



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

**April 28, 2015 – 7:00 p.m.**

**Location: Assembly Chambers, City Hall**

**1. CALL TO ORDER**

- a. PLEDGE OF ALLEGIANCE led by Assembly Member Mark Mitchell
- b. INVOCATION to be given by Don McConachie
- c. CEREMONIAL MATTERS – *Community Presentations, Proclamations, Certificates of Service, Guest Introductions*
  - i. Proclamation: Municipal Clerk's Week May 3-9, 2015

**2. ROLL CALL**

**3. AMENDMENTS TO THE AGENDA**

**4. CONFLICT OF INTEREST**

**5. CONSENT AGENDA**

- a. Items (\*) 6a, 7a, 7b, 7c, and 13c & 13d

**6. APPROVAL OF MINUTES**

- \*a. Minutes of the Public Hearing and Regular Assembly meetings held April 14, 2015

**7. COMMUNICATIONS**

- \*a. Written Correspondence received from Terry Sherer – State Funding and AMHS
- \*b. Written Correspondence from Wilma Leslie – Staging Area at City Dock
- \*c. School Board Minutes from the February 16, 2015 Regular Mtg.

\*13c. Final Plat approval of the Easement Dedication and Boundary Survey for the Etolin Avenue Lots

\*13d. Final Plat approval of the Hazel/Haverstock Resubdivision

**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

**11. PERSONS TO BE HEARD**

**12. UNFINISHED BUSINESS**

- a. PROPOSED ORDINANCE No. 898: AN ORDINANCE OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, AMENDING SECTION 14.11.005, FEE SCHEDULE, OF THE WRANGELL MUNICIPAL CODE RELATING TO FEES FOR USE OF

HARBORS AND PORT FACILITIES, TO ADD A FEE FOR LONG-TERM STORAGE RESERVATION AT THE MARINE SERVICE CENTER AND FEES FOR MEYER'S CHUCK MOORAGE *(second reading)*

- b. PROPOSED ORDINANCE No. 899: AN ORDINANCE OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, AMENDING SECTION 5.22.030, ENHANCED 911 SURCHARGE ON LOCAL EXCHANGE ACCESS LINES AND WIRELESS TELEPHONE NUMBERS, OF THE WRANGELL MUNICIPAL CODE TO INCREASE THE MONTHLY SURCHARGE WITHIN THE ENHANCED 911 SERVICE AREA *(second reading)*
- c. PROPOSED ORDINANCE No. 900: AN ORDINANCE OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, PROPOSING AN AMENDMENT TO THE HOME RULE CHARTER, REPEALING SECTION 11-2, THOMAS BAY POWER AUTHORITY *(second reading)*

### **13. NEW BUSINESS**

- a. Approval of the Senior Tax Exemption that was received after the March 2<sup>nd</sup> deadline, but before the late filing grace period
- b. Approval to Vacate Silvernail Work Road through the Marine Service Yard adjacent to Lot 4BB-1, W.S.I. SUBD II Subdivision, from the fenced entrance behind City Market to Front Street, zoned Waterfront Development, requested by the Port Commission
- \*c. Final Plat approval of the Easement Dedication and Boundary Survey for the Etolin Avenue Lots ***(Consent Agenda Item)***
- \*d. Final Plat approval of the Hazel/Haverstock Resubdivision ***(Consent Agenda Item)***
- e. Approval to enter into an Agreement with Mike Allen Jr. for Temporary Use, to harvest timber on City Owned property, as requested by Mike Allen Jr.
- f. Discussion and possible action regarding a request from Wrangell Cooperative Association to purchase City owned property
- g. Approval and acceptance of an Amendment to the Sewer Pumps Replacement Project CDBG Grant
- h. Approval of Amendment #2 for DOWL HKM, for the Sewer Pumps Replacement Project, Contractual Services
- i. Approval of a Change Order's 5, 6, and 7 for the Cassiar Roadway and Utilities Improvements project

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

### **15. EXECUTIVE SESSION**

### **16. ADJOURNMENT**

# Agenda Items 1 - 6

## CITY & BOROUGH OF WRANGELL

### BOROUGH ASSEMBLY

#### AGENDA ITEM

April 28, 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 Mark Mitchell
- b. Invocation to be given by Don McConachie
- c. Ceremonial Matters – *Community Presentations, Proclamations, Certificates of Service, Guest Introduction*
  - i. Proclamation: Municipal Clerk's Week May 3-9, 2015

#### **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 and 7a, 7b, 7c, and 13c & 13d***

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

**INFORMATION:**

***6a Minutes of the Public Hearing and Regular Assembly meetings held April 14, 2015***

# *Proclamation*

*Municipal Clerks Week*

*May 3 - 9, 2015*

*Whereas, The Office of the Municipal Clerk, a time honored and vital part of local government exists throughout the world, and*

*Whereas, The Office of the Municipal Clerk is the oldest among public servants, and*

*Whereas, The Office of the Municipal Clerk provides the professional link between the citizens, the local governing bodies and agencies of government at other levels, and*

*Whereas, Municipal Clerks have pledged to be ever mindful of their neutrality and impartiality, rendering equal service to all; and*

*Whereas, The Municipal Clerk serves as the information center on functions of local government and community; and*

*Whereas, Municipal Clerks continually strive to improve the administration of the affairs of the Office of the Municipal Clerk through participation in education programs, seminars, workshops and the annual meetings of their state, provincial, county and international professional organizations; and*

*Whereas, It is most appropriate that we recognize the accomplishments of the Office of the Municipal Clerk; and*

*Now, Therefore, I, David L. Jack, Mayor of the City & Borough of Wrangell, do recognize the week of May 3 through May 9, 2015, as Municipal Clerks Week, and further extend appreciation to our Municipal Clerk, Kim Lane and to all Municipal Clerks for the vital services they perform and their exemplary dedication to the communities they represent.*

*Dated this 28<sup>th</sup> day of April, 2015*

*Mayor: \_\_\_\_\_ Attest: \_\_\_\_\_*

**Minutes of Public Hearing  
Held April 14, 2015**

Mayor David L. Jack called the Public Hearing to order at 6:30 p.m., April 14, 2015, in the Borough Assembly Chambers. Assembly Members Mitchell, Blake, Powell, and Rooney were present. Assembly Members Prysunka and Decker were absent. Borough Clerk Kim Lane was also in attendance.

**Public Hearing Items:**

- a. PROPOSED ORDINANCE No. 893 (am): 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, as amended*)
- b. 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** – Written correspondence was submitted for Ordinance No. 893 (am) from Susan Wise-Eagle prior to the meeting and was provided to the Assembly in their packet.

**ORAL TESTIMONY** – *Susan Wise-Eagle, 9.3 Mile Zimovia Hwy.*, offered suggestions to the Assembly to clarify the definition of a public street, road or highway. Ms. Wise-Eagle also provided the Assembly a map that made suggestions of the 1/2 mile buffers.

Recessed at: 6.40 p.m.

Reconvened at: 6:55 p.m.

**WRITTEN TESTIMONY** – None

**ORAL TESTIMONY** – None

Public Hearing Adjourned at 6:55 p.m.

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David L. Jack, Mayor

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

**Minutes of Regular Assembly Meeting  
Held on April 14, 2015**

Mayor David L. Jack called the Regular Assembly meeting to order at 7:00 p.m., April 14, 2015, in the Borough Assembly Chambers. Assembly Members Mitchell, Powell, Rooney, and Blake were present. Assembly Members Prysunka and Decker were absent. Borough Clerk Kim Lane was also in attendance.

Pledge of Allegiance was led by Assembly Member David Powell.

Invocation was given by Nettie Covalt of the Presbyterian Church.

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

A Proclamation for **National Library Week**, April 12-18, 2015, was presented to Margaret Villarma.

A Proclamation for **Lemonade Day**, May 9, 2015, was presented to Carol Rushmore.

**AMENDMENTS TO THE AGENDA**

Assembly Member Rooney requested that Item 13j that supported SB99 which would make amendments to Title 4, be tabled and not considered at this meeting because she didn't believe that the Assembly had enough information yet to consider supporting it. Rooney also said that the Alaska CHARR had several issues with the bill; there are some bar owners in Wrangell who are members of CHARR. Rooney suggested revisiting this item next year when it has gone through the process and addressed the concerns of CHARR. There were no objections from the Assembly to remove Item 13j from the Agenda.

**CONFLICT OF INTEREST** - None

**CONSENT AGENDA**

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

**APPROVAL OF MINUTES**

The minutes of the Public Hearing and Regular Assembly meetings held March 24, 2015 were approved, as presented.

**COMMUNICATIONS** – None

**BOROUGH MANAGER'S REPORT**

Manager Jabusch's report was provided.

**BOROUGH CLERK'S FILE**

The Borough Clerk's Report was provided.

**MAYOR/ASSEMBLY REPORTS AND APPOINTMENTS**

**10a** The Mayor and Assembly had nothing to report.

**10b** 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.

**10c** Appointment to fill the Vacancy on the Nolan Museum/Civic Center Board

Mayor Jack appointed community member, Dan Roope to fill the vacancy. There were no objections from the Assembly.

**10d** Appointment to fill the Vacancy of the Alternate Board Member on the Southeast Alaska Solid Waste Authority Board

Mayor Jack appointed Amber Al-Haddad to fill the vacancy. There were no objections from the Assembly.

**PERSONS TO BE HEARD**

***Marjy Wood, 103 5<sup>th</sup> Ave.,*** spoke to Agenda Item 13b, Sale of City Tidelands to Bill and Cheryl Goodale. Ms. Wood stated that she was a primary user of the Vendor Shelter Area; stated that she met with Harbormaster Meissner and that she was in favor of the proposal to construct a new area south of the pavement and the barge for a new staging area; stated that she was in favor of this proposal. Ms. Wood also said that she believed that the Goodale plan is a good one and that she supports it, just as long as the City creates an alternate staging area.

***Wilma Leslie, 326 First Ave.,*** spoke in favor of the Assembly sending a letter to the Governor, asking him to reinstate the Alaska Marine Highway System funding.

**UNFINISHED BUSINESS**

**12a** PROPOSED ORDINANCE No. 893 (am): 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, as amended*)

***M/S: Blake/Powell, to adopt Ordinance 893 (am) as amended.***

***M/S: Blake/Powell, to amend the motion in section 10.36.010 (A) & (B) to insert the word "paved" between the words any and public. Amendment was approved unanimously by polled vote.***

Assembly Member Mitchell expressed concern with being able to shoot a crossbow or a bow and arrow but not a gun on personal property; he stated that the line between the City and the Borough needs to be more clearly defined in the future.

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



**12b** 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 – postponed from the February 10, 2015 Regular Assembly meeting because of its connection to Proposed Ordinance No. 893*)

***M/S: Rooney/Powell, to approve Ordinance No. 898. Motion approved unanimously by polled vote.***

#### **NEW BUSINESS**

**13a** PROPOSED ORDINANCE No. 898: AN ORDINANCE OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, AMENDING SECTION 14.11.005, FEE SCHEDULE, OF THE WRANGELL MUNICIPAL CODE RELATING TO FEES FOR USE OF HARBORS AND PORT FACILITIES, TO ADD A FEE FOR LONG-TERM STORAGE RESERVATION AT THE MARINE SERVICE CENTER AND FEES FOR MEYER'S CHUCK MOORAGE (*first reading*)

***M/S: Blake/Rooney, to approve first reading and move to a second with a Public Hearing to be held on April 28, 2015.***

At the request of Assembly Member Blake, Harbormaster Meissner explained how the Port Commission came to the decision on the Meyer's Chuck Moorage fees and also on the new fee that was being proposed for the Long-Term Storage reservation at the Marine Service Center.

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

**13b** Approval to proceed with the sale of City Tidelands as requested by Bill and Cheryl Goodale, owner of Southeast Properties

***M/S: Rooney/Powell, to proceed with the Sale of City Tidelands, adjacent to the Stikine Inn, a portion of Lot 3A-1, Block 2a, ATS 83 and a portion of unsubdivided Tidelands ATS 83, as requested by Bill and Cheryl Goodale, Southeast Properties, and to waive the public auction and bid provisions as stated in 16.12.040 B & C, which is allowed under WMC 16.12.075.***

Harbormaster Meissner explained the plan for the shelter area that the City will look at creating; would use remaining cruise ship grant funds that must be used for that area.

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

**13c** PROPOSED ORDINANCE No. 899: AN ORDINANCE OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, AMENDING SECTION 5.22.030, ENHANCED 911 SURCHARGE ON LOCAL EXCHANGE ACCESS LINES AND WIRELESS TELEPHONE NUMBERS, OF THE WRANGELL MUNICIPAL CODE TO INCREASE THE MONTHLY SURCHARGE WITHIN THE ENHANCED 911 SERVICE AREA (*first reading*)

***M/S: Powell/Rooney, to approve first reading and move to a second with a Public Hearing to be held on April 28, 2015.***

***M/S: Blake/Powell, to amend main motion to include “and for the distribution of revenues to be as follows: 40 percent would go to the repair and maintenance of the 911 equipment and the balance to go towards the operations of the system. Amendment was approved unanimously by polled vote.***

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

**13d** PROPOSED ORDINANCE No. 900: AN ORDINANCE OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, PROPOSING AN AMENDMENT TO THE HOME RULE CHARTER, REPEALING SECTION 11-2, THOMAS BAY POWER AUTHORITY (*first reading*)

***M/S: Blake/Rooney, to approve first reading and move to a second with a Public Hearing to be held on April 28, 2015. Motion approved unanimously by polled vote.***

**13e** Approval of a Letter of Support for AICS

***M/S: Powell/Blake, to approve a letter of support to be sent to the Department of Health and Social Services in support of AICS obtaining a Grant for the Healthy Meals and Exercise Program.***

**Brooke Reynolds, 412 Reid Street,** provided a brief explanation of the program and the need for the Grant.

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

**13f** Approval to dispose of City Surplus Property

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

**13g** Approval of a change order for Western Dock and Bridge, LLC for the Wrangell City Dock Fender Pile Replacement project

***M/S: Powell/Rooney, to approve Change Order No. 1 for \$13,700.00 and the close out of the project, with funds to come out of grant funds which have been allocated for the project. Motion approved unanimously by polled vote.***

**13h** Approval of the bid received from Richards Pipe & Steel, Inc. for the purchase of Camel Logs

***M/S: Blake/Powell, to approve the bid received from Richards Pipe & Steel, Inc. for the City to purchase Camel Logs in the amount of \$47,730 with funds to come from the State of Alaska Dock Grant.***

Harbormaster Meissner explained what the Camel Logs were and why they needed to be replaced.

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

**13i** Approval of the Shoemaker Bay Harbor Engineering Design Services, Task 2 fee proposal

***M/S: Rooney/Powell, to approve PND Engineer's cost proposal for the Shoemaker Bay Harbor Rehabilitation Design, Task 2, Engineering Services, for Moorage Replacement in the amount of \$465,039.00 with funding to come from the Borough's DCCED grant. Motion approved unanimously by polled vote.***

**13j** Approval of a letter of support for the Senate Bill to revise Title 4 of the Alaska Statutes regulating alcoholic beverages

This item was not considered since it was removed from the Agenda under Amendments to the Agenda.

