



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

**February 24, 2015 – 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 Nettie Covalt with the Presbyterian Church
- c. CEREMONIAL MATTERS – *Community Presentations, Proclamations, Certificates of Service, Guest Introductions*
  - i. Meilani Schijvens, Rain Coast Data on information for the Waterfront Master Plan public meetings
  - ii. Certificates of Service: Clay Hammer, Bob Maxand, Robert Prunella for their service on the Thomas Bay Power Commission

**2. ROLL CALL**

**3. AMENDMENTS TO THE AGENDA**

**4. CONFLICT OF INTEREST**

**5. CONSENT AGENDA**

- a. Items (\*) 6a, 7a, 7b, and 7c

**6. APPROVAL OF MINUTES**

- \*a. Minutes of the Public Hearing and Regular Assembly meetings held February 10, 2015

**7. COMMUNICATIONS**

- \*a. Quarterly Expenditure Report for SE Senior Services covering 10/1/14 thru 12/31/14
- \*b. School Board Action from the Regular meeting held February 16, 2015
- \*c. Port Commission minutes from the 1/7, **2/6**, 3/10 (regular and special), **4/3**, 6/5, **9/4**, 11/6, and **12/4/2014** meetings

**8. BOROUGH MANAGER'S REPORT**

**9. BOROUGH CLERK'S FILE**

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

- a. Reports by Assembly Members
- b. Appointment to fill the Vacancy on the Planning & Zoning Commission
- c. Appointment of two (2) Assembly Members to the Code Review Committee

**11. PERSONS TO BE HEARD**

**12. UNFINISHED BUSINESS**

### **13. NEW BUSINESS**

- a. Approval of an Alley vacation request to vacate the remainder of an alleyway, adjacent to Lot A and Lot C, Bay Company Replat; and of a request to purchase a portion of Lot 1 and Lot 2, Block B, Sortyard subdivision, zoned waterfront development, requested by David Powell, manager of The Bay Company, owned by Chet and Bejay Powell
- b. PROPOSED RESOLUTION No. 02-15-1313: A RESOLUTION OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, PROVIDING FOR THE AMENDMENT OF THE JOB DESCRIPTION FOR THE MAINTENANCE POSITION
- c. Approval of the Shoemaker Bay Harbor Engineering Design Services, Task 1 fee proposal
- d. Approval to renew a Contract Zoning Agreement for a portion of Lot 1, Lots 2, 3, and 5 of Block 12, USS 1119
- e. PROPOSED RESOLUTION No. 02-15-1312: A RESOLUTION OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, IN SUPPORT OF FULL FUNDING FOR THE STATE OF ALASKA HARBOR FACILITY GRANT PROGRAM IN THE FY 2016 CAPITAL BUDGET
- f. Approval to eliminate the Finance Dept. Temporary Office Position and to replace it with a permanent Part-time Position

### **14. ATTORNEY'S FIE**

### **15. EXECUTIVE SESSION**

### **16. ADJOURNMENT**

# Agenda Items 1 - 6

## CITY & BOROUGH OF WRANGELL

### BOROUGH ASSEMBLY

#### AGENDA ITEM

February 24, 2015

#### **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 Nettie Covalt with the Presbyterian Church
- c. Ceremonial Matters – *Community Presentations, Proclamations, Certificates of Service, Guest Introduction*
  - i. Meilani Schijvens, Rain Coast Data on information for the Waterfront Master Plan public meetings
  - ii. Certificates of Service: Clay Hammer, Bob Maxand, Robert Prunella for their service on the Thomas Bay Power Commission

#### **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, 7b, and 7c***

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

**INFORMATION:**

**6a** *Minutes of the Public Hearing and Regular Assembly meetings held February 10, 2015*

# WRANGELL WATERFRONT MASTER PLAN

## Town Meetings

**Monday February 23rd AND Wednesday, February 25th**  
**6:30 PM to 8:30 PM**  
Nolan Center

**Presentation of Three Waterfront Master Plans.  
Help us refine and provide input for your waterfront.**

**Monday, February 23:** Come see how your eight original Waterfront Master Plans were narrowed down to three. Provide feedback as we further narrow down and revise to meet the needs and desires of your community.

**Wednesday, February 25:** We will continue to revise and will present our updated work to you on Wednesday. Your input will help us as we narrow to one preferred Wrangell Waterfront Master Plan.

**Open Door Workshop (Tuesday and Wednesday):** The planning team will continue to refine and develop your your master plan while in the community. Stop by the small conference room in the Nolan Center to provide input and see the master plan being developed.



**Want to learn  
more?**

**Project Website:** [wrangellwaterfrontmp.blogspot.com](http://wrangellwaterfrontmp.blogspot.com)  
**Project Contact List:** Sign up by sending an email to  
[meilani@raincoastdata.com](mailto:meilani@raincoastdata.com)



# CERTIFICATE OF SERVICE

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

## Clay Hammer

for his service and dedication as a member of the Thomas Bay Power Commission from:

*October 2011 to January 2015*

ATTEST: Kim Lane, CMC, Borough Clerk



Dated this 24th day of February, 2015

David L. Jack, Mayor





# CERTIFICATE OF SERVICE

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


**Bob Prunella**

for his service and dedication as a member of the Thomas Bay Power Commission from:

*July 2014 to January 2015*

ATTEST:  Kim Lane, CMC, Borough Clerk

Dated this 24th day of February, 2015

  
David L. Jack, Mayor





# CERTIFICATE OF SERVICE

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

**Robert Maxand**

for his service and dedication as a member of the Thomas Bay Power Commission from:

*August 2014 to January 2015*

ATTEST: Kim Lane, CMC, Borough Clerk



Dated this 24th day of February, 2015

David L. Jack, Mayor





**Minutes of Public Hearing  
Held February 10, 2015**

Mayor David L. Jack called the Public Hearing to order at 6:30 p.m., February 10, 2015, in the Borough Assembly Chambers. Assembly Members Mitchell, Decker, and Prysunka were present. Assembly Member Rooney was absent. Borough Manager Jeff Jabusch and Clerk Kim Lane were also in attendance.

**Public Hearing Items**

- a. PROPOSED ORDINANCE No. 892: AN ORDINANCE OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, AMENDING CERTAIN SECTIONS OF CHAPTER 9.12, FIREWORKS, OF THE WRANGELL MUNICIPAL CODE RELATING TO WHERE FIREWORKS ARE PROHIBITED, AND ADDING A NEW SECTION ON PENALTY FOR VIOLATION (*second reading*)
- b. PROPOSED ORDINANCE No. 893: AN ORDINANCE OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, AMENDING TITLE 10, PUBLIC PEACE, MORALS, AND WELFARE, OF THE WRANGELL MUNICIPAL CODE TO ADD A NEW CHAPTER 10.18 ON ABUSE OF 911 SYSTEM, AND TO AMEND CERTAIN SECTIONS OF CHAPTERS 10.32 AND 10.36 RELATING TO WEAPONS AND DISCHARGE OF FIREARMS (*second reading*)
- c. PROPOSED ORDINANCE No. 894: 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*)

**WRITTEN TESTIMONY** – None.

**ORAL TESTIMONY**

**Charlie Hazel, 12.5 and 11.2 Mile Zimovia Hwy.,** spoke in opposition of the section in proposed ordinance no. 893 that speaks to the discharge of weapons on private property and also on the section that speaks to the within one-half mile of any public street, road or highway.

**Larry Daly, 11.4 Mile Zimovia Hwy.,** spoke in opposition of the section in proposed ordinance no. 893 that speaks to the within one-half mile of any public street, road or highway.

**Dale Tewalt, 11.5 Mile Zimovia Hwy.,** spoke in opposition of the section in proposed ordinance no. 893 that speaks to the within one-half mile of any public street, road or highway.

**Steve Murphy, 233 Stikine Ave.,** stated that with regards to the section in proposed ordinance no. 893 that speaks to the within one-half mile of any public street, road or highway, he believed that changing that to one-quarter mile would be acceptable.

**John Evers, 11.6 Mile Zimovia Hwy.,** spoke in opposition of the section in proposed ordinance no. 893 that speaks to the within one-half mile of any public street, road or highway. He stated that he believed that one-quarter mile would be sufficient.

Recessed at: 6:48 p.m.

Reconvened at: 6:53 p.m.

**WRITTEN TESTIMONY** - None.

**ORAL TESTIMONY**

**Butch Schmidt, 2.5 Mile Zimovia Hwy.,** questioned area in which the one-half mile provision would geographically start.

**Charlie Hazel, 12.5 and 11.2 Mile Zimovia Hwy.,** stated that he believed that the limit for the one-half mile should stop at mile 5.

Assembly Member Prysunka's asked Mr. Hazel if he believe that if someone wanted to set up shooting range out the road on their property, should they be allowed to do that.

Mr. Hazel said that as a trap shooter, whether or not you are shooting in a shooting range facility or not, there should be level of common sense. He further said that he believed that yes, someone should be allowed to do that, if they chose.

Public Hearing Adjourned at 7:03 p.m.

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

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



**Minutes of Regular Assembly Meeting  
Held on February 10, 2015**

Mayor David L. Jack called the Regular Assembly meeting to order at 7:04 p.m., February 10, 2015, in the Borough Assembly Chambers. Assembly Members Mitchell, Prysunka, Decker, and Blake were present. Assembly Member Rooney was absent. Borough Manager Jeff Jabusch and Clerk Kim Lane were also in attendance.

Pledge of Allegiance was led by Assembly Member Daniel Blake.

Invocation was given by Molly Prysunka.

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

Mayor Jack presented a Proclamation to School Board Members Cyni Waddington and Tamara Groshong, recognizing the month of February as School Board Recognition Month.

**AMENDMENTS TO THE AGENDA**

Assembly Member requested that Item 13d be removed from the Agenda and taken up again once the State decided to address it. There were no objections from the Assembly.

**CONFLICT OF INTEREST** – None

**CONSENT AGENDA**

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

**APPROVAL OF MINUTES**

The minutes of the Public Hearing and Regular Assembly meetings held January 27, 2015 were approved, as presented.

**COMMUNICATIONS**

- \*a. Minutes of the Regular School Board meetings held November 17, 2014 and December 15, 2014

**BOROUGH MANAGER'S REPORT**

The Borough Manager's Report was provided.

**BOROUGH CLERK'S FILE**

The Borough Clerk's Report was provided.

**MAYOR/ASSEMBLY REPORTS AND APPOINTMENTS**

**10a** Assembly Member Blake requested that the Assembly wait on the commercial part of the marijuana issue to first see what the State was going to do; he wanted to direct the Borough Clerk to contact the Borough Attorney to draft an Ordinance to prohibit the public consumption of marijuana and marijuana products. There was no objection from the Assembly.

Blake also stated that he would like the Borough Clerk to look into what other communities were doing for applying a “sin” tax on alcohol, Tabaco, and possibly marijuana and having those proceeds go towards sustaining the Parks & Recreation department.

Blake thanked Lauralee and Dennis Mann for their service to community and to the Senior Service residents. Blake stated that the Mann’s would be leaving our community.

Assembly Member Prysunka reported on a successful trip to Ketchikan to attend his first SEAPA Board meeting.

Assembly Member Decker requested that the Borough Manager look into investing the \$1 million that the City has in reserves into the Permanent Fund.

Mayor Jack stated that he had received a call from Senator Murkowski’s office regarding the Canada Mining; they had not forgotten about us.

Decker reported that a private company called Silverbay Seafoods in Sitka would be starting a salmon oil facility and also building a marine service center.

**10b** Appointment to fill the Vacancy on the Borough Assembly

***M/S: Prysunka/Blake, to appoint David Powell to the Borough Assembly for the unexpired term ending October 2015. Motion approved unanimously by polled vote.***

After taking his Oath of Office, Mr. Powell joined the Assembly at the dais.

**10c** Appointment to fill the Vacancy on the Planning & Zoning Commission

As there were no letters of interest received for this vacancy, the Mayor directed the Borough Clerk to continue advertising for the vacancy.

## **PERSONS TO BE HEARD**

***Butch Schmidt, 2.5 Mile Zimovia Hwy.,*** stated that with regards to the section in proposed ordinance no. 893 that speaks to the within one-half mile of any public street, road or highway, he believed that changing that to one-quarter mile would be acceptable.

***Marilyn Mork, 740 Evergreen,*** spoke in opposition to the language in the proposed ordinance no. 892 that stated that she would not be allowed to sell small fireworks to kids on the 4<sup>th</sup> of July. She suggested changing the language so that it would be allowed.

Assembly Member Decker quoted the section in the ordinance that defined what was not allowed.

Mayor Jack stated that the provision was not being changed and that it was in effect now.

## **UNFINISHED BUSINESS**



**12a** PROPOSED ORDINANCE No. 892: AN ORDINANCE OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, AMENDING CERTAIN SECTIONS OF CHAPTER 9.12, FIREWORKS, OF THE WRANGELL MUNICIPAL CODE RELATING TO WHERE FIREWORKS ARE PROHIBITED, AND ADDING A NEW SECTION ON PENALTY FOR VIOLATION *(second reading)*

***M/S: Prysunka/Blake, to approve Ordinance No. 892.***

Assembly Member Mitchell stated that in section 9.12.030, it stated that “any kind or description of fireworks”. Therefore, if Ms. Mork were selling any fireworks, she would be in violation.

***M/S: Mitchell/Blake: to amend the main motion to strike the words “any kind” from section 9.12.030.***

Mayor Jack stated that if the language in 9.12.030 stated that ... “firecrackers or fireworks as defined in section 9.12.010.....” would make it very clear. Assembly Member Mitchell agreed.

***Motion failed with Mitchell, Powell, Decker, Prysunka, Blake, and Mayor Jack voting No.***

***M/S: Blake/Mitchell: to amend the main motion to replace the words “or any kind” with the words “as defined in WMC 9.12.010. Motion approved unanimously by polled vote.***

***Main Motion, as amended was approved unanimously by polled vote.***

**12b** PROPOSED ORDINANCE No. 893: AN ORDINANCE OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, AMENDING TITLE 10, PUBLIC PEACE, MORALS, AND WELFARE, OF THE WRANGELL MUNICIPAL CODE TO ADD A NEW CHAPTER 10.18 ON ABUSE OF 911 SYSTEM, AND TO AMEND CERTAIN SECTIONS OF CHAPTERS 10.32 AND 10.36 RELATING TO WEAPONS AND DISCHARGE OF FIREARMS *(second reading)*

***M/S: Blake/Decker, to approve Ordinance no. 893.***

Assembly Member Blake stated that after the public comments heard during the Public Hearing, this item should go back to the Code Review Committee for further review. He also felt that the distance for shooting off the road should be reduced to one-quarter mile.

Assembly Member Mitchell said that he thought that it should be changed to what the State standards were which was a quarter-mile for a highway and off the road for a rural roadway. Assembly Member Powell agreed. Assembly Member Blake said that would be fine too. Mitchell also stated that the designated area needed to be defined better.

***M/S: Prysunka/Decker, to postpone this item until the Code Review Committee can revisit this item based on the recommendations of the Assembly, and to have the Borough Manager produce maps that would define the service area. Motion approved unanimously by polled vote.***

Clerk Lane recommended that item 12c also be postponed since it contained fines that were being established from 12b.

**12c** PROPOSED ORDINANCE No. 894: 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)

***M/S: Prysunka/Blake: to postpone this item until the Assembly receives the recommendations from the Code Review Committee. Motion approved unanimously by polled vote.***

#### **NEW BUSINESS**

**13a** Approval of a MOU between the City & Borough of Wrangell and Wrangell Cooperative Association

***M/S: Prysunka/Blake, to approve the Non-Funding Obligating Memorandum of Understanding between Wrangell Cooperative Association and The City and Borough of Wrangell, which will expire on November 25<sup>th</sup>, 2019. Motion approved unanimously by polled vote.***

**13b** PROPOSED RESOLUTION No. 02-15-1311: A RESOLUTION OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, SUPPORTING THE REINSTATEMENT OF A FULL \$60 MILLION INTO THE REVENUE SHARING FUND ON A YEARLY BASIS WITH A ONE-YEAR APPROPRIATION OF \$8 MILLION TO THE FUND WITH AN EFFECTIVE DATE PRIOR TO JUNE 30, 2015

***M/S: Blake/Mitchell, to approve Resolution No. 02-15-1311 that supports the reinstatement of funding for Revenue Sharing. Motion approved unanimously by polled vote.***

**13c** Discussion and Possible action regarding the State Trooper position in Wrangell (*requested by Assembly Member Prysunka*)

***M/S: Prysunka/Blake, to instruct the City Manager to write a letter regarding the reinstatement of the State Trooper position in Wrangell and send it to the appropriate people in Juneau. Motion approved unanimously by polled vote.***

**13d** Discussion and Possible regarding writing a letter to DOT the changes to the unaccompanied minor's policy on Alaska ferries (*requested by Assembly Member Prysunka*)

***This item was removed from the agenda under Amendments to the Agenda.***

**ATTORNEY'S FILE** – None

#### **EXECUTIVE SESSION**

To discuss with the Borough Attorney, a matter which by law is required to be confidential, to discuss facts and legal strategies concerning a matter involving the Thomas Bay Power Authority.



***M/S: Decker/Prysunka, to go into executive session to discuss with the Borough Attorney, a matter which by law is required to be confidential and to discuss facts and legal strategies concerning a matter involving the Thomas Bay Power Authority. Motion approved unanimously by polled vote.***

Recessed at: 8:12 p.m.

Reconvened at: 8:43 p.m.

As there was no further business, Mayor Jack adjourned the Regular Assembly meeting at 8:44 p.m.

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

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

Unapproved

# Agenda Item 7

## CITY & BOROUGH OF WRANGELL

### BOROUGH ASSEMBLY AGENDA ITEM February 24, 2015

#### **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. Quarterly Expenditure Report for SE Senior Services covering 10/1/14 thru 12/31/14
- \*b. School Board Action from the Regular meeting held February 16, 2015
- \*c. Port Commission minutes from the 1/7, 2/6, 3/10 (regular and special), 4/3, 6/5, 9/4, 11/6, and 12/4/2014 meetings



Dignity • Care • Compassion

419 6th Street

Juneau, AK 99801

Telephone: 907.463.6100

Fax: 907.586.9018

www.ccsjuneau.org

January 31, 2015

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

CITY CLERK  
 FEB 05 2015  
 RECEIVED

Dear Mr. Jabusch:

A copy of the Quarterly Expenditure Reports for Southeast Senior Services' Wrangell program is enclosed. These reports cover the second quarter period from October 1, 2014 through December 31, 2014.

The following services were provided during the second quarter of Fiscal Year (FY) 2015:

- \* 47 individuals received 1,353 home-delivered meals.
- \* 60 individuals received 913 congregate meals.
- \* 34 individuals received 808 assisted rides.
- \* 2 disabled individuals, under the age of 60, received 7 assisted rides.

\*\* Services for the disabled individuals, under the age of 60, were funded by the Medicaid Waiver Program and other fund sources.

Figures this quarter reflect 5 days of service all months of this quarter.

On behalf of Wrangell seniors, I would like to thank you for your continued support of the Wrangell Senior Program.

