

CITY & BOROUGH OF WRANGELL

BOROUGH CLERK'S REPORT

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TO: BOROUGH ASSEMBLY MEMBERS AND MAYOR GILBERT
 FROM: KIM LANE, BOROUGH CLERK
 SUBJECT: January 28th CLERK'S REPORT

Upcoming Meetings & Other Informational dates:

Other City Boards/Commissions:

February 6 – Port Commission mtg @6pm in the Assembly Chambers

February 13– Planning & Zoning Commission mtg @5:30pm in the Assembly Chambers

February 18 - Wrangell Convention & Visitors Bureau mtg. at noon in the Assembly Chambers

Community Events:

Upcoming Work Sessions (scheduled), Public Hearings (scheduled), Regular Assembly Meetings, and Other Meetings (scheduled)

<i>DATE</i>	<i>TIME</i>	<i>PURPOSE</i>
<i>February 11th (no work session scheduled)</i>	<i>6pm</i>	<i>Regular Assembly Meeting</i>
<i>February 25th (WS – Entitlement Lands w/EDB & P&Z)</i>	<i>6pm</i>	<i>Regular Assembly Meeting</i>
<i>March 11th (WS – Rate Presentation)</i>	<i>6pm</i>	<i>Regular Assembly Meeting</i>
<i>March 25th (no work session scheduled)</i>	<i>6pm</i>	<i>Regular Assembly Meeting</i>
<i>April 8th (no work session scheduled)</i>	<i>6pm</i>	<i>Regular Assembly Meeting</i>
<i>April 22nd (no work session scheduled)</i>	<i>6pm</i>	<i>Regular Assembly Meeting</i>
<i>May 13th</i>	<i>6pm</i>	<i>Regular Assembly Meeting</i>
<i>May 14th</i>	<i>5:30pm</i>	<i>Budget Work Session</i>
<i>May 22nd</i>	<i>5:30pm</i>	<i>Budget Revision WS (if needed)</i>
<i>May 27th (official Budget PH & Adoption - tentative)</i>	<i>6pm</i>	<i>Regular Assembly Meeting</i>
<i>June 10th</i>	<i>6pm</i>	<i>Regular Assembly Meeting</i>
<i>June 24th</i>	<i>6pm</i>	<i>Regular Assembly Meeting</i>

Borough Property for Sale...

The following Industrial Lots were listed again on the Public Surplus site for a 30-day bid window. They are scheduled to close on February 13th. To date, there have been no bids received for these three lots.

If there are any lots that did not sell, they will be listed for another 30-day period, until sold.

		Starting Bid Amount
LOT 9, BLOCK 66, INDUSTRIAL REPLAT	(25,849 sq. ft.)	\$51,700
LOT 11, BLOCK 66, INDUSTRIAL REPLAT	(16,500 sq. ft.)	\$31,400
LOT 12, BLOCK 66, INDUSTRIAL REPLAT	(16,500 sq. ft.)	\$31,400

Borough Assembly & Port Commission vacancies

With Assembly Member Anne Morrison resigning her seat on the Borough Assembly and Port Commissioner Gary Morrison resigning his seat on the Port Commission, I started advertising for those vacancies soonafter receiving the resignation letters.

I have the deadline for those who wish to submit a letter of interest for Tuesday, February 11th at 3pm. I have on the agenda, appointment for both seats.

Both of the term expirations were October 2026. So what that means is that the appointments on February 11th will be until October 2025 and there will be one-year unexpired terms for both, on the October 7th ballot.

Annual Borough Records transfer and destruction....

As we welcome the new year, I am focusing on the organization and processing of 2024 project records. These include:



- Transferring project and finance records to the retention storage area.
- Identifying records eligible for disposition.
- Assigning electronic project retention life cycles in Laserfiche for both general and major projects.

In 2025, records will automatically be sorted into their designated Laserfiche folders based on their assigned retention life cycles and naming conventions.