**ATTORNEY'S FILE** – None

**EXECUTIVE SESSION** – None

Regular Assembly Meeting adjourned at 7:56 p.m.

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

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

# Agenda Item 7

## CITY & BOROUGH OF WRANGELL

### BOROUGH ASSEMBLY AGENDA ITEM April 28, 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. Written Correspondence received from Terry Sherer – State Funding and AMHS
- \*b. Correspondence from Wilma Leslie – Staging Area at City Dock
- \*c. School Board Minutes from the February 16, 2015 Regular Mtg.
  
- \*13c. Final Plat approval of the Easement Dedication and Boundary Survey for the Etolin Avenue Lots
- \*13d. Final Plat approval of the Hazel/Haverstock Resubdivision



FROM: TERRY SHERER

P.O. BOX 1199

MILE 2.25 ZIMOVIA HWY

WRANGELL, AK 99929

APR 16 2015 4/15/2015

The Honorable Mayor David Jack  
City and Borough of Wrangell

CITY CLERK

Dear Mayor Jack;

RECEIVED

I understand that there is an intent by our State legislature and the Alaska Marine Highway System, to cancel literally thousands of pre-booked bookings this year.

I know the State budget is in very bad condition, but the above mentioned action appears to be a continuation of what's been happening over the last several years, which has been, repeated attempts to downgrade and diminish the availability of ferry service in Southeast Alaska and the docking points of Prince Rupert, Canada, and Bellingham, Washington.

The ferry system is one of the most major lifelines and the lifeblood available to the Alaska citizens of Southeast Alaska-period! I feel very strongly that this current action now in progress by our newly selected governor is not only demeaning, but also an insult to the large amount of people down south who have spent lengthy amounts of time and money planning their vacations (or for other reasons also). Working people have to arrange vacations or other reasons for absence from work with their employers. And this may include other working family members working for different employers - not an easy thing to suddenly change to different dates.

And have those people who need to use the ferries to travel due to medical reasons been given any compassionate consideration? Obviously not! I myself had to make two round trips on the ferry between Wrangell and Bellingham once because of a high risk medical condition. And with very low access to the ferry system, how can people even plan ahead, how can they get their vehicles from point A to B for transportation? There are so many factors to be considered.

The negative economic impact will impose itself on practically every Southeast Alaskan community. I feel the leaders of all Southeastern communities should start communicating immediately with each other and collectively oppose this misplaced action of our state government.

Sincerely

Terry Sherer

C.C. SARAH MERRITT  
WRANGELL LIO.



Ms. Wilma E. Leslie  
P.O. Box 2133  
Wrangell, Alaska 99929

April 15, 2015

Mayor Jack and Borough Assembly  
P.O. Box 531  
Wrangell, Alaska 99929

CITY CLERK  
APR 16 2015  
RECEIVED

RE: New staging area at City Dock

Dear Mayor Jack and Council Members:

Thank you for your consideration and cooperation in providing an alternative borough owned staging area for businesses providing tours to cruise ships calling on the port of Wrangell. I am grateful that there is designated grant money to help build this structure. The positive economic impact from cruise ship visits is significant. They are a very important component to the commerce of Wrangell.

City government providing public owned staging areas for businesses serving the cruise ship sector of the visitor industry is standard practice. In fact, many cities expand their public port facilities in order to attract more cruise ships to their communities. The building of these staging areas and covered shelters are actions of economic development.

Thank you for your time and consideration.

Sincerely,

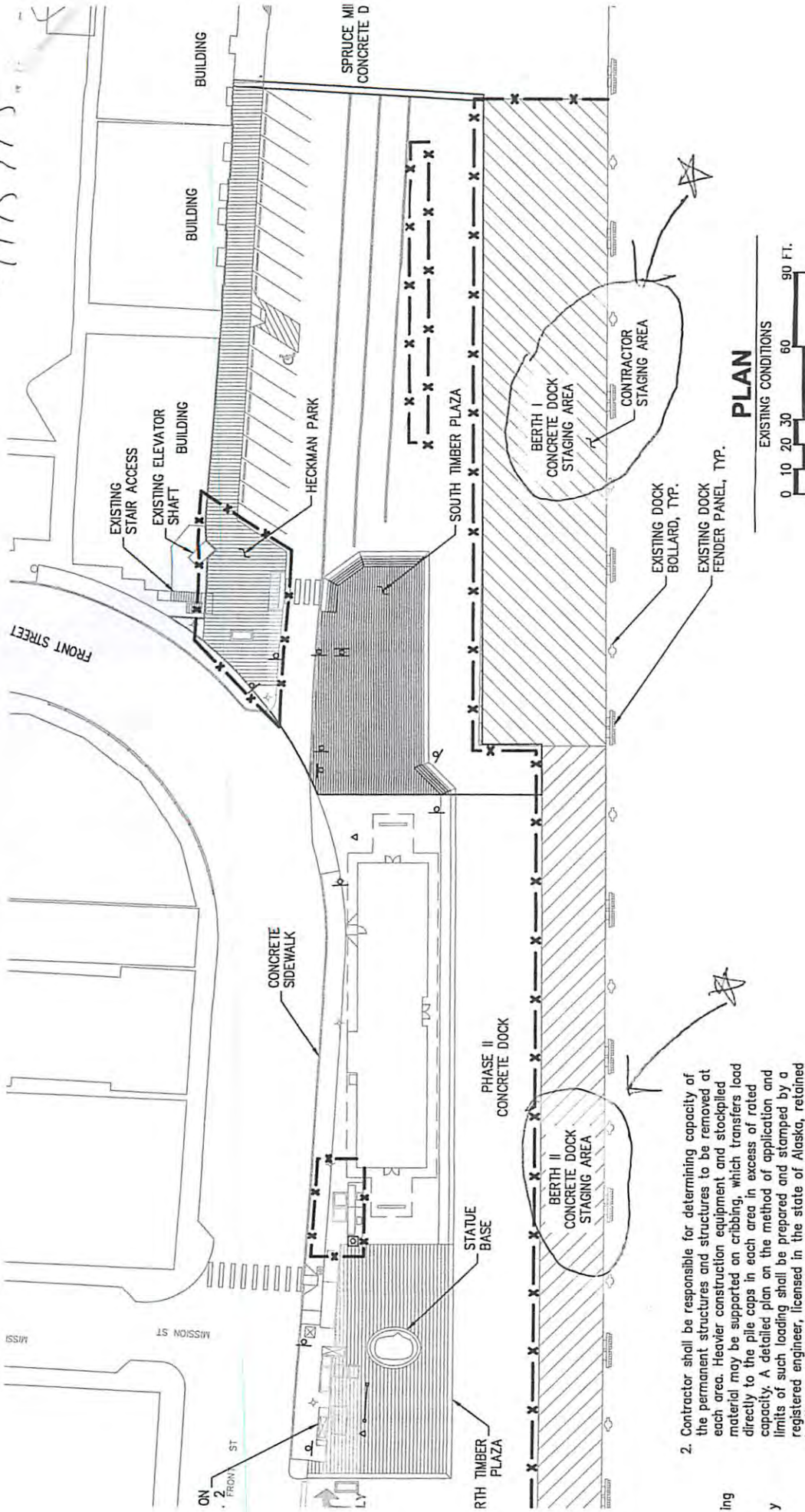


Wilma E. Leslie

cc Borough Manager, Wrangell Harbor Master, Economic Development Director,  
Wrangell Port Commission, Wrangell C.V.B.

Enclosures (3)

4115/15



# PLAN

City of Ketchikan

2. Contractor shall be responsible for determining capacity of the permanent structures and structures to be removed at each area. Heavier construction equipment and stockpiled material may be supported on cribbing, which transfers load directly to the pile caps in each area in excess of rated capacity. A detailed plan on the method of application and limits of such loading shall be prepared and stamped by a registered engineer, licensed in the state of Alaska, retained by the Contractor. This plan shall be submitted to the Engineer for review at least four weeks in advance of intended use. Any damage to permanent structures resulting from Contractor use shall be repaired to the satisfaction of the Engineer at no cost to the Owner.

## RYUS FLOAT PUBLIC ACCESS

Contractor shall complete Ryus float replacement within two consecutive weeks of public access closure to float. For the duration of construction outside the allotted time for closure, contractor shall maintain safe public access to float.

- LEGEND**

  - STAGING AREA
  - TEMPORARY CONSTRUCTION FENCING. SEE NOTE 2
- NOTES**

  - EXISTING CONDITIONS SHOWN
  - ALL ITEMS DEPICTED ARE EXISTING UNLESS OTHERWISE NOTED.
  - TEMPORARY FENCING SHOWN FOR WORK AREAS.

10

City of Ketchikan

4/15/15

Set folders for folded sheet information. Mark identification on front and spine

1) requirements including, but not limited to, surfaces that are sound, level, clean, and free of deleterious substances and application conditions within cited.

1) instructions, including, but not limited to, the application of fillers and primers.

surpass that of existing materials. For exposed surfaces, provide or finish

product securely in place, accurately located and aligned. Clean exposed

technical components and materials.

ation of Substantial Completion:

compounds. Replace chipped or broken glass.

foreign substances. Leave concrete floors broom clean.

lubrication. Clean plumbing fixtures. Clean light fixtures and lamps.

menties, and similar record information.

insurance personnel.

tion or advise Contractor of unfilled requirements. Architect will prepare the

be completed or corrected before the certificate will be issued.

ance to provide instruction to Owner's personnel. Include a detailed review of

E. Architect will respect the Work on receipt of notice that the Work has been completed.

1. On completion of reinspection, Architect will prepare a certificate of final acceptance. If the Work is incomplete, Architect will advise Contractor of the Work that is incomplete or obligations that have not yet been fulfilled.

END OF SECTION 01700

Berth I-Covered Shelter  
SECTION 02222 - SELECTIVE DEMOLITION

PART 1 - GENERAL

1.1 SECTION REQUIREMENTS

- A. Unless otherwise indicated, demolished materials become Contractor's property.
- B. Comply with EPA regulations and disposal regulations of authorities having jurisdiction.
- C. Conduct demolition without disrupting Owner's occupation of the building.

PART 2 - PRODUCTS (Not Applicable)

PART 3 - EXECUTION

3.1 DEMOLITION

- A. Maintain and protect existing utilities to remain in service before proceeding with demolition, providing bypass connections to other parts of the building.
- B. Locate, identify, shut off, disconnect, and cap off utility services to be demolished.
- C. Conduct demolition operations and remove debris to prevent injury to people.
- D. Provide and maintain shoring, bracing, or structural support to preserve building stability and prevent movement, settlement, or collapse.
- E. Protect remaining walls, ceilings, floors, and exposed finishes. Erod and maintain dustproof partitions. Cover and protect remaining furniture, furnishings, and equipment.
- F. Promptly patch and repair holes and damaged surfaces of building caused by demolition. Restore exposed finishes of patched areas and extend finish restoration into remaining adjoining construction.
- G. Promptly remove demolished materials from Owner's property and legally dispose of them. Do not burn demolished materials.
- H. Items to return to Owner include all doors, door hardware, and locksets which are scheduled for removal as part of the Work.

END OF SECTION 0222

Berth I-Covered Shelter  
SECTION 08100 - ROUGH CARPENTRY

PART 1 - GENERAL

1.1 SECTION REQUIREMENTS

- A. None

PART 2 - PRODUCTS

2.1 LUMBER, GENERAL

- A. Dressed lumber, S4S, 16 percent maximum moisture content for 2-inch (38-mm) thickness or less, marked with grade stamp of inspection agency. Pressure Treating: "Vancor" Preservative ACO or EQ.

2.2 LUMBER

- A. Dimension Lumber: The following grades per inspection agency indicated.
- 1. Framing: Construction or No. 2 grade: Hem-Fir, KLGA, WCLIB, or WWPA.
- B. Miscellaneous Lumber: No. 3 or Standard grade of any species for nailers, blocking, and similar members.

3.1 INSTALLATION

- A. Fit rough carpentry to other construction; scribe and cope for supports to allow attachment of other construction.

END OF SECTION 08100

Berth I-Covered Shelter  
SECTION 06200 - FINISH CARPENTRY

PART 1 - GENERAL (Not Applicable)

PART 2 - PRODUCTS

2.1 MATERIALS, GENERAL

- A. Lumber Standards: DOC PS 20 and grading rules of Inspector Standards Committee Board of Review.
  - B. Softwood Plywood: DOC PS 1.
  - C. Hardwood Plywood: HPVA HP-1.
- 2.2 STANDING AND RUNNING TRIM
- A. Interior Trim: WRC, Tight Knot, S4S
  - B. Exterior Trim: WRC, Tight Knot, S4S.
  - C. LWB Benchtop: AVC, Architectural Grade

PART 3 - EXECUTION

3.1 INSTALLATION

- A. Condition finish carpentry in installation areas for 24 hours before
- B. Prime and backprime lumber for painted finish exposed on the
- C. Install finish carpentry level, plumb, true, and aligned with adjac
- D. Install standing and running trim with minimum number of joints
- E. Stagger joints in adjacent and related trim. Bevel Splines, Cope
- F. Select and arrange paneling and siding for best match of adjac

END OF SECTION 06200

Berth I-Covered Shelter  
SECTION 07610 - METAL ROOF PANELS

PART 1 - GENERAL

1.1 SECTION REQUIREMENTS

- A. Sheet Metal Roofing Panels

PART 2 - PRODUCTS

2.1 METAL BUILDINGS

- A. Available Manufacturers: Subject to compliance with are not limited to, the following:
  - 1. ASC, Butler Manufacturing Company, Ceco Bu
- B. Roof Panels:
  - 1. Metal Panels: Steel sheet, zinc coated by the l



## QUESTIONS AND ANSWERS

### Question

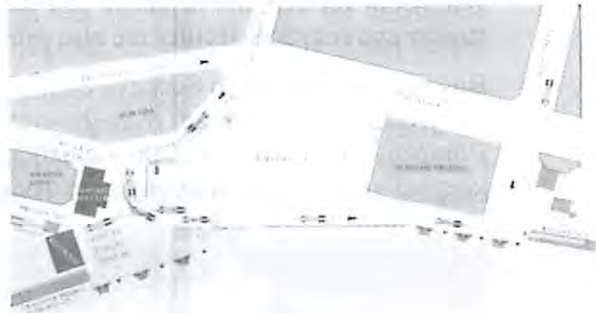
*I wanted to know if they are planning any upland development with this bond issue for the downtown. In the 2003 proposal, it was listed. Downtown is in need of sidewalk repairs and widening, benches and added restrooms.*

### Answer

Upland improvements are a significant component to the proposed project. For pedestrians, a promenade will be constructed from Schoenbar Road to Dock Street to allow for safe passage along the waterfront for visitors, residents and harbor users. A covered pedestrian shelter and restroom facility are also planned. PN&D Consulting Engineers, the firm that is spearheading the design for the port rehabilitation project, is working with Kittelson & Associates on a pedestrian and traffic flow plan, signage and other amenities for the project area.