Sincerely,

Larry Bussone  
 Executive Director

LB/ab

Enclosures



Description	1st Quarter Actual	2nd Quarter Actual	3rd Quarter Actual	4th Quarter Actual	Year to date Actual
4001 T3 NSIP	\$ 519.35	\$ 329.97			\$ 849.32
4033 T3 Nutrition & Transportation	\$ 14,247.19	\$ 14,250.54			\$ 28,497.73
4106 City of Wrangell	\$ 2,750.01	\$ 2,750.01			\$ 5,500.02
4364 Title VI-Care Giver Support	\$ 5,740.01	\$ 700.18			\$ 6,440.19
4365 Title VI-NTS	\$ 20,582.51	\$ 20,582.50			\$ 41,165.01
4369 Title VI-NSIP	\$ 520.01	\$ 520.00			\$ 1,040.01
4410 Congregate Meal Contr-Over 60	\$ 897.00	\$ 2,656.00			\$ 3,553.00
4411 Congregate Meal Contr-Under 60	\$ 80.00	\$ 476.00			\$ 556.00
4412 Home Deliv Meal Contr-Over 60	\$ 342.00	\$ 636.00			\$ 978.00
4414 Transportation Contr-Over 60	\$ 526.00	\$ 656.00			\$ 1,182.00
4415 Transportation Contr-Under 60	\$ -	\$ 150.00			\$ 150.00
4553 Medicaid	\$ 7,797.10	\$ 2,989.98			\$ 10,787.08
4600 In-Kind Revenue	\$ 3,592.50	\$ 3,592.50			\$ 7,185.00
4920 Fund Raising	\$ -	\$ 3,141.00			\$ 3,141.00
4950 Individual Donations	\$ 163.00	\$ 81.00			\$ 244.00
4990 Miscellaneous Revenue	\$ 1,278.00	\$ 40.00			\$ 1,318.00
<b>Total Revenue</b>	<b>\$ 59,034.68</b>	<b>\$ 53,551.68</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 112,586.36</b>
6110 Salaries & Wages Expense	\$ 24,664.49	\$ 20,265.10			\$ 44,929.59
6115 Substitute Wages Expense	\$ 2,928.20	\$ 5,297.76			\$ 8,225.96
6120 Payroll Taxes & Benefits	\$ 6,622.85	\$ 6,908.80			\$ 13,531.65
6220 Staff Travel & Training	\$ -	\$ -			\$ -
6224 Reimbursable Travel	\$ -	\$ -			\$ -
6310 Facility Rent	\$ 223.35	\$ 223.35			\$ 446.70
6311 In-Kind Rent	\$ 2,460.00	\$ 2,460.00			\$ 4,920.00
6320 Phone Service Charges	\$ 455.31	\$ 452.55			\$ 907.86
6330 Facility Utilities	\$ 1,197.35	\$ 1,497.07			\$ 2,694.42
6410 Office Supplies	\$ 23.02	\$ 5.96			\$ 28.98
6420 Postage	\$ 38.13	\$ 46.78			\$ 84.91
6440 Vehicle Supplies	\$ -	\$ -			\$ -
6450 Program Supplies	\$ -	\$ 214.24			\$ 214.24
6470 Household Supplies	\$ 37.39	\$ 192.05			\$ 229.44
6475 Home Delivery Containers	\$ 168.83	\$ 70.80			\$ 239.63
6480 Raw Food	\$ 3,294.85	\$ 8,133.06			\$ 11,427.91
6485 Fundraising	\$ -	\$ -			\$ -
6491 In-Kind Gas & Oil	\$ 316.26	\$ 316.26			\$ 632.52
6510 Vehicle Repair	\$ -	\$ -			\$ -
6511 In-Kind Vehicle Repair	\$ 816.24	\$ 816.24			\$ 1,632.48
6520 Non-Vehicle Repair	\$ -	\$ -			\$ -
6540 Equip Purch (under \$5,000)	\$ -	\$ -			\$ -
6610 Professional Services	\$ 276.20	\$ 309.80			\$ 586.00
6620 Vehicle Insurance	\$ 173.10	\$ 171.45			\$ 344.55
6630 Property & Liability Insurance	\$ 77.40	\$ 77.04			\$ 154.44
6640 Dues & Subscriptions	\$ 125.00	\$ -			\$ 125.00
6660 Advertising	\$ -	\$ -			\$ -
6650 Printing	\$ -	\$ -			\$ -
6700 Administrative Expenses	\$ 8,148.99	\$ 7,300.66			\$ 15,449.65
<b>Total Expenditure</b>	<b>\$ 52,046.96</b>	<b>\$ 54,758.97</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 106,805.93</b>
<b>Excess Revenues over (under) Expenses</b>	<b>\$ 6,987.72</b>	<b>\$ (1,207.29)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 5,780.43</b>



**BOARD ACTION**

**FOR DETAILS, CONTACT:**  
PATRICK MAYER,  
SUPERINTENDENT  
DIRECT PHONE: 907-874-2347

**WRANGELL PUBLIC SCHOOL BOARD  
REGULAR MEETING  
FEBRUARY 16, 2015**

- Approved the Agenda as Presented
- Approved the Minutes of the January 19, 2015 Regular Board Meeting
- Offered Wallace “Butch” Schmidt a Teaching Contract as Long-term Substitute
- Accepted the second reading of
  - Board Policy #4119.21, Certified Staff Code of Ethics
  - Board Policy #4219.21, Classified Staff Code of Ethics
  - Board Policy #4319.21, Coaches Code of Ethics
  - Board Policy #7323, Meeting Conduct
- Adjourned

**WRANGELL PORT COMMISSION  
REGULAR MEETING MINUTES  
Tuesday-January 7, 2014 at 7:00 p.m.  
Wrangell Borough Assembly Chambers**

1. **CALL TO ORDER**
2. **ROLL CALL-Martin, Yeager, Hammer and Eagle; Silva Absent**
3. **APPROVAL OF MINUTES**

- a) December 5, 2013 Regular Meeting Minutes
- b) **Moved by**-Hammer
- c) **Seconded by**-Yeager
- d) **Approved or Changes**- Approved Unanimous Consent

4. **AMENDMENTS TO THE AGENDA**

**Moved items from 8b and 9a up to 8a and 8b**

5. **CORRESPONDENCE**

**Svenson Tideland purchase (pictures, plats and layouts)  
Proposal from Christ Merti-Corvus Designs**

6. **PERSONS TO BE HEARD**

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**Persons**-None

7. **REPORTS**

- a. Harbormaster

**Greg**-Big Machine is on schedule and shipping from Italy 5<sup>th</sup> or 6<sup>th</sup> of February; 5 to 6 weeks to get it to Seattle then to Wrangell. Hopefully it will be up and running first week of April.

Yeager and Robbins are going to Yacht show in Seattle-January 28, 29<sup>th</sup> and 30<sup>th</sup>.

Getting summer floats out and up.

We have new Nav Lights and need to be put up about Eight feet and are reported to Nav Aides Office.

- b. Commissioners  
**None**
- c. Port and harbor safety concerns

**Yeager-** Lights out in Inner Harbor and Shoemaker Bay. We need to keep plugging along and getting them in.

**Greg-** On the list to get done.

## 8. UNFINISHED BUSINESS

- a. MSC (Marine Service Center) Lease's possible time extension.

**Greg-**We identified lots and had bids for these leases back in April, Approved in May. At the same time we told folks, the winners of the auction they needed to make plans and arrangements, do what they need to do-get buildings etc. between the time construction was going on and November 20<sup>th</sup> when contractor was scheduled to leave yard. They were told they could have them then, we got close to that date and contractors were not finished so extended it to December 1<sup>st</sup> and let folks have them. He had Mr. Pritchett and Mr. Young wanted and extension till January 1<sup>st</sup>. Since then Mr. Pritchett made another request to extend to spring. He told him he was not in favor of it due to budget.

**Pritchett-**Speaks and requests extension until March due to building and has concrete foundation. Concrete plant doesn't open until middle of March. He wants to post pone occupant of property due to not using it and post pone payment.

**Motion Port Commission to consider Post Pone Lease till April 1<sup>st</sup>.  
for Discussion**

**Motion-** Yeager

**Seconded by-** Martin

**Motion to Delay Implementation of Lease till April 1<sup>st</sup>**

**Poll Vote-Hammer-No; Yeager-No; Martin-No and Eagle-No**

- b. Discussion and possible action relating to the request from David Svendsen to purchase Tidelands.

**Denise Svenson-**Tidelands have already been approved. He wants to purchase Unsubdivided Wrangell Tidelands Addition

A.T.S. # 83

**Motion by Martin-** To recommended the City Council approve David Svenson to purchase Unsubdivided Wrangell Tidelands Addition A.T.S. # 83

**Seconded-Hammer**

**Poll Vote-Yeager-Yes, Martin-Yes, Hammer-Yes and Eagle-Yes**

c. Mariner's Memorial

**Eagle-**You should have and email from Chris Mertl and a proposal of a landscape design, not an architectural bid document. This would be formal landscape and structural design of what would fit where, on our Memorial sight. We would have Chris come here twice to work with us in a workshop and see the sight and develop the sight.

**Motion by Martin-** Port Commission requested motion to enter into a contract with Corvis Design Inc. for design of the Mariner's Memorial and not to exceed the amount of \$11,372.00. Purposes are to expedite this project on the Mariner's Memorial. Funds are to come from Heritage Harbor Funds-Assembly approval.

**Seconded by-**Yeager

**Poll Vote – Yeager-Yes; Hammer-Yes; Eagle-Yes and Martin-Yes**

d. Fee Schedule for the New Machine-Costs Annually and Picking Fee's

**Unanimous consensus approval of rates from Greg to send to the attorney**

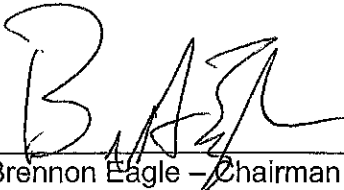
9. NEW BUSINESS

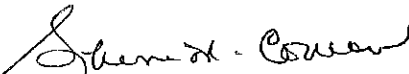
10. CLOSING

a. Next Agenda Items

**Greg-** will try to get New Machine-Costs in an Ordinance Form to bring back to meeting.

b. Adjourn meeting **8:10 PM**

  
Brennon Eagle - Chairman

  
Sherri Cowan - Recording Secretary



**WRANGELL PORT COMMISSION  
REGULAR MEETING AGENDA  
Thursday, February 6, 2014 at 7:00 p.m.  
Wrangell Borough Assembly Chambers**

1. **CALL TO ORDER**
2. **ROLL CALL** Yeager, Hammer and Silva; Eagle & Martin Absent
3. **APPROVAL OF MINUTES**
  - a) January 7, 2014 Regular Meeting Minutes
  - b) **Moved by-Yeager**
  - c) **Seconded by-Silva**
  - d) **Approved-Unanimous Consensus**
4. **AMENDMENTS TO THE AGENDA**

**Moved to Item 9 New Business**

**Tyler Thompson Request to increase his size in MSC Boat Yard  
Ordinance Change-MSC Number of Leases in the Boat Yard**
5. **CORRESPONDENCE**

**None**
6. **PERSONS TO BE HEARD**

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**Person- None**
7. **REPORTS**
  - a. Harbormaster  
**Greg- They started work on summer float.  
The new machine will leave any day-5 week venture. Here end of  
March or early April. It says City of Wrangell Wolves and is color  
red and white.  
We are getting ladders up in Heritage Harbor, having to modify a  
few.**
  - b. Commissioners - **None**
  - c. Port and harbor safety concerns  
**Greg- Inner Harbor Lights are working. SMB they are working on  
now and getting those done.**

**8. UNFINISHED BUSINESS**

a. Mariner's Memorial

**Greg- We had workshop. Chris Mertl went back to Juneau to put together some stuff. Got a hold of Chris Cawthorne's daughter and she found his file with some stuff and wants to make sure his stuff is submitted to Chris Mertl. She is going to send it out today.**

b. Fee Schedule for the New Machine-Costs Annually and Picking Fee's Ordinance approved Rate Schedule for Ports and Harbor-**MSC-1<sup>st</sup> Reading.**

**Greg- We try to estimate our annual fees per year. Straps are at 150 every two to three years and we change out the wire. We go through a dozen straps a year now, pulling a 150 to 300 mark. I presented a Rate structure last time. He is going to have changed the 79-90 feet to 76-90 feet and change "After first 2 hours of hoist time to lift time" and wants to change to hourly rate time. 150 is \$75 every 15 minutes and 300 is \$125 every 15 minutes. He will also state it is equipment rate.**

**Motioned to approve 1<sup>st</sup> reading - Yeager**

**Seconded- Silva**

**Poll Vote- Silva, Yeager and Hammer-Approved Unanimous Consensus**

**9. NEW BUSINESS**

Tyler Thompson's Request for lot extension in MSC

**Motion to approve-Yeager**

**Seconded by-Silva**

**Poll Vote - Hammer, Yeager and Silva-Approved Unanimous consensus**

Ordinance Change-MSC Number of Leases in the Boat Yard

**Greg- He received paperwork back from the Attorney and it is in front of you. Under Chapter 14.01- General Provisions – Definitions- "JJ", they are going to add Marine Service Center. He is going to add MSC address - 523 Front Street and changing "a mobile boat lift" to two mobile lifts and getting rid of the names. He recommends first version not the convoluted one.**

**Greg- If you look at the 2<sup>nd</sup> Ordinance under Chapter 14.07 Port Operations and Other Services-Under C2 he would like to change "A person or business who holds more than one lease at the date of enactment of this ordinance may maintain the additional lease(s) during the duration of such lease, until such time as the lease is transferred or expired. He wants to stop at the wording leases(s) and delete "during the duration of such lease, until such time as the lease is transferred or expired." I don't think the**

attorney realized we had a short 5 year lease and she thought they were long term leases.

They way it is written now example Don Sorric has two leases and he would not be able to keep his lease after 5 years.

Silva -They should be grandfathered in.

Don Sorric Superior Marine-Built company for the 150 ton lift, new lift will not fit in his building. He asked for additional lot and three lots were going to come up for bid. He asked at the meeting if he would still be able to bid and he was told there was nothing anywhere that he could not bid on as many leases as he wanted and still be eligible to bid, now that has all changed. This changed his whole business plan. It's preventing the growth of his business. He wants the right to bid and the highest bid gets it. That right is leaving him tonight, his right to bid.

If he tries to sell his business and now it won't be able to be sold in one piece because there is a one lease per person implemented here. He wants to know what we are going to do about this. He doesn't want to sell it in two pieces. If he gives them to Jimmy who already has a lease what is going to be done about that? We are going to have a problem when he goes to turn it over.

Greg- He will contact Attorney to see how this can be handled.

Motion to approve the first version of Ordinance General Provisions as outlined in section "JJ" on the single page and also under Chapter 14.07 Port Operations and Other Services changes Under C2-1<sup>st</sup> reading-Yeager

Seconded-Silva

Poll Vote-Yeager-Silva-Hammer-Approved Unanimous Consensus

## 10. CLOSING

- a. Next Agenda Items  
**Under Unfinished Business:**  
**Mariner's Memorial**

**Ordinance Change-MSc Number of Leases in the Boat Yard-2<sup>nd</sup> Reading**

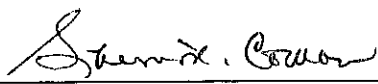
**Ordinance approved Rate Schedule for Ports and Harbor-MSc-2<sup>nd</sup> Reading.**

**Under New Business:**  
**Bid for Fender Systems-materials**

Next meeting- last week of February-check with Kim for the 27<sup>th</sup>.  
Public Hearing 6:30 for 2<sup>nd</sup> readings and public and workshop with  
Chris Merti all in same day starting at 5:00 or 5:30 PM.

- b. Adjourn meeting  
8:30 PM

  
Brennon Eagle / Chairman

  
Sherri Cowan - Recording Secretary



**WRANGELL PORT COMMISSION  
REGULAR MEETING MINUTES  
Monday, March 10, 2014 at 5:30 p.m.  
Wrangell Borough Assembly Chambers**

1. **CALL TO ORDER 7:00 PM**
2. **ROLL CALL Martin, Silva, Eagle, Hammer and Yeager Absent**
3. **APPROVAL OF MINUTES**
  - a) February 6, 2014 Regular Meeting Minutes  
**Moved by- Martin**  
**Seconded by-Silva**  
**Approved-Unanimous Consensus**
4. **AMENDMENTS TO THE AGENDA**  
**None**
5. **CORRESPONDENCE**  
**None**
6. **PERSONS TO BE HEARD**

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**Person- Otto Florschultz - 11.2 Mile Zimovia Highway**

**Otto-When we started the MSC yard someone came to them and wanted to have an area 80x50 for a belt freezer and it was passed. When I went to the City Council, one particular council man asked that person if the building was big enough and he said he didn't want to get locked into that and it just grew from there. He is saying all of this because you are an Enterprise Fund; our ordinance states that when something is taken away from you it is suppose to be replaced. When McConachie's Folly was built they gave you the piece of property across the street. In his mind when the belt freezer was built nothing was ever compensated from that. At one time we talked about building, for the same square footage, as the belt freezer. He would like to have a North end boat ramp and boat launch out on Ishiyama Road and would like the port to consider it. Between the Golf course and the City property is or any where passed high field, next to Critters. Anywhere along the pavement would be fine. In his mind you have not received adequate compensation for that belt freezer.**

7. **REPORTS**

a. **Harbormaster**

**Greg-In general boat yard is starting to increase. The new machine is supposed to show up end of the March. In Mid April he hopes to have it up and running. He is having boat stands built and they are being built locally. We are getting forklift out of that grant. Summer float will be going up as soon as weather is good again. Comment on the boat that sunk, it was being pumped. Insurance question came up again. The potential is there for expenditures that just aren't fair. Do we want to entertain people having proof of insurance on their vessels in the harbor? It is a controversial issue.**

**Brennon-He wants to see where this goes when Greg goes to the Ports and Harbors Conference in October.**

b. **Commissioners**

**David-No**

**Martin-What are divers doing out in the harbor?**

**Greg-They are dragging sand, cleaning out the end of the pipes and they are putting in new steel discharge lines for Trident.**

**Brennon-Derelict vehicles in Heritage Lot and he wants them taken care of.**

c. **Port and harbor safety concerns**

**Dave-Concrete is cracked around the Clara and is really wide.**

**Greg-Engineers are going to get him the compound to fill it and get it fixed.**

8. **UNFINISHED BUSINESS**

a. **Mariner's Memorial-keep under unfinished business and also have a workshop at next meeting-schedule an hour before regular meeting.**

b. **Ordinance Change-MSA Number of Leases in the Boat Yard-2<sup>nd</sup> Reading.**

**Motion to Approve-Martin**

**Motion 2<sup>nd</sup>-Silva**

**Approved to forward to Council for approval-Silva, Martin, and Eagle Approved**

c. **Ordinance approved Rate Schedule for Ports and Harbor MSA-2<sup>nd</sup> Reading.**

**Motion to Pass-Eagle**

**Approved to forward to Council for approval - Eagle, Silva and Martin Approved**

- d. **Ordinance definition of Marine Service Center-2<sup>nd</sup> Reading  
Motion to amend previous motion to delete located at 523 Front Street and change area to areas-Martin  
Motion 2<sup>nd</sup> - Silva  
Approved to forward to Council for approval-Silva, Martin and Eagle Approved**

**9. NEW BUSINESS**

- a. **Bid for Fender Systems-materials**

**Greg-We had funds left over out of the City Docks Project and we are putting some things back in. We put bid out to purchase the materials. We will have it here by mid May, then we will put the construction part of that project out to bid then this summer we will replace the fenders out on the cruise ship dock.**

**10. CLOSING**


- a. **Next Agenda Items**

**Proof of Insurance on vessels in the Harbor  
Budget**

- b. **Adjourn meeting**

**7:53 PM**

  
\_\_\_\_\_  
Brennon Eagle – Chairman

  
\_\_\_\_\_  
~~Sherri Gowan - Recording Secretary~~  
Kim Lane, Borough Clerk

**WRANGELL PORT COMMISSION  
PUBLIC MEETING MINUTES  
Monday, March 10, 2014 at 6:30 p.m.  
Wrangell Borough Assembly Chambers**

**CALL TO ORDER** The Special Meeting of the Wrangell Port Commission was called to order at 6:30 p.m. by Chairman Brennon Eagle. Commissioners Silva and Martin were in attendance. Also present were Harbormaster Greg Meissner and Recording Secretary Sherri Cowan

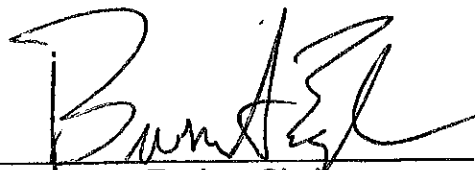
Commissioners Hammer and Yeager were absent.

