, Carl, Carol	Capital Projects	recycling grant- nearly done	3/31/2015	4
City Dock Camo Logs	Ruby, Greg	Capital Projects	grant funded	4/1/2015	4
Cataloging collection	Terri		Extra Help, money	two years	1
Civic Floor	Terri		Look for grant	Start research this year	1
Computers -- grant applied for	Terri		Money	This year	1
Hanging system for art storage	Terri		Look for grant		2
LED lighting -- grant applied for	Terri		money	This year	2
Mobile art walls for display	Terri		Look for grant		5
New cases for back hall in museum	Terri		Look for grant		5
New washer for civic	Terri		Money		3
Photo printer -- grant applied for	Terri		money	This year	3
Picnic table for grass area	Terri		Money	before summer	5
Storage for items not at museum	Terri				2
update admission rates	Terri			This year	2
updated audio and visual for Museum	Terri / contractor		Look for grant	hope this winter	2
accessions & De-accessions	Terri w/ Friends of Museum			This year	1
Building Upgrade - Carpet replacement-Fire Dept.	Tim B.		Money	One-time purchase	3
Fire Engine	Tim B.		Money	Multi-year project	1
New Cylinders	Tim B.		Money	Continuation of Multi-year project	2
Personal Protective equipment "turn out gear"	Tim B.		Money	Multi-year project	2

Agenda Item 9

CITY & BOROUGH OF WRANGELL

BOROUGH ASSEMBLY AGENDA ITEM

CLERK'S REPORT October 14, 2014


Mark Your Calendar:

- 10/22 Public Hearing - Parks & Recreation Mtg. @ 6pm in the Borough Assembly Chambers
- 10/28 Regular Borough Assembly Mtg. @ 7pm in the Assembly Chambers
- 10/31 Halloween!
- 11/6 Port Commission Mtg. @ 7pm in the Assembly Chambers

- 11/6 TBP Commission mtg. to be held telephonically in the Petersburg & Wrangell Assembly Chambers @ 10am
- 10/22-23 SEAPA Board Mtg. to be held in Petersburg

Regular Borough Election of October 7, 2014



I would like to extend a big  to the Election Workers for their time and dedication, and to the following City Departments:

The Employees of Public Works

The Nolan Civic Center Staff

The preparations for the Election went very well. As of September 7th, Wrangell had **1,631** Registered Voters. The total number of ballots counted for the October 7th Regular Election was **392**. The voter turnout was **23%**. Last years election had a 46% voter turnout.

As you all know, I serve as a Wrangell Chamber of Commerce Board member. At their meeting that was held on October 8, 2014, the Board appointed me as their Board President! I will serve in that capacity until October - 2015.

Kim Lane, Borough Clerk

AML (AcoM, NEO & Conference)

Alaska Municipal League Conference schedule is as follows:

Pre-Conference (NEO-Newly Elected Officials Training)	- Nov. 17 & 18, 2014
Regular Conference	- Nov. 19 & 20, 2014
ACom (Alaska Conference of Mayors)	- Nov. 18, 2014

I have received confirmation from the Mayor that he would like to attend ACoM & the Regular Conference. Assembly Members Prysunka and Rooney will be attending the Newly Elected Officials training & the Regular Conference.

Anyone else interested in attending?

Agenda Items 10 a - d

CITY & BOROUGH OF WRANGELL

BOROUGH ASSEMBLY

AGENDA ITEM

October 14, 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** Elect Vice-Mayor

RECOMMENDED ACTION

Move to nominate: ?????? for Vice-Mayor.

(There needs to be a second to the motion)

➤ **Item 10c** Appointment of an Assembly Member as the Hospital Board Liaison

RECOMMENDED ACTION

Appointment to be filled by the Mayor with the consent of the assembly.

➤ **Item 10d** City Boards and Committee Appointments

Appointments are to be filled by the Mayor with the consent of the assembly for the various seats with terms expiring October 2017.

Letters received for the various Board & Committees from:

Planning & Zoning Commission - (2 vacancies – 3 year terms)

Don McConachie Sr. - incumbent
Dorothy Hunt Sweat

Parks & Recreation Board - (2 vacancies – 3 year term)

Cindy Martin – incumbent
Grover Mathis – incumbent
Holly Owens

Note that there were three (3) letters of interest received for the Parks & Recreation Board. There are only two (2) seats available.

WCVB - (2 vacancies – 3 year terms)

Leslie Cummings – incumbent
Corree Delabruue – incumbent

Economic Development Committee - (2 vacancies – 3 year terms)

Kim Covalt
Julie Decker – incumbent
Chris Hatton

Note that there were three (3) letters of interest received for the Economic Development Committee. There are only two (2) seats available.

Nolan Museum/Civic Center Board - (1 vacancy – 3 year terms)

None

➤ **Recommended Action Mayor:** If there are no objections to the above appointments to the City Boards and Committees, I will declare them appointed for terms ending October, 2017.

If there are seats that are left vacant (no letters received), direct the Borough Clerk to advertise for the vacancies.

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

Motion: Move to appoint _____ to fill the vacancy on the _____ for the term up until October 2017.

Agenda Item 12a

CITY & BOROUGH OF WRANGELL

BOROUGH ASSEMBLY AGENDA ITEM October 14, 2014

INFORMATION:

PROPOSED ORDINANCE No. 887 (am): AN ORDINANCE OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, AMENDING, AND ADDING A NEW CHAPTER AND NEW SECTIONS, TO TITLE 7 OF THE WRANGELL MUNICIPAL CODE, ANIMALS (*second reading-amended*)

Attachments:

1. Memo from Clerk Lane
2. Proposed Ordinance No. 887 (am) *Amended*

RECOMMENDED ACTION:

Move to approve Ordinance No. 887, as amended.

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MEMORANDUM

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

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

SUBJECT: ORDINANCE No. 887 (am) *AMENDED*

DATE: September 24, 2014

BACKGROUND:

The Code Review Committee met a number of times to go over the animal section of the WMC.

Also, there are now definitions added to the Animal Section.

**** Assembly Member Rooney brought to my attention that the proposed ordinance does not address cleaning up after your dog while on a leash. Therefore, it has been added to section 7.08.040 (D)**

After the Assembly Meeting of September 9, 2014, the Code Review Committee met and approved the changes in the *amended* Proposed Ordinance. Those changes are:

1. Moving 7.08.060 (D) Impoundment, to 7.08.150 Interference with animal enforcement agents;
2. Changing the definition for Commercial animal establishment and adding a definition for Hobby animal establishment;
3. Adding a violation for 7.08.010 (C) Licensing and 7.08.020 Dog vaccination required

After the Assembly Meeting of September 23, 2014, it appeared that the Assembly wanted to either change or remove section 7.08.045 (D). It will be up to the Assembly at the October 14th Assembly Meeting on if that language is removed completely or simply amended.

Recommended Action:

Move to approve Ordinance No. 887, as amended.

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CITY AND BOROUGH OF WRANGELL, ALASKA

ORDINANCE NO. 887(am)

AN ORDINANCE OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, AMENDING, AND ADDING A NEW CHAPTER AND NEW SECTIONS, TO TITLE 7 OF THE WRANGELL MUNICIPAL CODE, ANIMALS

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 add a new Chapter 7.01 entitled Definitions to Title 7 of the Wrangell Municipal Code, Animals, and to add new sections and make other amendments to Chapter 7.04, General Regulations, and Chapter 7.08, Dogs/Cats of Title 7.

SEC. 2. New Chapter. Title 7 of the Wrangell Municipal Code is amended by the addition of a new Chapter 7.01 to read:

Title 7
ANIMALS

Chapters:

- 7.01 Definitions.
- 7.04 General Regulations.
- 7.08 Dogs/Cats.

Chapter 7.01
DEFINITIONS

7.01.010 Definitions.

In this title, unless the context requires otherwise, the following words and phrases shall have the meanings set out in this section:

A. Abandon

To leave an animal for a period in excess of 24 continuous hours without adequate provision for

its physical needs.

B. Acceptable collar

Any commercial or homemade collar or harness capable of allowing a tag and/or leash to be affixed which does not cause injury to the animal.

C. Altered animal

An animal that has been sterilized.

D. Animal

“Animal” means all nonhuman members of the kingdom Animalia.

E. Animal enforcement agent

Any peace officer, other law enforcement personnel, or an animal control officer, or other person specifically authorized by the borough manager to enforce the provisions of this title.

F. Animal exposed to rabies

An animal that has been bitten by an animal that either has rabies or has been in proximity or contact with an animal that has rabies or has been exposed to an animal that has rabies.

G. Animal shelter

Any premises designated by the manager or the manager’s designee for the purpose of impounding and caring for animals pursuant to this title.

H. At large

Any animal that is not under restraint.

I. Boarding

Keeping an animal overnight in a commercial animal establishment used for such a purpose.

J. Commercial animal establishment

1. Any property wherein or whereon any person engages in the business of regularly selling, training, boarding, or breeding animals for compensation;
2. Any property used to house or board any horse, mule, donkey, or other livestock for compensation;
3. For animals other than livestock, fish or fowl, any property used to house more than 20 adult animals for commercial purposes; or
4. Any property used to house more than 10 adult fowl for commercial purposes.

5. Any person who possesses animals for personal, noncommercial purposes as defined in subsection (T) of this section would be considered to have an “hobby animal establishment” not a “commercial animal establishment.”

K. Competent voice control

When all the following are met:

- (1) The person exhibiting the voice control is present with the animal and monitors all of its activities;
- (2) The person exhibiting the voice control is capable of directing all of the animal’s movements and activities by voice commands; and
- (3) The animal under voice control follows all of the vocal commands quickly and accurately.

L. Confined

Shut within an enclosure. This includes, but is not limited to, a fenced in area of the real property of the owner, an animal shelter (i.e. pen, dog house, leash, or kennel), and any building on the owner’s property, including house or garage.

M. Dangerous dog

A dog as defined in WMC 07.08.110.

N. Dog

A member of the genus and species Canis familiaris, commonly known as a domestic dog, but does not include other members of the family Canidae such as a fox, coyote, wolf or other game species the taking of which is regulated by the state of Alaska. For the purposes of this title, “dog” includes Canid hybrids unless otherwise specified.

O. Domestic animal

Any animal kept for pleasure or for utility that has been adapted to life in association with and to the use by human beings, and shall not include animals which normally can be found in the wild.

P. Enclosure

A structure suitable to confine an animal. The structure shall be securely constructed and shall have secure sides, and shall be kept secured at all times. The design and construction shall be adequate to prevent the animal from escaping.

Q. Euthanasia

The act of inducing the humane death of an animal.

R. Facility

A building or property other than a private residence in which an animal is maintained.

S. Humane manner

Care of an animal to include, but not be limited to, adequate heat, ventilation, and sanitary shelter, wholesome food and water, consistent with the normal requirements and feeding habits of the animal's size, species, and breed.

T. Hobby animal establishment

Any property on which a person possesses, houses, or boards any horse, mule, donkey, or other livestock; or more than 20 adult animals other than livestock, fish, or fowl; or more than 10 adult fowl; when such animals are used for personal, noncommercial purposes.

U. Improperly confined

The confinement of an animal under conditions that endanger the animal's health or safety or the safety of the public.

V. Keeper

Any person, group of persons, partnership, firm, trust or corporation, owning, having an interest in, or having control, custody, or possession of any animal and includes any adult member of a family or group of persons sharing a residential unit where another member of the family or group has an interest in, or has control, custody or possession of an animal which is kept in or on the premises of the shared residential unit. "Keeper" does not include a person who voluntarily undertakes the temporary care of an animal that is otherwise abandoned or a person who voluntarily undertakes the temporary care of an animal that is at large in violation of WMC 7.08.030.

W. Leash

A chain, leash or rope, held in such manner as to maintain control and to prevent the attached animal from attacking any person, animal, or entering a designated no-pet area.

X. Neglected

An animal that has not received that degree of care that a reasonable person would give under the same circumstances. The care must include sufficient food and clean water, adequate shelter and protection from the weather, health care, and clean living conditions.

Y. Nuisance animal

Any animal which is doing any of the acts set forth in WMC 7.08.030.

Z. Objectionable animal

Any animal which is doing any of the acts set forth in WMC 7.08.035.

AA. Pet Shop

A commercial establishment that offers to sell live animals with the intent that they be kept as pets.