Some sidewalk widening is already under consideration. The City is currently discussing the issue with the Department of Transportation and Public Facilities, along with the City's desire to use a 2004 \$1 million federal earmark for this purpose. The Ketchikan City Council approved a design contract with PN&D Consulting Engineers for sidewalk widening on Water Street at its April 6, 2006 meeting. If there is sufficient funding available, the City will also address relocating overhead electrical utilities to underground and potentially adding other sidewalk improvements on the south side of the tunnel.

Bus staging adjacent to Sockeye Sam's will be relocated from its current on-street location to an over-the-water area near Tongass Trading Company. This will assist in alleviating congestion near the tunnel and keeping visitors from straying on to Tongass Avenue.



Relocating bus staging to the waterfront will reduce vehicle

A Request for Proposals for a parking garage (click here) is also being advertised. This Main Street Parking Garage would simultaneously assist with parking congestion and support a future library.

### Question

*I am wondering how much the pedestrian access infrastructure will be improved in Ketchikan to accompany and facilitate the increased number of passengers that will disembark here.*

*My fear is that the only onshore improvements that will happen will be in the area immediately in front of the new dock. If improvements are not made to the rest of the infrastructure the overall result will be a worsening of the pedestrian and car traffic congestion that already exists in Ketchikan.*

*Specifically, will:*

- The sidewalks be widened to at least double their present width from the area around the Lutheran Church to Saxman?*
- A multi-level parking garage be added to handle the parking now used on streets that will be used in the future for pedestrian traffic?*
- A revised traffic system that will divert car traffic a block or so inshore of the present Tongass Ave/Water Street?*

### Answer

PN&D Consulting Engineers, the firm that is spearheading the design for the port rehabilitation project, is working with Kittelson & Associates on a pedestrian and vehicle traffic flow plan, signage and other amenities in both the downtown and Newtown areas. The company is in the process of finalizing a report that will propose recommendations for improving tour bus circulation; pedestrian facility improvements such as new or widened sidewalks, traffic signalization, crosswalks, curb extensions, etc. A comprehensive directional signage program is also being developed. The City anticipates that the report will be received shortly. Any recommendations that are adopted by the City Council will be implemented concurrently with the proposed Port project.

Upland improvements are already a significant component of the planned capital improvements. For pedestrians, a promenade will be constructed from Schoenbar Road to Dock Street to allow for safe passage along the waterfront for visitors, residents and harbor users. A covered pedestrian shelter and restroom facility are also proposed.

Bus staging adjacent to Sockeye Sam's will be relocated from its current on-street location to an over-the-water area near Tongass Trading Company. This will assist in alleviating congestion near the tunnel and keeping visitors from straying on to Tongass Avenue.



**PROCEEDINGS****MINUTES****WRANGELL SCHOOL BOARD  
REGULAR MEETING**

February 16, 2015; 6:30 PM

Evergreen Elementary School Room 101-Intermediate

CITY CLERK  
APR 20 2015  
RECEIVED

School Board Vice-president Rinda Howell called the regular meeting of the Wrangell Public School Board to order at 6:30 P.M. on Monday, February 16, 2015.

**CALL TO ORDER**

A quorum was determined with the following school board members present: Tammy Groshong, Rinda Howell, Aleisha Mollen and Cyni Waddington. Susan Eagle was absent, excused. Also present was Superintendent Patrick Mayer and Recording Secretary Kimberly Powell.

**DETERMINE QUORUM**

The Pledge of Allegiance was recited, led by Tammy Groshong.

**PLEDGE OF ALLEGIANCE**

Elementary K-1 Student Presentation on 100th Day of School: Elementary K-1 students sang a song for the School Board celebrating the 100<sup>th</sup> day of school. Several students shared their favorite part of the 100<sup>th</sup> day of school with the board. Melanie Ibarra said she enjoyed making a crown. Brody Hommel liked building with 100 legos. Jackson Carney read a story that he wrote about what he would do if he were 100 years old! Phebe Garcia shared her views on trustworthiness. Brody Knecht, Shailyn Nelson and Andrew Guggenbickler read stories to the board that they wrote about making the world a better place.

**ELEMENTARY STUDENT  
PRESENTATION**

Students who attended the AASB Youth Advocacy Institute/Legislative Fly-In. Davis Dow, Tabatha Hommel and Maleah Wenzel told the board that they enjoyed the experience although the training was extremely tiring. The meetings with the legislature went well even though with the state budget the way it is and oil prices the way they are, things don't look good. The idea of stopping unfunded mandates was well received. Davis Dow said his favorite part of the trip was meeting one on one with the representatives and senators. The students have been sharing their experiences with other students. The students thanked the board for allowing them to experience the fly-in.

**AASB YOUTH  
ADVOCACY  
INSTITUTE/LEGISLATIVE  
FLY-IN PRESENTATION**

High School Students, Davis Dow, Tabatha Hommel and Maleah Wenzel expressed concern about the timing of the clocks being off at the high school. They said that this has an impact on students when they are moving from class to class. The students also told the board that the student body would like to see the day after Halloween off of school as either a vacation day or a teacher inservice day.

**STUDENT  
REPRESENTATIVE  
REPORT**

There were no guests to be heard.

**GUESTS TO BE HEARD**

Mrs. Powell read a Proclamation from Mayor David Jack that proclaims February 2015 as School Board Recognition Month in the City and Borough of Wrangell, Alaska.

**READ PROCLAMATION  
FROM MAYOR DAVID  
JACK**

The agenda was approved as presented.

**APPROVAL OF AGENDA**

Motion to approve the minutes of the January 19, 2015 Regular School Board Meeting as presented by Cyni Waddington, seconded by Aleisha Mollen. Poll vote: Aleisha Mollen: Yes; Cyni Waddington: Yes; Tammy Groshong: Yes; Rinda Howell: Yes. Motion approved.

**APPROVED THE  
MINUTES OF THE  
JANUARY 19, 2015  
REGULAR SCHOOL  
BOARD MEETING**

Information & Reports were accepted by unanimous consent.

**ACCEPTED INFORMATION &  
REPORTS**

Motion to offer Wallace "Butch" Schmidt a teaching contract at the appropriate daily per diem rate for actual days worked as a long term substitute teaching high school science; the duration is expected to be approximately February 23 – April 10, 2015 by Tammy Groshong; seconded by Aleisha Mollen. Poll vote: Cyni Waddington: Yes; Tammy Groshong: Yes; Aleisha Mollen: Yes; Rinda Howell: Yes. Motion approved.

**OFFERED BUTCH  
SCHMIDT A CONTRACT  
AS A LONG-TERM  
SUBSTITUTE TEACHER  
IN HIGH SCHOOL  
SCIENCE**

**Motion to accept the second reading of Board Policy**

- #4119.21, Certified Staff Code of Ethics
  - #4219.21, Classified Staff Code of Ethics
  - #4319.21, Coaches Code of Ethics
  - #7323, Meeting Conduct
- by Aleisha Mollen, seconded by Tammy Groshong. Poll vote: Tammy Groshong: Yes; Aleisha Mollen: Yes; Cyni Waddington: Yes; Rinda Howell: Yes. Motion approved.

**ACCEPTED THE  
SECOND READING OF  
BOARD POLICY****Reviewed the Upcoming Dates and Meeting Announcements****Reviewed Future Agenda Items**

Tammy Groshong thanked the Students for the presentations and thanked Mr. Larrabee for the plaques.

**REVIEWED THE  
UPCOMING DATES  
REVIEWED FUTURE  
AGENDA ITEMS****COMMENTS FROM  
BOARD MEMBERS**

Aleisha Mollen said she has been spreading the word about the Charette tomorrow night and encouraged people to attend.

Cyni Waddington reported to the board that last Monday, she and Mr. Larrabee attended an Emblem Club meeting. The club accepted their proposal for the Birthday Calendar Scholarship to fund local tech prep courses for our students. A panel of administrators and teachers will be formed to determine which students receive the scholarships based on pre-determined criteria.

Meeting Adjourned at 7:03 P.M.

**ADJOURNED AT 7:03 P.M.**  
SECRETARY/TREASURER

There will not be a written  
Borough Manager's Report for this  
Agenda. There will be a verbal  
report given by Manager Jabusch  
at the Assembly meeting.

# Agenda Item 9

## CITY & BOROUGH OF WRANGELL

### **BOROUGH ASSEMBLY AGENDA ITEM**

### **CLERK'S REPORT April 28, 2015**

#### Mark Your Calendar:

4/30 - 5/3 Stikine River Birding Festival  
5/2 TAX Free Day!!  
5/6 Parks & Recreation Board Mtg. scheduled for 7pm in the Assembly Chambers  
5/7 Port Commission Mtg. scheduled for 7pm in the Assembly Chambers  
5/11 Board of Equalization Mtg. scheduled for 5:30pm in the Assembly Chambers  
5/12 Budget PH scheduled for 6pm in the Assembly Chambers  
5/12 PH & Regular Borough Assembly Mtg's. scheduled for 7pm in the Assembly Chambers

Planning & Zoning meeting scheduled for 7pm in the Assembly Chambers  
3/18 Hospital Board Meeting scheduled for 5:30 pm at the Nolan Center  
3/24 School Board/Assembly Workshop on the School Budget & Facilities  
3/24 Regular Assembly mtg. scheduled for 7pm in the Assembly Chambers

June 10 - SEAPA Board Mtg. to be held in Ketchikan

## ALASKA OPEN MEETINGS ACT

- **General rule:** “All meetings of a governmental body of a public entity of the state are open to the public except as otherwise provided by this section or another provision of law.” AS 44.62.310(a)

- **Where do I find the Alaska Open Meetings Act (OMA)?**

The OMA is in the Alaska Statutes at AS 44.62.310 – 312. A copy of the statute follows this outline.

- **Does the OMA apply to local governments?**

Yes. Under AS 29.20.020, “meetings of all municipal bodies shall be public as provided in AS 44.62.310.” The term “public entity” in the OMA includes municipalities.

- **Do the Wrangell Charter and Wrangell Municipal Code have provisions on open meetings that also apply?**

Yes. Section 2-7 of the Charter provides: “All meetings of the assembly shall be open to the public, and the public shall have a reasonable opportunity to be heard.” WMC 3.04.090(H) sets out this same provision for regular and special meetings of the Assembly. WMC 3.04.120 sets out the rules on executive sessions (see below).

- **What does the OMA require and how is it interpreted?**

The OMA sets out the state policy on meetings of governmental bodies in AS 44.62.312. This section provides that it is the intent of the law that actions of governmental bodies “be taken openly and that their deliberations be conducted openly.” Exceptions are required to be “construed narrowly” to avoid exemptions from open meeting requirements. The OMA is interpreted broadly and in favor of open public process by state and local governmental bodies.

You should presume that all meetings of the Assembly, the various municipal boards and commissions, and committees of these bodies are required to be open to the public. The OMA covers situations where the governmental body is engaged in fact gathering, investigation, discussion, and deliberation, whether formal or informal, and regardless of whether a decision is made.

In addition, the public has a right to know how the members vote. Except for votes taken to organize the body, such as a vote to elect a chair, voting must “conducted in such a manner that the public may know the vote of each person entitled to vote.” AS 44.62.310(a).

- **What is a “governmental body”?**

This term is defined in AS 44.62.310(h)(1) to mean “an assembly, council, board commission, committee, or other similar body of a public entity with the authority to establish policies or make decisions for the public entity or with the authority to advise or make recommendations to the public entity; ‘governmental body’ includes the members of a subcommittee or other subordinate unit of a governmental body if the subordinate unit consists of two or more members.”

- **What is a “meeting” and how many members constitute a “meeting”?**

“Meeting” is defined in AS 44.62.310(h)(2). The definition has two standards for how many members of a governmental body constitute a meeting: one for bodies that have authority to establish policies or make decisions, and another for bodies that have only authority to advise or make recommendations for a public entity:

1. **For policy and decision-making bodies**, a “meeting” means a gathering of members when more than three members or a majority of the members, whichever is less, are present, and they collectively consider a matter upon which the body is empowered to act.
2. **For advisory/recommendations only bodies**, a “meeting” means a gathering of members when more than three members or a majority of the members, whichever is less, are present, and the gathering is prearranged for the purpose of considering a matter upon which the body is empowered to act.

The Alaska Supreme Court has held: a “meeting” includes every step of the deliberative and decision-making process when a governmental unit meets to transact public business.

- **What are the public notice requirements for a meeting?**

The OMA requires that “**reasonable public notice**” be given for all meetings required to be open. AS 44.62.310(e). Usually the municipal clerk or board staff is tasked with providing public notice of meetings. The notice must include the date, time, and place of the meeting and may be given using print or broadcast media, and posted at city hall. The notice requirements for regular and special meetings of the Wrangell Assembly are set out in WMC 3.04.080 and 090. A body should provide notice in a consistent fashion for all its meetings. The Alaska Supreme Court has stated: “We encourage government bodies to provide notice of hearings and meetings through a variety of the means authorized in the Open Meetings Act”. *Gold Country Estates Preservation Group, Inc. v. Fairbanks North Star Borough*, 270 P.3d 787, 797 (Alaska 2012).



- **Can we hold a site visit under the OMA? Is a site visit a “meeting”?**

Yes, a governmental body may schedule and hold a site visit. A site visit is a “meeting” under the OMA that must be properly noticed. This was an issue in the *Gold Country Estates* case, in which the borough platting board held a site visit of a proposed variance location. Notice of the site visit was published in the newspaper and on the borough’s website. The court held that the site visit was a “meeting” for purposes of the OMA, stating: “the information-gathering and discussion at the site visit constituted collective consideration of ‘a matter on which the governmental body [was] empowered to act’ and a key step in the deliberative and decision-making process...” 270 P.3d at page 796. The court also found that the borough provided adequate notice of the site visit under the facts of the case.

- **What about teleconferencing?**

A meeting may be held by teleconference, and participation by members of the body or the public may be by teleconferencing. If a meeting is to be held by teleconference, the notice should include any teleconference location and materials to be considered should be available at the teleconference site if practicable.

A member may need to call into a meeting due to travel or otherwise being unable to attend in person, and that circumstance does not turn the meeting into a meeting by teleconference but the member calling in should have access to the meeting materials. WMC 3.05.050 sets out the rules on participation by teleconference by assembly members in meetings of the Assembly.

- **Can we hold an executive session?**

Yes, under the OMA a governmental body is allowed to discuss certain subjects in executive session. The law sets out the specific subjects that may be considered in executive session in AS 44.62.310(c). AS 44.62.310(b) sets out the procedure that must be followed for a body to convene in an executive session. These provisions are also in the WMC 3.04.120, the code section on executive sessions held by the Assembly.