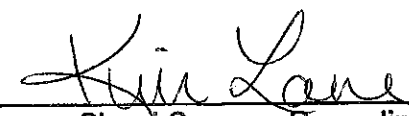
1. **ROLL CALL –Silva, Martin, Eagle, Hammer and Yeager Absent**
  - a. Ordinance Change -MSC Number of Leases in the Boat Yard-2<sup>nd</sup> Reading
  - b. Ordinance approved Rate Schedule for Ports and Harbor-MSC-2<sup>nd</sup> Reading
  - c. Ordinance definition of Marine Service Center- 2<sup>nd</sup> Reading

**Comments from the Commissioners-None-No Changes**

2. **COMMISSION ACTION- Unanimous to approve all of the Ordinance Changes and forward on to the assembly.**

**Special Meeting is adjourned at 6:38 PM**

  
Brennon Eagle – Chairman

  
Sherri Cowan - Recording Secretary  
Kim Lane, Borough Clerk

WRANGELL PORT COMMISSION  
REGULAR MEETING MINUTES

April 3, 2014

Port Commissioner Brennon Eagle called the Regular Port Commission meeting to order at 7:07 p.m., April 3, 2014, in the Borough Assembly Chambers. Port Commission members Hammer, Yeager, Silva, and Martin were present. Harbormaster Greg Meissner and Borough Clerk Kim Lane were also in attendance.

**APPROVAL OF MINUTES**

*M/S: Hammer/Martin, to approve the Minutes of the Special Port Commission meeting held On March 10, 2014. Motion approved unanimously by a consensus of the Commission.*

*M/S: Martin/Hammer, to approve the Minutes of the Regular Port Commission meeting held On March 10, 2014. Motion approved unanimously by a consensus of the Commission.*

**AMENDMENTS TO THE AGENDA**

With the consensus of the Commission, Items 8a and 9a were moved to be considered after Correspondence on the agenda.

**CORRESPONDENCE**

There was no Correspondence received.

**8a** Mariner's Memorial

*M/S: Silva/Hammer, to approve Port Commissioners Eagle and Yeager and Harbormaster Meissner to contact Chris Mertle to go over the concepts that the Port Commission agreed on to include:*

*Concept No. 2, adding:*

- 1. a stairway like in concept no. 1;*
- 2. boardwalk the full length of the memorial;*
- 3. wood textured concrete walking surface;*
- 4. flag pole;*
- 5. propeller benches in the memorial;*
- 6. walls to include a foundation with 6' high steel walls;*
- 7. narrowing the walls so as to not be a safety hazard;*
- 8. unmanned helm;*
- 9. octagon lighthouse;*
- 10. storytelling within the foundation on the walls.*

*Motion approved unanimously by polled vote.*

**9b** Request from Steve Keller to extend existing lease

*Steve Keller, 1.5 Mile Zimovia Hwy.,* stated that he wanted to build a shed to store materials and tools.

In response to Commissioner Eagle, Harbormaster Meissner clarified the existing lease and square footage.

*M/S: Yeager/Hammer, to approve the Request from Steve Keller to extend his lease to 50 x 68 square feet as outlined in his drawing. Motion approved unanimously by polled vote.*

**PERSONS TO BE HEARD**

There were no persons to be heard.

**REPORTS**

Harbormaster Meissner reported on the following:

- boat yard filling up fast
- electricity was high in demand
- purchased some spider boxes to help alleviate the problem
- new boat lift would arrive in Tacoma on April 9th; we hope to make the barge that is scheduled to leave Seattle April 18<sup>th</sup>;
- summer float is just about done
- aiming to install the first float the first week in May;
- DOT requesting that the City take over the Meyers Chuck dock;
- parking continues to be an issue on Peninsula Street but Police Department working on issue.

Commissioner Hammer stated that the new ladders on the docks are really well made.

**UNFINISHED BUSINESS**

**7b** Proof of Insurance on Vessels in the Harbor

Harbormaster Meissner stated that Juneau requires proof of insurance on vessels in the harbor and fines .25 cents per square foot for uninsured vessels; Kodiak requires insurance but does not regulate; Seward requires 1 million dollar coverage for vessels such as charter boats, taxis, tugs; wreck boats, commercial, and transient vessels are required to have insurance but this is not regulated.

Commissioner Eagle stated that this issue was brought up at the last meeting because of potential fuel leaks or other vessels being damaged if another vessel were to sink.

Commissioner Martin stated that this discussion needed to be explored further; possibility of everyone getting a surcharge; discount on stall rent if insurance was



provided.

In response to Commissioner Yeager, Harbormaster Meissner stated that there were a lot of commercial and recreational boat owners who did not have insurance.

Commissioner Silva stated that boat insurance would require a survey of the vessel.

**Bill Knecht, 2.34 Mile**, stated that this had been a topic of discussion some years back; mandatory insurance on vessels had been met with resistance from the public. Mr. Knecht also thanked the Commission for work on the Mariner's Memorial.

**Dave Miller, 311 First Ave.**, spoke in favor of mandatory insurance; stated that if a boat sinks, it would cost us all.

**Julie Decker, 120 Third St.**, suggested looking into how much it would cost for the City to have a liability insurance policy that would cover the harbor.

Commissioner Eagle requested that Harbormaster Meissner find out what the cost would be for liability insurance at the harbor; also to look into the possibility of a reserve for vessel or pollution damage.

It was the consensus of the Commission to add this discussion to the next Regular Port Commission meeting.

## **NEW BUSINESS**

### **9a Budget**

Commissioner Eagle recommended that since they had just received the draft budget, that they take time to review it and address it at the next Regular Port Commission meeting. There was no objection from the Commission.

In response to Commissioner Eagle, Harbormaster Meissner stated that staff was looking at having the budget workshop in May.

Commissioner Martin asked if the Commission played a role in evaluating the Harbormaster.

Commissioner Eagle responded that the prior Borough Manager had not allowed the Commission to evaluate the Harbormaster. He stated that it might be a good idea for him to meet with Borough Manager Jabusch to see if the Commission could become formally involved in the process.

## **CLOSING**

Next Agenda Items:

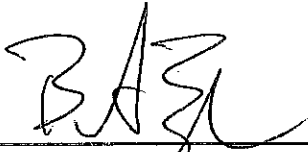
New Business:

1. Meyers Chuck - Commissioner Eagle requested that Harbormaster Meissner submit a one to two page breakdown of the proposal from DOT.

Unfinished Business:

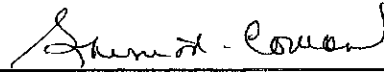
1. Proof of Insurance on vessels in the Harbor
2. Budget

**ADJOURNMENT: 8:10 p.m.**



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Brennon Eagle - Chairman



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Sherri Cowan - Recording Secretary

**WRANGELL PORT COMMISSION  
REGULAR MEETING MINUTES  
Thursday June 5, 2014 at 7:00 p.m.  
Wrangell Borough Assembly Chambers**

1. **CALL TO ORDER & 7:03 PM**
2. **ROLL CALL**  
Martin-Yes  
Eagle-Yes  
Hammer-Yes  
Yeager-Absent  
Silva-Absent
3. **APPROVAL OF MINUTES**
  - a. May 1, 2014 Regular Meeting Minutes  
Moved by-Hammer  
Seconded by-Martin  
Approved by-Unanimous Consensus
4. **AMENDMENTS TO THE AGENDA**  
None
5. **CORRESPONDENCE**
  - a. Myers Chuck Correspondence from Alan and Nancy Manning
  - b. Myers Chuck Correspondence from Catherine Peavey
  - c. Myers Chuck Correspondence from Greg Rice-Greg Rice M.C.C.A.  
All verified-All have Read.
6. **PERSONS TO BE HEARD**

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None
7. **REPORTS**
  - a. **Harbormaster**  
Greg
    - \* The Big Machine is in and is working pretty good. It steers good and it's different. They are going to have to get use to it. The yard is busy. Guys are working longer hours 6 days a week, 10 hour days. This has taken some pressure off the guys.
    - \* City dock fender jobs, they put the creosote pilings back in the water. They were starting to smell so they tied them up put them

in the water and moved them and put them back into the harbor. Now they are safe from fireworks on the 4<sup>th</sup>.

- \* Public works, they are waiting on final on approval from Core to put the project out.
- \* Summer floats they are lighter and they move faster so there is a lot more dinging going on down there. They have some Teflon pieces coming-c shaped to go over them. He talked to Carol about the Master Plan the City had and a waterfront being a park. We will be a part of that. He will talk to Carol more about it.
- \* Camera crew is in the harbor, they are doing the Deadliest Catch. He talked to them about safety and publicity going out. He wanted to make sure things didn't look bad going out of here. He will keep on top of it.
- \* Crew has been doing a lot of cleaning up.
- \* He has a list of dozen cars that need to be taken out of here. He will let Eagle talk about it.

Eagle-He talked about the off site. He talked Greg about using the parking lot by the Marine Bar. There is some rock fill there and we might be able to get some boats in there.

Greg-We are working on getting some more work space. He thinks we can get 8 to 10 boats, mid 30 class vessels, and use more of the Ritchie yard.

**b. Commissioners**

Hammer-The Petersburg Major was in town and he did a walk thru with him. He showed the yard off and the new lift. He did get feedback from one of them -He wanted to know if we used the hydraulic trailer to put boats into the water?

Greg-Yes it is a submersible machine.

Hammer- It would make a big difference, stabbing the small boats in and out of the water. It might be a growing opportunity for us.

Greg-It would be a cost for us to develop a ramp there.

Eagle-He brought up the Parking Issue. He asked Greg and Jabusch about this and he wants to put it on the next agenda item and if nothing is getting done formally, I would like to write a letter to have the assembly deal with it.

Martin-His understanding that we don't have a secure place to put them and there is a lot in the Industrial Park.

Greg-There is some contaminated dirt there, until it's clear to move they are stuck with it. He spoke to McCloskey about the Institute property

about putting them there. He will talk with him again next week about the issue.

Eagle-It's ridiculous there isn't a ticket on the car. He wants to put it on next month's meeting-Derelict Vehicles. He had one more thing that he wanted to work on in the yard. He spoke with Don about the inconsistency in applying the storage rates in the yard. It had to do with the rolling stock. I think we need to be consistent with everything.

Greg-We do try to keep fair. We bill by the square foot. We are equitable with the businesses out there. We have to be careful about not billing them or you will see stuff everywhere. It would be a free zone. The crew does inventory every night. We do keep in contact with the vendors. Dinging their pocket book is sometimes the only way for them to get things out of the way.

Hammer-He has a suggestion on the vehicle issue-PD is going to build a yard eventually-what if we built an impound yard and lease it back to the PD, that way we don't have to deal with it.

Greg-The problem is we plan on moving boats out there. By the time we got to that they would probably have theirs built.

- c. **Port and harbor safety concerns**  
None

## 8. **UNFINISHED BUSINESS**

- a. **Mariner's Memorial-Construction Cost Estimate.**

Eagle-He wanted to discuss before calling Chris Mertl about it. He discusses it with the Commissioners. It is decided when speaking with Chris Mertl to get us a cost estimate for the pavilion and one wall we can put names on and the concrete paving thorough out. Reasonable amount we are looking at \$100,000 to \$150,000 for the Pavilion. Chris will get a complete fee for the construction document and then a review at 60 or at 95%. Deadline we need to be billed out by the end of the month. Fee wise we are looking at around \$25,000 to \$30,000.00. Chris suggests possibly by tomorrow would be great or first thing Monday morning. Eagle also stated that this a

- b. **Meyer's Chuck Proposal-State Funding of the Float and Dock**  
Eagle-This is an action item, making a recommendation of 1.4 million to take over the Meyers Chuck dock.

Lee Greeley from Meyer's Chuck showed up at the meeting and said that she wanted to see the letters from Greg Rice and she supported him. She also stated that she didn't want to speak.

Martin-Motioned for the Wrangell Borough will take over ownership of the Meyer's Chuck facility and except the offer in the amount of 1.4 Million from the state.

Hammer-2<sup>nd</sup> the motion

Poll vote  
Hammer-Yes  
Martin-Yes  
Eagle-Yes  
Unanimous Consensus voted-Yes

c. **Proof of Insurance on Vessels in the Harbor-Costs of Insurance Policy for Harbor**

Greg-You will get a copy of it when he gets it.

9. **NEW BUSINESS**

a. **Application for consideration of Tidelands Lease as requested by Mark Mitchell**

Hammer-Motioned to recommend to the assembly to approve Mitchells request for tideland lease.

2<sup>nd</sup>-Martin

Poll Vote  
Martin-Yes  
Eagle-Yes  
Hammer-Yes  
Unanimous consensuses voted-Yes

10. **CLOSING**

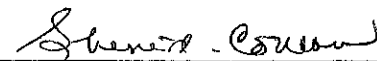
a. **Next Agenda Items**

Enforcement of parking. Drop off Meyer's Chuck on the agenda; Proof of Insurance stays on, Mariner's Memorial stays on.

Next meeting September put out emails to see if we will have a quorum in July and August.

b. **Adjourn meeting 8:30PM**

  
\_\_\_\_\_  
Brennon Eagle-Chairman

  
\_\_\_\_\_  
Sherri D. Cowan – Recording Secretary



**WRANGELL PORT COMMISSION  
REGULAR MEETING MINUTES  
Thursday- September 4, 2014 at 7:00 p.m.  
Wrangell Borough Assembly Chambers**

**1. CALL TO ORDER 7:00 PM**

**2. ROLL CALL**

**Martin-Y  
Silva-Y  
Eagle-Y  
Hammer-Y  
Yeager-Absent**

**3. APPROVAL OF MINUTES**

- a. June 5, 2014 Regular Meeting Minutes  
Moved by-Hammer  
Seconded by-Martin  
Approved by-Unanimous Consensus

**4. AMENDMENTS TO THE AGENDA**

**None**

**5. CORRESPONDENCE**

**None**

**6. PERSONS TO BE HEARD**

During this section of the agenda, the Port Commission will invite and listen to topics not on the agenda. The Commission will note the topics and will not take any official action on any of the topics presented, but will refer items to the administration to be researched. Members of the public will be given the opportunity to speak on agenda items at the time the item is introduced for action and/or discussion.

**Wayne Kaer**-Standard Oil Float-It has to do with dogs and dog crap on the floats. No one cleans it up. There are eight dogs just on his float. There needs to be something done. He hasn't seen in over 8 months anyone walk that float from the harbor dept. Said one of the harbor personnel didn't help with the sinking Murkowski boat that was sinking. Employee came down and walked away- he didn't do anything with the boat, he just went back up to his truck and drove away. He wants someone to walk the docks and hold employee's responsible. There is a Propane tank at the doc that has been there for 2 years and it is still there. He has also heard that a person was bit by a dog.

**Walt Moorehead**-117 Mt Dewey Lane. He filed for candidacy and wanted us to know. He just wants to help and serve.

## 7. REPORTS

### a. Harbormaster

**Meissner**-This is Brennon Eagle's last meeting and he wants to thank him. He wants to thank him for his service. He also wanted to welcome Walt Moorhead to the council.

In regards to Shoemaker Bay, we have submitted a letter to the core of engineers regards to the breakwater out there with the help of the Lobbyist in DC. He was here briefly and gave him a view of what the issues are. He doesn't know about the time frame or how long it will take, maybe a couple of years. Floats will probably be in before it is done. The harbor conference is next month in Ketchikan and the core people will be there. He wants to have a conversation with him to see how long it might take. The project manager for the district will be there. Shoemaker bay-breakwater problem-It has never been offset properly. There is a lot of energy that comes thru there and it pummels the dock.

Dogs-He has had complaints, they have composed a letter and a list of people, so they don't miss anyone and it will be in the paper. He is going to put signage up and the word out. We already have a City Ordinance and he wants to put leashes in the vehicles and the easiest way is to take the dogs up to the docks and have the PD take control of them.

Concrete project is delayed but it will be done and on time.

Derelict Vehicles-The city will be building it. The PD had the funds to have it built. They are finally moving forward. He went for a ride with the PD and showed them where all of the vehicles were and which ones.

### b. Commissioners

**Martin**-Storage of boats and there was nothing available.

**Meissner**-Says there is more that what they thought. He wants to touch on it more next time and have as an agenda item.

**Hammer**-Temporary labors-Do you have any? He would like to get Shoemaker bay taken care of and make it a little more presentable. Boat storage-old mill dock there is misc items and maybe we could use that for more boat storage.

**Meissner**-He wants to try to go through all of that stuff and surplus it. He doesn't see boats going on the docks.

**Eagle**-He walked the docks today. There is a lot of junk on the docks and shouldn't be there. There are a lot of fingers that have a lot of thing on it also. There are safety concerns and deterioration of the docks. We need to cart it off or someone else. We could be liable for a law suit.

**Hammer**-We may want to tag it and if it's not claimed, then considered abandoned and get rid of it.

- c. Port and harbor safety concerns  
**None**

## 8. UNFINISHED BUSINESS

- a. Mariner's Memorial

**Meissner**-Design-they are working on the structure meaning the gazebo. They are going to take a few pictures of the sight, and then P and Z can finish up what they are doing with grades and elevations. They are working on it.

**Eagle**-He can see having a workshop. Relay to Chris when next meeting is and it would be nice to have something.

**Hammer**-Someone had made an observation in Sitka, there was some beautiful metal art work over the entrance and it is worth following up on when we get to that point. He wants to get the name of the artist. Make sure Greg and Chris get the emails of the artist work.

- b. Proof of Insurance on Vessels in the Harbor-Costs of Insurance Policy for Harbor

**Meissner**- No progress yet. She has not come back with anything He will certainly ask her again. She acted like we had thrown her a curve ball. He will push it some more. This has been since May or June. This was a Policy for us to protect our liabilities and for the boats to share in some of the costs. We should be insuring ourselves to some degree. Keep it on the agenda.