BB. Physical injury

Physical pain or an impairment of physical condition.

CC. Potentially dangerous dog

A dog as defined in WMC 7.08.110.

SEC. 3. Amendment. The table of sections of Chapter 7.04 of the Wrangell Municipal Code is amended to read:

**Chapter 7.04
GENERAL REGULATIONS¹**

Sections:

- 7.04.010 Cruelty – Abandonment. [– **Domestic creature defined.**]
- 7.04.020 Animals at large prohibited.
- 7.04.030 Entering public or private property.
- 7.04.0[3]40 Penalty for violation.

SEC. 4. Amendment. Section 7.04.010 of the Wrangell Municipal Code is amended to read:

7.04.010 Cruelty – Abandonment [– Domestic creature defined].

A. Any person who necessarily or without cause overworks, beats, abuses, starves, torments, kills or otherwise mistreats a domestic animal [creature], or causes or procures any such acts to be done, shall be deemed guilty of an [misdemeanor] infraction. **[For the purposes of this section, the term “domestic creature” means any tame animal or animal kept as a pet, including, but limited to, dogs, cats, rabbits, monkeys, birds or reptiles.]**

B. Any person who intentionally abandons a domestic animal[creature], whether or not it is sick, maimed, infirm, or disabled, where there is not a caretaker to assume responsibility for proper food and water and other needs, shall be deemed guilty of an [misdemeanor]infraction.

SEC. 5. Amendment. Section 7.04.020 of the Wrangell Municipal Code is amended to read:

7.04.020 Animals at large prohibited.

It is unlawful for the [owner or] keeper to permit or allow any bull, ox, cow, sheep, goat, hog, dog, or other animal or any domestic fowl to be [run] at large within the borough limits, or to be pastured or herded, or staked or tied for the purpose of grazing, in any of the streets, alleys, squares, or other grounds belonging to or under the control of the borough and within the borough limits [of the borough]; and it is unlawful for the [owner or] keeper of any of said animals, or stock of any kind or domestic fowl to tie, stake, pasture, or turn at large any of said animals upon any private property within the limits of the borough, without the consent of the owner of said property.

SEC. 6. New Section. A new Section 7.04.030 is added to Chapter 7.04 of the Wrangell Municipal Code to read:

7.04.030 Entering public or private property.

A. An animal enforcement agent may enter onto any property, public or private, at all reasonable hours in the performance of his or her duties under this title, except that he or she may not enter any private residence or house without the consent of a person authorized to give consent.

B. It shall be a condition of any designated or any permitted commercial animal establishment that an animal enforcement agent shall be allowed to inspect any and all animals and the premises where such animals are kept at any reasonable time during normal business hours. Where a permit for a commercial animal establishment is revoked for cause, or pending an appeal of such action, the animal enforcement agent shall have power of entry on the premises and into all areas where animals are being kept.

SEC. 7. Amendment. Section 7.04.030 of the Wrangell Municipal Code is renumbered to be 7.04.040 and amended to read:

7.04.0[3]40 Penalty for violation.

[Any person convicted of violation of any of the provisions of this chapter shall be punished in the following manner: first violation, a 15.00 fine/penalty; second violation, a \$50.00 fine/penalty; third violation, a \$100.00 fine/penalty; fourth violation, a \$125.00 fine/penalty; fifth violation, a \$150.00 fine/penalty; sixth and subsequent violations, a \$200.00 fine/penalty. The execution of any sentence imposed hereunder may not be suspended nor may imposition of sentence be suspended, except upon the condition that the defendant pay the minimum fine as provided in this section, nor may the punishment

provided for in this section be reduced] Any person violating any provision of this chapter is guilty of an infraction and shall be punished by the fine established in the 1.20.050 fine schedule if the offense is listed in that fine schedule or by a fine of up to \$500 if the offense is not listed in the 1.20.050 fine schedule.

SEC. 8. Amendment. The table of sections of Chapter 7.08 Wrangell Municipal Code is amended to read:

Chapter 7.08 DOGS/CATS

Sections:

- 7.08.010 Licensing.
- 7.08.020 Dog vaccination required.
- 7.08.030 **[Running at]** At large – Prohibited – Nuisance declared.
- 7.08.035 Objectionable animals.
- 7.08.040 Restraint requirements.
- 7.08.045 Off-leash areas.
- 7.08.050 Off-leash area rules.
- 7.08.0[4]60 Impoundment.
- 7.08.0[5]70 Notice of impoundment.
- 7.08.0[6]80 Hearings and appeals.
- 7.08.0[7]90 Reclamation – Impoundment costs.
- 7.08.[08]100 Disposal.
- 7.08.[09]110 **[Vicious dogs – Harboring – Muzzling]** Potentially dangerous and dangerous dogs – definitions.
- 7.08.115 Classification of dogs – Notice, hearing, and appeal – Restrictions.
- 7.08.1[0]20 Biting dog – Confinement.
- 7.08.1[1]30 Biting dog – Notification of state – Observation.
- 7.08.1[2]40 Proclamation to confine all dogs during epidemic.
- 7.08.1[3]50 Interference with animal enforcement agents **[officers].**
- 7.08.1[4]60 Penalty for violation.
- [7.08.150 Mail-in bail.]**

SEC. 9. Amendment. Section 7.08.010 of the Wrangell Municipal Code is amended to read:

7.08.010 Licensing.

- A. Every person who owns or keeps a dog within the borough shall report to the **[borough**

clerk] police department, not later than the first day of February of each year, his or her name and address, and shall give the name, breed, color, and sex of each dog owned or kept by such person and shall be required to pay to the police department clerk the fee of \$5.00 for each neutered male or spayed female dog and \$15.00 for each intact dog so owned or kept. Upon payment of the fee, the **[borough clerk]** police department clerk shall furnish a receipt thereof, and **[also]** a metal license tag carrying an identification number that shall be securely fastened to a collar made of leather, metal or other substantial material worn by the dog.

B. The **[borough clerk]** police department shall keep an accurate record of all licensed dogs. The **[borough clerk]** police department shall cause a notice of the necessity of paying such a license fee to be printed in a paper of general circulation within the borough one time before the tenth day of January in each year.

C. A violation of this section shall be fined as provided in WMC 1.20.050.

SEC. 10. Amendment. Section 7.08.020 of the Wrangell Municipal Code is amended to read:

7.08.020 Dog vaccination required.

[No license shall be granted for a] A dog older than six months [which does not] is required to have a current rabies vaccination. A violation of this section shall be fined as provided in WMC 1.20.050.

SEC. 11. Amendment. Section 7.08.030 of the Wrangell Municipal Code is amended to read:

7.08.030 [Running at] At large – Prohibited – Nuisance declared.

A. It is unlawful for any **[owner or]** keeper of a **[dog/cat]** any domestic animal to permit the **[said]** animal to be **[run]** at large on any street, sidewalk, wharf or public place or otherwise become a nuisance within the incorporated borough limits.

B. A **[dog]** domestic animal will be deemed **[to be running]** at large unless confined upon private property with consent of the owner thereof, or led or securely tied upon a leash in hands of some responsible person.

C. All domestic animals **[dogs/cats running]** at large within the borough limits are declared a public nuisance and are subject to immediate impoundment without prior notice.

D. A violation of this section shall be fined as provided in WMC 1.20.050.

SEC. 12. New Sections. Chapter 7.08 of the Wrangell Municipal Code is amended by the addition of new Sections 7.08.035, 7.08.040, 7.08.045, and 7.05.050 to read:

7.08.035 Objectionable animals.

A. The keeper of an animal shall:

1. Prevent the animal from disturbing a neighborhood or any number of persons by frequent or prolonged noise, barking, howling or other noises;
2. Prevent the animal from defecating upon, digging upon or injuring public property or a public thoroughfare or private property without the permission of the property owner;
3. Prevent the animal from snapping, running after or jumping at vehicles or persons using the public thoroughfares within the city and borough;
4. Prevent the animal from snapping at, jumping upon or otherwise menacing, injuring or frightening persons, domestic animals, or livestock; provided, that this subsection shall not apply if the person is trespassing or otherwise acting in violation of the law; and
5. Prevent the animal from snapping, harassing or otherwise disturbing or injuring any wildlife.

B. Any animal found in violation of this section may be immediately impounded by the animal enforcement agent.

C. A violation of this section shall be fined as provided in WMC 1.20.050.

7.08.040 Restraint requirements.

A. The keeper of any dog shall keep the dog under leash restraint at all times and shall not permit the dog to be off leash in any area except those designated as “off-leash areas.”

B. All dogs must be on leash or confined to a vessel at all times while in any Wrangell harbor, as provided in WMC 14.09.050.

C. All dogs or other domestic animals found at large may be impounded. The keeper of the dog or other domestic animal shall be responsible should the dog or other domestic animal be in violation of this section.

D. All dogs in the back of an open pickup truck must be restrained by a tie down which is sufficiently short to protect the animal from jumping out and to prevent the animal from lunging at passers-by.

E. Keepers shall clean up and remove any dogs’ feces left by their dogs or be subject to fines or prohibitions.

F. A violation of this section shall be fined as provided in WMC 1.20.050.

7.08.045 Off-leash areas.

A. Dogs may be off-leash outside of the city and borough’s business district, provided that the keeper is actively engaged with the dog and has competent voice control of the dog. In addition, the Wrangell harbors are not off-leash areas.

B. The “business district” is described as follows: Water-ward starting from the Ferry Terminal down 2nd Street, continuing on Church Street to Case Avenue, turning right down Case

Avenue, continuing left down Shakes Street to and including the Harbor parking lot and including Shakes Island; within these areas, dogs must be under leash restraint at all times.

C. Dogs must be on leash or confined to a vessel at all times while in any Wrangell harbor, as provided in WMC 14.09.050.

D. Dogs may be off-leash on land more than one-quarter mile from the Wrangell road system.

E. A violation of this section shall be fined as provided in WMC 1.20.050.

7.08.050 Off-leash area rules.

A. The following rules shall be followed by all keepers that choose to have their dogs off-leash:

1. Potentially dangerous and dangerous dogs, and biting dogs, as provided under WMC 7.08.110, 7.08.115, 7.08.120, and 7.08.130, and female dogs in heat are prohibited from being off-leash;

2. Dogs shall be leashed upon entering and leaving the fenced area that is designated for off-leash use;

3. Keepers shall keep their dogs in sight and under “competent voice control” at all times;

4. Keepers shall remain with their dogs when they are off-leash;

5. Keepers shall clean up and remove any dogs’ feces left by their dogs or be subject to fines or prohibitions;

6. Holes dug by dogs must be filled by the keeper;

7. Keepers shall be responsible for all actions of their dogs; and

8. Aggressive or unruly dogs are not allowed to be off-leash.

B. In addition to being subject to the penalties in WMC 7.08.160, any keeper of a dog who violates any rule in this section may be prohibited from using an off-leash area with the dog.

C. No dogs shall be allowed, either on-leash or off-leash, in specific areas within the city and borough’s business district if the city and borough has posted notice prohibiting dogs in those areas.

D. A violation of this section shall be fined as provided in WMC 1.20.050.

SEC. 13. Amendment. Section 7.08.040 of the Wrangell Municipal Code is renumbered to be 7.08.060 and amended to read:

7.08.0[4]60 Impoundment.

A. Any dog/cat found at large shall be impounded by the animal enforcement agent **[chief of police or his designee or contractor]**.

B. The **[chief of police or his designee or contractor]** animal enforcement agent shall promptly prepare an impoundment report, which shall include a description of the dog/cat, the name, address and telephone number of the **[owner or]** keeper if known, the location where the

dog/cat was found at large and impounded, and the date after which the dog/cat will be disposed of pursuant to WMC 7.08.~~[08]~~100, and the procedure (including any charges to be paid) for reclaiming the dog/cat.

C. During the period of impoundment until reclamation or disposal, the **[chief of police or his designee or contractor]** animal enforcement agent shall keep the dog/cat in a suitable **[kennel]** animal shelter facility.

[D. No person shall willfully prevent or obstruct the impounding of any animal in violation of any of the provisions of this title by an animal enforcement agent, nor shall any person break open an animal shelter, or take or attempt to take any animal out of an animal shelter facility, or capture device without the consent of an animal enforcement agent, nor shall any person knowingly impound or attempt to impound any animal not legally subject to impoundment.]