- **How do we call an executive session?**

The meeting must first be convened as a public meeting. The question of holding an executive session to discuss one of the allowed subjects must be decided by majority vote of the body. The motion “**must clearly and with specificity describe the subject of the proposed executive session without defeating the purpose of addressing the subject in private.**” AS 44.62.310(b); WMC 3.04.120. You will need to strike a reasonable balance here. The motion should generally state the topics to be discussed and invoke one or more of the allowed subjects for executive session, but without so much detail as to defeat the purpose of discussing the topics in executive session.

- **What subjects are proper for executive session?**

The subjects that may be considered in executive session are:

1. Matters, the immediate knowledge of which would clearly have an adverse effect upon the finances of the public entity;
2. Subjects that tend to prejudice the reputation and character of any person, provided the person may request a public discussion;
3. Matters which by law, municipal charter, or ordinance are required to be confidential;
4. Matters involving consideration of governmental records that by law are not subject to public disclosure.

These subjects are listed in AS 44.62.310(c) and WMC 3.04.120.

- **What can be done in executive session?**

Once in executive session, you are only allowed to consider those subjects mentioned in the motion calling for the session “unless auxiliary to the main question” (subsidiary or supplemental to the main subject, or of assistance or help in its consideration).

No action may be taken in executive session, and final action should not be taken until the body is back in open session, with the exception that under the OMA the body may in executive session give direction to an attorney or a labor negotiator regarding the handling of a specific legal matter or pending labor negotiation. AS 44.62.310(b); WMC 3.04.120. Executive sessions are not permitted to be recorded. WMC 3.04.120.

- **What do we do when we come out of executive session?**

At the conclusion of the executive session, the body should reconvene in public session. This is the point at which action may be taken. For example, the body may direct the manager to proceed in accordance with direction as discussed in executive session. There may be times when the body can give a full public report, such as when there is no further need for confidentiality. There will also be times when no action is to be taken, such as when the session was a status report on a legal matter, in which case the body may reconvene and move on to the next agenda item. Even if no action is to be taken, the body must reconvene in open session to adjourn the meeting.

- **Are meetings ever exempt from the OMA?**

Yes, there are specific exemptions listed in AS 44.62.310(d). The exemptions relevant to municipal government are:

1. A governmental body performing a quasi-judicial function when holding a meeting solely to make a decision in an adjudicatory matter. For example, when a governing body sitting as a board of appeals has heard an appeal from a planning commission decision and holds a meeting to deliberate on and decide the appeal;
2. Meetings of a hospital medical staff;
3. Meetings of the governmental body or any committee of a hospital when holding a meeting solely to act upon matters of professional qualifications, privileges, or discipline;
4. Staff meetings or other gatherings of the employees of a public entity;
5. Meetings held for the purpose of participating in or attending a gathering of a national, state, or regional organization of which the municipality, body, or member of the body, is a member, but only if no action is taken and no business of the governmental body is conducted at the meetings;
6. Meetings of municipal service area boards when meeting solely to act on matters that are administrative or managerial in nature.

- **What happens if the OMA is violated?**

Any action taken by a body in violation of the OMA can be made void by a court. It is also possible for a governmental body to cure a violation or alleged violation by holding another meeting to undertake “substantial reconsideration” of the subject discussed or decided upon at a meeting held in violation of the OMA.

- **When in doubt, ask for help!**

If you have questions about the propriety of a meeting, OMA procedures, executive sessions, meeting notice, or what the law may require in a particular situation, you should contact the municipal clerk, manager, mayor, or other municipal official working with the governmental body, as they have considerable experience with the public meeting process. If necessary they can consult with the borough attorney to get legal advice and assistance on the questions.

# Agenda Items 10 a & b

## CITY & BOROUGH OF WRANGELL

BOROUGH ASSEMBLY  
AGENDA ITEM  
April 28, 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 was one (1) letter of interest received for this vacancy from:*

- **Royce Cowan**

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.

# Agenda Item 12a

## CITY & BOROUGH OF WRANGELL

### BOROUGH ASSEMBLY AGENDA ITEM April 28, 2015

#### INFORMATION:

**PROPOSED ORDINANCE No. 898:** AN ORDINANCE OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, AMENDING SECTION 14.11.005, FEE SCHEDULE, OF THE WRANGELL MUNICIPAL CODE RELATING TO FEES FOR USE OF HARBORS AND PORT FACILITIES, TO ADD A FEE FOR LONG-TERM STORAGE RESERVATION AT THE MARINE SERVICE CENTER AND FEES FOR MEYER'S CHUCK MOORAGE  
(*second reading*)

#### **Additional Information:**

*At their meeting that was held on April 2, 2015, the Port Commission approved the proposed ordinance, as presented and requested that the Borough Assembly move forward with their approval.*

#### Attachments:

1. Memo from Harbormaster, Greg Meissner
2. Proposed Ordinance No. 898

#### **RECOMMENDED ACTION:**

Move to adopt Ordinance No. 898.

# MEMORANDUM

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

**CC: GREG MEISSNER  
WRANGELL HARBORMASTER**

**SUBJECT: Ordinance No. 898**

**DATE: April 9, 2015**

---

## **BACKGROUND:**

The Port Commission held many Workshops and meetings with regards to the proposed ordinance. These Workshops and meetings included the Harbor Department and residents of Meyers Chuck. With a lot of input from the residents of Meyers Chuck and the Harbor Department, the Port Commission is proposing the rates for Meyers Chuck as shown in Ordinance No. 898.

During the Workshops and meetings, the Port Commission also agreed to instate a fee structure for individuals wishing to “reserve” a space for their vessel in the Marine Service Center storage area. The purpose is ensure that those individuals commit to holding a space and to avoid last minute cancelations that may lead to potentially losing other costumers.

## **RECOMMENDED MOTION:**

Move to approve first reading and move to a second with a Public Hearing to be held on April 28, 2015.

CITY AND BOROUGH OF WRANGELL, ALASKA

ORDINANCE NO. 898

AN ORDINANCE OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, AMENDING SECTION 14.11.005, FEE SCHEDULE, OF THE WRANGELL MUNICIPAL CODE RELATING TO FEES FOR USE OF HARBORS AND PORT FACILITIES, TO ADD A FEE FOR LONG-TERM STORAGE RESERVATION AT THE MARINE SERVICE CENTER AND FEES FOR MEYER'S CHUCK MOORAGE

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

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

SEC. 1. Action. The purpose of this ordinance is to amend Section 14.11.005 of the Wrangell Municipal Code relating to fees for use of harbor and port facilities, to add a fee for long-term storage reservation at the Marine Service Center and fees for Meyer's Chuck moorage.

SEC. 2. Amendment of Subsection. Subsection 14.11.005AA of the Wrangell Municipal Code is amended by the addition of a fee for long-term storage reservation to read:

Section 14.11.005 Fee schedule.

The following fees shall be charged for the uses indicated:

...

AA. Marine Service Center Fees.

Round trip lift fees

0 – 40 feet	\$11.00/foot
41 – 58 feet	\$12.00/foot
59 – 75 feet	\$13.00/foot
76 – 90 feet	\$15.00/foot
91 – 120 feet	\$17.00/foot
121 – 140 feet	\$19.00/foot
141 feet and up	\$21.00/foot

Boat lift minimum	
150-ton	\$300.00/hour
300-ton	\$500.00/hour
Work area storage	\$0.50/sq. ft./month
Long-term storage	\$0.30/sq. ft./month
	After 12 consecutive months, rate doubles
Cancellation	\$300.00
Inspection hoist	
Up to 2 hours of hoist time	60% of round trip
After first 2 hours of hoist time	150-ton \$75.00/15 minutes 300-ton \$125.00/15 minutes
Pressure washer	\$1.00/foot
Electrical	Refer to subsection (D) of this section.
Environmental fee	\$15.00 per haulout or per month
Hydraulic trailer fees	
Round trip	\$8.25 per foot
One-way	Half of round trip
Minimum fee	\$225.00
Off-site transport fee	Round trip or one-way fee plus travel time at \$235.00 per hour with a one-hour minimum
<u>Long-term storage reservation fee</u>	<u>\$100.00</u>

SEC. 3. New Subsection. Section 14.11.005 of the Wrangell Municipal Code is amended by the addition of a new Subsection CC to read:

CC. Meyer's Chuck Moorage

1. Transient Moorage – WMC 14.05.010

<u>Daily – Prepaid</u>	<u>\$0.20/foot</u>
<u>Daily – Invoiced</u>	<u>2 times the daily prepaid rate</u>



Monthly \$1.75/foot

2. Reserved Moorage – WMC 14.05.015

Annual \$12.00/foot

SEC. 4. Classification. This ordinance is of a permanent nature and shall be codified in the Wrangell Municipal Code.

SEC. 5. Severability. If any portion of this ordinance or any application thereof to any person or circumstance is held invalid, the remainder of this ordinance and the application to other persons or circumstances shall not be affected thereby.

SEC. 6. Effective Date. This ordinance shall be effective upon adoption.

PASSED IN FIRST READING: April 14, 2015.

PASSED IN SECOND READING: \_\_\_\_\_, 2015.

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

ATTEST:

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

# Agenda Item 12b

## CITY & BOROUGH OF WRANGELL

### BOROUGH ASSEMBLY AGENDA ITEM April 28, 2015

#### INFORMATION:

**PROPOSED ORDINANCE No. 899:** AN ORDINANCE OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, AMENDING SECTION 5.22.030, ENHANCED 911 SURCHARGE ON LOCAL EXCHANGE ACCESS LINES AND WIRELESS TELEPHONE NUMBERS, OF THE WRANGELL MUNICIPAL CODE TO INCREASE THE MONTHLY SURCHARGE WITHIN THE ENHANCED 911 SERVICE AREA *(second reading)*

#### Attachments:

1. Memo from Manager Jabusch
2. Proposed Ordinance No. 899

#### RECOMMENDED ACTION:

Move to adopt Ordinance No. 899 **and for the distribution of revenues to be as follows: 40 percent would go to the repair and maintenance of the 911 equipment and the balance to go towards the operations of the system.**

CITY AND BOROUGH OF WRANGELL, ALASKA

ORDINANCE NO. 899

AN ORDINANCE OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, AMENDING SECTION 5.22.030, ENHANCED 911 SURCHARGE ON LOCAL EXCHANGE ACCESS LINES AND WIRELESS TELEPHONE NUMBERS, OF THE WRANGELL MUNICIPAL CODE TO INCREASE THE MONTHLY SURCHARGE WITHIN THE ENHANCED 911 SERVICE AREA

**WHEREAS**, the City and Borough of Wrangell provides an enhanced 911 system within the enhanced 911 service area of the Borough; and

**WHEREAS**, the system promotes a more efficient public safety response by helping to identify the location of emergencies following a 911 call from within the service area; and

**WHEREAS**, under Alaska law, AS 29.35.131, a municipality providing an enhanced 911 system may impose an enhanced 911 surcharge of up to \$2.00 per month within the 911 service area for each wireless telephone number and each local exchange access number in order to support and fund the system; and

**WHEREAS**, the current monthly surcharge of \$.75 was put in place effective January 1, 2005 and has not been increased since that time; and

**WHEREAS**, under WMC 5.22.060, the Assembly is required to review the surcharge annually to determine whether the amount is adequate, excessive or insufficient to meet anticipated enhanced 911 system needs; and

**WHEREAS**, the Assembly has reviewed the current surcharge and has determined that it is not sufficient to meet the anticipated needs of the system and therefore should be increased as provided in this ordinance. NOW, THEREFORE, BE IT ORDAINED BY THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA:

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

SEC. 1. Action. The purpose of this ordinance is to amend Section 5.22.030 of the Wrangell Municipal Code to increase the monthly enhanced 911 surcharge on local exchange access lines and wireless telephone numbers.

SEC. 2.        Amendment. Section 5.22.030 of the Wrangell Municipal Code is amended to read:

**5.22.030 Enhanced 911 surcharge on local exchange access lines and wireless telephone numbers.**

Beginning with the first billing for any telephone services rendered on **[January 1, 2005]** July 1, 2015, and each month thereafter, there is imposed a surcharge of \$~~[0.75]~~2.00 per month for each local exchange access line for wireline telephones and for each wireless telephone number within the enhanced 911 service area. The surcharge shall apply to all such wireline and wireless telephones, even those serving government agencies and nonprofit organizations. The amount of the surcharge imposed is subject to review and determination by the assembly pursuant to WMC 5.22.060.

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

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

SEC. 5.        Effective Date. This ordinance shall be effective on July 1, 2015.

PASSED IN FIRST READING: April 14, 2015.

PASSED IN SECOND READING: \_\_\_\_\_, 2015.

---

David L. Jack, Mayor

ATTEST:

---

Kim Lane, Borough Clerk

## **MEMORANDUM**

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

**FROM: JEFF JABUSCH  
BOROUGH MANAGER**

**SUBJECT: 911 Surcharge Increase**

**DATE: April 8, 2015**

### **BACKGROUND:**

The monthly charge for 911 support on each phone in Wrangell has not changed since January 1<sup>st</sup>, 2005, or ten years. As you probably know, the State is in a financial crisis and continues to make cuts that affect municipalities and others. One of those cuts that has happened is the 60% cut to our community jail. That cut is \$352,000. The dispatchers funded for the jail also handle the 911 dispatch. Without this funding, it is not only hard to keep the jail open, but also will be hard to fund the 911 dispatch service provided.

Currently, the monthly phone charge for 911 services is \$0.75 per phone per month. This raises about \$13,500 annually. We are proposing to raise this amount to \$2.00 per phone per month. This would add about \$22,500 of new revenue to help offset at least some of the costs. \$2.00 is the maximum amount that can be charged per state statutes without a vote of the people in the community providing the 911 services. Obviously, this is not going to bridge the gap of what is lost in state revenue for the jail, but this and other things we are doing together will resolve this for at least one more year as we look at possibly other options to resolve this as continued cuts happen in future years. If approved, this ordinance would become effective on July 1, 2015.

Again, we will be looking at every user based thing we do to up the user fees so that property taxes can stay stable. Public safety and the 911 system is important and I think the increase is a small amount annually to each phone user to help keep this service.

### **Recommended Action:**

Move to approve first reading and move to a second with a Public Hearing to be held on April 28, 2015.

# Agenda Item 12c

## CITY & BOROUGH OF WRANGELL

### BOROUGH ASSEMBLY AGENDA ITEM April 28, 2015

#### INFORMATION:

**PROPOSED ORDINANCE No. 900:** AN ORDINANCE OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, PROPOSING AN AMENDMENT TO THE HOME RULE CHARTER, REPEALING SECTION 11-2, THOMAS BAY POWER AUTHORITY  
*(second reading)*

#### *Information:*

*As required by the Charter, Section 12-1 (2), the assembly by resolution or ordinance may propose, and submit or provide for the submission of, charter amendments to the qualified voters of the borough.*

#### Attachments:

1. Proposed Ordinance No. 900

#### RECOMMENDED ACTION:

Move to adopt Ordinance No. 900.