- c. Derelict Parking Issue-Enforcement of Parking

**Meissner**-He thinks we will have a lot soon. We can leave it on the agenda till the next time and he will give us an update.

## 9. NEW BUSINESS

**None**

## 10. CLOSING

- a. Next Agenda Items

**Unfinished Business**

Mariner's Memorial

Proof of Insurance on Vessels in the Harbor-Costs of Insurance Policy  
for Harbor

Derelict Parking Issue-Enforcement of Parking

**New**

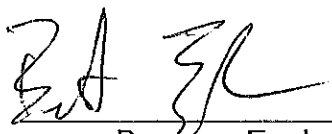
Create an Ordinance to clean up the way we take requests for storage  
in boat yard

New Rates-For Boat Yard, Work Space and Storage

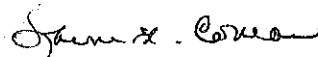
Meyer's Chuck Rates

Next meeting-October 2<sup>nd</sup>

- b. Adjourn meeting **7:53 PM**



Brennan Eagle-Chairman



Sherri D. Cowan – Recording Secretary

**WRANGELL PORT COMMISSION  
REGULAR MEETING MINUTES  
Thursday-November 6, 2014 at 7:00 p.m.  
Wrangell Borough Assembly Chambers**

1. **CALL TO ORDER 7:00 PM**

2. **ROLL CALL**

**Martin-Y  
Silva-Y  
Yeager-Y  
Morehead-Y  
Hammer-Absent**

3. **APPROVAL OF MINUTES**

- a. September 4, 2014 Regular Meeting Minutes  
**Motion to approve-Silva  
Seconded by-Morehead  
Unanimous Consensus-Yes**

4. **AMENDMENTS TO THE AGENDA**

**None**

5. **CORRESPONDENCE**

Letter from Rodney Nowlin  
No Need to read we have it electronic.

6. **PERSONS TO BE HEARD**

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Kayla Home she works for SE Conference based out of Juneau. She is heading the Maritime initiative. She wants to introduce herself and will be reaching out to us. Maritime Council to help with surveys and what areas can be developed to become more sustainable here in Wrangell.

7. **REPORTS**

- a. Harbormaster  
**Meissner**

- Best news the sunken vessel at shoemaker is gone and will be removed by BW Construction. It is crunched up and is going to be burn at the institute property. He is giving the owner some

time to get rid of the other things that were taken off. Greg says he knows how much it cost us. Did Grids suffer any damage? Nothing major-Woodbury clipped it a little 12x12 width.

- Boat yard-Concrete is complete and made it a work area on the western side. Electricity in Ritchie yard is half hooked up. Another week they will all be hot.
- He is going to fish expo leaving Saturday and be back the following Saturday.
- He is going to get new skiff soon.
- We do have 2 new electric pressure washers were put in and there was a controversy there-They will rent to customers in the event they cannot work out a rental with a business in the private sector. They are to check the private sector first before renting out and go through the correct procedures first.
- Fire in the yard- He doesn't know what caused it. It was a battery or convertor. There was a 40'-50' yacht our guy saw smoke coming out of a boat. They shut the power off and pried the door open and foamed it. They did talk about getting elevated and getting a pallet to put on the fork lift. We have fire hydrants on each run, 150 lb. fire kelm and we have some fire hose boxes that they are going to put down there with fire hoses in them.

b. Commissioners

**Silva**-No

**Martin**-South end of Reliance there is soft spots in the planking. Are we doing maintenance?

**Meissner**-We have the materials and we are going to fix them. We may have to order more boards.

We have done the electrical on the downtown grid and bring it up to code. Shoemaker grid is next when all materials get here.

Everything is green on the docks and they are working on cleaning them up again.

**Morehead**-Faucets that run constantly are they due to get replaced?

**Meissner** -Yes

**Yeager**-He had and individual contact him that lives in Heritage. They see a lot of kids playing on the rocks where the memorial is going to be. He is wondering if Port or City Property. They wondered if we can put signs up-Dangerous. He also wanted to make sure we weren't liable.

**Meissner**-He wants to run it by the core of engineers to see if it is ours or not?

c. Port and harbor safety concerns

**Morehead**-No

**Martin**-No

**Silva**-No

**Yeager**-It was the slime and getting it knocked off and we covered it already.



## 8. UNFINISHED BUSINESS

### a. Mariner's Memorial

**Meissner**-page L100 it shows the gazebo. If you get to L502 it is shaped like a bow of a boat and you can see all of the plaques and it shows you the bars up above. The plates will be away from the hull. He shows you the design. Name plates at 10 inches, I believe we were talking about 4x10. Medallions go where it states Graphic Options, circle on design map. Everyone likes the shape of the wall. Glad we are doing concrete basin. Gazebo will be a \$150 grand by itself. On page A100-There is two different looks for the door. Square door or round door will be more. All agreed would rather have the round door. A lot more framing and more costs to construct. Widows walk will be on there also. We are at 95% and Meissner is going to look at what monies is left and what has been paid. He will push Chris to get this done. He will be in town 8<sup>th</sup> thru the 10<sup>th</sup> in December.

### b. Proof of Insurance on Vessels in the Harbor-Costs of Insurance Policy for Harbor

**Meissner**-Susan Erickson from Wrangell Insurance-sent an email stating that you can't purchase a policy for what the board wanted. She asked why we allow boats to use our harbor and facilities when they don't have their own primary insurance and that we should send them to another marina. In the lower 48 you cannot tie up unless you present insurance. Alaska has a different mentality.

The state conference is trying to see how they can handle this on a larger scale. This is a state wide issue. We are trying to get a checklist-form before we have people come in. Take off this Insurance December's Agenda.

### c. Derelict Parking Issue-Enforcement of Parking

**Meissner**-Police has impound yard done. PD is still making their rounds and has a handful to do still. We have made progress. It leads to the parking issue and the correspondence letter. Parking are managed under title 11 in our ordinance, Police runs title 11. Since we are there walking the docks we have a better sense of what vehicles are there and are active. You don't get a parking space with your stall. Live Aboard is having a permanent residence in Wrangell and live on their boat year around. We don't have a policy for Live Aboard's. We don't have the space or fee structure for permanent vehicles. All we have is storage. They want us to store their vehicle for 5 months while they are gone. They should be put in a storage yard. Heritage has legally 50 parking spots for trailers, coming Memorial Day weekend we had boat trailers all the way down to Sea Level. We didn't have enough space. This issue has been put to bed and will not be on the next agenda.

## 9. NEW BUSINESS

### a. Boat Yard Storage-Reservation Fee's

### b. Vacation Portion in Boat Yard-Silver Nail Road

### c. New Rates-For Boat Yard, Work Space and Storage

### d. Meyer's Chuck Rates

**Unanimous consensus-Yes**

**Items a-c and d Yeager**-proposes that we hold off and have a workshop on these items. Give Meissner a call and set up a time to go over the rates and options so they will have a better idea of the structure.

**Unanimous consensus-Yes**

**Item b**

**Meissner**- He had a walk thru with P&Z silver Nail Road became an issue. Silver nail is a right of way. A 60' ride away and intersects with Case Avenue. He doesn't think we need that right of way. Meissner request is to ask that we get rid of the right of way. We have plenty of access everywhere.

**Yeager**-He said that we are needing to make a motion or a letter stating we want the right of way to go away.

**Martin**-He makes a motion to vacant Silver Nail Road from the new concrete entrance through the boat yard and terminates at the intersection of Case Avenue and Shakes Street.

**Morehead**-Seconded the motion.

**Unanimous consensus-Yes**

- e. Selection of member to represent Steering Committee for the Waterfront Master Plan

**Item e**

They are coming to town the 8<sup>th</sup> thru 10<sup>th</sup> in December.

**John Martin-just nominated his self for Port Commission Steering Committee for the Waterfront Master Plan.**

**Silva**-Seconded.

**Unanimous Consensus-Yes**

**Morehead**-Can anyone else attend?

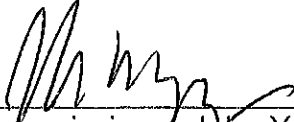
**Meissner**-He will find out. They will be meeting with everyone. He thinks this would be a good time for Morehead to get his feet wet.

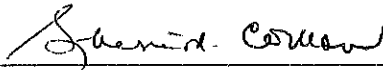
**10. CLOSING**

- a. Next Agenda Items for December 4, 2014  
**Old Business**-6:00 PM Workshop for Rates (Boat Yard Storage-Reservation Fee's; Work space-Meyer's Chuck)  
Shoemaker Bay Float System  
Mariner's Memorial

**Yeager**-wants to thank Walter joining our committee.

- b. Adjourn meeting 8:53 PM

  
\_\_\_\_\_  
Commissioner-John Yeager

  
\_\_\_\_\_  
Recording Secretary-Sherri D. Cowan

**WRANGELL PORT COMMISSION  
REGULAR MEETING MINUTES  
Thursday-December 4, 2014 at 7:00 p.m.  
Wrangell Borough Assembly Chambers**

1. **CALL TO ORDER 7:00 PM**
  
2. **ROLL CALL**  
Hammer-Y  
Silva-Y  
Martin-Y  
Yeager-Y  
Morehead-Absent
  
3. **APPROVAL OF MINUTES**
  - a. November 6, 2014 Regular Meeting Minutes  
**Approved-Unanimous Consensus-Yes**
  
4. **AMENDMENTS TO THE AGENDA**  
Elect Officers-Take care of that now  
**Nominations for Chair**  
Yeager nominates-Hammer  
**Motion 2<sup>nd</sup>-Martin**  
**Unanimous Consensus-Yes**  
**Martin Nominations Vice Chair-Yeager**  
**Motion 2<sup>nd</sup>-Silva**  
**All unanimous Consensus-Yes**
  
5. **CORRESPONDENCE**
  
6. **PERSONS TO BE HEARD**

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**Don Sorric**-Superior Marine Service owner and operator  
He would like to start giving us a report to further improve his desire and the communications between both parties. He read his company report. We have a complete rebuild Mirage-maybe out by May. Maria Dawn finished hull. Catch 22 getting ready to come out of the little building with external make over. Venus on the other side of big building putting a new engine room and replumbing. Billy D-The boat fire, we have been found no consequence it was inverter batteries. They got the go ahead to fix it. We have a full work schedule through spring. They have a new 2<sup>nd</sup> building and hoping to have it up by

spring. Same size building. They had tarp failure on old building. On around 10<sup>th</sup> of December hoping to replace cover. He won't be able to do that unless we have space. No idea what caused it to fail? Insurance hopefully will help on that. New cover is \$18,000.00 and your looking with help \$20,000.00. We have built a building inside of a building to work on the boat. We need 2 days to put the cover up and is the same cover that failed. The new lease-metal building for metal fabrication shop. Got power now. Inside the building now have 250 ton press brake, computerized plasma cutter and couple press lathes to provide more services.

They have been participating in the Vocational Skills Program in Wrangell High School. Training is going on in there and using the plasma cutter. They can train people before they get out of school and maybe they can go to work down there. They have been importing people from Washington. It will make it better for everyone if we can get some of the kids here. Rumors of the rate increase. You are using Port Townsend as our competition -Hoonah-Seward-Kodiak are our competition and should be taken into consideration. They have started fire drills and bought fire equipment to be installed on the premises. They need to work out the power issue. Right now they are without water. They have put out fires everyday due to the welding. They are without water in the cold weather because they are all locked up. They really need to come up with a plan to have water.

**Meissner**-The fire hydrants are not locked up. They have the fire hose boxes and are going to mount those, 3 on each island and the two closest to the hydrants are going to have in them 50' hose with a nozzle on it, a extinguisher and a hydrant wrench. The problem that we have with them is they drain and then they freeze. The water is left on and they do freeze. The stand pipe on the spigot will freeze if left on. That's why they are locked up. When the weather is better we can dig a trench and get the water to your lot.

**Sorric**-We try to be diligent at turning the water back off and everyone comes over and uses it. The fire department brought him down some hoses and he took a tote over where the heating building was and we used that, but it disappeared when the building was built. So the hoses are gone and that was our emergency plan. He has 100' of 2" hoses that go on a reels that hang on the wall and we were hoping to hook up to something, maybe a soft connection so we could just run. He needs an adapter to go on the end of it. It is a concern for him.

**Meissner**-We are going to have the adapter already on the hoses so you are ready to go. So you can hook hose to hose as long as the adapter is on the first hose. You need a line running to your property.

**Sorric**-We are building a hardline so it can be charged with water. He is working on fire plans there and any help would be appreciated. He has 11 employees now and potentially will double by spring. Silver Eagle-Rain Forest has purchased Silver Eagle and given them a total refit of \$350,000.00. They will hopefully start it in March and soonest to finish June 15<sup>th</sup>. We have brought 4 new people to town in the last 4 months from Washington.

## 7. REPORTS

### a. Harbormaster

**Meissner**-Two weeks ago went to boat expo. It was another good showing. The new machine being available for the bigger vessels. He had three people that wanted stalls and one wanted to move here. Two play boats and one commercial.

Local guy got the free haul out here-Roger Gregg in Wrangell. He won that. Snow hit we had a slow response but they next day got it taken care of. We have a new guy so we will get him trained.

SE Conference was looking into what they could do and how they can help us. Trying to get skilled people to move here and stay here is hard sell. They need to get talent in here so people will stay. Skilled workers in marine electronics, wood workers, refrigeration.

It's quite, right now we are on task.

### b. Commissioners

**Silva and Martin**-Nothing

**Hammer**-With the new haul out are we expecting more boats?

**Meissner**-We have 3 coming in the early spring. Our trend has been going up since we started.

**Yeager**-Nothing

### c. Port and harbor safety concerns

**Silva**-After the snow he was down there and saw them working.

**Meissner**-Lights are a concern. There is probably a dozen out between here and shoemaker.

**Hammer**-Fire suppression issue. We need to stay on top of it or we will have some serious problems.

**Meissner**-We have one in Heritage Harbor and two at our office. You can grab and push it. In the garage they built, they are planning to make an aluminum drop deck that it will fit in this thing so it is flush. Then they can roll it in there so it is onsite. You hit a valve and it has 600 gallons of foam. You can refill them on site and do the same thing all over again. He will show everyone how to use it.

**Yeager**-Working on docks and approaches. Clear the snow off and then hit it a little bit more if they have a chance.

**Meissner**-We clear the floats first then the docks.

## 8. UNFINISHED BUSINESS

### a. Mariner's Memorial

**Meissner**-We are waiting for the next bid documents and he will get it to us. Chris is suppose to be her in January.

**b. New Rates-For Boat Yard Storage-Reservation Fee's; Work space Meyer's Chuck**

**Hammer**-We just had the work shop and discussion on rates. It took some time and is a work in progress and need to have a few more workshops. They are going to have to get use to the fact that it is going to cost them some money if we are going to maintain this and keep it.

**Meissner**-They went to a place to where they didn't have to deal with government. They got sucked into it when we became a borough things changed for them and they have to deal with it. He believes they will come around. Reality is, you see how long it takes to bring in the money. It's a starting point.

**Yeager**-He was hearing a lack of confidence in us. They feel that the 1.4 Million should be in there account and are not seeing the long term.

**Meissner**-They knew that it had to be a sweet deal for Wrangell to take it. We had to instill some confidence. It's not falling apart right now. We are just reiterating what we went over before.

**Hammer**-Rates in the yard and extending the hours.

**Meissner**-We were getting more requests to extend the hours. Now we are 7:00 to 3:30 now and we can extend that but we need to make sure we have the traffic flow and money to do this. He thinks a good thing to do this. There was a lot of overtime this past year. Think about it and talk to everyone and get their input.

**Silva**-He has some concerns about the cost. How many of the 30' to 40' boats can you pull a day? Every hundred bucks makes a difference to mom and pop that are trying to make a living.

**Meissner**-Fishing is a business. I don't think we are going to chase people away for \$3.50 a day. Our rates will have to go up two or three percent a year due to costs are going to go up. We can't have static rates and expect to pay the bills.

**Hammer**-Let's put some numbers up so people can see the cost difference at our next workshop.

**Meissner**-Rates that we are thinking to change are just the boats sitting on the ground. We are trying to keep our flat rates a little cleaner. Our rates in this industry are very cheap. Sitka were interested in putting another big machine, boat lift out at Silverbay. Our rates are only a piece of the pie he doesn't think that we are going to drive people away.



**Hammer**-He just encourages everyone to come to the workshops and it's all about finding a balance.

**c. Shoemaker Bay Float System**

**Meissner**-Carl and his self are at the point to get an engineer on site to design this thing. We have the existing picture. It's a 600' main dock with five main fingers that come off. It was built in the 70's when boats were smaller and not as wide, the fairways was narrower. He drew a dock that would accommodate in today's standards. The break water beats up the dock and that is why it is shot. He drew another dock up. He has 20's for the one side and 34's for a main dock and a dock of 40's. He threw some sake of getting something out there of some 54's and some 60's out there. Backside of dock are the 20's some to accommodate what is in Shoemaker now. He only thing new would be the 54's and 60 footers. We do have some 70's and 75's on the list. When we design it I would like to have the designers look at North Bay, to dredge it. Till we get the core of engineers to do something about the break water something to keep it from coming in both directions. That is a million half phase without the dredging. It's going to be a 10 million project. The gangways, electricity, docks and everything that you need to put in there. There is no more 40's. Maybe when we get down to the nuts and bolts we will figure it out. Parking lot is 2.1 million, for the roads and asphalt alone. He has a rough scenario of the financial that he has provided. He will be getting with staff and then get an engineer on site and then discuss the scope of the project. Then he will put together a package August 1. We just built Heritage and you ask why we can't use that design. The float will look the same but the technology is different now. They have new styles now and so it is different. There is a lot of work that it entails, the ground is different and a lot of things are new and not the same. The unknowns are so great. You want to have a good project, do it once, rank high and get your money. He recommends Tier 1, all in one swoop to get it all done. City Dock is ready to be bid on now. He wants to get steel camo logs and get a rid of the old wood. Possibly a float on the other side. There's a chance we can put another dock with a ramp on the other side.

**8. NEW BUSINESS**

**Keep all under unfinished business on the Agenda.  
Nothing else comes to mind.**


**9. CLOSING**

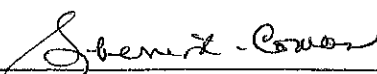
**a. Next Agenda Items**

**Keep all that we have now under-Unfinished business.**

**Schedule a workshop January 8<sup>th</sup>. 6:00 same workshop. Same as today's.**

**b. Adjourn meeting 8:44 PM**

  
\_\_\_\_\_  
Chairman-Clay Hammer

  
\_\_\_\_\_  
Recording Secretary-Sherri D. Cowan

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

**FROM: JEFF JABUSCH  
BOROUGH MANAGER**

**RE: BOROUGH MANAGER'S REPORT**

**DATED: February 24, 2015**

**Wrangell voted as one of the top 5 safest cities in Alaska to live in:**

SAFEWISE.COM published a report that lists Wrangell second behind Haines, in one of the safest cities in Alaska to live in. The report included populations with at least 2,000 people in 2012 and evaluated the most recent FBI Crime Report statistics. If a community did not report all of the details to the FBI, they were not considered.

This certainly is a positive endorsement for our community and we plan to have the "AK Safest Cities" embedded on our web site. We have also shared this information with other organizations such as the Chamber of Commerce so they can use this as well to pull in visitors. See attached Report for further information.