SEC. 14. Amendment. Section 7.08.050 is renumbered to be 7.08.070 of the Wrangell Municipal Code and amended to read:

7.08.0~~5~~70 Notice of impoundment.

Within 24 hours after impoundment, the **[chief of police, his designee or contractor]** animal enforcement agent shall give notice of impoundment as follows:

A. In all cases, whether the **[owner]** keeper is known or not known, a copy of the impoundment report shall be posted **[in conspicuous places at the post office and City Hall, and, if possible]** at the police department and broadcasted on the local radio station [and/or television].

B. If the **[legal owner]** keeper of an impounded dog **[the dog/cat]** is known through licensing, the **[owner]** keeper shall, in addition to the above, be given verbal notice or notice by certified mail, return receipt requested, **[to the owner or keeper of the dog]** at that person's last known address.

SEC. 15. Amendment. Section 7.08.060 of the Wrangell Municipal Code is renumbered to be 7.08.080 and amended to read:

7.08.0~~6~~80 Hearings and appeals.

A. The **[owner or]** keeper of an impounded dog/cat may request a hearing within **[five]** ten days of mailing, verbal notice or first publication of the notice of impoundment, whichever occurs first. If there is no request for a hearing within the time specified, the right to a hearing will be waived.

B. A hearing, if requested, shall be conducted by the borough manager or the manager's designee. The hearing shall be conducted informally.

C. At the conclusion of the hearing, the borough manager shall state the **[his]** decision, the reasons therefor, and indicate what evidence was relied upon.

D. If the decision sustains the impoundment, or if no hearing is requested and the right is

waived, then the borough manager or his designee shall order the **[chief of police, his designee or contractor]** animal enforcement agent to proceed with disposal pursuant to WMC

7.08.[08]100.

E. If the decision overrules the impoundment, the dog/cat shall be promptly returned to its **[owner or]** keeper without charge, or if the dog/cat has previously been reclaimed, all charges paid shall be promptly refunded to the payer.

F. A person aggrieved by the decision of the borough manager may appeal the[his] decision to the borough assembly. All appeals to the assembly must be filed in writing with the borough clerk no later than 15 days after the date of the manager's decision; an appeal filed later than 15 days after the date of the decision will not be considered.

G. The keeper of the impounded dog/cat shall be liable for all impound costs under WMC 7.08.090 if the decision to impound is upheld.

[G]H. No dog/cat shall be disposed of until the hearings, if any, are completed.

SEC. 16. Amendment. Section 7.08.070 of the Wrangell Municipal Code is renumbered to be 7.08.090 and amended to read:

7.08.0[7]90 Reclamation – Impoundment costs.

A. A person who presents satisfactory proof of ownership or right to possession to the **[chief of police, his designee or contractor]** animal enforcement agent may reclaim an impounded dog/cat any time before the dog/cat has been finally disposed of pursuant to WMC 7.08.[08]100, by payment of all costs specified in subsection (B) of this section, and payment of any current but unpaid license fee pursuant to WMC 7.08.010.

B. Impoundment costs are as follows:

1. Impoundment fee	\$25.00
2. Kennel fee	\$15.00/day
3. Actual cost of postage and publication of notice of impoundment	Variable
4. Actual cost of any emergency veterinarian care, medication or extraordinary expense	Variable

SEC. 17. Amendment. Section 7.08.080 is renumbered to be 7.08.100 of the Wrangell Municipal Code and amended to read:

7.08.[080]100 Disposal.

A. Title to a dog/cat impounded and not reclaimed nor subject to a hearing shall finally vest

in the borough on [of] the ~~[sixth]~~tenth day following verbal notice, notice by mail or first publication of the notice of impoundment pursuant to WMC 7.08.0~~5~~70.

B. After title in the dog/cat has vested in the borough, the dog/cat may be disposed of in any economical and efficient manner **[the chief of police, his designee or contractor]** that the animal enforcement agent deems appropriate, including euthanasia.

SEC. 18. Amendment. Section 7.08.090 of the Wrangell Municipal Code is renumbered to be 7.08.110 and amended to read:

[7.08.090 Vicious dogs – Harboring – Muzzling.]

[A. All persons are prohibited from knowingly keeping for themselves or for another any dog known or reported to be a vicious animal dangerous to the public safety.

B. Upon written protest, signed by two or more residents of the borough and filed with the borough assembly, the owner or keeper of any such vicious dog shall be notified and required to have posted upon the premises where such dog is owned or kept a legible painted sign bearing the words “Beware of Dog” in letters not less than three inches high and placed in a conspicuous place upon the premises where it may be plainly seen by all persons entering upon the premises. The owner or keeper of any such dog shall also be required, when said dog is permitted outside the house on a leash, to have said dog adequately muzzled, or, if not muzzled, to be kept in an enclosure so constructed that any person entering upon the premises may not be subject to attack.

C. Upon a second complaint by one or more persons being filed or reported against any owner or keeper of any such vicious dog, it shall be the duty of the chief of police, or some person appointed by him, immediately to impound such dog for such period of time as necessary to conduct an investigation. Thereupon, the chief of police or the person duly appointed by him shall immediately conduct an investigation into the character and propensities of such dog and investigate the grounds of protest and complaint filed against said animal, and thereafter shall take whatever action is justified by the situation, and may decree compliance with the conditions provided in subsection (B) of this section or have the dog destroyed or removed from the borough.]

7.08.110 Potentially dangerous and dangerous dogs – definitions.

A. Definitions. Except as provided in subsection C of this section, a “potentially dangerous dog” is any dog that:

1. Without provocation, chases or approaches a person in a threatening manner or in an apparent attitude of attack; or

2. Has a known propensity, tendency or disposition to attack without provocation, or otherwise threaten the safety of human beings or domestic animals.

B. Except as provided in subsection C of this section, a “dangerous dog” is any dog that:

1. Has bitten or otherwise inflicted physical injury on a human being without provocation, on public or private property;

2. Has, while off the premises of its keeper, killed a domestic animal without provocation; or

3. Has been previously classified as potentially dangerous and is found in violation of the provisions of this title.

C. Exceptions to potentially dangerous and dangerous dog.

1. No dog may be classified as potentially dangerous or dangerous if:

a. It was acting against a trespasser who had illegally entered premises occupied by the keeper or custodian of the dog;

b. The dog was being tormented, abused, assaulted or otherwise provoked;

c. The dog was protecting or defending a person within the immediate vicinity of the dog from an attack by a person or other animal, or if the dog was acting to defend itself from attack by another animal or person.

2. No dog may be classified potentially dangerous or dangerous if the injury or damage to an animal was sustained while the dog was working as a police dog, hunting dog, service animals, herding dog, or predator control dog on the property of or under the control of its keeper and the damage or injury was to a species or type of animal appropriate to the work of the dog.

SEC. 19. A new section 7.08.115 is added to the Wrangell Municipal Code to read:

7.08.115 Classification of dogs – Notice, hearing, and appeal – Restrictions.

A. Classification of dogs. The animal enforcement agent shall have the authority to determine, based on probable cause, that a dog is potentially dangerous or dangerous. The determination and classification of the animal shall be completed by the animal enforcement agent within 15 days of receipt by the police department of a report or complaint concerning an incident involving the dog. In making the determination, the agent will consider all of the facts and circumstances of the incident, including but not limited to the following factors:

1. The observed and reported past history and present behavior of the dog;
2. Whether the incident was accidental in nature;
3. The extent of the injury to the person or animal attacked; and
4. The keeper's history of compliance with the provisions of WMC Title 7 pertaining to the dog involved in the incident.

B. Notice; Hearing to review classification; Appeals; Restrictions pending hearing or appeal. Written notice of the animal enforcement agent's determination to classify a dog potentially dangerous or dangerous shall be served on the keeper of the dog at the keeper's last known address. The notice shall describe the dog, state the grounds for its classification, and state the restrictions and other requirements applicable to the dog by reason of its classification. The notice shall also state that if a written request for a hearing is filed with the manager within ten days after completion of service of the notice, a hearing will be conducted by the manager or the manager's designee in accordance with WMC 7.08.080 to review the classification or any related restrictions or other requirements applicable to the dog. The right to a hearing shall be deemed waived if not timely requested as set forth in this subsection. The manager's decision may be appealed to the borough assembly as provided in WMC 7.08.080. Pending any hearing or appeal on the classification of the dog, the animal enforcement agent may require that the dog be kept securely confined on the premises of the keeper or other location acceptable to the animal enforcement agent, which may include quarantine at the animal shelter at the keeper's expense.

C. On-premises confinement. While on the keeper's property, a potentially dangerous or dangerous dog must be securely confined indoors or in a securely enclosed and locked pen or structure suitable to prevent the entry of children and designed to prevent the dog from escaping by climbing, burrowing, or otherwise. The potentially dangerous dog must be securely confined indoors at all times until the enclosure is available. If built for a dog, the enclosure must have minimum dimensions of five feet by ten feet and must have secure sides and a secure top. If the

enclosure has no bottom secured to the sides, the sides must be embedded into the ground to a depth of not less than one foot. If not built for a dog, the enclosure must meet the more general specifications listed in this section, and any additional specifications as might be prescribed by the animal enforcement agent. The enclosure must also provide adequate protection from the elements and be kept in clean and sanitary condition.

D. Off-premises confinement. A potentially dangerous or dangerous dog may be off the keeper's premises only if it is humanely muzzled and restrained by a substantial leash not exceeding four feet in length. The leash and dog must be under the actual physical control of a person suitable to control the dog at all times. Such dogs shall not be leashed to inanimate objects such as trees, posts or buildings. The muzzle must be made in a manner that will not cause injury to the dog or interfere with the dog's vision or respiration, but must prevent the dog from biting any person or animal.

E. Signs. The keeper shall display signs in such form as required by the animal enforcement agent on the keeper's premises warning that there is a potentially dangerous or dangerous dog on the premises. One sign must be visible from any public right-of-way abutting the premises. A sign must also be posted on the enclosure for the dog.

F. Destruction of dangerous dogs. The animal enforcement agent may order any dog that is classified as dangerous to be humanely euthanized after being quarantined for such period as provided by law. Written notice of the animal enforcement agent's order shall be served on the keeper of the dog at the keeper's last known address. The notice shall describe the dog and state the grounds for the order. The notice shall also state that if a written request for a hearing is filed with the manager within ten days after completion of service of the notice, a hearing will be conducted by the manager or the manager's designee in accordance with WMC 7.08.080 to review the order. The right to a hearing shall be deemed waived if not timely requested as set forth in this subsection. The manager's decision may be appealed to the borough assembly as provided in WMC 7.08.080. Pending any hearing or appeal, the animal enforcement agent may require that the dog be kept securely confined on the premises of the keeper or other location acceptable to the animal enforcement agent, which may include quarantine at the animal shelter at the keeper's expense.

G. A violation of this section shall be fined as provided in WMC 1.20.050.

SEC. 20. Amendment. Section 7.08.100 of the Wrangell Municipal Code is renumbered to be 7.08.120 and amended to read:

7.08.1[0]20 Biting dog – Confinement.

A. Whenever any **[person owning, possessing, or harboring]** keeper of any dog within the borough limits learns that such dog has bitten any human being, such **[person]** keeper shall

immediately impound the dog in a place of confinement to be designated by the **[borough] animal enforcement agent**. The place of confinement must prevent escape and include facilities placing the dog in total isolation from any human being or other animal. A report of the actions taken shall immediately be reported to the **[borough] police department** who shall notify all responsible officials.

B. Whenever responsible officials of the borough learn that any human being has been bitten by any dog within the borough, the identity of such dog shall be ascertained and the **[person owning, possessing, or harboring it] keeper of the dog** shall immediately deliver the dog for impounding as required in subsection (A) of this section.

C. Any dog so impounded shall be kept continuously confined for a period of 14 days from the day the dog bit the human being, and the **[owner, possessor, or person harboring] keeper of the dog** shall be responsible for such charges as may be required for impounding, including but not limited to a fee for isolation of the dog, food for the dog, and special charges required for rabies prevention.

D. A violation of this section shall be fined as provided in WMC 1.20.050.

SEC. 21. Amendment. Section 7.08.110 of the Wrangell Municipal Code is renumbered to be 7.08.130 and amended to read:

7.08.1[1]30 Biting dog – Notification of state – Observation.