CITY AND BOROUGH OF WRANGELL, ALASKA

ORDINANCE NO. 900

AN ORDINANCE OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, PROPOSING AN AMENDMENT TO THE HOME RULE CHARTER, REPEALING SECTION 11-2, THOMAS BAY POWER AUTHORITY

**WHEREAS**, on December 10, 2013, the Wrangell Borough Assembly adopted Resolution No. 12-13-1290 recommending that the Operations and Maintenance of the Tyee Hydroelectric Project be transferred from the Thomas Bay Power Authority (TBPA) to the Southeast Alaska Power Agency (SEAPA); and

**WHEREAS**, on July 24, 2014, the Assignment and Assumption Agreement was executed by SEAPA, the City and Borough of Petersburg, and the City and Borough of Wrangell, transferring the Operations and Maintenance of the Tyee Hydroelectric Project from the TBPA to the SEAPA; and

**WHEREAS**, on January 27, 2015, the Wrangell Borough Assembly adopted Ordinance No. 890 amending Chapter 3.40 of the Wrangell Municipal Code, to rename the Thomas Bay Power Commission to be the Thomas Bay Power Advisory Committee, and establish the purpose and duties of the Advisory Committee; and

**WHEREAS**, as a result of the transfer of the operations and maintenance of the Tyee Hydroelectric Project to the SEAPA and the establishment of the Thomas Bay Power Advisory Committee, the TBPC is no longer required or needed, and therefore the Assembly is proposing this Charter amendment to repeal Section 11-2, Thomas Bay Power Authority;

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

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

SEC. 1.        Classification. This ordinance is of a permanent nature and, if approved by a majority of the qualified voters voting on the proposition set forth in Section 4, shall become a part of the Home Rule Charter of the City and Borough of Wrangell, Alaska.

SEC. 2.        Charter Amendment. The purpose of this ordinance is to repeal Section 11-2, Thomas Bay Power Authority, of the Wrangell Home Rule Charter, as follows:

**Section 11-2 Repealed [Thomas Bay Power Authority.]**

**[There is a Thomas Bay Power Authority, owned jointly and equally by the City and Borough of Wrangell, Alaska, and the City of Petersburg, Alaska, which exists for the purpose of constructing and operating a hydro-electric power generating utility. Said authority shall have all express, implied and incidental powers thereto, including but not limited to acquiring extra-territorial properties, and obtaining financing and the issuance of revenue bonds in its own name, and said authority may incorporate or otherwise reorganize as a separate entity, but in any event shall be managed jointly by a commission of representatives from the municipalities as they shall respectively appoint.]**

SEC. 3.        Submission of Question to the Voters. An amendment to repeal Section 11-2 of the Home Rule Charter of the City and Borough of Wrangell, Alaska, shall be submitted to the voters of the City and Borough of Wrangell at the next regular borough election. The Borough Clerk shall prepare the proposition and perform all necessary steps in accordance with law to submit this proposition to the qualified voters of the Borough for approval or rejection at the next regular borough election, to be held October 6, 2015.

SEC. 4.        Proposition. The proposition shall read substantially as follows:

**PROPOSITION 1**

**CHARTER AMENDMENT**

Shall the Home Rule Charter of the City and Borough of Wrangell be amended to repeal Section 11-2, Thomas Bay Power Authority, as set forth in Ordinance No. 900.

YES    (oval)

NO     (oval)

SEC. 5.        Effective Date. (a) The Charter amendment proposed in Section 2 of this ordinance shall become effective on the day following the date the election results are certified for the regular municipal election held on October 6, 2015, if approved by a majority of the qualified voters voting on the proposition set forth in Section 4.

(b) Sections 3 and 4 of this ordinance authorizing the submission of the proposition to



the qualified voters of the City and Borough shall become effective upon adoption.

PASSED IN FIRST READING: April 14, 2015.

PASSED IN SECOND READING: \_\_\_\_\_, 2015.

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

ATTEST:

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

# **Agenda Item 13a**

## **CITY & BOROUGH OF WRANGELL**

### **BOROUGH ASSEMBLY AGENDA ITEM April 28, 2015**

#### **INFORMATION:**

Approval of the Senior Tax Exemptions that were received after the March 2<sup>nd</sup> deadline, but before the late filing grace period

#### **Attachments:**

1. Memorandum from Manager Jabusch
2. 2015 Senior Citizen-Disabled Veteran Property Tax Exemption  
Application from:
  - a. Rick Martin

#### **RECOMMENDED ACTION:**

Move to approve the 2015 Senior Tax Exemption for: Rick Martin that was received after the deadline of March 2, 2015, but before the allowed grace period of April 15, 2015.

## **MEMORANDUM**

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

**FROM: JEFF JABUSCH  
BOROUGH MANAGER**

**SUBJECT: SENIOR PROPERTY TAX EXEMPTION LATE FILINGS**

**DATE: April 10, 2015**

### **BACKGROUND:**

The deadline for filing Senior Property Tax Exemption Forms is March 1<sup>st</sup> of each year. The assessment notices go out on March 20<sup>th</sup>. The assessment notice shows the assessed value of property and also shows the amount of the exemption for Senior Exemptions. The assembly adopted an ordinance that provided for a grace period for seniors to file by April 15<sup>th</sup>. The ordinance is under WMC 5.04.040 B (2). The reason is that if they had not filed by March 1<sup>st</sup>, they could receive their assessment notice and that could be used as a reminder to them that it was not filed.

Although we advertise the senior exemption requirements in the paper, we generally have a handful of seniors that do not get their filings in on time. Some of the reasons often are because of medical and then there are others reasons such as some did not remember that you had to do this each year. Each year we try and make an effort to help those that qualify for the exemption as paperwork is difficult for people generally and can be more challenging as we get older

We have reviewed the exemption and letter that you have before you, and it qualifies for the exemption.

### **Recommended Action by Staff**

Move to approve the 2015 Senior Tax Exemption for: Rick Martin.



CITY AND BOROUGH OF WRANGELL  
P.O. Box 531, Wrangell, AK 99929  
907-874-2381 ~ [www.wrangell.com](http://www.wrangell.com)

2015 CITY AND BOROUGH  
OF WRANGELL  
SENIOR CITIZEN/DISABLED VETERAN  
PROPERTY TAX EXEMPTION  
APPLICATION

RECEIVED

Wrangell Municipal Code 5.04.040

APR - 9 2015

03-009-216

WRANGELL CITY HALL

DUE BY MARCH 2, 2015

Name of Applicant: Richard W Martin	Birth date June 18, 1949	Social Security 573-68-8009
Name of Spouse Victoria A Martin	Birth date December 6, 1951	Social Security 562-88-5796
Mailing Address: P.O. Box 2124 Wrangell, AK 99929	Residential Address: 5.5 Mile Shoemaker Bay Loop Wrangell, AK 99929	
Phone Number:		
Please check one of the following: <input checked="" type="checkbox"/> I am applying as a senior citizen age 65 or older by January 1 <sup>st</sup> of the Tax Year applying for <input type="checkbox"/> I am a widow or widower, age 60-64, of a previously qualified applicant <input type="checkbox"/> I am applying as a disabled veteran (50% or more service related disability) Documentation (copy of either a passport or birth certificate): <input type="checkbox"/> PREVIOUSLY SUBMITTED <input checked="" type="checkbox"/> ENCLOSED		
Type of dwelling: <input checked="" type="checkbox"/> Single family <input type="checkbox"/> Condominium <input type="checkbox"/> Mobile home <input type="checkbox"/> Duplex <input type="checkbox"/> Other _____	Is your home on land you own? <input checked="" type="checkbox"/> Yes, percentage: 100% <input type="checkbox"/> No, owner's name _____  Is any portion of this property used for commercial or rental purposes? <input type="checkbox"/> Yes, percentage: _____ % <input checked="" type="checkbox"/> No	
Please check all that apply: <input checked="" type="checkbox"/> This is my primary residence and permanent place of abode <input checked="" type="checkbox"/> I received or was eligible for a 2014 permanent fund dividend. <input checked="" type="checkbox"/> I am eligible to apply or have applied for a 2015 permanent fund dividend.		
<b>Certification:</b> I hereby certify that the answers given on this application are true and correct to the best of my knowledge. I understand that a willful misstatement is punishable by a fine or imprisonment under AS 11.56.210. By my signature below I hereby authorize the City and Borough of Wrangell to obtain access to records pertaining to me in possession of the State of Alaska as needed to verify my residency, age, and permanent fund status.		
Date: April 9, 2015	Signature of Applicant:	

Following for Local Assessor/Clerk Use Only

Property Value: Land Value: 31600 <sup>00</sup> Improvement: 104600 <sup>00</sup> Total Value: 136200 <sup>00</sup>	Adjustments: Ownership % 100 \$ _____ Commercial/Rental % _____ \$ _____ Total Adjustments _____	Total Value 136,200 Adjustments ( ) Subtotal 136,200 <sup>00</sup> If subtotal exceeds \$150,000, then use \$150,000 as the exempt value.
------------------------------------------------------------------------------------------------------------------------------	-----------------------------------------------------------------------------------------------------------	----------------------------------------------------------------------------------------------------------------------------------------------------

**Richard W. Martin**  
**P.O. Box 2124 Wrangell, AK 99929**  
**(907) 874-4548 Cell 470-4548**  
**rickfog@hotmail.com**

To: Assembly Members - City and Borough of Wrangell  
From: Rick Martin  
Date: April 9, 2015  
Re: Late submission of request for senior property tax exemption

Members of the Assembly:

Applications for these exemptions are supposed to be filed by March 2 in the year in which the applicant was 65 years old on January 1. I turned 65 on June 18, 2014. This year, my business took me out of town on several occasions during the first three months of the year. I failed to see the notice in the paper and so did not file my application in a timely manner. I understand it that the Assembly "...for good cause shown, may waive the claimant's failure to make timely application..." I hope you will consider doing so in my case.



Richard W Martin

# **Agenda Item 13b**

## **CITY & BOROUGH OF WRANGELL**

### **BOROUGH ASSEMBLY AGENDA ITEM April 28, 2015**

#### **INFORMATION:**

Approval of a request to Vacate Silvernail Work Road through the Marine Service Yard adjacent to Lot 4BB-1, W.S.I. SUBD II Subdivision

#### **Attachments:**

1. Memo from Economic Development Director, Carol Rushmore
2. Schematic drawing, identifying the proposed vacation and recommended easement
3. Memo from the Port Commission

#### **RECOMMENDED ACTION:**

Move to approve the request to vacate the Silvermail Work Road from the end of the pavement behind the Museum to Front Street, and in place of the vacated ROW, create a 60'wide access easement from the end of pavement to Lot C, Bay Company Replat to provide access to that lot, then taper the access easement to 30 foot wide, with the easement to be located within the driving lane to the current gated access on Front Street

# *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

Request to Vacate Silvernail Work Road through the Marine Service Yard adjacent to Lot 4BB-1, W.S.I SUBD II Subdivision, from the fenced entrance behind City Market to Front Street, zoned Waterfront Development, requested by the Port Commission.

---

## **Background:**

Several meetings and public hearings have been held before the Planning and Zoning Commission to discuss this request and another request involving vacating a portion of Silvernail Work Road submitted by the Bay Company.

In a separate action, the Bay Company requested vacation of an alley from Front Street to Silvernail Work road adjacent to Lots A and C, Bay Company Replat and was approved by the Assembly earlier this year.

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

## **Findings:**

Issues related to the Vacation included:

1. *Request to vacate and purchase a portion of Silvernail Work Road behind Lot C owned by the Bay Company.* At this last meeting, David Powell indicated it was no longer relevant as long as access had to be provided to Lot C and withdrew the request.
2. *If vacated, two back lots (Lot C – Bay Company and Lot 2 – CBW) would no longer have road frontage and need access per WMC 19.28.050(B):* The proposed easement to replace the ROW would extend to provide access to Lot C. Lot 2 could be combined with Lot 1 having Front Street road frontage or with the larger Marine Service Center lot.
3. *Dead End Road requirements:* If Silvernail Work Road were vacated from the end of pavement with no easement carrying through to Front Street, then a cul-de-sac with a 100 foot turning diameter would need to be recorded per WMC 19.24.080 at the terminus of the road behind the Museum.
4. *Process – depending on how the land was obtained by the City determines what State Regulations are applicable to the vacation process:* The Borough Attorney verified that because the City purchased the land from APC in the 1990's and created the ROW, each half of the ROW does not have to go to adjacent landowners as often typical in ROW vacations.

**Recommendations:**

The Planning and Zoning Commission at their April 9, 2015 meeting recommended to the Borough Assembly to vacate Silvernail Work Road from the end of the pavement behind the Museum to Front Street, and in place of the vacated ROW create a 60' wide access easement from the end of pavement to Lot C, Bay Company Replat to provide access to that lot, then taper the access easement to 30 foot wide, with the easement to be located within the driving lane to the current gated access on Front Street. In addition, City Lots 1 and Lot 2, Block B, Sortyard Subdivision shall be combined into one single Lot since Lot 2 loses access.