**Legislative Concerns:**

We are working with our new lobbyist as the various issues keep coming up with the State's budget cuts. We have written letters on both the State Trooper and the Jail program. The jail is the most concerning. If we lose the funding for the jail, we will also lose the ability to do the 911 dispatching as the same employees do both. It does sound like they are reconsidering jail and the Trooper position so hopefully we will survive at least some of the proposed budget cuts.

**Budget Process:**

When the Finance Director gets back from vacation, we will begin meeting with the department heads and start looking at areas where cuts can be made. We have already talked about a host of cost cutting ideas. One of our bigger concerns is health care and we are leaning in a new direction but are still getting more information and some of our questions answered.

We are working on getting the draft budget ready, but not present it to the assembly until we get some final numbers from the State on the various funding numbers such as revenue sharing and the jails (which are two of the bigger ticket items for us). Also, if the Secure Rural Schools program is not renewed by the Feds, we are going to have to sit down with the school and look at both short and long term solutions as the city could not replace the amount of money that comes from this program. The Assembly does have a workshop scheduled with the School Board on March 24<sup>th</sup> to discuss the school facilities and the School Budget.

It could be a rough patch of road over the next 4 or 5 years or until oil comes back up. Low fuel prices will help some with our budget in other areas such as heat and vehicle fuel but not near as much as the loss of funding that we get from the State.

## **Projects:**

### **City Dock Construction:**

The contractor is going to be starting on the city dock and plans to take about 6 weeks. This will be done before the tour boats start showing up. Once this project is completed, we will know the amount of funds that are remaining in the grant, and have some smaller dock improvements planned to use those funds effectively.

### **Pool Repairs:**

The pool repairs are getting done. The last step in patching the pool is for the tile work to be done. This is planned to be completed in the next two or three weeks. We also would like to do a couple of other things in the pool while it is drained. Some of these items include lighting above the pool. The only time the lights can be safely changed is when the pool is drained. The pool maintenance staff is also cleaning the existing tiles, removing years of stains which have resulted in the white tiles to look yellow. After all of this, we still have to wait until the heat exchanger arrives and have that unit installed. This is the unit that actually heats the water for the pool and we can't fill up the pool until this gets here.

### **Etolin Lots:**

The Etolin lots that we want to put up for sale needed to be surveyed so that there are corner stakes installed for potential bidders. We also need to add utility easements to these lots so that all of our utilities are legally allowed on the property. All of this will be included in the surveying RFP that will go out the week of February 23<sup>rd</sup>. Once the survey is completed and the plat is approved, we can advertise the lots for bid to the public.

### **Waterfront Master Plan:**

The consultants on this project will be in Wrangell the week of February 23<sup>rd</sup> to present their three options on Monday night and listen to comments from the public. They will come back after the comments and present a final recommended plan on Wednesday, February 25<sup>th</sup>. We will bring this final report to the borough assembly on March 10<sup>th</sup> for the Assembly's consideration.

Once the final Waterfront Plan is adopted by the Assembly, staff will look at that the short and long term goals, as far as development of the area involved. I think this has been a good exercise in getting the public and different groups involved so that all interests are heard and considered in a final plan.

# Agenda Item 9

## CITY & BOROUGH OF WRANGELL

### BOROUGH ASSEMBLY AGENDA ITEM

### CLERK'S REPORT February 24, 2015

#### Mark Your Calendar:

- 2/25 Second public meeting for the Waterfront Master Plan from 6:30 - 8:30 pm @ the Nolan Center
- 2/26 Economic Development Committee mtg. scheduled for 6:30 pm in the Assembly Chambers
- 3/2 Port Commission Workshop @ 6pm in the Assembly Chambers
- 3/5 Port Commission Workshop & Regular mtg. @ 6pm in the Assembly Chambers
- 3/10 Regular Assembly mtg. scheduled for 7pm in the Assembly Chambers
- 3/12 Planning & Zoning meeting scheduled for 7pm in the Assembly Chambers
- 3/18 Hospital Board Meeting scheduled for 5:30 pm at the Nolan Center

3/25 & 3/26 SEAPA Board Meeting to be held in Wrangell

#### *Three little words to avoid at meetings*

There are three words that a wise presider avoids when running a meeting. They have negative power far greater than their length. Developing the habit of monitoring your speech to avoid these words will pay big benefits.

The first is the word **"you."** When it is necessary to correct a member who has said something off-base, the presider should say, "Members are reminded that insulting language is not allowed at our meetings." This is far more effective than saying, "You're being rude, so please stop." To say "you" immediately personalizes the matter and sets up a potential power play. Best to avoid this.

The second is the word **"but."** When a presider knows something that the member does not, saying, "You make a good point but in fact, this isn't legal" again creates an adversarial situation. It is always possible to say, "This is a good point and unfortunately, state law doesn't allow us to do this." It seems odd. We're used to the conjunctions that we learned in school to express a contrary opinion. Sacrificing exact grammar will pay off, however. You can always say "and." Those presiders who do avoid saying "but" keep a closer emotional connection with their members, which is one of the unspoken tasks of any leader.

The third is the word **"not."** Current research indicates that in order to think of a negative, one must first imagine the positive. If you say, "We're not trying to make life difficult for our members here," the impact of the words is "making life difficult for our members." Far better to say, "We're trying to make things as efficient as possible, while recognizing the need to process financial transactions with care."

Ann G. Macfarlane  
Professional Registered Parliamentarian

Kim Lane, Borough Clerk

# Agenda Items 10 a, b, & c

## CITY & BOROUGH OF WRANGELL

BOROUGH ASSEMBLY  
AGENDA ITEM  
February 24, 2015

### MAYOR/ASSEMBLY REPORTS AND APPOINTMENTS:

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

- **Item 10a**      Reports by Assembly Members
  
- **Item 10b**      Appointment to fill the vacancy on the Planning & Zoning Commission

*There were no letters of interest received for this vacancy.*

Appointment to be made by the Mayor, with the consensus of the Borough Assembly.

**If there is not a consensus from the Assembly, an Assembly Member can make a motion to appoint..... :**

Move to appoint \_\_\_\_\_ to fill the vacancy on the Planning & Zoning Commission for the unexpired term ending October 2016.

➤ **Item 10c**      **Appointment of two (2) members of the Assembly to the Code Review Committee**

Appointments to be made by the Mayor

- Assembly Member Daniel Blake has expressed interest in being on the Committee.

*The next Code Review Committee meeting will be this Thursday, February 26<sup>th</sup> at 4:00 p.m. to review the recommendations from the Borough Assembly on proposed Ordinance No. 893 (chapter 10.36)*

# Agenda Item 13a

## CITY & BOROUGH OF WRANGELL

### BOROUGH ASSEMBLY AGENDA ITEM February 24, 2015

#### INFORMATION:

Approval of an Alley vacation request to vacate the remainder of an alleyway, adjacent to Lot A and Lot C, Bay Company Replat; and of a request to purchase a portion of Lot 1 and Lot 2, Block B, Sortyard subdivision, zoned waterfront development, requested by David Powell, manager of The Bay Company, owned by Chet and Bejay Powell

#### Attachments:

1. Correspondence & application from David Powell, Manager of The Bay Company
2. Port Commission Memo, dated 2-12-2015
3. Memo from Carol Rushmore to Manager Jabusch, dated 2-9-2015
4. Maps & aerial of proposed area
5. Correspondence from Clay Hammer and Carl Johnson
6. *draft* minute excerpts of the Planning & Zoning Commission meetings held September 11, 2014, December 11, 2014 and January 8, 2015

#### RECOMMENDED ACTION:

Move to approve an Alley vacation request to vacate the remainder of an alleyway, adjacent to Lot A and Lot C, Bay Company Replat; and of a request to purchase a portion of Lot 1 and Lot 2, Block B, Sortyard subdivision, zoned waterfront development, requested by David Powell, manager of The Bay Company, owned by Chet and Bejay Powell



The Bay Company  
PO Box 797  
Wrangell, AK 99929  
(907)874-3340

The City of Wrangell  
PO Box 531  
Wrangell, AK 99929  
Attn: Planning and zoning commission

RECEIVED  
AUG 19 2014  
WRANGELL CITY HALL

August 18, 2014

To whom it may concern:

I request The City of Wrangell vacate the Alley Right Away next to The Bay Company.

I request The City of Wrangell to vacate or allow The Bay Company to buy the part of Lot 1 and Lot 2 of Sortyard Subdivision outside of the fence.

I also request The City of Wrangell to vacate or allow The Bay Company to purchase part of Silvernail Work Road to extended Lot C to the back of the fence.

Your consideration on this matter would be appreciated.



David Powell, Manager  
The Bay Company

200

BEFORE ME, Notary Public, I have seen the original of the above described plat and the records thereon, and I have compared the same with the records in the office of the Assessor, and I find that the same are correct.



THE ASSESSOR HAS REVIEWED THE RECORDS IN THE OFFICE OF THE ASSESSOR, AND I HAVE COMPARED THE SAME WITH THE RECORDS IN THE OFFICE OF THE NOTARY PUBLIC, AND I FIND THAT THE SAME ARE CORRECT.

COMMISSION HAS BEEN FOUND TO BE VALID AND CORRECT, AND I HAVE COMPARED THE SAME WITH THE RECORDS IN THE OFFICE OF THE ASSESSOR, AND I FIND THAT THE SAME ARE CORRECT.

COUNCIL HAS BEEN FOUND TO BE VALID AND CORRECT, AND I HAVE COMPARED THE SAME WITH THE RECORDS IN THE OFFICE OF THE ASSESSOR, AND I FIND THAT THE SAME ARE CORRECT.

FRONT STREET

FRONT STREET

SILVERNA WORK ROAD

- SCHEFF REBAR AND ALUMINUM CAP RECOVERED
- SCHEFF REBAR AND ALUMINUM CAP SET
- CENTERLINE
- ⊕ POWER POLE, SP DENOTES SERVICE POLE
- (N 04°42'00" W 91.48) DATA OF RECORD
- (N 04°42'00" W 91.51) DATA MEASURED OR CALCULATED

Orange markers or Purchase  
Yellow vacate

PLAT NOTES

1. REFERENCE THE FOLLOWING WITHIN THE WRANGELL RECORDING DISTRICT:
  - A. SORTYARD SUBDIVISION PLAT #2001-3
  - B. ATIS #83, WRANGELL TIDELANDS ADDITION
2. THIS PLAT WILL COMBINE 4 LOTS (LOTS 3 AND 4, BLOCK 5A AND LOTS 2A AND 7, BLOCK A) INTO THREE LOTS (LOTS A, B AND C).



**Wrangell Port Commission**

# Memo

To: Planning and Zoning / *Borough Assembly*

From: Sherri Cowan, Recording Secretary

Date: 2/12/2015

Re: Port Commissions makes a Motion to Vacate Remainder of Alleyway, Adjacent to Lot A and Lot C, Bay Company Replat

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The Port Commission made a motion on 2-11-15 to approve to Vacate the Remainder of an Alleyway, Adjacent to Lot A and Lot C, Bay Company Replat; And Request to Purchase a Portion of Lot 1 and Lot 2, Block B, Sortyard Subdivision, Zoned Waterfront Development, Request By David Powell, Manager Of The Bay Company, Owned By Chet and Bejay Powell.

# *City and Borough of Wrangell*

Date: February 9, 2015

To: Jeff Jabusch, Borough Manager  
Borough Assembly

From: Carol Rushmore, Economic Development Director

Cc: Port Commission  
Wrangell Planning and Zoning Commission

Re: Request to vacate remainder of alleyway adjacent to Lot A and Lot C, Bay Company Replat; and request to purchase portion of Lot 1 and Lot 2, Block B, Sortyard Subdivision, zoned Waterfront Development, requested by David Powell, Manager of The Bay Company, owned by Chet and Bejay Powell.

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## **Background:**

Several public hearings have been held before the Planning and Zoning Commission to discuss this request. Initially the request also included vacation of half of Silvernail Work Road behind Lot C owned by the Bay Company, but that is now being dealt with as a separate issue by the Planning and Zoning Commission.

In 2010, five feet of the 15 foot wide unnamed alley extending between Lot A/Lot C and Lot 1/Lot2 was approved for vacation. The actual plat to reflect this ROW vacation was put on hold until the utility work as part of Front Street was completed. Bay Company has now expanded their request to vacate the entire ROW (unnamed alley) and purchase part of the adjacent port land up to the Marine Service Center fenceline through Lots 1 and Lot 2.

The Bay Company is seeking to add on a small side structure attached to their existing building on Lot A. They would also like to utilize the land proposed for purchase adjacent to Lot C for storage of their equipment and inventory and complete additional rock fill in order to level the land in the back corner of the alley along Silvernail Work road.

The Wrangell Port Commission and the Planning and Zoning Commission met on-site in November to look at property lines, utility needs and access.

## **Findings:**

The electrical lines extending from Front Street to Silvernail Work Road are located in the port property of Lots 1 and 2 and are NOT parallel to the fence line, but more or less parallel with the existing alley ROW. According to Clay Hammer Electrical superintendent, there are (2) utility poles between Front Street and Silvernail Work Road that they must be able to retain access to. One has an arterial sectionalizing switch located on it, the other a 3 phase power bank that feeds the port owned lots. The electrical pole closest to Front Street is the critical pole with the switch. Bay Company has indicated they would like to fence and gate off the driving area from



Front Street, but would place the gate past the pole to allow the Electrical Department access to the pole. If they need access to the other pole, Bay Company indicated they will move whatever equipment would be stored in order to provide immediate access. Mr. Hammer also indicated to provide the necessary easement for the utility, they would need 15 feet from the center of the electrical pole on both sides of the pole.

Also, according to former Public Works Director Carl Johnson, water and sewer utilities are stubbed under the fence from the port lease areas on Lots 1 and 2 all the way to the existing alley. These utility stubs will eventually need to be extended down the alley to existing mains on Front Street. Access down the alley to connect these lots needs to be preserved.

I am trying to determine with Amber Al-Haddad and Carl Johnson just where the stubouts are located, as if they are all the way to the existing alley, the utility easement may need to be widened to protect the future connection or existing connection to Front Street of sewer and water. I do not yet have those plans but should prior to the Port Commission's meeting.

### **Recommendations:**

Carol Rushmore, Zoning Administrator has recommend to vacate all or a portion of the existing alleyway, but then rather than sell the Port property to Bay Company, shift the alley ROW over in order to maintain a future potential for mid Front Street access to the property. From a long term planning perspective, eliminating access to such a critical piece of waterfront property could prove disabling in the future should uses or access needs of the property change. Lease arrangements could be made with Bay Company, much like lease lots are being provided within the yard itself, to allow them use of the alley that does not need to be used now, except for utility access.

The Planning and Zoning Commission at their January meeting recommended to the Borough Assembly to vacate the remainder of the alleyway adjacent to Lot A and Lot C, Bay Company Replat, and recommended to sell the requested portions of Lot 1 and Lot 2, Block B, Sortyard Subdivision to the Service Center fence line, and create a utility easement from the fenceline to extend 15 feet north of the center lines of the electrical poles.

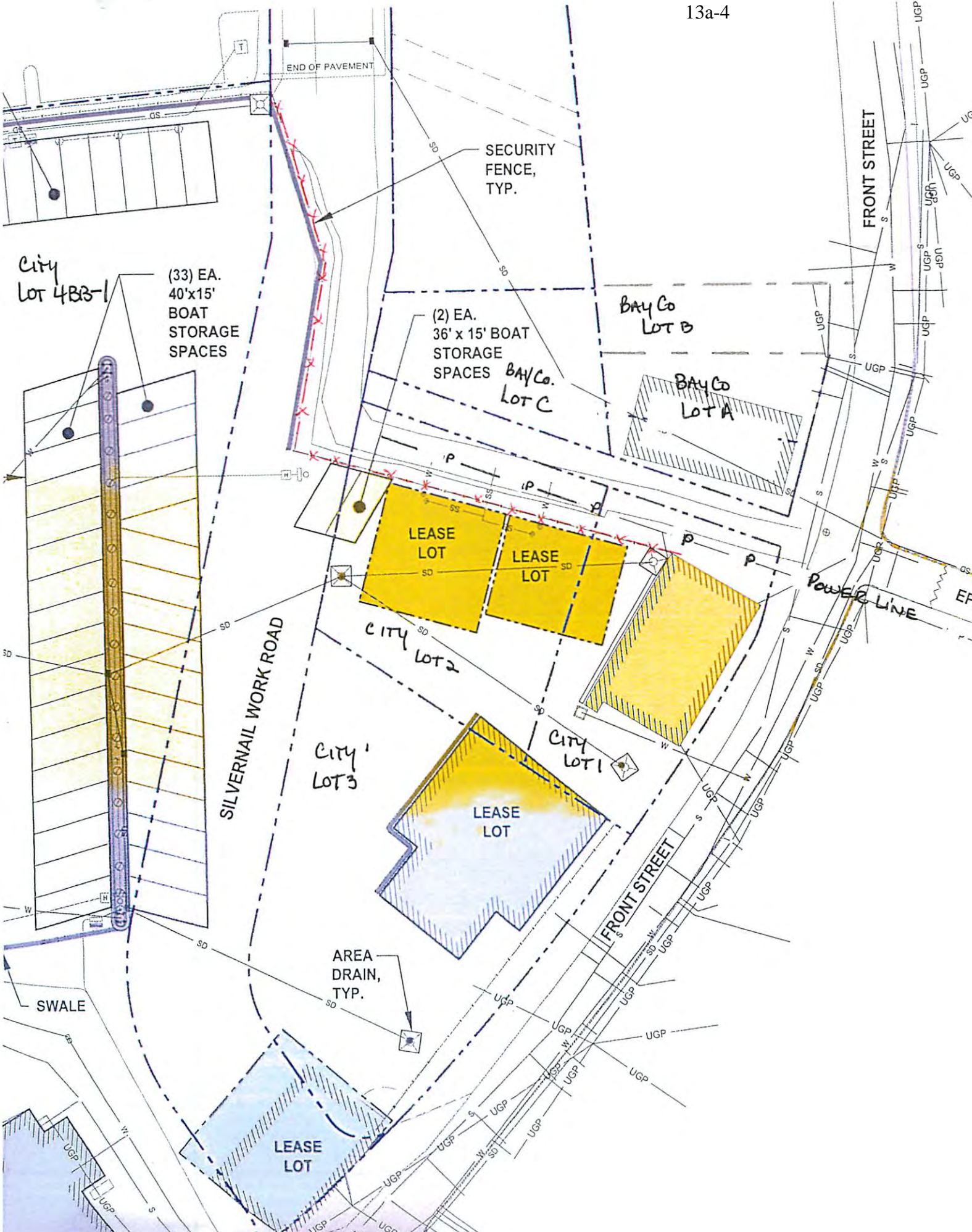
The attached survey does NOT reflect the decision of the Planning and Zoning Commission. The utility easement would need to be widened approximately approximately 3-4 feet to the North near Front Street to only a few inches near Silvernail Work Road. The easement would also need to be located on Lot 1 and Lot 2 retained by the City in order to meet the 15 foot requirements.

Carol Rushmore Zoning Administrator would request, if the Assembly accept the recommendation of the Planning and Zoning Commission, to change the utility only easement to and access and utility easement for potential future needs.