A. Upon learning that a dog has bitten a human being, the **[police] animal enforcement agent** shall immediately notify the Alaska Department of Health and Social Services and inform the state agency of the place where the dog is impounded.

B. The **[borough] animal enforcement agent** shall contract with persons knowledgeable with care and handling of well and sick dogs for inspection of the dog for the 14 days of confinement to determine whether such dog is infected with rabies. For this purpose, **[persons so designated by]** the **[borough] animal enforcement agent** shall have access to the premises where the dog is kept at all reasonable hours, and may take possession of the dog and confine it **[in the designated dog pound of the borough]** at the animal shelter or other **[suitable place] location acceptable to the animal enforcement agent** at the keeper's expense **[of the owner]**.

C. The **[owner or person in possession or harboring such] keeper of the dog** under observation shall immediately notify the Alaska Department of Health and Social Services **[of the state]** of any evidence of sickness or disease in the dog during its period of confinement and shall promptly deliver its carcass to the appropriate agency in the event of the animal's death during the period.

D. During the period of confinement, the **[owner, person in possession, or person harboring such] keeper of the dog** shall be liable for all expenses of confining such dog in isolation.

SEC. 22. Amendment. Section 7.08.120 of the Wrangell Municipal Code is renumbered to be 7.08.140 and amended to read:

7.08.1[2]40 Proclamation to confine all dogs during epidemic.

Whenever the prevalence of hydrophobia renders such action necessary to protect the public health and safety, the borough manager shall issue a proclamation ordering every **[person owning or keeping]** keeper of a dog to confine **[him]**the dog securely on **[his]** the keeper's premises unless **[he]** the dog is muzzled so that **[he]** it cannot bite. No person shall violate such proclamation, and any unmuzzled dog **[running]** at large during the time affixed by the proclamation shall be killed by the **[police]** animal enforcement agent without notice to the **[owner]**keeper. A violation of this section shall be fined as provided in WMC 1.20.050.

SEC. 23. Amendment. Section 7.08.130 of the Wrangell Municipal Code is renumbered to be 7.08.150 and amended to read:

7.08.1[3]50 Interference with animal enforcement agents **[officers].**

A. No person shall willfully prevent or obstruct the impounding of any animal in violation of any of the provisions of this title by an animal enforcement agent, nor shall any person break open an animal shelter, or take or attempt to take any animal out of an animal shelter facility, or capture device without the consent of an animal enforcement agent, nor shall any person knowingly impound or attempt to impound any animal not legally subject to impoundment.

B. It is unlawful for any unauthorized person to break open the animal shelter **[pound]** or to attempt to do so, or to take or let out any dog/cat therefrom, or to take or attempt to take from any animal enforcement agent **[officer]** any dog/cat taken up by the agent **[him]** in compliance with this chapter, or in any manner to interfere with or hinder such officer in the discharge of the agent's **[his]** duties under this chapter.

C. A violation of this section shall be fined as provided in WMC 1.20.050.

SEC. 24. Amendment. Section 7.08.140 of the Wrangell Municipal Code is renumbered to be 7.08.160 and amended to read:

7.08.1[4]60 Penalty for violation.

[A] Any person violating any provision of this chapter is guilty of an infraction and shall be punished by the fine established in the 1.20.050 fine schedule if the offense is listed in that fine schedule or by a fine of up to \$500 if the offense is not listed in the 1.20.050 fine schedule. **[Except as set forth in subsection (B) of this section, any violation of the provisions of this title shall be punishable as provided for in WMC 1.20.010.**

B. A violation of WMC 7.08.010 and 7.08.030 and shall be a regulatory offense for which a fine of \$25.00 shall be imposed. The execution of any sentence imposed hereunder may not be suspended nor may imposition of sentence be suspended, except under the condition that the defendant pay the fine as provided in this section, nor may the punishment provided in this section be reduced.]

SEC. 25. Repeal. Section 7.08.150 of the Wrangell Municipal Code is repealed.

[7.08.150 Mail-in bail.

Commission of the offenses described in WMC 7.08.010 or 7.08.030 may be satisfied by payment of the prescribed fine without a court appearance. The person to whom such citation is issued may plead guilty to the offense by signing the appropriate blank and paying either in person or by mail the fine specified on the citation to the Wrangell police department, said payment to be made prior to the court appearance date indicated on the citation. Acceptance and payment of the prescribed fine is complete satisfaction for the offense.]

SEC. 26. Classification. This ordinance is of a permanent nature and shall be codified in the Wrangell Municipal Code.

SEC. 27. 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. 28. Effective Date. This ordinance shall be effective upon adoption.

PASSED IN FIRST READING: September 23, 2014.

PASSED IN SECOND READING: , 2014.

David L. Jack, Mayor

ATTEST:

Kim Lane, Borough Clerk

Agenda Item 12b

CITY & BOROUGH OF WRANGELL

BOROUGH ASSEMBLY AGENDA ITEM October 14, 2014

INFORMATION:

PROPOSED ORDINANCE No. 889: AN ORDINANCE OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, AMENDING THE MINOR OFFENSE FINE SCHEDULE IN CHAPTER 1.20, GENERAL PENALTY, OF THE WRANGELL MUNICIPAL CODE (*second reading*)

Background:

During the Code Review Committee meeting, it was determined that Title 1 needed to include violations for Licensing and vaccinations.

Attachments:

1. Proposed Ordinance No. 889

RECOMMENDED ACTION:

Move to approve Ordinance No. 889.

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CITY AND BOROUGH OF WRANGELL, ALASKA

ORDINANCE NO. 889

AN ORDINANCE OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, AMENDING THE MINOR OFFENSE FINE SCHEDULE IN CHAPTER 1.20, GENERAL PENALTY, OF THE WRANGELL MUNICIPAL CODE

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 the Minor Offense Fine Schedule in Section 1.20.050 of Chapter 1.20, General Penalty, of the Wrangell Municipal Code to add two Animals Code offenses to the fine schedule.

SEC. 2. Amendment. Section 1.20.050 of the Wrangell Municipal Code is amended to read:

1.20.050 Minor Offense Fine Schedule.

In accordance with AS 29.25.070(a), citations for the following offenses may be disposed of as provided in AS 12.25.195-.230, without a court appearance, upon payment of the fine amounts listed below plus the state surcharge required by AS 12.55.039 and AS 29.25.074. Fines must be paid to the police department. If an offense is not listed on a fine schedule, the defendant must appear in court to answer the charges. The Alaska Court System's Rules of Minor Offense Procedure apply to all offenses listed below. Citations charging these offenses must meet the requirements of Minor Offense Rule 3. If a person charged with one of these offenses appears in court and is found guilty, the penalty imposed for the offense may not exceed the fine amount for that offense listed below.

Section	Offense	Penalty/Fine
7.04.010	Cruelty – Abandonment	\$200
7.04.020	Animals at large prohibited	First offense - \$15, second offense - \$50, third offense - \$100. Fourth and subsequent offenses are mandatory court appearance offenses with a minimum fine of \$200 and a maximum fine of \$500.00.
<u>7.08.010</u>	<u>Licensing</u>	<u>\$25.00 fine for each offense.</u>

7.08.020	<u>Dog Vaccination required</u>	<u>\$50.00 fine for each offense.</u>
7.08.030	At large – Prohibited – Nuisance declared	First offense - \$15, second offense - \$50, third offense - \$100. Fourth and subsequent offenses are mandatory court appearance offenses with a minimum fine of \$200 and a maximum fine of \$500.00.
7.08.035	Objectionable animals	First offense - \$15, second offense - \$50, third offense - \$100. Fourth and subsequent offenses are mandatory court appearance offenses with a minimum fine of \$200 and a maximum fine of \$500.00.
7.08.040	Restraint requirements	First offense - \$15, second offense - \$50, third offense - \$100. Fourth and subsequent offenses are mandatory court appearance offenses with a minimum fine of \$200 and a maximum fine of \$500.00.
7.08.045 & 7.08.050	Off-leash areas & Off –leash area rules	First offense - \$15, second offense - \$50, third offense - \$100. Fourth and subsequent offenses are mandatory court appearance offenses with a minimum fine of \$200 and a maximum fine of \$500.00.
7.08.115	Potentially dangerous and dangerous dogs: violation of restrictions, confinement requirements, and sign requirements	First offense - \$200. Second and subsequent offenses are mandatory court appearance offenses with a minimum fine of \$300 and a maximum \$500.00.
7.08.120	Biting dog – Confinement	First offense - \$200. Second and subsequent offenses are mandatory court appearance offenses with a minimum fine of \$300 and a maximum fine of \$500.00.
7.08.140	Proclamation to confine all dogs during epidemic	First offense - \$200 Second and subsequent offenses are mandatory court appearance offenses with a minimum fine of \$300 and a maximum fine of \$500.00.
7.08.150	Interference with animal enforcement agents	First offense - \$200 Second and subsequent offenses are mandatory court appearance offenses with a minimum fine of \$300 and a maximum fine of \$500.00.

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: September 23, 2014.

PASSED IN SECOND READING: _____, 2014.

David L. Jack, Mayor

ATTEST:

Kim Lane, Borough Clerk

Agenda Item 13a

CITY & BOROUGH OF WRANGELL

BOROUGH ASSEMBLY AGENDA ITEM October 14, 2014

INFORMATION:

Approval to send a letter of support on behalf of AICS for a grant to the Alaska Housing Finance Corporation

Attachments:

1. Proposed letter drafted by AICS
2. Email correspondence from Valerie Jensen, Chief Operations Officer for AICS

RECOMMENDED ACTION:

Move to approve a letter of Support on behalf of AICS to the Alaska Housing Finance Corporation for a Grant to develop additional housing units for incoming health professionals.

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CITY AND BOROUGH OF WRANGELL

INCORPORATED MAY 30, 2008

Office of the Borough Mayor

P.O. Box 531
Wrangell, AK 99929

907-874-2381
907-874-3952

September 23, 2014

Mr. Derrick Chan
Alaska Housing Finance Corporation
P.O. Box 101020
Anchorage, AK 99510

Dear Mr. Chan,

On behalf of the City and Borough of Wrangell, Alaska, I strongly support the application that is being submitted by Alaska Island Community Services (AICS) for funds to renovate the second floor of the Patenaude/Grant Building, which would provide three apartments for health professional housing.

This is a pressing community need. While some rental housing exists in Wrangell, it is insufficient to meet the requirements of health professionals coming into the community. With our remote location, we must offer quality housing in order to retain health professionals once they relocate to Wrangell. This is a significant issue for our community at this time.

With the planned relocation of the hospital and the recent development of a new medical clinic, the need for housing is expanding and appropriate available space remains in short supply. This letter is written on behalf of the community and its public health needs.

AICS operates another property to provide space for some of its staff and has an excellent record of success in housing management for clinicians. The organization has expanded to include dental and pharmacy programs, both of which depend upon the ability to attract skilled personnel. For those who come to Wrangell from the lower 48, it is essential that we provide housing that meets the expectations of doctors, dentists, and their families.

The proposed site is especially appropriate for this purpose because it is located above the new dental offices. Like many remote communities, we experience frequent turnover of professional talent in Wrangell, and consider this project to be of great importance in addressing the housing needs of clinical providers.

Thank you for your positive consideration of this proposal.

Sincerely,

David Jack
Mayor of the City and Borough of Wrangell

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Kim Lane

From: Valerie Jensen <Valerie.Jensen@akics.org>
Sent: Tuesday, September 23, 2014 3:59 PM
To: clerk@wrangell.com
Subject: AICS Letter of Support
Attachments: Draft Letter of Support_Mayor.docx

Hi Kim,

I just spoke with Dave. He was agreeable to presenting a letter to the Assembly. I have attached a draft, which can be edited as much or as little as necessary. The grant we are submitting is to the Alaska Housing Finance Corp to develop additional housing units above the Grant Building Downtown (where the new Dental Clinic will be located on Front Street.) The proposal is specifically to design and provide housing for health professionals who are moving in to town. It actually has been a major issue for some of our providers. I know of one clinician who has moved three times in less than a year and is still unsatisfied with her housing arrangements.

I don't know how much detail you would like, but just let me know any specifics you might need and I would be happy to attend the meeting if necessary to answer any questions at that time as well. Please just let me know. Thank you so much for your willingness to help me with this.