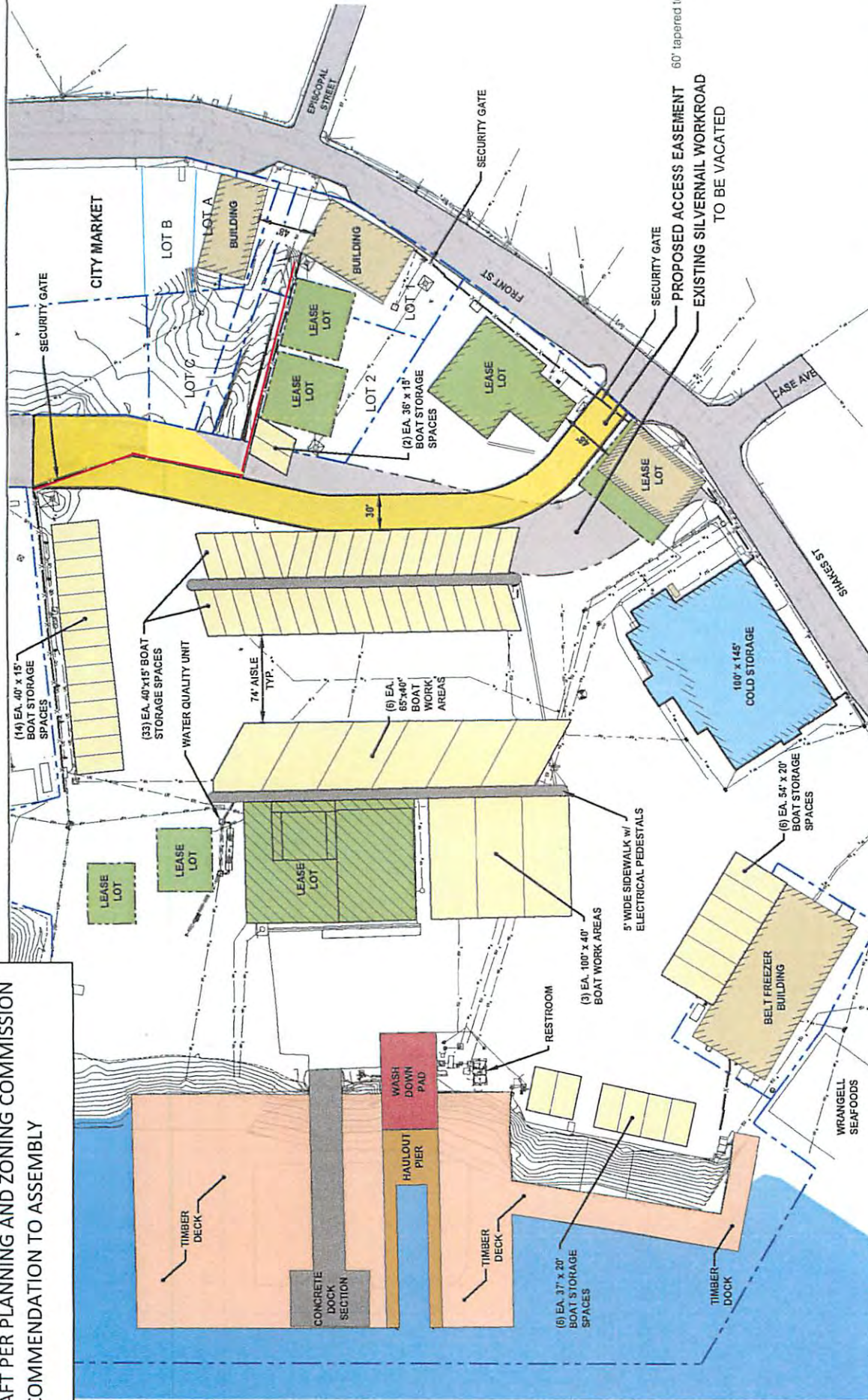
The Port Commission reviewed the request in November and moved to vacate Silvernail Work Road.

**Attachments:**

1. A schematic drawing identifying the proposed vacation and recommended easement.
2. Memo from the Port Commission recommending vacation of Silvernail Work Road.



DRAFT PER PLANNING AND ZONING COMMISSION  
RECOMMENDATION TO ASSEMBLY

[illegible]

9340 Glacier Highway, Ste. 100  
Juneau, Alaska 99801  
Phone: 907-586-2093  
Fax: 907-586-2099  
[www.pacificbeers.com](http://www.pacificbeers.com)



ENGINEERS, INC.

SCALE: SCALE IN FEET



0 40 50 FT.

DESIGN	PLR	CHECKED	PLR
DRAWN	DRD	APPROVED	CRS

CITY AND BOROUGH OF WRANGELL, ALASKA  
WRANGELL MARINE SERVICE CENTER  
CONCRETE PAVING-PHASE IV

SHEET TITLE		SITE PLAN		1.01	
PNO		PROJECT NO.		SHEET	
112071		112071 04		1 OF 1	

# Memo

To: Planning and Zoning

From: Sherri Cowan, Recording Secretary

Date: 4/10/2015

Re: Port Commissions makes a Motion to Vacate Silver Nail Road

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The Port Commission made a motion on 11-6-2014 to vacate Silver Nail Road from the new concrete entrance through the boat yard and terminate at the intersection of Case Avenue and Shakes Street.

# **Agenda Item \*13c**

## **CITY & BOROUGH OF WRANGELL**

### **BOROUGH ASSEMBLY AGENDA ITEM April 28, 2015**

#### **INFORMATION:**

Approval of the Final Plat of the Easement Dedication and Boundary Survey for the Etolin Avenue Lots


#### **Attachments:**

1. Memo from Lavonne Klinke, P&Z Secretary
2. Final Plat Map

#### **RECOMMENDED ACTION:**

~ Approved under the Consent Agenda ~

# Memo

**To:** Kim Lane, Borough Clerk  
**From:** Lavonne Klinke, P & Z Secretary   
**CC:** Borough Assembly Members  
**Date:** 4/17/2015

Final plat of the Etolin Avenue Easement Dedication and Boundary Survey of Lots 1, 5 and 6, Block 38 and Lots 16,17,18,19 and 20, Block 30B, USS 1119 Wrangell Townsite, zoned Single Family Residential, owned by the City and Borough of Wrangell.

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The Planning and Zoning Commission at their Special Meeting April 16, 2015 approved the Final Plat of the Etolin Avenue Easement Dedication and Boundary Survey of Lots 1, 5 and 6, Block 38 and Lots 16,17,18,19 and 20, Block 30B, USS 1119 Wrangell Townsite, zoned Single Family Residential, owned by the City and Borough of Wrangell.

Motion passed unanimously by polled vote.



CITY AND BOROUGH OF WRANGELL  
BOX 531  
WRANGELL, ALASKA 99929

SURVEYOR'S CERTIFICATE

I HEREBY CERTIFY THAT I AM A REGISTERED SURVEYOR LICENSED IN THE STATE OF ALASKA, AND THAT IN APRIL 2013 A SURVEY OF THE HEREIN DESCRIBED LANDS WAS CONDUCTED UNDER MY DIRECT SUPERVISION AND THAT THIS PLAN IS A TRUE AND ACCURATE REPRESENTATION OF THE FIELD NOTES OF SAID SURVEY, AND THAT ALL DIMENSIONS AND OTHER DETAILS ARE CORRECT ACCORDING TO SAID FIELD NOTES.

DATE \_\_\_\_\_  
GREGORY & SCHIFF L3 #700

DRAWN BY: JLS  
CHECKED BY: GCS  
DATE PLATTED: APRIL 13, 2015  
DATE SURVEYED: APRIL 2015  
SCALE: 1"=30'  
SURVEYOR: GREGORY G. SCHIFF

**CERTIFICATE OF OWNERSHIP AND DEDICATION**

DATE \_\_\_\_\_

NOTARY'S ACKNOWLEDGMENT

U.S. OF AMERICA  
STATE OF ALASKA

THIS IS TO CERTIFY THAT ON THIS 25 DAY OF NOVEMBER 1970 BEFORE ME, the undersigned a Notary Public in and for the State of Alaska, did appear JOHN W. HARRIS and JOHN W. HARRIS who are known to me to be the persons whose names are subscribed to the foregoing instrument and who acknowledged to me that they executed the same for the purposes and consideration therein expressed.

NOTARY PUBLIC IN AND FOR THE STATE OF ALABAMA

CERTIFICATE STATE OF ALASKA  
(FIRST JUDICIAL DISTRICT) 04

I, THE UNDERSIGNED, HEREBY CERTIFY THAT THE TAXES AND ASSESSMENTS FOR THE CITY AND PARISH OF ORLEANS, LA., FOR THE YEAR 20\_\_\_\_, HAVE BEEN PAID TO THE CITY AND PARISH OF ORLEANS, LA., FOR THE YEAR 20\_\_\_\_, BY THE FOLLOWING NAMED PROPERTY, AS LISTED ON THE TAX RECORDS OF THE CITY AND PARISH OF ORLEANS, LA., IN THE NAME OF \_\_\_\_\_, AND THAT ACCORDING TO THE RECORDS IN MY POSSESSION, ALL TAXES ASSESSED AGAINST SAID LANDS ARE PAID IN FULL; THAT CURRENT TAXES FOR THE YEAR 20\_\_\_\_ WILL BE DUE ON OR BEFORE AUGUST 15, 20\_\_\_\_, DATED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_.

WRANGELL RECORDING DISTRICT

[illegible]

ORDER INFORMATION: ☐ BILLING INFO: ☐ ORDER INFO: ☐  
 205 Columbia Loop Road  
 Knoxville, TN 37901  
 ORDER NO. 2012-0012  
 P.O. BOX 1331  
 Knoxville, TN 37901  
 ORDER NO. 2012-0012  
 P.O. BOX 1331  
 Knoxville, TN 37901

**FILED** **ETOLIN AVENUE EASEMENT**  
**DEDICATION AND BOUNDARY SURVEY**  
A BOUNDARY SURVEY AND EASEMENT  
DEDICATION OF LOTS 15 AND 16, BLOCK 38  
AND LOTS 18, 17, 19 AND 20, BLOCK 308,

USG DR. WERNICKE, TOWNSENTE

## PLAT NOTES

- [illegible]

SURVEYOR'S CERTIFICATE

I HEREBY CERTIFY THAT I AM A REGISTERED SURVEYOR LICENSED IN THE STATE OF ALASKA, AND THAT IN APRIL 2013 A SURVEY OF THE HEREIN DESCRIBED LANDS WAS CONDUCTED UNDER MY DIRECT SUPERVISION AND THAT THIS PLAN IS A TRUE AND ACCURATE REPRESENTATION OF THE FIELD NOTES OF SAID SURVEY, AND THAT ALL DIMENSIONS AND OTHER DETAILS ARE CORRECT ACCORDING TO SAID FIELD NOTES.

DATE \_\_\_\_\_  
GREGORY G. SCHIFF L3 #700

DRAWN BY: JLS  
CHECKED BY: GCS  
DATE PLATTED: APRIL 13, 2015  
DATE SURVEYED: APRIL 2015  
SCALE: 1"=30'  
SURVEYOR: GREGORY G. SCHIFF

# **Agenda Item \*13d**

## **CITY & BOROUGH OF WRANGELL**

### **BOROUGH ASSEMBLY AGENDA ITEM April 28, 2015**

#### **INFORMATION:**

Approval of the Final Plat of the Hazel/Haverstock Resubdivision

#### **Attachments:**

1. Memo from Lavonne Klinke, P&Z Secretary
2. Final Plat Map (available to view in the Assembly Chambers)

#### **RECOMMENDED ACTION:**

~ Approved under the Consent Agenda ~

# Memo

**To:** Kim Lane, Borough Clerk  
**From:** Lavonne Klinke, P & Z Secretary  
**CC:** Borough Assembly Members  
**Date:** 4/17/2015



Final plat of Hazel/Haverstock Resubdivision, a resubdivision of Lots 13 and 14, Block 2 ASLS 83-7 Wrangell Island West Subdivision, creating lots A & B, zoned Rural Residential, requested by Charles and Melody Hazel.

---

The Planning and Zoning Commission at their Special Meeting of April 16, 2015 approved the Final Plat of Hazel/Haverstock Resubdivision, a resubdivision of Lots 13 and 14, Block 2 ASLS 83-7 Wrangell Island West Subdivision, creating lots A & B, zoned Rural Residential, requested by Charles and Melody Hazel

Motion passed unanimously by polled vote.

# **Agenda Item 13e**

## **CITY & BOROUGH OF WRANGELL**

### **BOROUGH ASSEMBLY AGENDA ITEM April 28, 2015**

#### **INFORMATION:**

Approval to enter into an Agreement with Mike Allen Jr. for Temporary Use, to harvest timber on City Owned property, as requested by Mike Allen Jr.

#### **Attachments:**

1. Memo from Manager Jabusch
2. Memo from Lavonne Klinke, P&Z Secretary
3. Request from Mike Allen Jr.
4. Rough map of proposed area
5. Memo from Carol Rushmore, Economic Development Director

#### **RECOMMENDED ACTION:**

Move to approve the sale of 100 spruce trees to Mike Allen for \$25,000 to be cut at his sawmill in Wrangell and to authorize the Borough Manager to enter into a contract with Mike Allen to include conditions of the sale.



## MEMORANDUM

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

**FROM: JEFF JABUSCH  
BOROUGH MANAGER**

**SUBJECT: Request from Mike Allen to purchase timber from the institute property  
along the existing road that was used by Mental Health**

**DATE: April 22, 2015**

### **Basic Discussion about Timber Disposal by the city:**

First off, I am the first to admit I know very little about the timber industry, determining values of trees and how to put out timber sales. Also, if the city is going to be doing some of this long term we will need to develop a process to make this work efficiently. Part of this may be to hire the services of the Forest Service, State Forestry Personnel or a private expert to assist us in this process. The request from Mike is explained below and will keep him operating for the rest of the year and the value seems at least in the ballpark according to the sources we have talked to although a complete analysis has not been done. This would be done without public bidding although the \$25,000 is the threshold for sealed bids. Then if it was bid, doing the bid document would be tricky because if the city was looking strictly at the value of the trees someone from out of town could get the bid. The value here also comes from having a local business stay in business. The point is that if we go through a long drawn out plan development with this current request, Mike is not going to have timber for months and months and then maybe be out bid from someone out of town. I am inclined to move forward with Mike's current request and then enter into an agreement with some expert in the field that could help us with developing our timber knowledge and assist in sales in the future.

### **Information:**

Mike Allen has requested to purchase from the City approximately 250,000 board feet of Spruce Timber on the southern portion of the former Institute Property zoned holding. The Planning and Zoning Commission at their Special Meeting of April 16<sup>th</sup>, 2015 unanimously approved the Temporary Use requested. The memo from Planning and Zoning is attached which includes the conditions of the permit.

Mike in the attached letter has offered to purchase approximately 100 Spruce Trees which would contain about 250,000 board feet of timber for the amount of \$25,000. We confirmed with someone at the forest service that went up to the site with Mike and calculated the average board feet of 4 of the trees which appeared to be about the average and they ranged from 2300 to 2800 board feet per tree. The current going stumpage rate for Spruce from the forest service is about \$97 per 1000 board feet. Their formula is much more complicated and has a lot of variable elements. Mike's offer of \$100 per 1000 board feet appears to be a fair offer.

To complicate this just a little, Randy Oliver has requested of the City to allow him to cut a few trees down at no cost to him for the 4<sup>th</sup> of July logging show. We have talked to Mike to work with Randy to do this in the same area if the assembly approves the plan. Mike did not have a problem with that and would work with Randy. We will require both to provide proof of insurance prior to starting.

We feel this will keep Mike's mill operational for the rest of the year, the wood will be cut in Wrangell and it will provide some revenue to the city.

If approved, staff will draw up a contract with Mike which will include P&Z's conditions, insurance requirements and other language about the trees being processed in Wrangell.

Attached:

- Memo from Planning and Zoning with conditions
- Letter of request from Mike Allen
- Rough Map of the area we are talking about
- Memo from Carol Rushmore to the Planning and Zoning

**Recommended Motion:**

Move to approve the sale of 100 spruce trees to Mike Allen for \$25,000 to be cut at his sawmill in Wrangell and to authorize the Borough Manager to enter into a contract with Mike Allen to include conditions of the sale.

# Memo

To: Kim Lane, City Clerk

From: Lavonne Klinke, Planning & Zoning Secretary 

CC: Assembly Members

Date: 4/17/2015

RE: Temporary Use request to harvest timber on the southern portion of the former Institute Property, Lot 26, USS 3403, zoned Holding, requested by Mike Allen, owned by the City and Borough of Wrangell.