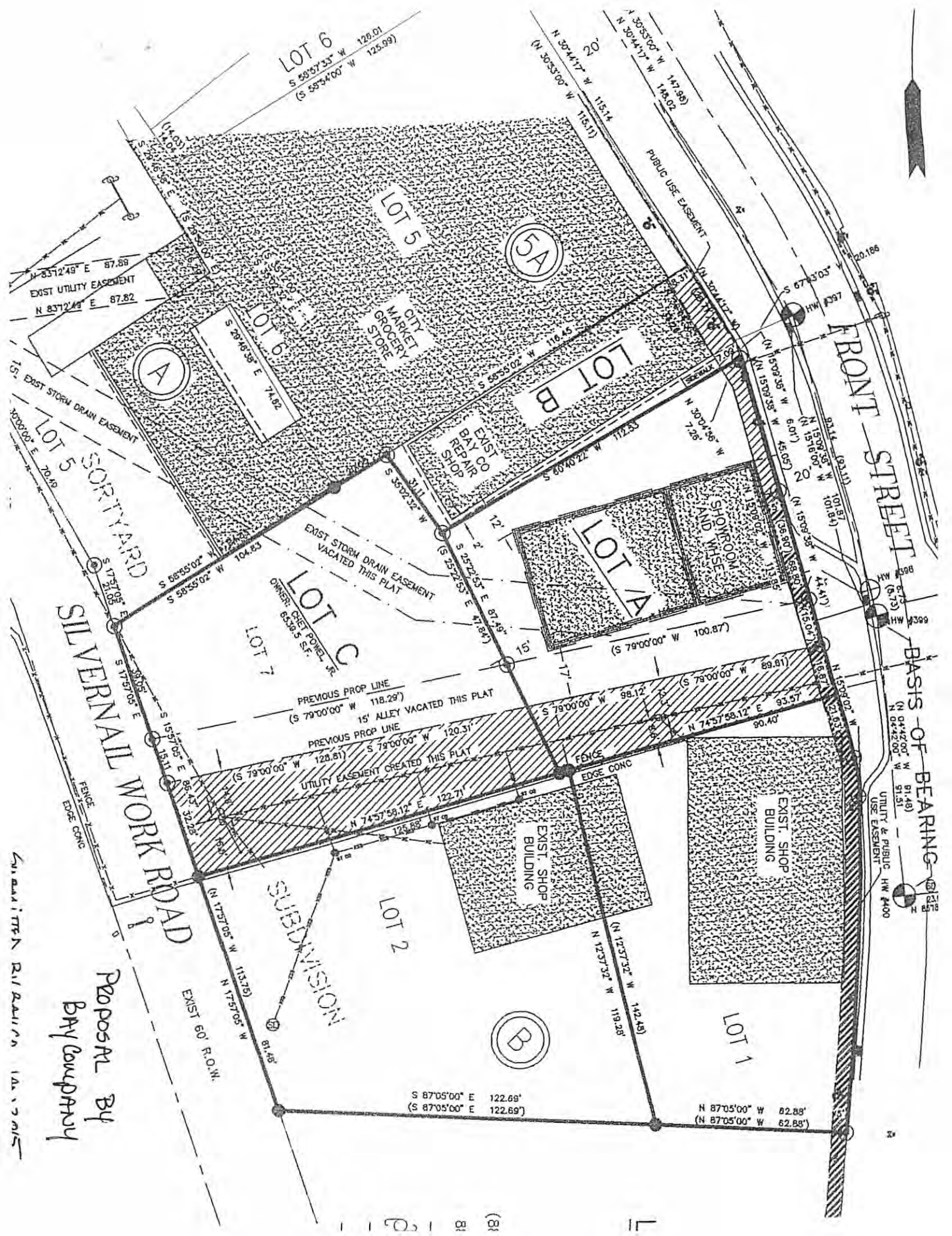
The Port Commission will be reviewing the request and making a recommendation at their meeting on Feb. 11, 2015.

### **Attachments:**

1. A schematic drawing by PND of the service center adjacent to the alleyway under discussion. Drawing shows the ROW, electrical lines, fence line, sewer/water stub out
2. A survey conducted by the Bay Company representing their request. The drawing does not however reflect the recommendation of the Planning and Zoning Commission.







LOT 6  
 S 58°57'33" W 128.01'  
 (S 58°54'00" W 125.99')

N 30°44'17" W 147.88'  
 (N 30°44'17" W 148.02')  
 N 30°53'00" W 118.14'  
 (N 30°44'17" W 118.11')

N 83°12'48" E 87.88'  
 EXIST UTILITY EASEMENT  
 N 83°12'48" E 87.82'

LOT 5 SORTYARD  
 EXIST STORM DRAIN EASEMENT  
 100.00' E 20.49'

SILVERNAIL WORK ROAD  
 FENCE  
 EDGE CONC.

PROPOSED BY  
 BRY COMPANY

QUALITIN RILALIN 10.17.2015

BASIS OF BEARING  
 (N 04°42'00" W 91.48)  
 (N 04°42'00" W 91.51)  
 UTILITY & PUBLIC HW #400  
 USE EASEMENT

S 87°05'00" E 122.69'  
 (S 87°05'00" E 122.69')

N 87°05'00" W 82.88'  
 (N 87°05'00" W 82.88')

(8)

L

# Memo

To: Carol Rushmore

From Clay Hammer

Date: September 8, 2014

Re: Bay Co ROW vacation request

Carol,

This memo is regarding the alley vacation requested by Bay Company including a portion of the Silvernail ROW.

My only concern with the vacation of the alley and or portion of Silvernail Street is for the power line that currently runs adjacent to that property. There are (2) utility poles that we must be able to retain access to. One has an arterial sectionalizing switch located on it, the other a 3 phase power bank that feeds the port owned lots. It is imperative that we be able to access these locations at a moment's notice in the event of a power failure or for service related concerns. I have no problems with any potential changes as long as those concerns are addressed.

Clay Hammer

Electrical Superintendent



# Memo

**To:** Carol Rushmore  
**From:** Carl Johnson  
**CC:**  
**Date:** November 10, 2014  
**Re:** Bay Company ROW vacation request

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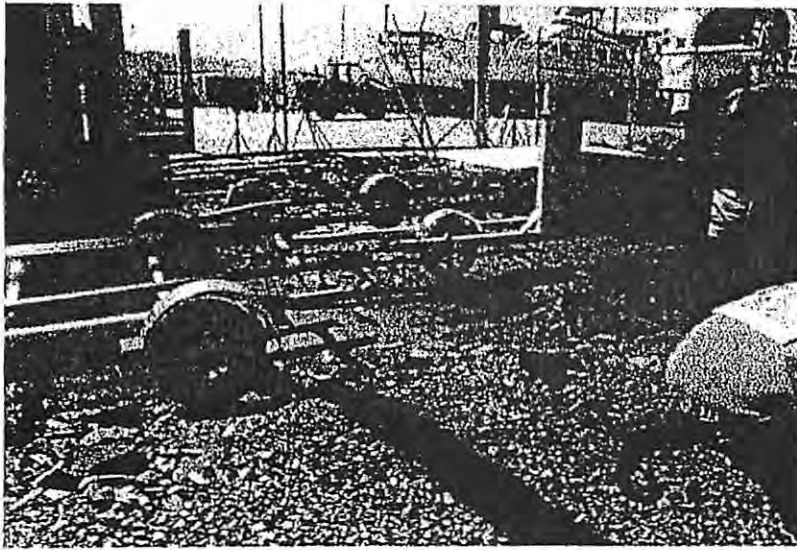
Carol,

This memo is regarding the recent request from the Bay Company to vacate the alley between their property lots 1 & 2, Block B of the Sortyard Subdivision and also a portion of the Silvernail right-of-way.

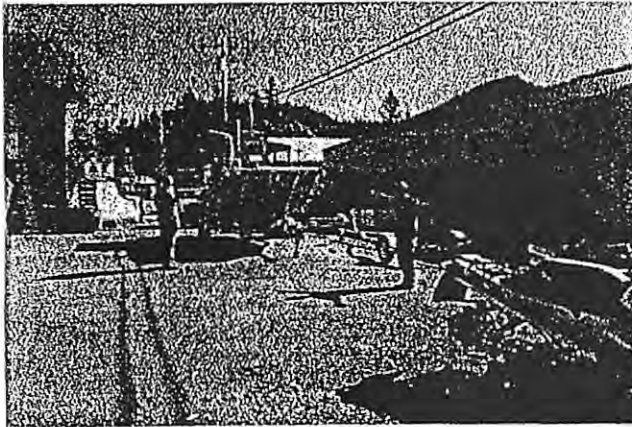
Two issues arise from this proposed action that would affect Public Works activities. One is that water and sewer utilities are stubbed under the fence into the existing alley from the port lease areas on lots 1 & 2. These utility stubs will eventually need to be extended down the alley to existing mains on Front Street. Access down the alley to connect these lots needs to be preserved. The other issue involves winter snow storage from clearing snow on Front Street and Silvernail Road. Over the years commercial development has greatly reduced the number of places to deposit snow from downtown streets and increased travel distance. Currently Public Works stores snow in the alley where it intersects Front Street and off the end of the asphalt on Silvernail Road. If we lose these two areas all of that snow will have to be carried to the disposal area on Campbell Drive across from City Hall. This will add at least an hour to downtown cleanup and prevent Church Street from being cleared before the start of school. I need to preserve both of these snow storage areas in the winter use.

Thank You,

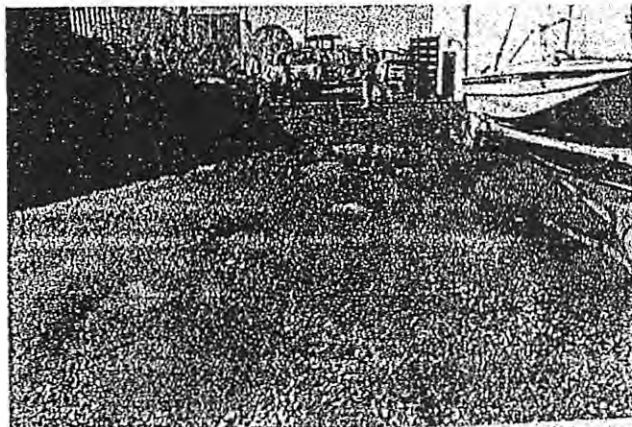
Carl Johnson  
Public Works Director



Back corner of Alley and Silvernail Work Road – shows depression, fence line, proposed edge of alley (next to trailer)



From back corner to Front Street: GM approximate edge of proposed alley, CJ on Front street on proposed edge.



Front Street toward Silvernail Work road: Proposed edge of alley on Front Street. Proposed dge of Alley between CH and GM.

# *City and Borough of Wrangell, Alaska*

## WRANGELL PLANNING AND ZONING COMMISSION REGULAR MEETING AGENDA September 11, 2014 7:00pm

Minute excerpt.....

### **G. NEW BUSINESS**

1. Request to vacate remainder of alleyway adjacent to Lot A and Lot C, Bay Company Replat; Request to vacate and purchase portion of Silvernail Work Road adjacent to Lot C, Bay Company Replat; and request to purchase portion of Lot 1 and Lot 2, Block B, Sort yard Subdivision, zoned Waterfront Development, requested by David Powell, Manager of The Bay Company, owned by Chet and Bejay Powell.

### **Open public hearing**

David Powell, 314 Berger Street, after reading report today, has a couple of concerns, the Silvernail Work road is not in existence and it's cut off from the rest of road. Why does the Economic Development Director, Carol Rushmore not wish to give up that portion of Lot C to the fence line. Why have the alley? Can't build on utility easements. Mr. Powell is wanting the property to level off and utilities this property. Wanting to fence off from their area, and create a secure lot on this area of property. Possibly create an agreement for usage? If the Powell's don't own it, they don't want to pay for the land.

Carl Johnson, Public Works Director, puts snow on an this easement, has worked with public work about moving equipment,

Mr. Powell is concerned about making a decision about not seeing the property in question.

Carl Johnson 304 St. Michaels St., the properties for this area, are a lot less able to develop. But would like this land for future possible expansion, this could be an area to be developed in 10 or 20 years. But if this were to be given away, loose future possibilities. Snow removal in this area is good as it's a quick way to dump the snow, and keep snow removal moving. Carol Rushmore is thinking long term possibilities in the future.

Florschutz asks Carl Johnson what are the future possibilities for this area.

Possibility to realign the Silvernail road to make future uses, but plans for this area are long term vision with no set items.

Keegan states at the time Silvernail was being considered, the idea was to get the trucking vans off of Front Street, and this could be an access. Keegan states that this is an idea, but may or may not happen any time soon.

Johnson says that truck traffic does use this area access as well as the sort yard to gain access to lower road.

Keegan, states that it's difficult to see what the future possibilities are for this area.

David Powell, comments about where Silvernail and where the fence goes through there is a building going through this or on top of Silvernail Road, and there is a light pole in the middle of Silvernail.

Greg Meissner, Harbormaster, comments that in talking with Carol Rushmore, the property needs to go back to the Port Commission, for further subdivision, Harbor had previously requested that this area be vacated, back in the past it was to divert truck traffic and keep off main street. Greg now feels that this may never happen, and feels that moving the sort area to out to the mill site, would be a bad idea. Would it be cheaper to relocate the barge lines? The fence does go down Silvernail because Benn Curtis and Chet Powell, Sr. requested this area to be able to move the vans towards the back of the store for future access.

Greg is going to send this request to the Port Commission. Snow removal may not be an issue. Greg is going to the port commission, but as long as harbor has access to the fence line they will be ok.

McConachie states that he asked owners of property near the old mill site, to come to a meeting, and sat with them with a map, their understanding that they would have first option to purchase lands up to the fill line. Business' brought back drawings about the properties of these businesses, McConachie describes the process of how Silvernail Road came to be. Nothing in this process stated that these would be set in stone, but was to get an idea of where the boat yard would be. The process moved forward, the road was platted. This was mainly a definition of the business' and the mill yard area.

Questions to Harbormaster Meissner- is the road is being utilized? Is the traffic going through the sort yard causing a problem? Greg said that most of the traffic going into the sort yard is using this as their destination.

McConachie states that this road would have gone through the sort yard through the lower road and up by the Baptist Church to Zimovia, but this never came about.

Harbormaster Meissner is only concerned about the 5' alley way near the fence and the edge of the road.

### **Public hearing closed**

McConachie moves to approve the Request to vacate remainder of alleyway adjacent to Lot A and Lot C, Bay Company Replat; Request to vacate and purchase portion of Silvernail Work Road adjacent to Lot C, Bay Company Replat; and request to purchase portion of Lot 1 and Lot 2, Block B, Sort yard Subdivision, zoned Waterfront Development, requested by David Powell, Manager of The Bay Company, owned by Chet and Bejay Powell. Valvoda 2nds.

Henson does not think its ok to vacate a chunk of Silvernail Work road, the Commission needs to look at this and possible future possibilities. May be a lease option possibility.

Henson sees the 5' easement that Greg wants; on the paper it's very confusing. If the Commission is considering this issue, then the Commission needs to have a meeting at the site to see the issues regarding this item. This way the commission has the visual knowledge to make an informed decision.

Keegan agrees with Henson.

Florschutz would like to have some input from the Port Commission about their views of this area.

Henson is not comfortable about giving up any utility easement.

Valvoda states that they were going to maintain an easement, and has no problem, and Silvernail is not really a road.

Carl Johnson states there are some verbal agreements, power lines were put into place due to verbal agreements with no easements, power lines going to the rear of City Market and these are not within the easement, storm drain that's going under the New Bay Company and these should have been vacated.

Housekeeping needs to be done with these outstanding items before making a decision.

David Powel is bringing this up per Carol Rushmore's suggestion that he should bring it up to start the ball rolling to do something. He is favorable for a trip to go and see the area and make an informed decision.

Greg Meissner comments should be cautious, by not selling, but letting them use this area is this setting up a can of worm? Tax ramifications? Lease options?

McConachie comments that the big issue is cutting out a part of Silvernail Work road. If the Commission authorizes the yellow portion along A&C and the easement would be set in this and then continue on with the easements behind City Market. Leave Silvernail Work road alone. McConachie suggests taking the Commission to the area to see what is there.

Hutchinson asks if there was a final plat done. No the plats that are in the packet have not been updated.

Creating a new plat was not done due to ongoing issues.

McConachie rescinds to his original motion.

McConachie motions to have the Commission meet and view the affected area in order to make a more educated decision. Florschutz seconds.

Greg is going to ask the Port Commission to vacate this area, not sure if the Port Commission will be in favor. Possibly a joint meeting with the Port Commission to see what options may be available.

Tentatively September 23<sup>rd</sup> at 4:00pm for Port and Planning and Zoning Commissioners to take a field trip to view the site and proposed discussion items.

Motion passes by unanimous vote.

# *City and Borough of Wrangell, Alaska*

## **WRANGELL PLANNING AND ZONING COMMISSION REGULAR MEETING MINUTES December 11, 2014 7:00pm**

Minute excerpt.....

**OLD BUSINESS** New H9. Request to vacate remainder of alleyway adjacent to Lot A and Lot C, Bay Company Replat; Request to vacate and purchase portion of Silvernail Work Road adjacent to Lot C, Bay Company Replat; and request to purchase portion of Lot 1 and Lot 2, Block B, Sortyard Subdivision, zoned Waterfront Development, requested by David Powell, Manager of The Bay Company, owned by Chet and Bejay Powell.

This has been altered from original request, just focusing on the alley way at this time. Vacations of Silvernail Workroad will be considered separately.

Open public hearing

David Powell asks if he needs to speak, feels that they know what he is requesting, staff asks if he will be available for questions.

McConachie moves to approve the Request to vacate remainder of alleyway adjacent to Lot A and Lot C, Bay Company Replat; and request to purchase portion of Lot 1 and Lot 2, Block B, Sortyard Subdivision, zoned Waterfront Development, requested by David Powell, Manager of The Bay Company, owned by Chet and Bejay Powell. Briskar 2<sup>nd</sup> the motion.

- Staff has concerns about access easement and utility easements
- Motion is not clear, is motion is to vacate the alley and purchase some land? How much?
- Staff states that there is a 5' easement.

Powell wants road access because he would like to haul through this area. This access is for utilities and public access easement.

McConachie moves to amend the original motion to include a 15' public utility and access easement. No second on the amended motion.

Greg Scheff suggests making a scale drawing to give to the Commission for their review. David Powell indicates they will provide survey of the area since they need to

Commission unanimously agrees to postpone the discussion till a scale drawing is received to make a more informed decision.

10. Discussion regarding Silvernail Work Road's need and future access to port property.

Only discussion, Port Commission voted to vacate Silvernail Work Road. There are issues that the Planning and Zoning would have to look at if vacate is approved.

To vacate you have to show the area (Silvernail Work road) would be not used in the future. There are two back lots that use Silvernail Work road. Cannot have lot without access to these areas. City purchased the land and then created a right of way.

Keegan asks if Silvernail Work road is vacated, what would be the entrance into the complex? Keegan states that there is stuff everywhere. The actual entrance off of Front Street is not platted, this has shifted over some.

Henson is not comfortable with vacating this road.

Staff is recommending that Planning and Zoning not to vacate Silvernail Work road. Reason is that long term possibilities into the future.

Greg is thinking about a building, Mr. Powell states that you can't build into an existing roadway.