Best,

Valerie Jensen, MBA, MPH
Chief Operations Officer
Alaska Island Community Services
907-874-5018

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Agenda Item 13b

CITY & BOROUGH OF WRANGELL

BOROUGH ASSEMBLY AGENDA ITEM October 14, 2014

INFORMATION:

Approval to cancel the November 25, 2014 Regular Assembly meeting

Attachments:

1. Memo from Manager Jabusch

RECOMMENDED ACTION:

Move to approve canceling the Regular Assembly Meeting of November 25, 2014 have only one Regular Assembly meeting on November 12, 2014.

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MEMORANDUM

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

FROM: JEFF JABUSCH, BOROUGH MANAGER

SUBJECT: CANCELATION OF NOVEMBER 25, 2014 MEETING

DATE: October 1, 2014

BACKGROUND:

For the past 5 years, the Borough Assembly has only had one meeting in November. Either the first or the second meeting in November was cancelled due to the amount of Assembly members that would be out of town on Thanksgiving week or due to conflicts with the AML Annual Meetings.

This year, the Alaska Municipal League, the Alaska Association of Municipal Clerks, and the Alaska Municipal Managers Association are having their annual conferences the week of November 17th, 2014 in Anchorage. Due to the amount of both staff and Assembly members that will be attending this conference, it would be staff's preference to cancel the November 25, 2014 meeting and conduct only one meeting on November 12, 2014.

RECOMMENDATION:

Move to approve canceling the Regular Assembly Meeting of November 25, 2014 have only one Regular Assembly meeting on November 12, 2014.

Agenda Item 13c

CITY & BOROUGH OF WRANGELL

BOROUGH ASSEMBLY AGENDA ITEM October 14, 2014

INFORMATION:

PROPOSED RESOLUTION No. 10-14-1304: A RESOLUTION OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, PROVIDING FOR THE AMENDMENT OF THE JOB DESCRIPTION FOR THE LIBRARY ASSISTANT II

Attachments:

1. Memo from Manager Jabusch
2. Proposed Resolution No. 10-14-1304
3. Proposed revised Job Description for the Library Assistant II position

RECOMMENDED ACTION:

Move to approve Resolution No. 10-14-1304, updating the job description for the Library Assistant II position.

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MEMORANDUM

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

**FROM: JEFF JABUSCH
BOROUGH MANAGER**

SUBJECT: MODIFICATION OF THE JOB DESCRIPTION LIBRARY ASSISTANT II

DATE: OCTOBER 9, 2014

It is our common practice to review a job description when a position is vacated. This assures us of keeping the job description aligned with the actual work and duties that we need to be performed by that position. As we all know in our own jobs, things continue to change, priorities shift, and rarely does a job not change over the years.

Recently, the position of Library Assistant II at the Library Department was vacated when the employee in this position was hired as the new Library Director. This position and the duties of this position has changed dramatically in the last 3 or 4 years with the addition of the automation system and other technology advances. This position will need to have many more technology skills than in the past as the role of this position is very different than what the job description now reads.

Recommended Motion:

Move to approve Resolution No. 10-14-1304 for the position of Library Assistant II.

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CITY AND BOROUGH OF WRANGELL, ALASKA

RESOLUTION NO. 10-14-1304

A RESOLUTION OF THE ASSEMBLY OF THE CITY
AND BOROUGH OF WRANGELL, ALASKA,
PROVIDING FOR THE AMENDMENT OF THE JOB
DESCRIPTION FOR THE LIBRARY ASSISTANT II

WHEREAS, the amendment of this position description allows the City and Borough of Wrangell's Administration Department the ability to appropriately update the duties and responsibilities of the Library Assistant II position; and

WHEREAS, it is the desire of the City and Borough of Wrangell to bring all job descriptions in compliance with current standards.

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

Section 1. The attached Exhibit "A" is the job description which describes the duties, responsibilities and qualifications for the position of the Library Assistant II.

Section 2. The new job description for the Library Assistant II becomes effective November 1, 2014.

ADOPTED: _____, 2014

David L. Jack, Mayor

ATTEST: _____
Kim Lane, Borough Clerk

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City & Borough of Wrangell

Position Description

Position: Library Assistant II	Position Number:
Department/Site: Library	FLSA: Non-exempt
Evaluated by: Library Services Director	Salary Grade: 12

Summary

Organizes and performs a variety of clerical and technical library duties in a community-based library, ensuring patrons have access to materials, reference, and search resources.

Distinguishing Career Features

The Library Assistant II is the second in a multi-level career path for community ~~I~~library services. The Library Assistant I provides circulation and customer service support. Advancement to Library Assistant II is possible by additional responsibility for opening and closing the library, team leadership, and competency in customer service, ~~for~~ circulation, reference, and technology, and special areas such as children's or foreign language sections.

Essential Duties and Responsibilities

- Assists in the operation of a community library including but not limited to circulation, reference, periodicals, and other media.
- Opens and sets up the ~~I~~library for customer service. Oversees circulation and shelving of materials and provides direct customer service.
- Trains and guides other staff in library operations. May prioritize work for other Library Assistants. Participates in on-going technology and automation training.
- Charges out and checks in library materials. Checks materials for damage and wear. Collects service charges on overdue, lost, or damaged materials. ~~Types overdue notices and similar short forms. Processes all billings. Responsible for automated cataloging, reports, and notices.~~
- Sorts and files books. Maintains routine files related to Library operations. Accepts applications for library cards. Updates customer files from direct inquiry and returned mail.
- Prepares books and other materials for circulation.
- Assists patrons with use of the library. Assists them to find materials, instructs them to use resource guides and in the use of computers for searching information. Orients patrons to the use of filing systems used in the Library.
- Assists patrons with basic reference, ~~intermediate level cataloging, public access catalog,~~ and periodical and other research using the latest technology.
- Follows-up on overdue materials. Sends notices, collects fines, and maintains associated records.
- Catalog and barcode items including entering them in to the library's database.

- ~~Orders and Receives~~ receives new materials (books, media, or periodicals). ~~Also, enters new materials into the system, prepares for~~ and enters ~~them~~ into circulation (~~shelves~~). Receives and distributes inter-library loan materials.
- Organizes and decorates library. Designs and constructs library displays, bulletin boards, posters and signs. Maintains an orderly environment that supports library activity.
- May order books and periodicals for library use within established parameters set by a manager.
- May mend and repair book and non-book materials. Disposes of damaged or outdated materials according to established procedures.
- Maintains certain aspects of the ~~L~~ibrary budget by posting expenditures and encumbrances and maintaining up-to-date account balances for items such as books, supplies, microfilm, periodicals, and other materials.
- Verifies the accuracy of cash receipts and prepares deposits.
- Participates in conducting annual physical inventory of Library materials.
- Performs routine clerical and record keeping duties.
- Performs other duties as assigned that support the overall objective of the position.

Qualifications

Knowledge and Skills

The position requires specialized knowledge of basic library methods, practices and terminology including use of automation system and basic reference sources. Must understand the Dewey Decimal System of classification and the American Library Association rules for maintaining a computer-aided card catalog system. Requires knowledge of personal computers to use common office productivity software and special cataloging, customer transaction, and search programs used by the Library. Requires a working knowledge of financial record keeping sufficient to summarize daily activity and reconcile customer accounts. Requires sufficient human relations skill to exercise patience and deal courteously with patrons of all ages and to conduct orientation. Requires sufficient math skills to add, count, and develop alphanumeric sequences.

Abilities

Requires the ability to perform all of the duties of the position with only general supervision and support. Requires the ability to follow detailed procedures such as standard library cataloging and filing rules. Must be able to maintain a well organized and attractive library setting. Must be able to apply and explain library rules, regulations and policies. Must be able to monitor and maintain acceptable customer behavior. Requires the ability to work as contributing member of a team, work productively and cooperatively with other teams and external customers, and convey a positive image of the City and its services. Must be able to learn to perform transactions within an automated library system. Must be able to perform routine clerical and record keeping duties. May be required to work evenings and weekends.

Physical Abilities

~~Incumbent must be able to function indoors in an office and/or library circulation desk environment engaged in work primarily of a sedentary to moderately active nature. Requires hearing and speech ability for ordinary conversation and to project voice to a small group. Requires sufficient manual and/or finger dexterity to type/keyboard and otherwise operate microcomputers and other office equipment. Requires ambulatory ability to sit, walk, to move about office environs, and to lift and carry light to medium weight materials on an intermittent basis. Requires the ability to function primarily indoors in an office which can be sedentary. However, the ability to move furniture, boxes of books, and other lighter physical abilities are necessary. Requires the ability to continually and alternately move from sitting to standing to assist the public. Requires sufficient ambulatory ability to move about to office and remote locations. Requires auditory ability to carry on audience, ordinary, and telephonic conversation. Requires near and far visual acuity to read detailed maps, drawings, other printed material, computer screens, and observe physical layouts. Requires manual and finger dexterity to write and to operate microcomputers and other~~

- **Education and Experience**

~~The position typically requires a certificate in library science curriculum or equivalent plus two years of experience in a library or instructional support setting. An associate's degree may substitute for some experience. Additional experience may substitute for some higher education. Graduate from high school or equivalent and 2 years clerical experience. Technology, computer experience, and public service preferred.~~

- **Licenses and Certificates**

May require a valid driver's license.

- **Working Conditions**

Work is performed indoors with minimal exposure to health and safety hazards.

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

Agenda Item 13d

CITY & BOROUGH OF WRANGELL

BOROUGH ASSEMBLY AGENDA ITEM October 14, 2014

INFORMATION:

PROPOSED RESOLUTION No. 10-14-1305: A RESOLUTION OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, PROVIDING FOR THE AMENDMENT OF THE JOB DESCRIPTION FOR THE LIGHT PLANT SECRETARY

Attachments:

1. Memo from Manager Jabusch
2. Proposed Resolution No. 10-14-1305
3. Proposed revised Job Description for the Light Plant Secretary

RECOMMENDED ACTION:

Move to approve Resolution No. 10-14-1305, updating the job description for the Light Plant Secretary.

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MEMORANDUM

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

**FROM: JEFF JABUSCH
BOROUGH MANAGER**

**SUBJECT: MODIFICATION OF THE JOB DESCRIPTION ELECTRICAL SECRETARY
DISPATCH**

DATE: OCTOBER 9, 2014

It is our common practice to review a job description when a position is vacated. This assures us of keeping the job description aligned with the actual work and duties that we need to be performed by that position. As we all know in our own jobs, things continue to change, priorities shift, and rarely does a job not change over the years.

Recently, the position of Electrical Secretary Dispatch at the Light Department has vacated. We believe this position can be better utilized by also helping both the finance department and the public works department with some duties that should not impact this position but can greatly assist the other two as they both have heavy workloads.

We have a lot of small departments in the city and we are trying to utilize our existing positions and personnel to maximize those resources. These additional duties will be done as time allows and with the approval of the Electrical Supt. so as to not negatively affect the electrical department.

Recommended Motion:

Move to approve Resolution No. 10-14-1305 for the position of Electrical Secretary Dispatch

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CITY AND BOROUGH OF WRANGELL, ALASKA

RESOLUTION NO. 10-14-1305

A RESOLUTION OF THE ASSEMBLY OF THE CITY
AND BOROUGH OF WRANGELL, ALASKA,
PROVIDING FOR THE AMENDMENT OF THE JOB
DESCRIPTION FOR THE LIGHT PLANT SECRETARY

WHEREAS, the amendment of this position description allows the City and Borough of Wrangell's Administration Department the ability to appropriately update the duties and responsibilities of the Light Plant Secretary position; and

WHEREAS, it is the desire of the City and Borough of Wrangell to bring all job descriptions in compliance with current standards.

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

Section 1. The attached Exhibit "A" is the job description which describes the duties, responsibilities and qualifications for the position of the Light Plant Secretary.

Section 2. The new job description for the Light Plant Secretary becomes effective November 1, 2014.

ADOPTED: _____, 2014

David L. Jack, Mayor

ATTEST: _____
Kim Lane, Borough Clerk

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City & Borough of Wrangell

Position Description

Position: Electrical Dispatch Secretary	Position Number:
Department/Site: Light Department	FLSA: Non-exempt
Evaluated by: Superintendent Electrical Utility	Salary Grade: 16

Summary

To perform various duties associated with the dispatching of WML&P crews. Monitor and control of WML&P's distribution system as well as performing various bookkeeping and secretarial duties.