---

The Planning and Zoning Commission at their Special Meeting of April 16, 2015 unanimously approved the Temporary Use request to harvest approximately 250,000 board feet of Spruce timber on the southern portion of the former Institute Property, Lot 26, USS 3403, zoned Holding, requested by Mike Allen, owned by the City and Borough of Wrangell with the following conditions:

- 1) Driveway permit must be obtained from the State DOT and conditions of the permit met.
- 2) Provide signage during use periods to warn of logging truck traffic.
- 3) Stack unwanted utility logs on the side of the access road.

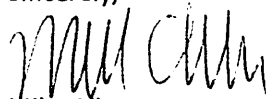
This approval is subject to the Assembly review and timber sale agreement.

City and Borough of Wrangell

Dear Borough Manager,

I would like to purchase approximately 100 Spruce trees up to 250,000 board feet of timber from the borough of Wrangell for value added and high value added processing. The timber is located on the institute property and is approximately 10 acres in size. No new roads will be built; I will be able to access off the existing Borough and Mental Health roads. The stumpage of 250,000 bdft of timber to be paid to the Borough will be approximately \$25,000.00. This timber would be very beneficial to my company and provide enough work for me and my crew to stay busy for the rest of the year.

Sincerely,

A handwritten signature in black ink, appearing to read "Mike Allen Jr.", written in a cursive style.

Mike Allen Jr



CITY AND BOROUGH OF WRANGELL, ALASKA



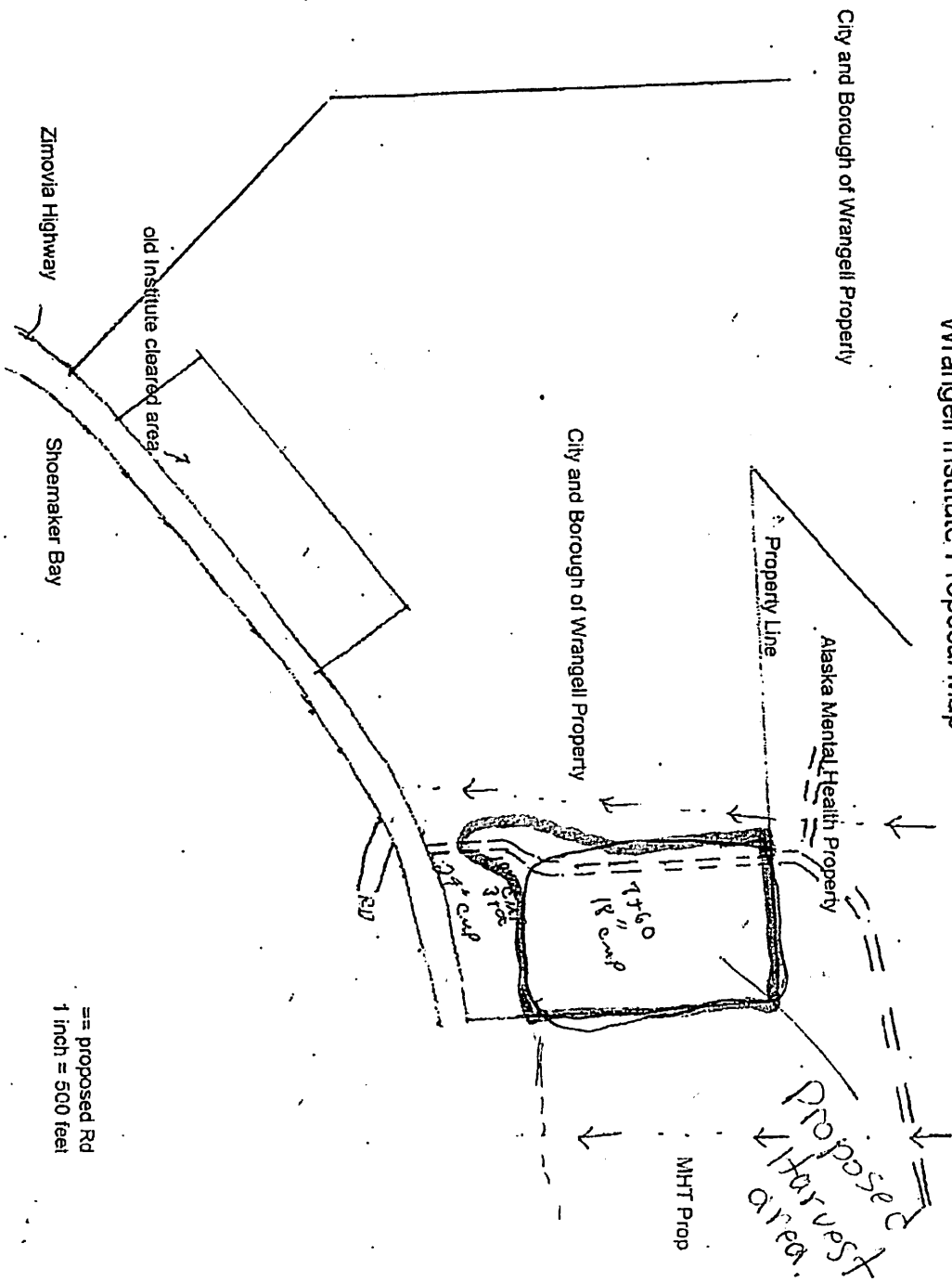
1 inch = 666.66667 feet

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





# Wrangell Institute Proposal Map



# *City and Borough of Wrangell, Alaska*

## AGENDA Item #4

Date: April 14, 2015

To: Planning and Zoning Commission

From: Carol Rushmore, Economic Development Director

Re: Temporary Use request to harvest timber on the southern portion of the former Institute Property, Lot 26, USS 3403, zoned Holding, requested by Mike Allen, owned by the City and Borough of Wrangell.

---

### **Background:**

Mike Allen is requesting to harvest timber from the southeastern corner of the Institute Property off of the existing road constructed by Alcan Timber.

### **Review Criteria:**

Holding: Chapter 20.36  
Temporary Use: Chapter 20.54  
Standards: Chapter 20.52

### **Findings:**

The applicant is seeking to harvest approximately 10 acres from the Institute property. More specifically, he is requesting to harvest approximately 100 spruce trees estimated to be about 250,000 board feet of timber from the southeastern corner of the Institute Property off of the existing road constructed by Alcan Timber.

Mr. Allen estimates that the harvesting would be completed within a few months. All harvesting would be done from the existing road or from the road on Mental Health property.

The Planning and Zoning Commission will be making a recommendation to the Assembly. Typically on Temporary Use permits, the Commission is the final decision, but because the request is for use of public lands, the Commission will be making a recommendation to the Assembly regarding the proposed use and any conditions of approval. The Assembly would approve or disapprove of the request and establish the necessary fee structure.

Staff recommends approval of the request to harvest up to 250,000 board feet from the former Institute property, subject to the following conditions:

- 1) Driveway permit must be obtained from the State DOT and conditions of the permit met.
- 2) Provide signage during use periods to warn of logging truck traffic.
- 3) Stack unwanted utility logs on the side of the access road.

# **Agenda Item 13f**

## **CITY & BOROUGH OF WRANGELL**

### **BOROUGH ASSEMBLY AGENDA ITEM April 28, 2015**

#### **INFORMATION:**

Discussion and possible action regarding a request from Wrangell Cooperative Association to purchase City owned property

#### **Attachments:**

1. Memo from Manager Jabusch
2. Request from WCA to purchase City owned property
3. Letter from Brett Woodbury
4. Appraisal of the proposed property
5. Map of the proposed area.

#### **RECOMMENDED ACTION:**

Move to proceed with the disposal of City owned Industrial Lots as proposed in Option No.\_\_\_\_\_.



## MEMORANDUM

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

**FROM: JEFF JABUSCH  
BOROUGH MANAGER**

**SUBJECT: REQUEST FOR PURCHASE OF LAND BY WRANGELL  
COOPERATIVE ASSOCIATION**

**DATE: APRIL 21, 2015**

### **Information:**

Request from Wrangell Cooperative:

Bill Willard of Wrangell Cooperative Association contacted me some time ago about buying land from the City to develop as the office and yard location for the construction work that WCA has done around town. WCA has done multiple projects for the city such as the paving of Pine and Etolin, and Weber and paving with other projects we have worked on together. I have attached the letter from WCA requesting the 3 lots in the Industrial Park they would like to purchase at the appraised value. This would be a government to government sale.

Brett Woodbury, a contractor in town, would also like to have one of the three lots requested by WCA as it is adjacent to his existing two lots in the industrial area. He has offered to exchange an existing residential lot he has or to purchase the lot like WCA is requesting to do.

To try and resolve both requests, we had a meeting with all of the parties and asked them to consider options that might work for both of them. After some thought, WCA determined that they needed the 3 lots requested because they are the best for construction and for their needs and wanted to move forward with their request.

Deciding whether to bid the lots or sell directly to WCA is not a clear cut easy decision for the city for a variety of reasons. Here are some of the things staff thought about in looking at what would be in the best interest of the city:

- First, the sale to either would not require us to put in a street, whereas if these were put out to bid we may need to construct street access if someone else got a couple of the lots.
- If the land was sold to WCA, the city would need to provide utilities to the lots at a cost as much or more than the land would sell for depending on how many of their lots needed water and sewer. The three lots together would sell for about \$87,000 and the cost to put in water and sewer would be between \$66,000 and \$118,000.
- We get into the debate that government is getting something (outside of a bid process even though they are proposing to pay appraised value) when private business is willing to buy it.
- The land in private hands pays taxes on the land and WCA would not. The question of should government compete with private enterprise is always a topic of debate and although this is not exactly competing it is part of the discussion.
- WCA has done more than \$2.5 million in paving for the city and is in a position in the future to continue to help with road paving. With state funds drying up, it will be harder and harder to get grant money to pave streets. WCA has access to monies the city doesn't through their various programs and if this would help that process it would be a positive thing for the

community. With this land they would like to develop a base to operate from which would allow them the ability to do more things.

- The question came up that if WCA could not sustain the current program into the future because of personnel changes or changes in federal funding, would this then be a good investment for the city.
- Other businesses and individuals have expressed an interest in industrial lots as well and would be happy to bid on these same lots. The City has considered bidding the lots without any utilities... such that they could be used for storage only.
- Arrowhead has expressed an interest in one of the lots in this area, although not involved in the lots being discussed. They want to move their propane tank to allow more room in their yard as they construct warehousing improvements. .
- Brett's argument is that he needs the land to further develop his business that will help to employ Wrangell residents.
- Also, there currently are no other city industrial lots for sale and there is still a demand for them. We are trying to figure out a way to put more lots out, but at the current site we are pinned in because of lots that were set aside because of wetlands mitigation or because of lack of access, and poor land for development (wet).

As discussed by staff we have 3 options and all have their good points and bad because of the above discussion:

1. Option #1: Sell the land to WCA at the appraised value and install utilities to the lots. The three lots requested would appraise at approximately \$87,000. Carl Johnson had estimated utilities to the first lot would be about \$65,400. Costs to provide water and sewer to all three lots would be about \$117,300. It is possible that WCA would build on the two lots together and not need utilities on the third lot. This would be a government to government transaction and we believe we could do this without public bidding.
2. Option #2: Do a land exchange for one of the lots to Brett Woodbury where the city would get the residential lot Brett has and the city would give Brett the industrial lot, based on appraised values of each lot. Although we did this with Brett in an exchange for another industrial lot, it was industrial to industrial. This is residential to industrial so uses are different even though values may be similar, We don't believe it is the best interest of the City to have others offer a similar exchange and have to deal with everyone wanting to trade land.
3. Option #3: The city puts in the road and then we could put up 5 lots for bid and anyone could bid on them.

We feel this is a policy call on the assembly as there are good reasons to accept options 1 or 3.

Attachments:

1. Memo from Manager Jabusch
2. Request from WCA
3. Assessment value from Appraisal Co. of Alaska, LLC
4. Map of the proposed area

Recommended Motion:

Move forward with the disposal of Industrial Lots as proposed in Option #\_\_\_\_\_.

# WRANGELL COOPERATIVE ASSOCIATION

P.O. Box 2331 • Wrangell, Alaska 99929

Telephone: (907) 874-3077

Email: [wwillard@wca-t.com](mailto:wwillard@wca-t.com)

October 29, 2014

Borough Manager and Borough Assembly  
City and Borough of Wrangell  
P.O. Box 531  
Wrangell, AK 99929

Dear Borough Manager and Borough Assembly:

The purpose of this letter is to provide you with the information requested in Mr. Jabusch's October 21, 2014 email. We would like to address:

1. Our need for land
2. Details of our plans for the proposed lots
3. Community benefit
4. Why the proposed lots should not be put out to bid

As an introduction, the Wrangell Cooperative Association (WCA) is a federally recognized Tribe incorporated April 30, 1942 under Section 16 of the Indian Reorganization Act of 1934, as amended for Alaska in 1936. WCA serves a membership of 400 Alaska Native and American Indians. An eight-member Tribal Council, elected by the WCA membership, serves as the governing body and sets policy for programs and administration. WCA is a non-profit entity.

WCA has a government-to-government relationship with the Federal Highways Administration (FHWA) for the Tribal Transportation Program. WCA receives funding from the FHWA to plan, design, manage, rehabilitate and maintain roads, paths, trails and bridges that are included in WCA's Tribal Transportation Inventory.

WCA has made it a priority to complete projects which provide economic development and community benefit to the citizens of Wrangell. The foundation of the Transportation Program is based on collaboration between local, state and federal entities to provide safe and reliable access to healthcare, education, recreation and economic opportunities.

One such example is the Shtax-Heen Roadway Project. WCA, in partnership with the City and Borough of Wrangell, collaborated to provide improved access along this roadway for drivers and

pedestrians. WCA funded the \$2 million project, which involved paving the roadway and installing pedestrian walkways. Prior to construction, only 400 of the 2,700 feet of roadway were paved. The Shtax-Heen Roadway project was a high-priority improvement, as many residents live along the corridor and benefitted from improved access and safety.

The Weber Street Reconstruction Project is another success in collaboration between WCA and the City and Borough of Wrangell, which provided significant benefits to community residents. Although the project was shorter than the Shtax-Heen Roadway Project, the improvements were more extensive. The \$750,000 project included installing storm drain systems, curb and gutter, sidewalk, and concrete paving along 500 feet of Weber Street. The project successfully provided safe vehicular and pedestrian access, minimized hazards and dust and addressed drainage issues.

Under the model of collaboration, WCA also has the goal of economic development through job creation and job training. In 2013, WCA performed routine maintenance on U.S. Forest Service trails. The trail work expanded into roads maintenance, and in 2014, WCA replaced 25-year-old culverts on Nemo Loop Road and Pat's Lake Road which were critical to the lifespan of these transportation systems. The roads maintenance project continued the trails goal of tangibly building capacity through workforce development. WCA hired and trained individuals in trail work and construction operations with the goal of assisting community members in finding and building meaningful careers. Both the trail work and the roads work provided jobs to Wrangell residents and completed projects which otherwise would not have been possible given budgetary constraints of the U.S. Forest Service.