Henson brings up that maybe shifting the road may be an alternative?

Staff states another option create an access easement, then you have the ability to reduce width of an access easement.

This road needs to be considered for future benefit and use.

Terri mentions that the long term possibilities need to be looked at. Henson feels Harbor Department should help with costs to do a study to find more accurate data. Staff will go back to PND then if more money needs to be spent, talk with the Harbor Department and possibly have them cost share for survey data.

Betty has concerns about getting emergency vehicles into the boat yard area. Without Silvernail Work road how do they access this area?

# *City and Borough of Wrangell, Alaska*

## WRANGELL PLANNING AND ZONING COMMISSION REGULAR MEETING MINUTES January 8, 2015 7:00pm

Minute excerpt.....

### **G. OLD BUSINESS**

1. Continuation of a request to vacate remainder of alleyway adjacent to Lot A and Lot C, Bay Company Replat; and request to purchase portion of Lot 1 and Lot 2, Block B, Sortyard Subdivision, zoned Waterfront Development, requested by David Powell, Manager of The Bay Company, owned by Chet and Bejay Powell.

Open public hearing

Mr. Powell addresses Commission to see if they have any questions are looking at the same map that he has.

Close public hearing

Briskar moves to approve, McConachie states there is already a motion to approve from Briskar from the prior meeting. The original motion from December meeting is read:

McConachie moves to approve the Request to vacate remainder of alleyway adjacent to Lot A and Lot C, Bay Company Replat; and request to purchase portion of Lot 1 and Lot 2, Block B, Sortyard Subdivision, zoned Waterfront Development, requested by David Powell, Manager of The Bay Company, owned by Chet and Bejay Powell. Briskar 2<sup>nd</sup> the motion.

Options that may be available:

- Vacate rest of the existing alleyway and shift the alley way over and this would give applicant 12' from the building, just enough room to build
- Straighten lines up parallel to the fence line. Shift over and pivot the line of the alley. Still would be moving the right of way over

Staff states Commission should not to give up the right of way.

McConachie moves to amend the original motion to add in a utility easement from the fence line to extend 15' north of the center lines of the electrical poles, Keegan 2nds

The fence line continues on a line from Silvernail Work road to Front Street.

Commission approves the amended motion unanimously.



Commission approves the original motion unanimously.

This is only a recommendation to the Assembly

#### **H. PUBLIC COMMENT**

Greg Meissner, City of Wrangell Harbormaster asks about Silver nail Workroad and about platting the existing access areas? What is the process going to be?

Issue will come to the Planning and Zoning Commission in February to determine where they want to go with it and a public hearing would follow if they want to look at the option of vacation.

DRAFT

# **Agenda Item 13b**

## **CITY & BOROUGH OF WRANGELL**

### **BOROUGH ASSEMBLY AGENDA ITEM February 24, 2015**

#### **INFORMATION:**

RESOLUTION No. 02-15-1313: A RESOLUTION OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, PROVIDING FOR THE AMENDMENT OF THE JOB DESCRIPTION FOR THE MAINTENANCE POSITION

#### **Attachments:**

1. Proposed Resolution No. 02-15-1313
2. Proposed Mechanic Job Description

#### **RECOMMENDED ACTION:**

Move to adopt Resolution No. 02-15-1313, that updates the Mechanic job description for the Public Works Department.

CITY AND BOROUGH OF WRANGELL, ALASKA

RESOLUTION NO. 02-15-1313

A RESOLUTION OF THE ASSEMBLY OF THE CITY  
AND BOROUGH OF WRANGELL, ALASKA,  
PROVIDING FOR THE AMENDMENT OF THE JOB  
DESCRIPTION FOR THE 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 Mechanic 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 Maintenance position.

Section 2. The new job description for the Mechanic becomes effective February 24, 2015.

ADOPTED: \_\_\_\_\_, 2015

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

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

## City & Borough of Wrangell

## Position Description

Position: Mechanic	Position Number:
Department/Site: Public Works	FLSA: Non-Exempt
Evaluated by: Director of Public Works	Salary Grade: 19

### **Summary**

Performs fully-qualified vehicle maintenance, rebuild, and fabrication services. Performs a variety of work in the repair, overhaul, and maintenance of light to heavy duty automotive, public safety, and off-road power equipment.

### **Distinguishing Career Features**

The Mechanic is a journey-level position, responsible for performing a full range of equipment maintenance. Advancement to Lead Mechanic is based on need and requires demonstrated knowledge of and experience in heavy equipment mechanical work. The Lead Mechanic also demonstrates the ability to use and care for machinery and oversees the purchase and inventory of parts and supplies.

### **Essential Duties and Responsibilities**

- Verifies drivers' comments and/or road tests vehicles to determine causes of unusual engine noises and/or vibrations, unusual exhaust color, odor, or sound, or other indications of problems.
- Performs complex work in the inspection, repair, and maintenance of automotive equipment including tractors, trucks, power mowers, power sweepers, police cars, and construction equipment. Determines extent, type, and cost of repairs.
- Overhauls light duty engines. Installs rings, rod bearings, main bearings, and brakes. Repairs transmissions and differentials. Overhauls and renews wheel cylinders. Tunes engines. Adjusts points, carburetors, valves, clutches, brakes, etc., and repairs, balances, and changes wheels.
- Diagnoses mechanical problems. Makes a wide variety of mechanical repairs including overhauling engines, replacing bearings, adjusting ignitions and carburetors, assembling transmissions and differentials, fitting pistons and rings, aligning and adjusting brakes, aligning wheels and installing axles, overhauling steering mechanisms and drive shafts.
- Repairs, modifies, and replaces vehicle body parts, panels, components, etc., in accordance with manufacturer specifications. Fabricates and adjusts parts to fit. Makes repairs to vehicle bodies and frames. Applies paint to vehicles. Welds, cuts and brazes metals.
- Orders parts and equipment, such as, but not limited to fuel, lubricants, filters, accessories, and wear items. Maintains an inventory of spare parts, ordering parts and supplies as needed to complete repairs on a timely basis. Reviews and codes invoices and processes documents according to established procedures.
- Maintains records of repair and maintenance work, recording dates, labor, and parts costs.
- Assigns or personally responds to emergency breakdowns and repair vehicles at emergency site. Operates a variety of vehicle maintenance and repair tools and equipment in a safe manner.
- Researches, trains and demonstrates required skills and safe work practices for mechanics in all areas of vehicle maintenance.

## Qualifications

### ▪ **Knowledge and Skills**

- Requires in-depth knowledge of the standard practices, techniques and tools used in repairing, maintaining and overhauling heavy and light equipment, gasoline, diesel, mechanical, and electrical powered equipment.
- Requires considerable knowledge of the principles of internal combustion engines, automotive and standard transmissions, differentials, hydraulic units, air brakes, and all other equipment systems and assemblies.
- Requires working knowledge of operating characteristics of machinery and vehicles used in road construction and police work.
- Requires skill in using the full range of hand and power tools used in automotive repair work. Must have thorough knowledge of work hazards and safety practices.
- Requires knowledge and understanding laws, codes, and regulations pertaining to vehicle safety.
- Requires sufficient ~~leadership~~ skills to ~~train employees, and~~ organize and prioritize work.
- Requires sufficient writing skills to prepare reports. Requires sufficient math skill to read, record, and compute precise measurements and use business math.
- Requires sufficient human relation skills to ~~train others and~~ exchange technical information.
- Requires the ability to obtain certification in brakes, electrical/electronic systems, engine performance, and suspension and steering.

### ▪ **Abilities**

- Requires the ability to coordinate and perform vehicle maintenance projects and tasks at a fully skilled, journey level.
- Requires the ability to diagnose a full range of problems associated with vehicle operation and safety.
- Requires the ability to ~~lead a small work team,~~ ~~prioritizing~~ work, ~~evaluating quality, and providing input to performance.~~
- Requires the ability to plan ~~and,~~ ~~prioritize,~~ ~~and assign~~ work ~~tasks~~ in order to meet ~~established~~ ~~yearly~~ schedules and timelines.
- Requires the ability to interpret computer-aided, digital, and scope diagnostic devices.
- Requires the ability to read technical manuals and schematics and write sufficiently to perform the duties of this classification.
- Requires the ability to estimate scope of work assignments in terms of labor and materials and secure necessary tools and materials to complete assignments.
- Requires the ability to assign and perform a variety of maintenance and repair activities simultaneously.
- Must be able to keep accurate records and observe general safety procedures.
- Requires the ability to work cooperatively with ~~other departments~~ ~~senior citizens.~~
- 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.

### ▪ **Physical Abilities**

Incumbent must be able to function indoors in an automotive/vehicle repair shop environment and/or outdoors in the field engaged in work of an active nature. Requires ambulatory ability and strength to maintain cardiovascular fitness to engage in strenuous physical labor such as lifting and carrying materials up to 75 pounds on a frequent basis,

reach from awkward positions using hand-eye coordination to insert parts, and climb and balance. Requires near and far visual acuity to drive, read and write, perform repair work. Requires sufficient hearing and speech ability to hear sound prompts, vehicle sounds, and carry on conversations.

▪ **Education and Experience**

The position typically requires a high school diploma and a minimum of 26 years of increasingly responsible experience in the maintenance and repair of vehicles, including heavy gasoline and diesel-powered equipment. Alternatively, the position may require a two-year college degree in an automotive technology area and 2 years of recognized industry experience is preferred.

▪ **Licenses and Certificates**

Requires a Class C Commercial Driver's License. May require certain ASEDOT Brake Certifications or the ability to acquire Brake Certification within a two-year period from the date of hire.

▪ **Working Conditions**

Work is performed indoors and outdoors where significant safety considerations exist from physical labor, moving equipment, and temperature and noise extremes.

*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 13c

## CITY & BOROUGH OF WRANGELL

**BOROUGH ASSEMBLY  
AGENDA ITEM  
February 24, 2015**

**INFORMATION:**

Approval of the Shoemaker Bay Harbor Engineering Design Services,  
Task 1 fee proposal

**Attachments:**

1. Memo from PW Director, Amber Al-Haddad
2. Fee proposal from PND

**RECOMMENDED ACTION:**

Move to approve PND Engineer's cost proposal for the Shoemaker Bay Harbor Rehabilitation Design, Task 1, Field Assessments, in the amount of \$134,469.00 with funding to come from the Borough's DCCED grant.

## **MEMORANDUM**

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

**FROM: AMBER AL-HADDAD  
PUBLIC WORKS DIRECTOR**

**SUBJECT: SHOEMAKER BAY HARBOR REHABILITATION DESIGN, TASK 1,  
FIELD ASSESSMENTS**

**DATE: February 19, 2015**

### **BACKGROUND:**

Following the Wrangell Assembly's approval to award a contract to PND Engineers, Inc. for the engineering design services of the Shoemaker Harbor Rehabilitation Design project, staff has proceeded, with PND Engineers, to develop a scope of work to identify the field and design work necessary to move forward with the project.

In the Borough's interest, this work is best achieved by splitting the work into two tasks. Field assessments and site surveys of existing harbor conditions are necessary in order to develop further project scope and design cost. Task 1, Field Assessments, will address all field assessments, including work by PND's lead engineers, surveyors and electrical engineering subcontractor. The results from this Task 1 will be used to develop Task 2, Engineering/Design, for the necessary facility repairs. Task 2, Engineering/Design, will require future Assembly approval.

PND has developed a cost proposal for Task 1, Field Assessments, which is attached hereto and is inclusive of all work related to performing field assessments and site surveys. The proposal is based on T&M, and shall not exceed the amount of \$134,469.00.

### **RECOMMENDATION:**

We recommend the Assembly approve PND Engineer's cost proposal for the Shoemaker Bay Harbor Rehabilitation Design, Task 1, Field Assessments, in the amount of \$134,469.00. This engineering contract is scheduled to be obligated from the Borough's DCCED grant in the amount of \$600,000.

### **SUPPORTING DOCUMENTATION:**

1. PND Engineering, Inc.'s cost proposal for Shoemaker Bay Harbor Rehabilitation Design dated February 17, 2015.





**PND Engineers, Inc.**  
**Shoemaker Bay Harbor Rehabilitation Design**  
**Engineering Services Fee Proposal - February 17, 2015**  
**PND Proposal No. 14J090**

Scope of Services	PND Senior Engineer VII	PND Senior Engineer VI	PND Senior Engineer V	PND Senior Engineer II	PND Senior Engineer I	PND Engineer V	PND Staff Engineer V	PND Land Surveyor III	PND Land Surveyor II	PND Tech VI	PND Tech IV	PND CAD Designer V	Line Item Costs	Task Subtotal Costs
	\$180,000	\$165,000	\$155,000	\$125,000	\$115,000	\$105,000	\$120,000	\$110,000	\$125,000	\$90,000	\$95,000			
<b>Task 1: Field Assessments</b>														
1.1 Project Management: Subconsultant Agreements, Client Coordination, Design Team Meetings, Correspondence, Scheduling, Budget Controls, Contract Management, Logistics.	40										12		\$8,280	
1.2 Initial Site Visit: Document research, preparation, travel, two day site visit & work session with CBW	20								4				\$4,100	
1.3 Initial Concept Designs: Prepare Plans & Cost Estimate for Existing Moorage Basin and North Basin Expansion	24	16		16					16			12	\$13,940	
1.4 Final Conceptual Design & Selection of Preferred Alternative: Review Work Session via Teleconference, Prepare Final Concept Plans, Cost Estimate & Basis of Design Report	16	12		8	8				4	8		8	\$8,760	
1.5 Site Surveys - research control monumentation, ROW and ATS boundaries, mobe and demobe crew & equipment	8							20	16				\$5,600	\$35,080
1.6 Site Surveys - run control traverse, topographic upland survey & offshore bathymetry								80	80				\$18,400	
1.7 Site Surveys - download field data, point interpretation and mapping								40	40				\$9,200	\$33,200
1.8 Geotechnical - research available background geotech and pile driving data, prepare summary report of findings & recommendations for further investigations. No field investigation included.	12			8		40			8				\$8,360	
1.9 Metocean Study: Research and review background information; analyze NOAA tidal data, wind & wave data; wind/wave hindcast & calculations; evaluate currents and sea swell waves	4		16			28							\$6,140	
1.10 Wave Analysis Models: MIKE21-SW Spectral Wave Model & BOUSS2D Wave Numerical Model	8		16			100							\$14,420	
1.11 Coastal Engineering & Entrance Protection Analysis - Develop preliminary breakwater alternatives and cost estimates	16		24			16						16	\$9,800	
1.12 Report: Draft & Final Technical Reports w/ design environmental criteria and breakwater recommendations	12		16			12					12		\$6,980	
<b>Total Estimated Manhours</b>	<b>160</b>	<b>28</b>	<b>72</b>	<b>32</b>	<b>24</b>	<b>196</b>	<b>140</b>	<b>136</b>	<b>32</b>	<b>32</b>	<b>36</b>			<b>\$37,340</b>
<b>Estimated Third Party Expenses</b>														
Consumables													\$500	
Morris Engineering Group													\$9,370	
PND Survey - Travel Expenses													\$8,550	
Admin Fee													\$1,863	\$20,489
														<b>\$134,469</b>
<b>TOTAL ESTIMATED FEE TASK 1 (I&amp;E)</b>														

# **Agenda Item 13d**

## **CITY & BOROUGH OF WRANGELL**

### **BOROUGH ASSEMBLY AGENDA ITEM February 24, 2015**

#### **INFORMATION:**

Approval to renew a Contract Zoning Agreement for a portion of Lot 1, and Lots 2, 3, and 5 of Block 12, USS 1119

#### **Attachments:**

1. Request from Evi Fennimore to renew a Contract Zoning Agreement
2. Memo from Carol Rushmore, Economic Development Director
3. Map of the proposed area
4. Original Contract Zoning Agreement
5. WMC Chapter 20.77 - Contract Zoning

#### **RECOMMENDED ACTION:**

Move to approve the renewal of a Contract Zoning Agreement for a portion of Lot 1, and Lots 2, 3, and 5 of Block 12, USS 1119 for Evi Fennimore and to approve the transfer of said agreement to Mike Matney potential buyers of said property once the sale is finalized.

RECEIVED  
FEB 13 2015  
WRANGELL CITY HALL

February 13, 15  
To: Carol Rushmore  
Lee Burgess

City and Borough of Wrangell  
PO Box 531  
Wrangell, AK 99929

RE: Fennimore's B&B

I am requesting renewal of my Contract Zoning Agreement dated July 26th, 1995. I have successfully continued operations of the B&B and gift shop since the original agreement was in effect without conflicts from surrounding property owners or non compliance issues. I am selling the property and the new owner Mike Matney intends to continue providing the same services as we have in the past. I request the renewal be approved for Mike Matney subject to the successful closing on my property which is expected to be completed buy February 27, 2015.

Thank-you

Evi Fennimore



Mike Matney  
PO 2095  
Wrangell, AK 99929



## CITY AND BOROUGH OF WRANGELL

INCORPORATED MAY 30, 2008

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

Date: February 10, 2015

To: Lee Burgess, Finance Director

Re: Prospective Buyer of Fennimore's B&B, Portion of Lot 1, Lots 2, 3, and 5, Block 12, USS 1119; Continuation of the existing Store and B&B

CC: Jeff Jabusch, Borough Manager

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### **Background:**

The base zone of the above described lots is Single Family Residential. In 1995, the Fennimore's wanted to open a convenience/gift store and B&B on these lots due to its location adjacent to the Ferry Terminal. The single family district did not permit that type of commercial activity (the store and larger B&B requiring employees). WMC Chapter 20.77 Contract Zoning provides for a zone change for a very specific use.

In 1995, the Fennimore's applied to and received City approval to change the zone for a Portion of Lot 1, Lots 2, 3, and 5 Block 12, USS 1119 from Single Family Residential to Commercial for the specific use of operation of a Convenience Store and Bed and Breakfast. The Contract Zoning Agreement (attached) allows for renewal of the contract for a period of 10 years.

### **Findings:**

I have checked with the Borough Clerk and it does not appear that the Contract Zoning Agreement was ever renewed, in 2005 or later. If the Contract Zoning Agreement had been kept current, the Borough Assembly would need to reapprove the Contract Zoning Agreement in the name of the new owners. I do not believe the renewal of the contract zone agreement would be a problem today, as they have continued to meet the terms of the contract, it is the process for renewal or use approval, (due to the lapse is renewing the Contract Zoning Agreement) that would need to be clarified.

In 2013, WMC Chapter 20 Zoning Code was changed and now the Single Family Residential District allows a Cottage Industry with a Conditional Use Permit (WMC 20.16.040(J)). As Zoning Administrator, I believe that this proposed use meets the definition of Cottage Industry (WMC 20.08.200) and rather than needing a Contract Zoning Agreement, a Conditional Use Permit could be obtained.

### **Options:**

- 1) The Contract Zoning Agreement could be renewed with either the existing owner and reapproved later for the new owners, or approved with new owners (subject to final sale). The use of the property has continued to meet the terms of the Contract Zoning Agreement. Contract renewal would require the Borough Assembly's approval of a new contract.
- 2) Now that the Single Family Residential District allows Cottage Industry, a Conditional Use permit could be obtained by the Planning and Zoning Commission for existing and potential new uses that the new land owners might want to implement. This would require a public hearing before the Planning and Zoning Commission. Their decision is final unless the decision is appealed.