Distinguishing Career Features

The Electrical Dispatch Secretary is responsible for providing administrative support to the Light Department, and must be competent and knowledgeable both in administrative tasks and the in the workings of the department.

Essential Duties and Responsibilities

- Responsible for preparing all forms associated with the day to day activities of WML&P personnel. ~~This includes preparing work orders for all jobs and preparing Hot Line orders when the crew is working in the vicinity of energized lines. Prepares clearances when the job requires part of the system to be de-energized.~~
- Responsible for all meter records. This includes making sure that all meter numbers and accounts are correct and accurate, that the handheld meter reader is ready for meter reader(s), that all meters have been read each month, and that all department meter records are correct and up to date.
- Responsible for electrical permits and work orders. This includes making sure customers understand how to fill out electrical permit applications, knowing what other documentation must accompany the electrical permit application, filling out customer requested work orders, collecting all related fees, and maintain all related files.
- Maintain and update all department records, files and other materials. Prepare various forms and statements, ensure that all required records and paper work are processed and maintained in an efficient and orderly manner.
- **Review monthly delinquent accounts, prepare and review credit contracts for delinquent accounts, including assisting customers to complete contracts pursuant to guidelines developed by the Finance Department.**
- **Work with City Utility Clerk and/or other Finance Department staff to review and update utility rates in the accounting system.**
- **Collect, prepare and transmit meter reading data to Finance Department in a timely manner, and respond to customer inquiries regarding their meter readings.**
- **Assist Public Works Department with secretarial and billing functions (bill processing, answering phones, etc.) as directed by the Electrical Superintendent.**

- Performs other related duties as required or assigned. Required to work cooperatively with the public, other external agencies, and other city workers.
- Perform administrative and secretarial duties such as typing, correspondence, and memos. Complete and mail all annual and semi-annual reports.
- Oversee all material acquisitions including finding vendors, comparing prices, filling out requisitions, making sure purchase orders are issued, and closing out all paperwork upon receipt of materials.

Qualifications

▪ Knowledge and Skills

Requires the ability to learn and understand the principles of electrical distribution and generation systems. Needs to be competent in dealing with money and be able to process balance and tally sheets on a daily basis. Requires willingness to perform various job related duties as situations require, a strong sense of teamwork, ability to work cooperatively with others, **and maintain professional communication both orally and in writing.**

▪ Education, Experience and Abilities

Requires a high school diploma. ~~Requires office experience and the ability to understand a variety of information necessary to compose and prepare numerous forms, reports, communications, etc.~~ **Requires proficiency with Microsoft Office programs including Excel, Word, Outlook, Access.** Requires excellent writing skills including grammar, typing and spelling. Requires experience with or the ability to learn and understand basic electrical drawings and schematics. Requires experience with or the ability to learn and understand electrical metering.

▪ Physical Abilities

~~Must be able to sit for long periods of time, type quickly and accurately, and communicate orally to staff.~~ **This position requires the ability to sit at a desk and use a computer for extended periods of time. Requires ability to lift up to 35 lbs. (receiving and delivering freight).**

▪ Licenses and Certificates

Requires current Alaska Driver's License.

▪ Working Conditions

Primarily indoors with minimal safety concerns.

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

Agenda Item 13e

CITY & BOROUGH OF WRANGELL

BOROUGH ASSEMBLY AGENDA ITEM October 14, 2014

INFORMATION:

Approval of a Professional Services Contract to Jensen Yorba Lott for the Facilities Condition Survey on the Swimming Pool and Community Center

Attachments:

1. Memo from Amber Al-Haddad, P&R Director
2. Correspondence and Information from Jensen, Yorba, Lott

RECOMMENDED ACTION:

Staff recommends the Assembly authorize the Borough Manager to issue a contract to Jensen Yorba Lott for professional architectural and engineering services in a fixed fee amount of \$30,000, with funds to be paid from a grant received from the State of Alaska, DCCED, for the Facilities Condition Assessment project.

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MEMORANDUM

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

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

**SUBJECT: PROFESSIONAL SERVICES CONTRACT TO JENSEN YORBA LOTT
for *FACILITIES CONDITION SURVEY***

DATE: October 8, 2014

BACKGROUND:

The City and Borough of Wrangell was granted project funds from the State of Alaska Capital Grants (DCCED division) for the purpose of conducting a comprehensive facilities condition survey of two publicly-owned facilities.

Under the project's scope of work, a facilities condition survey and cost analysis of major deficiencies are to be prepared for both the Wrangell Swimming Pool and the Wrangell Community Center. The condition surveys will address Architectural, Structural, Electrical, Mechanical (Plumbing, HVAC and Control systems), and specialized Pool infrastructure and related components, as well as supporting infrastructure. The survey will contain a brief description of each building system and a cost analysis of remedying existing deferred maintenance issues and restoring the buildings to standards, including if necessary, any additions or expansions recommended to achieve greater energy efficiencies and/or eliminate functional deficiencies. Needed repairs, maintenance, and preventive maintenance will be categorized based on priorities (e.g. health and safety placed at the highest priority level, followed by immediate sustainability of facilities, and less critical needs, such as aesthetics, placed as lower priorities).

Since the principals of Jensen Yorba Lott were both originally involved in the design and construction of the two aforementioned facilities and have been the designer of record on the more recent renovations projects for both facilities, it is the intent of the City and Borough of Wrangell to accept Jensen Yorba Lott's proposal for this Facilities Condition Survey project. Selection of such professional services falls under WMC 5.10.050, When competitive bidding or quotations are not required, Subsection E.

Jensen Yorba Lott understands Wrangell's urgent need to perform the facilities' surveys and is currently reviewing the schedules of the four-member professional team in order to determine the time frame for performing the in-field survey work. Jensen Yorba Lott has agreed to the City and Borough of Wrangell's six-week reporting schedule following field work. Jensen Yorba Lott's professional services fee proposal was received in a fixed fee amount of \$30,000.

This professional service is scheduled to be paid from the State of Alaska, DCCED, funds available for this project.

RECOMMENDATION:

Staff recommends the Assembly authorize the Borough Manager to issue a contract to Jensen Yorba Lott for professional architectural and engineering services in a fixed fee amount of \$30,000, with funds to be paid from a grant received from the State of Alaska, DCCED, for the Facilities Condition Assessment project.

From: Wayne Jensen [\[mailto:wayne@jensenyorbalott.com\]](mailto:wayne@jensenyorbalott.com)

Sent: Thursday, October 2, 2014 2:21 PM

To: Amber Al-Haddad

Subject: Condition Survey proposal

Amber: Attached is the information requested regarding our past experience and individual qualifications of the team members. The proposed fee of \$30,000 is adequate for the investigation and report for the swimming pool and community center and we can schedule the work soon so the report is completed as you request.

Thanks for this opportunity and let me know if you need any additional information.

Wayne Jensen

Principal Architect

JENSEN YORBA LOTT, INC.

Architecture Interiors Construction Management

522 West Tenth Street | Juneau, AK 99801

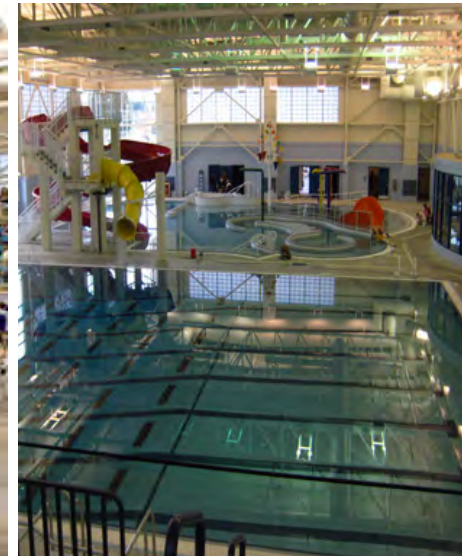
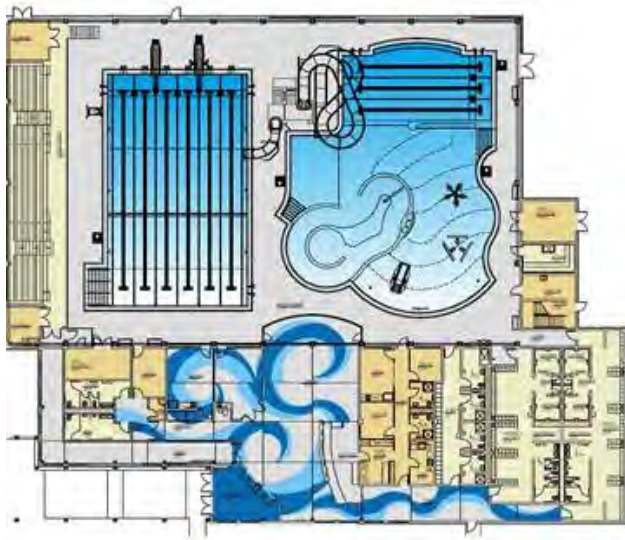
D 907-789-4521 | C 907-321-0838 | O 907-586-1070 | F 907-586-3959

www.jensenyorbalott.com

[Click here](#) to upload files.

CITY AND BOROUGH OF WRANGELL, ALASKA
REQUEST FOR PROPOSALS

DESIGN SERVICES FOR SWIMMING POOL AND COMMUNITY CENTER FACILITIES CONDITION SURVEY



**Jensen
Yorba
Lott
Inc**



WAYNE JENSEN
JENSEN YORBA LOTT, INC.
522 WEST TENTH STREET
JUNEAU, AK 99801
PH: (907) 586-1070
FAX: (907) 586-3959

CRAIG AQUATIC CENTER CONDITION SURVEY

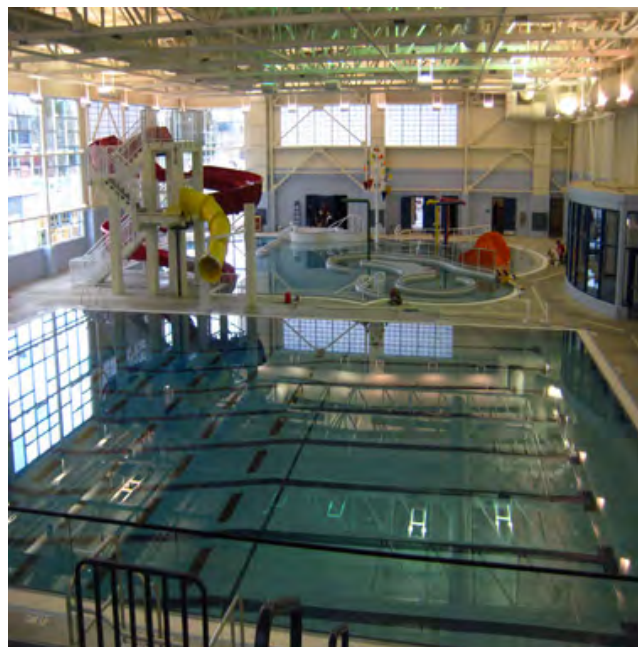
Jyl recently performed a facility condition survey and cost analysis of major deficiencies for the City of Craig for the Craig Aquatic Center. The condition survey addressed architectural, electrical, mechanical, structural, HVAC and control systems, and specialized pool infrastructure and related components. The condition survey contained a brief description of each building system and provided an estimate of remaining useful life of each system. Craig is utilizing our final report and cost estimates to support a bond issue to correct the most immediate issues related to the building and pool systems. Our team included Murray & Assoc., Begenyi Engineering, and PND engineers.

AUGUSTUS BROWN SWIMMING POOL CONDITION SURVEY INVESTIGATION AND REPORT

JYL recently performed a facility condition survey and cost analysis of major deficiencies for the City & Borough of Juneau (CBJ) Augustus Brown Swimming Pool. The condition survey addressed architectural, electrical, mechanical, structural, HVAC and control system, and specialized pool infrastructure and related components. The condition survey contained a brief description of each building system and provided an estimate of remaining useful life of each system. Building system upgrades or replacement items, code deficiencies, hazardous materials, and energy conservation measure were addressed by each discipline. CBJ will utilize our final report, construction and repair cost estimates for future work or decisions on the future of the facility. Our team included Murray & Assoc., Begenyi Engineering, and PND Engineers.

AUGUSTUS BROWN SWIMMING POOL CONDITIONS SURVEY

In March 2004 our firm completed a detailed facility condition analysis of the Augustus Brown Swimming Pool so that the CBJ would be better positioned to determine what funding would be needed for future facility projects, the scope of the projects, and the order in which they should be conducted. We also incorporated a programmatic analysis to see if any improvements to the pool usage could be coupled with various projects. We analyzed architectural finishes and other aspects of the facility while subcontracting out the analysis of structural, mechanical, and electrical elements. Recommendations based on time periods of short term (zero to 5 years), intermediate term (5 to 15 years) and long term (15 or more years) were provided at the conclusion of the report. Our team included PND Engineers, Murray & Associates and Haight & Associates (Barry Begenyi now with Begenyi Engineering).



RELEVANT EXPERIENCE

DIMOND PARK AQUATIC CENTER

Design Team: JYL, Murray & Assoc., Barry Begenyi (formerly of Haight & Assoc.), AEE, HMS
Gross Area: 37,576 sf
Final Construction Cost: \$17,026,800
Total Project Cost: \$21,750,000

Features: 8-lane competitive pool, recreation and instruction pool, whirlpool, sauna, spectator seating for 325 on a balcony 6' above the pool deck. 1 and 3 meter diving boards and a ground source heat pump system.

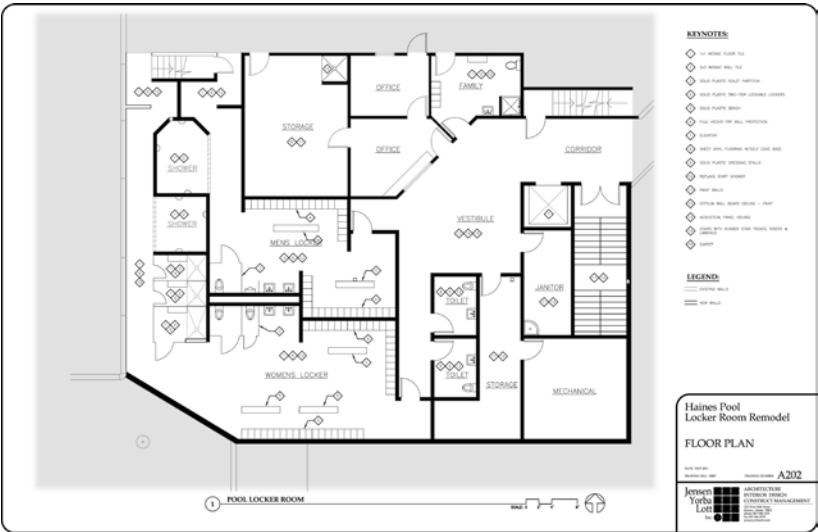
JYL began work on this project in 1999 with the completion of a needs analysis for what was then the Dimond Community Recreation Center. We worked closely with skilled recreational facility planners to develop a comprehensive planning document that could be utilized to elicit community input and support for the proposed new facility. In 2007, following an unsuccessful bond initiative for construction, we were approached by a local ad hoc group to assist in developing a supportable plan for construction of this much desired facility. JYL collaborated with the committee to establish the minimum facility needs and what features should be included. Once the facility plan was in place we enlisted the help of HMS, Inc. To develop a project budget and escalate those costs out to 2009 when construction would commence. With the study and budget completed we then worked with the committee and CBJ Engineering to determine a reasonable project cost and plan that could be used to garner support for a general obligation bond package to be placed before voters. The revised bond proposition was approved and we were subsequently selected to design the project. We explored multiple site development and building concepts to locate and orient the building to allow future construction of the remaining community center components of a gym or ice rink and a library.

PETERSBURG AQUATIC CENTER

Design Team Involved: JYL, Murray & Assoc., Barry Begenyi (formerly of Haight & Assoc.), Water Technology, Inc., HMS
Gross Area: 22,104 sf
Final Construction Cost: \$7,517,447
Total Project Cost: \$8,800,000

Features: 6-lane competitive pool, recreation and instruction pool, sauna, spectator seating for 300 on a balcony 9'6" above the pool deck, 1 meter diving board. Our team provided site selection, geotechnical investigation, design, and construction management services.

In 2000 the City of Petersburg retained JYL to provide a feasibility study and conceptual design for a new community aquatic center. Through a series of community workshops we developed a preferred conceptual design and cost estimate for the new facility. At that time, the City pursued bonding for construction. Once construction funding was in place our team developed construction documents and assisted with bidding and construction services. Design began in fall 2003 with bid opening in March 2005. The low bidder came in well below budget which allowed for award of the base bid plus all alternates. Construction was completed in 2006 with change orders amounting to 0.9% of the construction contract. The facility has been warmly received by not only the community, but by other communities throughout Alaska who have seen it as a model of cost and design efficiency.



*HAINES BOROUGH SWIMMING POOL LOCKER ROOM
& LOBBY RENOVATION and
HAINES HIGH SCHOOL LOCKER ROOM RENOVATION
CONCEPTUAL DESIGN*

In July 2011 the JYL team provided a conceptual narrative for the Haines Borough and Haines School District to remodel both facilities in order to correct several code deficiencies, more effectively utilize the space available, and to replace systems that had exceeded their useful life and are more energy efficient. At the Haines Pool Locker Room and Lobby, the issues addressed included correcting accessibility problems at the main entry; a family changing room as required by current codes; public toilets separate from the locker rooms as required by code; accessible showers and toilets within the locker rooms; creating a separation between the locker rooms and the lobby to control air flow; durable and moisture resistant wall and ceiling finishes; replacing domestic water piping and plumbing fixtures that have exceeded their useful life; replacing the heating and ventilating system that have exceeded their useful life with a system that is easier to maintain and is more energy efficient; and replacing electrical devices that have exceeded their useful life. One of the primary considerations that triggered the recommendation to remodel the Haines High School Locker Room is that the plumbing, underground waste, and ventilation system needed to be replaced require demolition of most of the existing walls and much of the floor slab. Haines is using the report to support a bond issue for the design and construction of the proposed remodeling.

HAINES POOL CONDITION SURVEY

The JYL team was retained by the Haines Borough in 2007 to assess the condition of the existing pool facility to determine immediate and long term renovation and repair needs. Our team was able to determine that while the facility and natatorium were in a generally good condition, improvements and repairs were recommended in the immediate and short term future. The Borough used this condition survey to assist in securing funding for repairs and future improvements of the facility. Our team included Murray & Associates.



PROJECT STAFF LICENSES

The list below identifies the principal members of our proposed project team, along with their State of Alaska professional license number. A resume detailing each team member's qualifications can be found in the following pages.

Firm	Team Member	Role	AK Professional License #
Jensen Yorba Lott, Inc.	Wayne Jensen	PM/Responsible Charge for Architecture	4007
PND Engineers, Inc.	Chris Gianotti, P.E.	Responsible Charge for Structural Engineering	7559
Murray & Associates, P.C.	Doug Murray, P.E.	Responsible Charge for Mechanical Engineering	7870
Begenyi Engineering, LLC	Barry Begenyi, P.E.	Responsible Charge for Electrical Engineering	10453

WAYNE JENSEN
President and Principal
Jensen Yorba Lott, Inc.

Wayne led the teams that conducted the condition surveys for the Augustus Brown Swimming Pool and the Craig Aquatic Center. He was also the principal architect for the Petersburg Aquatic Center and the Dimond Park Aquatic Center – both completed within the last ten years. He also assisted the Ketchikan Gateway Borough with preliminary planning, budgeting and design for their new aquatic center. At the Dimond Park Aquatic Center in Juneau, Wayne worked closely with a diverse group of stakeholders to first develop a defensible design solution that could be used to garner voter support for bond funding. He then provided architectural design and construction administration services for the facility which opened in 2011.

The best description of Wayne's efforts was captured by CBJ Engineering Director Rorie Watt who said, "Wayne Jensen provided the City and Borough of Juneau with strong leadership in the design of our new Dimond Park Aquatic Center. It was important to have the designers hold the line on cost control while providing creative design that allowed inclusion of desired features and amenities. The citizen advisory group was heavily involved in the design process, and Wayne and JYL staff worked extremely well with that group. By efficiently coordinating with pool specialists, Wayne was able to lead the design process to maximize construction spending on the core elements of our pool facility. The result of JYL's leadership was a solid consensus among the advisory group, a strong functional design and a great facility for Juneau."

References: Mr. Rorie Watt, Engineering Director, City and Borough of Juneau, (907) 586-0800; Mr. Max Mertz, Juneau for the Pool Chair, (907) 789-3178; Mr. Leo Luczak, Community Development Director, City of Petersburg, (907) 772-4532, ex 21.

PROJECT STAFF RESUMES

CHRIS GIANOTTI, P.E. (CE-7559)

Principal Civil and Structural Engineer

PND Engineers, Inc.

Mr. Gianotti is a structural engineer with over 30 years of experience. He has been responsible for the structural design of new construction; the analysis of buildings being remodeled; seismic analysis and assessment; the inspection and analysis of existing structures; plan reviews for code compliance; the analyses of failed buildings; the development of performance specifications for design/build projects; the design of foundations for pre-engineered metal buildings on design/build projects; and the design of several dock and marine projects. Mr. Gianotti has designed numerous government/public buildings for local, state, and federal agencies. He has assisted in all phases of projects including scoping, conceptual to final design, preparation of construction documents, bid phase assistance, and periodic and full time inspection.

A few examples of his relevant structural engineering experience include:

- Craig Aquatic Center Condition Survey: Structural investigation of the building structure and exterior envelope.
- Augustus Brown Pool Assessment Update, Juneau: Structural re-inspection of timber-framed building housing the swimming pool building in Juneau. Work included update of study performed 5 years previously.
- Dimond Park Aquatic Center, Juneau: Principal in charge of 30,000 square foot, steel framed aquatic center with lap pool and leisure pool, event room, locker rooms and mechanical rooms.
- Petersburg Aquatic Center: Structural design of pile foundation, concrete pool and slab system, pre-cast concrete mezzanine floor system, structural steel roof system and pre-cast concrete walls for 22,000 square foot, single story aquatic center.
- Haines Pool Assessment: Inspection of structural system in the assessment of a 30-year old, two-story, timber-framed natatorium. Work included inspecting framing in all accessible spaces, taking moisture readings of members, probing and sounding members, identifying deficiencies and reporting findings and recommendations.
- Augustus Brown Pool Assessment, Juneau: Structural inspection of timber-framed building housing the swimming pool building in Juneau. Work included systematic measurement of moisture content of beams, rafters, roof deck as well as entering all accessible spaces and probing and sounding timber members, identifying deficiencies and reporting findings and recommendations.
- Mike Smithers Pool Deck Investigation, Ketchikan: Structural inspection and design for replacement of deteriorating deck and framing with pre cast concrete panels.
- Treadwell Arena, Juneau: Structural design of pile-supported foundation and monolithic pour ice rink slab and development of performance specifications for 29,000 square foot, pre-engineered metal building for public ice arena with locker rooms.

DOUGLAS MURRAY, P. E. (ME-7870)
President and Principal Mechanical Engineer
Murray & Associates, P.C.

Doug Murray grew up in Juneau, graduated from JDHS in 1978 and University of Alaska Fairbanks in 1983, and returned to Juneau to work as a Mechanical Engineer at Vernon Akin & Associates, parent company of Murray & Associates. Mr. Murray purchased the company in 1992, and as Principal Engineer of Murray & Associates, P.C., is leading the only mechanical engineering firm in Southeast Alaska into the 21st century, providing seasoned custom mechanical engineering experience for facilities in the subarctic temperate rainforests.

Doug is now president of Murray & Associates, P.C., a consulting mechanical engineering company with over 30 years of history in Southeast Alaska. He has been a principal engineer and project manager supervising an engineering staff for over 20 years and is responsible for analyses, condition surveys, mechanical systems design and specifications, and field services. Mr. Murray was selected as the ASHRAE Alaska Chapter Engineer of the Year and nominated for State of Alaska Engineer of the Year in 1999. In 2011, Mr. Murray was selected as Southeast Alaska Engineer of the year by the local ASCE/ASPE chapter.