CITY AND BOROUGH OF WRANGELL, ALASKA



1 inch = 46,600.91 feet

DISCLAIMER: THESE MAPS ARE FOR PLANNING PURPOSES ONLY.  
PROPERTY LINES ARE APPROXIMATE. UPDATED MARCH 2013.  
AERIAL PHOTO 2002.





CONTRACT ZONING AGREEMENT

THIS AGREEMENT, is made this 26<sup>th</sup> day of July, 1995, between RONALD FENNIMORE and EVI FENNIMORE, referred to herein as "Fennimore's", whose address is Post Office Box 957, Wrangell, Alaska 99929, and the CITY OF WRANGELL, referred to herein as "City" whose address is Post Office Box 531, Wrangell, Alaska, 99929.

The parties to this agreement, in consideration of the mutual covenants and promises contained herein, agree as follows:

RECITALS

1. Fennimore's are the owners of the following described real property, to-wit:

A portion of Lot 1, and Lots 2, 3, and 5 of Block 12, USS 1119.

2. The above-described real property is presently zoned Single Family Residential and Fennimore's desire a rezoning of said property to Commercial, limited to the operation of a Convenience Store and Bed & Breakfast lodging, more specifically set out in this contract zoning agreement.

3. Fennimore's have petitioned to rezone the above described real property to Commercial use as set forth in Chapter 20.77 of the Wrangell Municipal Code.

COVENANTS

4. The parties hereto agree that the real property described in paragraph one (1) above, shall be rezoned for a period of ten (10) years from the effective date of the ordinance rezoning said property, with an option to renew for an additional ten (10) years as hereinafter set out.

5. Fennimore's agree that the real property subject to this agreement shall be used only for the operation of a Convenience Store and Bed & Breakfast lodging, and for uses clearly and directly incidental thereto, in addition to those uses permitted in the existing Single Family Residential zone.

6. The parties hereto agree that the real property described above is zoned as stated herein only so long as the property is used for the operation of a Convenience Store and Bed & Breakfast Lodging. Should said property cease to be so used for a period of more than six (6) months, the zoning classification of said property shall revert to Single Family Residential. In such event, all structures not permitted in the Single Family Residential zone shall be removed within ninety (90) days of said zone cessation.

7. The parties hereto agree that should the real property subject to this agreement be zoned Commercial or any other zoning classification which permits use of the property for a Convenience Store and Bed & Breakfast Lodging, then the provisions of this agreement restricting said property use shall be null and void. It is further agreed that should any petition or application be filed by Fennimore's, singly or jointly, with one or more adjoining property owners, to rezone the real property described above, no weight shall be given to the provisions of this agreement in considering such petition.

8. The parties additionally agree that limitations will be and hereby are placed upon commercial use of the above described property as follows:

a. General hours of operation should be restricted to a period each day beginning at 8:00 A.M. and concluding at 6:00 P.M., so as to minimize conflicts with the adjacent residential zone, but allow openings specific for the ferries that arrive outside of these hours.

b. Any necessary outside lighting should not affect neighboring residential properties.

c. Two signs are allowed, not to exceed 9 square feet each.

d. Applicant must meet all building and firecode standards. Necessary approvals from the State Fire Marshall and building inspector should be in hand prior to opening and maintained throughout the term of this contract.



- e. A minimum of 5 off-street parking spaces must be provided.
- f. Should the applicants seek to change the short-term temporary lodging quarters to long term apartment rentals, they must seek a new permit or agreement with the City.
- g. No conditional or accessory uses of the subject property shall be permitted while this agreement remains in effect.
- h. All zoning and building requirements and regulations applicable to Commercial zones shall have full force and effect regarding the subject property to the extent that such are consistent with this agreement.

ADMINISTRATION AND ENFORCEMENT

9. The remedies provided for herein shall be in addition to those remedies provided for the administration and enforcement of planning and zoning laws by the State of Alaska, the Charter of the City of Wrangell, the ordinances of the City of Wrangell, or the rules and regulations promulgated and adopted thereby.

10. This contract zoning agreement may be renewed by Fennimore's for an additional ten (10) year term. The option herein created may be exercised only by notice in writing from Fennimore to the City, given at least ninety (90), but no more than one hundred and eighty (180) days before the expiration of the initial ten (10) year term. The second term shall be subject to the following conditions:

- a. A determination by the Planning and Zoning Commission and the City Council that all provisions of this agreement have been substantially complied with by Fennimore.

11. As an additional remedy and/or enforcement device, and not by way of limitation of any other right or remedy which may be available to the City, in the event that Fennimore's or any of their agents, successors or employees, violate any of the agreements, covenants or conditions of this contract, the City shall be entitled to terminate this agreement, provided that the City shall give Fennimore's at least thirty (30) days written notice specifying the particulars of any claimed violation. If at the end of such thirty (30) day period, Fennimore's have not remedied the cause of any claimed violation, then this contract

shall be terminated. It is specifically agreed that enforcement by termination shall be available to the City against Fennimore's during any period when the property has ceased to be used as required herein, or for any other period provided herein.

12. Fennimore's shall be required to comply with all applicable Federal, State and Local laws, rules and regulations and nothing shall be construed herein to be authorized that would otherwise be precluded by any applicable law.

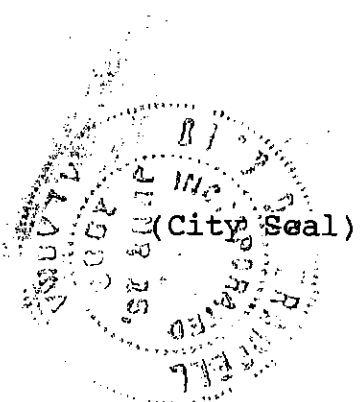
13. This agreement shall be binding upon all of the heirs, successors, assigns, transferees of the parties hereto, whether any transfer, assignment, or conveyance occurs by operation of law or otherwise.

14. In case suit or action is instituted to enforce this agreement, the defaulting party, in addition to all court costs incurred in connection with such proceeding, shall pay the reasonable attorney fees of the non-defaulting party associated therewith.

IN WITNESS WHEREOF, the parties have executed this agreement the day and year first above written.

Ronald Fennimore  
RONALD FENNIMORE

Evi Fennimore  
EVI FENNIMORE



CITY OF WRANGELL

By Teri Messinger  
Mayor

By Tronette A. Vincent  
City Clerk

Return to:  
City of Wrangell  
P.O. Box 531  
Wrangell, AK 99929

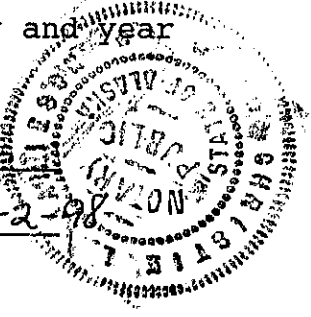
ACKNOWLEDGMENT

STATE OF ALASKA )  
 ) ss.  
FIRST JUDICIAL DISTRICT )

THIS IS TO CERTIFY that on this 26<sup>th</sup> day of July, 1995, before me, a Notary Public in and for the State of Alaska, duly commissioned and sworn, personally appeared RONALD FENNIMORE and EVI FENNIMORE, to me known to be the persons described in and who executed the above and foregoing instrument, and they acknowledged to me that they signed and sealed the same freely and voluntarily for the uses and purposes therein mentioned.

GIVEN UNDER MY HAND and official seal the day and year last above written.

*Christie L. Jamison*  
Notary Public for Alaska  
My commission expires: 7-2-98



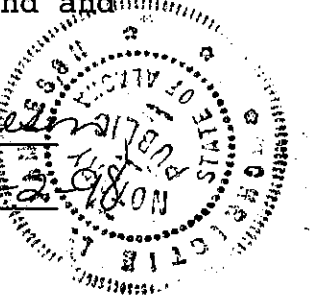
ACKNOWLEDGMENT

STATE OF ALASKA )  
 ) ss.  
FIRST JUDICIAL DISTRICT )

THIS IS TO CERTIFY that on this 27 day of July, 1995, before me, a Notary Public in and for the State of Alaska, duly commissioned and sworn, personally appeared FERN NEIMEYER, and FRANETTE A. VINCENT, to me known to be the Mayor and the City Clerk, respectively, of the City of Wrangell, Alaska, and they acknowledged to me that they executed the above and foregoing instrument on behalf of the City of Wrangell, Alaska, and as a free and voluntary act and deed of said City, for the uses and purposes therein mentioned, and that the seal affixed to this instrument is the corporate seal of the City of Wrangell, Alaska.

IN WITNESS WHEREOF, I have hereunto set my hand and seal the day and year last above written.

*Christie L. Jamison*  
Notary Public for Alaska  
My commission expires: 7-2-98



95-316

RECORDED - FILED 27  
WRANGELL REC. DIST.  
DATE July 31 19 95  
TIME 1:12 P  
Requested by City of Wrangell  
Address \_\_\_\_\_

**Chapter 20.77**  
**CONTRACT ZONING**

Sections:

- 20.77.010 Contract zoning – Definition and purpose.
- 20.77.020 Initiation.
- 20.77.030 Agreement.

**20.77.010 Contract zoning – Definition and purpose.**

In this chapter, “contract zoning” means a zoning reclassification to a less restricted use when the owner of the rezoned property, through an agreement with the borough assembly, places restrictions on the use of the land beyond the zoning requirements generally attaching to the new district in which the property has been placed. Contract zoning shall follow the same procedures as set forth in WMC 20.76.020(C), 20.76.030 and 20.76.040(A) and (B). [Ord. 867 § 1, 2013; Ord. 485 § 7, 1985.]

**20.77.020 Initiation.**

Contract zoning shall be initiated by petition signed by the owners of the property to be rezoned. In addition to the information required in WMC 20.76.020(C), the petition shall include the following:

- A. The use to which the property will be put;
- B. The term desired for the agreement, which term shall not exceed the estimated useful life of the improvements that are or will be constructed on the property;
- C. The dimensions, square feet and height of the improvements;
- D. A detailed site plan, which shall include the location of improvements and provisions for off-street parking spaces and loading/unloading space(s);
- E. The estimated number of persons that will be employed;
- F. A statement as to the type and volume of solid waste that will be generated and the proposed method of disposal;
- G. A statement as to the amount of traffic that will be generated; and
- H. A statement as to the noise or odor that may be generated. [Ord. 867 § 1, 2013; Ord. 485 § 7, 1985.]

**20.77.030 Agreement.**

If the borough assembly finds that it is in the best interest of the public to approve the proposed contract zone, the borough assembly shall prepare an agreement, including such terms and limitations as the assembly deems necessary to protect neighboring properties, for approval by ordinance. The agreement shall include covenants as follows:

- A. That the property shall be developed for the proposed use within a specified period of time;
- B. That if the owner ceases to use the property as agreed for a specified period of time the classification of the property will revert to the former zone; and
- C. That should the property subject to the agreement be zoned to a zoning classification which permits the use set forth in the agreement, the provisions of the agreement restricting said property use shall be null and void. [Ord. 867 § 1, 2013; Ord. 485 § 7, 1985.]

# Agenda Item 13e

## CITY & BOROUGH OF WRANGELL

**BOROUGH ASSEMBLY  
AGENDA ITEM  
February 24, 2015**

**INFORMATION:**

PROPOSED RESOLUTION No. 02-15-1312: A RESOLUTION OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, IN SUPPORT OF FULL FUNDING FOR THE STATE OF ALASKA HARBOR FACILITY GRANT PROGRAM IN THE FY 2016 CAPITAL BUDGET

**Attachments:**

1. Memo from Greg Meissner, Wrangell Harbormaster
2. Proposed Resolution No. 02-15-1312

**RECOMMENDED ACTION:**

Move to adopt Resolution No. 02-15-1312, that supports full funding for the State of Alaska Harbor Facility Grant Program for the FY 2016 Capital Budget.

CITY AND BOROUGH OF WRANGELL

RESOLUTION No. 02-15-1312

A RESOLUTION OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, IN SUPPORT OF FULL FUNDING FOR THE STATE OF ALASKA HARBOR FACILITY GRANT PROGRAM IN THE FY 2016 CAPITAL BUDGET

**WHEREAS**, the Alaska Association of Harbormasters and Port Administrators recognizes the majority of the public boat harbors in Alaska were constructed by the State during the 1960s and 1970s; and

**WHEREAS**, these harbor facilities represent critical transportation links and are the transportation hubs for waterfront commerce and economic development in Alaskan coastal communities; and

**WHEREAS**, these harbor facilities are ports of refuge and areas for protection for ocean-going vessels and fishermen throughout the State of Alaska, especially in coastal Alaskan communities; and

**WHEREAS**, the State of Alaska over the past nearly 30 years has transferred ownership of most of these State owned harbors, many of which were at or near the end of their service life at the time of transfer, to local municipalities; and

**WHEREAS**, the municipalities took over this important responsibility even though they knew that these same harbor facilities were in poor condition at the time of transfer due to the State's failure to keep up with deferred maintenance; and

**WHEREAS**, consequently, when local municipal harbormasters formulated their annual harbor facility budgets, they inherited a major financial burden that their local municipal governments could not afford; and

**WHEREAS**, in response to this financial burden, the Governor and the Alaska Legislature passed legislation, supported by the Alaska Association of Harbormasters and Port Administrators, to create the Harbor Facility Grant program, AS 29.60.800; and

**WHEREAS**, the Alaska Association of Harbormasters and Port Administrators, is pleased with the Department of Transportation and Public Facilities administrative process to review, score and rank applicants to the Harbor Facility Grant Program, since State funds may be limited; and

**WHEREAS**, for each harbor facility grant application, these municipalities have committed to invest 100% of the design and permitting costs and 50% of the construction cost; and

**WHEREAS**, the municipalities of the Aleutians East Borough, the City and Borough of Sitka, the City of Seward, the City of Ketchikan, the City of Coffman Cove, and the Municipality of Anchorage have offered to contribute \$14,262,722 in local match funding for FY2016 towards seven harbor projects of significant importance locally as required in the Harbor Facility Grant Program; and

**WHEREAS**, completion of these harbor facility projects is all dependent on the 50% match from the State of Alaska's Harbor Facility Grant Program; and

**WHEREAS**, during the last eight years the Municipal Harbor Facility Grant Program has only been

fully funded twice; and

**WHEREAS**, during the last eight years the backlog of projects necessary to repair and replace these former State owned harbors has increased to over \$90,000,000.

**NOW, THEREFORE, BE IT RESOLVED** by the Assembly of the City and Borough of Wrangell, Alaska, urges full funding in the amount of \$14,262,722 by the Governor and the Alaska Legislature for the State of Alaska's Municipal Harbor Facility Grant Program in the FY2016 State Capital Budget in order to ensure enhanced safety and economic prosperity among Alaskan coastal communities.

ADOPTED: \_\_\_\_\_, 2015.

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

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

# Agenda Item 13f

## CITY & BOROUGH OF WRANGELL

### BOROUGH ASSEMBLY AGENDA ITEM February 24, 2015

#### INFORMATION:

Approval to eliminate the Finance Dept. Temporary Office Position and to replace it with a permanent Part-time Position

#### Attachments:

1. Memo from Manager Jeff Jabusch

#### RECOMMENDED ACTION:

Move to approve the attached plan to create a new job position for the finance department and authorize staff to formalize a new job description and pay range and to bring both back to the assembly for approval.



## **MEMORANDUM**

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

**FROM: JEFF JABUSCH, BOROUGH MANAGER  
LEE BURGESS, FINANCE DIRECTOR**

**SUBJECT: ELIMINATION OF THE FINANCE DEPARTMENT'S TEMPORARY  
OFFICE POSITION AND REPLACE IT WITH A PERMANENT PART  
TIME POSITION.**

**DATE: FEBRUARY 24<sup>TH</sup>, 2015**

### **BACKGROUND:**

In about 2002, the Finance Department consisted of the Finance Director and 4 permanent full time employees. During that time, the city was going through significant budget problems as several revenue sources were being reduced. As the Finance Director at that time, I volunteered to try and run the office with the Finance Director and 3 permanent full time employees. We went along this path for several years and just kept getting further and further behind. We eventually were able to hire a temporary part time employee and that helps significantly. The problem, however, is that we just get them trained and then they go elsewhere to get a job with benefits or more hours.

We need a more stable part time position with benefits to be able to retain an employee long enough that they can do us some good. Currently our payroll clerk has taken the brunt of this overload. She works extremely hard including many weekends to just try to stay afloat. There is just too much work for that position to do it all. This includes payroll and related Human Resource issues, property taxes, sales taxes, daily deposit, mapping, working with the assessor, Planning and Zoning secretary, answering phones, waiting on people at the counter and the list goes on and on. We get all of the deadline work completed such as payroll, light bills, pay our bills, etc., but we are not getting other things done such as a better job on collections, but other things as well. This is mainly sales and property taxes. The collections and follow up work is time consuming and is always something that can be put off.

I understand and agree that this is not a time to create new positions and I look seriously at each position when an employee resigns or retires. As an example, when the Museum Director resigned, we combined that job with an existing job and to date it has been successful. I believe with the plan before you, we can justify and pay for this position without any hardship on the budget. In fact, it is more likely that there will be a positive influence on the budget with the effort of this position on collections.

Other factors that contribute to the need of this position is that within the next two years, we plan to go to both a new accounting system and a new tax assessment system. Both of these will require man hours to implement and we need people in place and trained before we begin. The tax assessment system should help us reduce our current assessor contract. We have been on our current accounting program since 1996. We have been told that it will only be supported another 3-5 years and then we will be forced to move on.

**Financial Justification:**

Current temporary employee budgeted cost (wage & benefit):	\$14,710
Cost of New Permanent Part Time Position with benefits: (20 hours per week)	<u>\$26,260</u>
Increased amount from now to new position:	<u>\$11,550</u>

**Plan to pay for the difference:**

Cut in the City Manager's pay:	(5,000)
Cut in the City Manager's related benefits:	( 408)
Reduction in annual Overtime:	(1,500)
Increase in sales tax revenue through collections:	<u>(5,000)</u> *note
Total savings and increase revenue:	<u>(11,908)</u>

\*Note: Although there is no way to tell for sure how much sales tax will be collected we are confident that we can easily collect this amount and probably much more. They also will be tasked to collect property taxes and other collections that we need to be doing.

I feel strong about this request and the reduction in my wages is my commitment that this is essential to the finance department. I am also concerned that we have put such a work load and stress on the person currently assigned these tasks that they will burn out (or have already) and we will lose a valued and important part of the finance department. We have 3 of the 4 people in the Finance Department that have been in their current positions a reasonably short period of time and that puts stress in this department. This is also a great job to have to train for other positions in the office if someone leaves.

**Recommended Action:**

Move to approve the attached plan to create a new job position for the finance department and authorize staff to formalize a new job description and pay range and to bring both back to the assembly for approval.

# **Agenda Item 14**

## **CITY & BOROUGH OF WRANGELL**

**BOROUGH ASSEMBLY  
AGENDA ITEM  
February 24, 2015**

**INFORMATION:**

ATTORNEY'S FILE – Summary report provided to the Assembly

# **Agenda Item 15**

## **CITY & BOROUGH OF WRANGELL**

**BOROUGH ASSEMBLY  
AGENDA ITEM  
February 24, 2015**

Executive Session – None.