Doug served as Principal Engineer for the Petersburg Aquatic Center and the Dimond Park Aquatic Center. Alternate heating plants were considered and vetted through life cycle cost analysis including ground source and air source heat pumps, electric boilers, and wood fired boilers. Doug was Principal Mechanical Engineer on the Sealaska Headquarters Biomass Heating Plant in Juneau. Doug also led the design of a chip fired boiler on Prince of Wales Island for a new Vocational Education Building, and worked with Jim Rehfeldt of Alaska Energy Engineering on two separate wood fired heating plant analyses in Ketchikan and Haines.

Relevant Condition Surveys Project List:

- Craig Aquatic Center, Condition Survey
- Hoonah Gym and Pool Condition Survey, 2013
- Blatchley School and Pool Condition Survey, Sitka, 2006
- Haines Schools and Pool Condition Survey, 2005, 2008

Recent Pool Projects:

- Juneau Dimond Park Aquatic Center, 2011
- Sitka Blatchley School Swimming Pool Renovation, 2012
- Petersburg Aquatic Center, 2007
- Hoonah Pool Renovation 2005

PROJECT STAFF RESUMES

BARRY BEGENYI, P.E. (EE-10453)
President and Principal Electrical Engineer
Begenyi Engineering, LLC

Barry has dedicated the past 21 years to the practice of electrical engineering and has been providing consulting services in Southeast Alaska for much of his career. He has focused most of his work in the building systems arena as a sub-consultant to architects.

Barry has been involved with community and aquatic center projects throughout his career. Facilities have included leisure and lap pools, saunas, basketball courts, racquetball courts, and indoor running tracks. He has experience with all types of electrical systems including site utilities, low and medium voltage distribution, interior and exterior lighting, data and telephone networks, fire alarm, camera surveillance, and generators.

Barry served as project electrical engineer for the 160,000 square foot Washington State University Student Recreation Center. The project included extensive daylighting analysis utilizing a 3-dimensional computer model. The project won five awards, including one from the Illuminating Engineering Society for its outstanding approach to daylighting and energy efficiency. Barry also served as the project electrical engineer for both the Petersburg Aquatic Center and the Dimond Park Aquatic Center.

Representative Projects:

- Craig Aquatic Center
- Augustus Brown Swimming Pool Lighting
- Dimond Park Aquatic Center
- Petersburg Aquatic Center
- Washington State University Recreation Center
- Treadwell Ice Arena

Agenda Item 13f

CITY & BOROUGH OF WRANGELL

BOROUGH ASSEMBLY AGENDA ITEM October 14, 2014

INFORMATION:

Discussion and possible action to join as interveners in the lawsuit regarding the Big Thorne Timber Sale on Price of Whales (POW) (*agenda item added at the request of Assembly Member Decker*)

Information: George Woodbury has expressed that he would be at the Assembly Meeting to answer questions and provide information.

Attachments:

1. Summary of the Big Thorne Timer Sale provided by Jon Bolling, Craig's City Administrator

RECOMMENDED ACTION:

Assembly Discussion and Possible Action.

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**SUMMARY FOR THE CITY AND BOROUGH OF WRANGELL
BIG THORNE TIMBER SALE
OCTOBER 2014**

- The US Forest Service recently released the Big Thorne Timber Sale. The proposed sale provides for the sale of approximately 95 million board feet of old growth and young growth timber over several years.
- The scope of the sale includes restoration work to a number of drainages in the project area that the successful bidder, Viking Lumber Company, must complete or subcontract for completion.
- On August 22, 2014 a number of environmental groups filed suit in Alaska Federal District Court to halt the sale.
- The State of Alaska subsequently filed a petition to intervene in the case in support of the sale.
- A group of Southeast Alaska businesses and communities seek to intervene in support of the sale. The goal of the intervenors group is to provide legal support to the US Forest Service and the other defendant interveners to convince the court to uphold the Big Thorne Timber Sale as detailed in the US Forest Service Record of Decision.
- The group proposes to intervene—formally participate in the litigation—to have a greater influence in the adjudication of the case, and on any potential settlement. The intervention process provides for a greater role in the outcome than filing an amicus brief.
- To date the group's members include Southeast Stevedoring, Alaska Electric Light and Power, First Things First, Alaska Marine Lines, Tyler Rental, and the City of Craig. Other members are expected to join subject to approval by their governing bodies.
- Each group confirmed to date has committed \$5,000 to the intervention effort. These litigation costs are estimated at between \$35,000 and \$40,000, but could exceed this amount. However, the intervenor's attorneys will accept as full payment the total amount raised from those joining the intervention. This estimated cost will cover litigation expenses at the US District Court level. If an appeal is filed from the US District Court, a separate adhesion will be made on whether this intervenor group would participate in the appeal at that time.
- Intervener's attorneys will offer to work with attorneys at the State of Alaska and other defendant interveners to coordinate litigation efforts in support of the timber sale.

Agenda Item 13g

CITY & BOROUGH OF WRANGELL

BOROUGH ASSEMBLY AGENDA ITEM October 14, 2014

INFORMATION:

PROPOSED RESOLUTION No. 10-14-1306: A RESOLUTION OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, PROVIDING FOR THE AMENDMENT OF THE JOB DESCRIPTION FOR THE CUSTODIAN – LIGHT MAINTENANCE POSITION

Attachments:

1. Memo from Manager Jabusch
2. Proposed Resolution No. 10-14-1306
3. Proposed revised Job Description for the Custodian – Light Maintenance position

RECOMMENDED ACTION:

Move to approve Resolution No. 10-14-1306, updating the job description for the Custodian – Light Maintenance position.

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MEMORANDUM

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

**FROM: JEFF JABUSCH
BOROUGH MANAGER**

**SUBJECT: MODIFICATION OF THE JOB DESCRIPTION CUSTODIAL-LIGHT
MAINTENANCE**

DATE: OCTOBER 9, 2014

It is our common practice to review a job description when a position is vacated. This assures us of keeping the job description aligned with the actual work and duties that we need to be performed by that position. As we all know in our own jobs, things continue to change, priorities shift, and often the requirements of a job will change over the years.

Recently, the employee of Light Maintenance/Custodian position at the Parks and Recreation Department transferred to a vacant position at the Harbor Department. There were a handful of changes that we thought were important for this position and those changes are included in the attached resolution.

Recommended Motion:

Move to approve Resolution No. 10-14-1306 for the position of Custodial-Light Maintenance

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CITY AND BOROUGH OF WRANGELL, ALASKA

RESOLUTION NO. 10-14-1306

A RESOLUTION OF THE ASSEMBLY OF THE CITY
AND BOROUGH OF WRANGELL, ALASKA,
PROVIDING FOR THE AMENDMENT OF THE JOB
DESCRIPTION FOR THE CUSTODIAN – LIGHT
MAINTENANCE POSITION

WHEREAS, the amendment of this position description allows the City and Borough of Wrangell's Administration Department the ability to appropriately update the duties and responsibilities of the Custodian – Light Maintenance position; and

WHEREAS, it is the desire of the City and Borough of Wrangell to bring all job descriptions in compliance with current standards.

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

Section 1. The attached Exhibit "A" is the job description which describes the duties, responsibilities and qualifications for the position of the Light Maintenance Custodian.

Section 2. The new job description for the Light Maintenance Custodian becomes effective November 1, 2014.

ADOPTED: _____, 2014

David L. Jack, Mayor

ATTEST: _____

Kim Lane, Borough Clerk

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City & Borough of Wrangell

Position Description

Position: Custodian-Light Maintenance	Position Number:
Department/Site: Parks & Recreation/Community Center	FLSA: Exempt
Evaluated by: Parks and Recreation Director	Salary Grade: 15

Summary

~~Performs custodial/light maintenance duties at the swim pool, community center and at all parks.~~ Performs custodial and light maintenance upgrades and general care of recreational facilities and parks. Work is performed under the direction of the Parks and Recreation Director and in support of recreational programs.

Distinguishing Career Features

The Custodial-Light Maintenance worker is responsible for the upkeep of Wrangell's Parks & Recreation Facilities. The job involves attention to detail, safety, and the ability to work both independently and in a teamwork setting and a strong sense of teamwork.

Essential Duties and Responsibilities

- Performs daily or scheduled duties, such as sweeping, mopping and vacuuming of floors, to maintain clean and sanitary facilities.
- Responsible for maintaining safe water quality levels on a daily basis at the Swimming Pool. Responsible for collecting water samples for ADEC-required water tests.
- ~~Cleans walls, floors, fixtures and removes trash from swimming pool, community center and parks.~~
- ~~Keeps the swimming pool and community center clean and sanitary.~~
- Performs such duties as cleaning walls, floors and fixtures, trash removal, replenishing bathroom supplies, vacuuming pool bottom, back-washing filters, adding chemicals to pool water, changing light bulbs, opening and closing park restrooms, checking RV park, stripping and waxing floors, resurfacing gym floor and minor carpentry work.
- ~~Performs such duties as maintenance and repair of swimming pool, community center and park facilities, as well as electrical, boiler, and plumbing systems. parks electrical facilities and systems, boilers and plumbing systems.~~ Performs mid-level technical maintenance and repair tasks as appropriate.
- Troubleshoots and resolves or oversees resolution of routine maintenance problems such as structural problems or basic mechanical equipment malfunctions.
- Repairs pumps, motors and valves at the swimming pool. Changes electrical ballasts and repairs exercise equipment.
- ~~Performs a variety of skilled trade tasks involved in the repair, upgrade or replacement of recreational facilities.~~ Performs maintenance work as required in support of and in preparation for recreational programs or activities at all department parks & facilities. In charge of facilities' supplies and equipment.
- Performs a variety of unskilled and semi-skilled work at in parks, trails, public restrooms, trails and cemetery facilities, including grounds cleaning, maintenance and repairs, landscaping, mowing, weed eating, and plumbing, and grounds cleaning, maintenance and repairs.
- Snow removal in facilities' parking lots and along accessible sidewalks/trails.

Parks and Recreation Custodian-Light Maintenance

Qualifications

▪ **Knowledge and Skills**

- Requires knowledge of cleaning equipment, materials and procedures to perform cleaning tasks efficiently and effectively.
- Requires basic knowledge of maintenance procedures and the ability to perform duties efficiently.
- Must have knowledge of use of power tools such as drills, saws, mowers and weed eaters, and must be familiar with fertilizer, weeds, grounds maintenance and repair.

▪ **Abilities**

- Ability to follow oral and written instructions, organize and direct work activity of a crew.
- Requires attention to detail and the ability to recognize safety ~~and security~~ hazards as well as facility and equipment deficiencies, and to execute reliable maintenance.
- ~~RR~~Requires the ability to perform duties in a safe manner without supervision and to make independent decisions.-
- Ability to communicate effectively with sub-ordinates, staff members, coordinating agencies and the general public.

▪ **Physical Abilities**

- Ability to operate hand held equipment and power tools and to perform active and physically demanding duties. Must be able to regularly lift-unload, and ~~lift and~~ carry a 50 pound sacks of materials. Stooping, bending, and squatting is required on a regular basis.

▪ **Education and Experience**

- A high school diploma or GED equivalent is required

▪ **Licenses and Certificates**

- Requires a valid Alaska Driver's License. Must be at least 18 years old. Ability to successfully obtain a Certified Pool Operator certificate, when course is available, after probation period. ~~Certified pool operator course will be offered when available after probation period.~~

▪ **Working Conditions**

- This position is a 25-hour/week position that requires flexibility in work hours.
- Work is performed indoors and outdoors where significant safety considerations exist from physical labor, body positioning, handling of medium-to-heavy weight and awkward materials, and disagreeable working conditions. ~~Work is performed indoors where minimal safety considerations exist.~~

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

Agenda Item 14

CITY & BOROUGH OF WRANGELL

**BOROUGH ASSEMBLY
AGENDA ITEM
October 14, 2014**

INFORMATION:

ATTORNEY'S FILE – None.

Agenda Item 15

CITY & BOROUGH OF WRANGELL

BOROUGH ASSEMBLY AGENDA ITEM October 14, 2014

Executive Session –

- a. To discuss the review process for the documents on the laptop currently with Digital Securus per the terms of the Settlement Agreement in Wrangell v Rea.

RECOMMENDED MOTION:

I move, pursuant to 44.62.320 (c) (2), that we recess into executive session to discuss matters, the immediate knowledge of which would clearly have an adverse effect upon the finances of the Borough; specifically to discuss the review process for the documents on the laptop currently with Digital Securus per the terms of the Settlement Agreement in Wrangell v Rea.