WCA is appreciative of the relationships built and fostered over the years, working together with the City and Borough of Wrangell, and other entities, to improve transportation and provide economic development opportunities for the residents of our community. The government-to-government relationship between WCA and the City and Borough of Wrangell is a model of successful collaboration, which we anticipate continuing into the future.

### **1. Our need for land:**

The next step in the development of the Tribal Transportation Program is to secure facilities to enable WCA to continue to provide economic development and community benefit. Currently, WCA is renting office space on Lynch Street and storing equipment for transportation projects at the U.S. Forest Service. We would like to build a WCA Department of Transportation, which would involve purchasing property to build an office and provide areas to store and maintain heavy equipment and other supplies used on transportation projects.

### **2. Details of our plans for the proposed lots:**

As we come closer to a resolution on the purchase of property, WCA will hire the appropriate professionals to design buildings and landscape architecture. Our vision for the property is to house a WCA Department of Transportation, which would include offices, a conference room and storage space. It would also include storage and maintenance areas for heavy equipment used on various transportation projects. We envision the facility supplying the needs of WCA now, and in the future, as the Transportation Program continues to grow and develop.

We are initially interested in Lot 5A, Block 61; Lot 6A, Block 61; and Lot 8, Block 66. We are aware the City and Borough of Wrangell has two parties interested in the five lots available for purchase. We would like to work together with the City and Borough of Wrangell and be informed of the process involved in the selection of which lots will be most suitable for AML and WCA.

### **3. Community benefit:**

WCA's transportation projects have provided significant economic development and community benefit to the citizens of Wrangell. WCA, through partnership with the City and Borough of Wrangell, has expended over two million dollars on priority transportation projects to improve access and safety of transportation corridors in the City and Borough of Wrangell. Residents enjoy paved roadways with improved conditions on Pine Street, Etolin Avenue, Cedar Street, Shtax-Heen Circle and Weber Street. Residents of Wrangell also benefit from secured access to subsistence, recreation and culturally-significant areas on U.S. Forest Service Roads through the trails and roads maintenance projects. Lastly, residents of Wrangell benefit from economic opportunities through job creation and the capacity-building workforce development goals that are the foundation of the projects WCA undertakes to serve the community of Wrangell. WCA continues future transportation projects with the objective of providing employment opportunities and assisting community members in finding and building meaningful careers.

### **4. Why the proposed lots should not be put out to bid:**

Chapter 16.12 of the City and Borough of Wrangell Municipal Code lays out guidelines under which the proposed lots should not be put out to bid:

A. In the exercise of the borough's economic development powers, the assembly may determine, in its sole discretion, that it is in the best interest of the borough to dispose of borough-owned real property, including tidelands, or any interest therein, which interest has a value of \$1,000,000 or less (as determined by the borough assessor or a qualified appraiser), without requests for proposals or sealed bid procedures and at less than fair market value.

B. In determining the best interests of the borough under this section, the assembly may consider any relevant factors, which may include:

1. The desirability of the economic development project;
2. The actual or potential economic benefits to the borough, its economy and other businesses in the borough;
3. The contribution of the proponent to the economic development project in terms of money, labor, innovation, expertise, experience and otherwise . . .

[Wrangell Municipal Code, Chapter 16.12.012]

Given the economic benefit tangibly received by the City and Borough of Wrangell through collaboration with WCA, Wrangell Municipal Code 16.12 applies to the sale of property to WCA to enable the continuation of transportation projects which benefit the entire community of Wrangell.

To date, the City and Borough of Wrangell gained newly-constructed transportation corridors without incurring significant capital costs. Citizens in Wrangell benefitted from job creation and job training. Access to cultural and recreation areas was secured on U.S. Forest Service lands, enjoyed by all community members.

The mutual benefits gained by both governments, WCA and the City and Borough of Wrangell, demonstrate an effective model of collaboration and cooperation which provide a model for other Tribes and governmental institutions throughout Alaska. This multi-faceted collaborative approach is ideal in a financial environment of dwindling dollars, under which all entities pool resources for the mutual benefit of many stakeholders. Given the success already realized under this model of collaboration, WCA respectfully requests the City and Borough of Wrangell apply Wrangell Municipal Code 16.12 and offer property to WCA without sealed bid procedures to enable WCA to more effectively continue to provide significant economic development and community benefit to the City and Borough of Wrangell and the citizens it serves.

Sincerely,

A handwritten signature in cursive script, reading "Timothy J. Gillen, Sr." in dark ink.

Timothy J. Gillen, Sr.

Wrangell Cooperative Association - President

Box 2121  
Wrangell AK 99929

Kim Lane  
Borough Clerk  
P.O. Box 531  
Wrangell AK  
99929

**CITY CLERK**  
**JAN 29 2015**  
**RECEIVED**


Dear Jeff,

Lot 5A & 6a Blk 61 purchase or exchange Wrangell Industrial Park

This is a request to purchase Lots 5A and 6A Blk 61 in the Industrial Park. I own lots 7 and 8 that adjoin these lots. I need more space for storing and working on my construction equipment. Acquiring these lots will also make it possible to expand and diversify my business. Expansion will create opportunities to hire more crew and provide additional security for my current employees. This proposal is for an out right purchase or an exchange. I own Lot 1 Blk 1 on Pine St., which I would exchange if the Borough were interested.

This space is critical to my business so that I have the area I need to maintain my operations, continue producing revenue, maintain my crew and provide for future viability. I look forward to a favorable decision on this proposal. I am interested in pursuing any method, purchase or exchange that meets the Borough's requirements.

Thanks for considering this offer.

A handwritten signature in black ink, appearing to read 'B Woodbury', with a stylized flourish at the end.

Brett Woodbury

Fax  
(907) 563-1368

## Appraisal Company of Alaska LLC

3940 ARCTIC BOULEVARD, SUITE 103  
ANCHORAGE, ALASKA 99503  
[office@appraisalalaska.com](mailto:office@appraisalalaska.com)  
EIN#26-2071908

Telephone  
(907) 562-2424

October 10, 2014

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

RE: Preliminary lot valuations five lots.  
Industrial Park Subdivision, Wrangell Alaska

Dear Mr. Jabusch:

The lots to be valued are described as follows:

Legal	Size	Access	Utilities	Topography
Lot 6A Block 61	26,000sf	Plated	No	Level/damp
Lot 5A Block 61	25,491sf	Yes	Electric	Level/damp
Lot 7 Block 66	16,500sf	Plated	No	Level/damp/wet
Lot 8 Block 66	21,256sf	Yes	Electric	Level/damp/wet
Lot 9 Block 66	25,849sf	Yes	Electric	Level/very wet

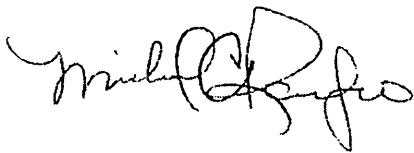


My preliminary investigation has determined the following range in value for the subject lots.  
All valuation work is in progress and all work papers are retained in the appraiser's work file.

Legal	Value Range
Lot 6A Block 61	\$30,000 to \$35,000
Lot 5A Block 61	\$32,500 to \$37,500
Lot 7 Block 66	\$17,000 to \$21,000
Lot 8 Block 66	\$25,000 to \$30,000
Lot 9 Block 66	\$29,500 to \$33,500

If you have any additional questions please call.

Sincerely,

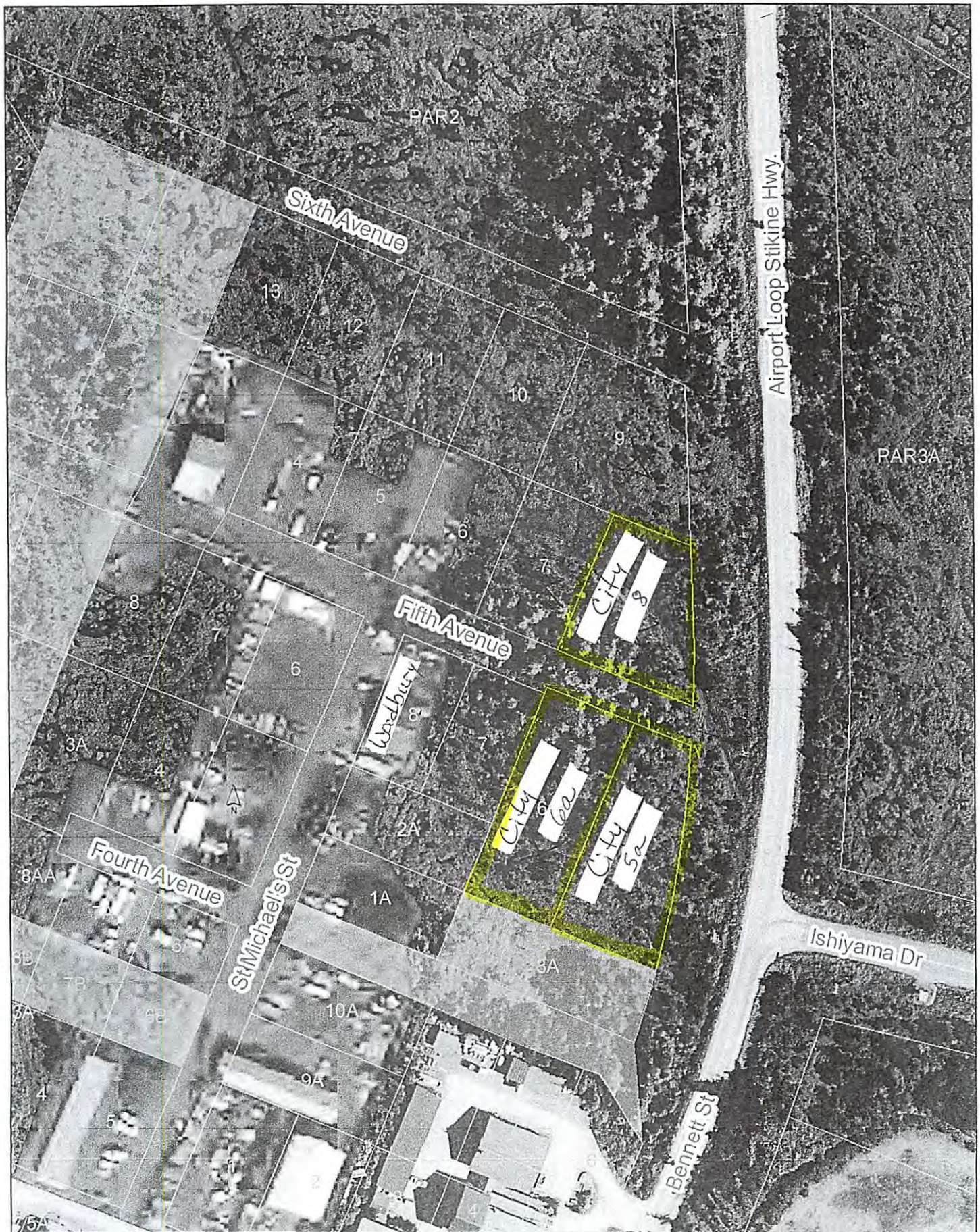


Michael C. Renfro  
Contract Assessor  
City and Borough of Wrangell

Appraisal Company of Alaska, LLC



## CITY AND BOROUGH OF WRANGELL, ALASKA





# **Agenda Item 13g**

## **CITY & BOROUGH OF WRANGELL**

### **BOROUGH ASSEMBLY AGENDA ITEM April 28, 2015**

#### **INFORMATION:**

Approval and acceptance of an Amendment to the Sewer Pumps  
Replacement Project CDBG Grant

#### **Attachments:**

1. Memo from Amber Al-Haddad, Public Works Director
2. Amendment No. 1

#### **RECOMMENDED ACTION:**

Move to accept the \$257,250.00 additional grant funds from the Community Development Block Grant (CDBG) and to authorize the Borough Manager to execute Amendment #01 for the Sewer Pumps Replacement project and approve the matching portion of this grant to come from either a potential and pending USDA grant or sewer reserves.

## **MEMORANDUM**

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

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

**SUBJECT: SEWER PUMPS REPLACEMENT PROJECT – ACCEPT ADDITIONAL  
FUNDS FROM CDBG AND APPROVE ADDITIONAL MATCHING  
FUNDS**

**DATE:** April 21, 2015

### **BACKGROUND:**

During 2013, the City and Borough of Wrangell entered into a grant agreement with the Community Development Block Grant (CDBG) for the Sewer Pumps Replacement project, accepting funds in the amount of \$470,884.00, or 75% of the initial total project cost, which was then estimated at \$627,845.00.

Through the engineering design process, we determined that significant design parameters would need to be modified in order to accommodate the drastic variations in flow due to rainwater infiltration in the collection system. This, coupled with the underestimation of the electrical service and controls, resulted in a project funding shortfall of approximately \$343,000.00, to fully rehabilitate both pump stations.

Staff requested additional assistance from the CDBG in order to make up this funding shortfall. The CDBG recently approved the request by providing additional grant funds in the amount of \$257,250.00, with the understanding that the City & Borough of Wrangell will provide the additional matching funds of \$85,750.00. An Amendment #01 to the subject Grant Agreement has been issued by the DCCED/CDBG for execution by the CBW. By signing the Amendment, the CBW commits to provide the additional matching funds.

The required 25% matching funds for the initial \$470,884.00 grant were approved through Borough Assembly Resolution 12-12-1262, accepting an ADEC loan in the amount of \$196,928.00. The additional matching funds of \$85,750.00 are currently being sought through a CBW grant application to the Rural Development, Water and Waste Disposal Loan and Grant Program. Further, we are including the initial \$196,928.00 match under this Rural Development grant application as well, in an attempt to eliminate or minimize use of the loan funds. If unsuccessful in securing the Rural Development grant, the additional \$85,750.00 matching funds will be committed from the Sewer Department's user fee reserves, which at the date of this writing has a projected FY15 ending balance of approximately \$354,000.00.

### **RECOMMENDATION:**

Move to accept the \$257,250.00 additional grant funds from the Community Development Block Grant (CDBG), authorize the Borough Manager to execute Amendment #01 for the Sewer Pumps Replacement project and approve the matching portion of this grant to come from either a potential and pending USDA grant or sewer reserves.

#### **SUPPORTING DOCUMENTATION**

1. Amendment #01 from Department of Commerce, Community, and Economic Development, Division of Community and Regional Affairs, Community Development Block Grant (CDBG) Program for the Sewer Pumps Replacement Project (Grant Agreement # 12-CDBG-003), effective date of May 1, 2015.

# Grant Agreement - Amendment

## State of Alaska

### Department of Commerce, Community, and Economic Development Division of Community and Regional Affairs Community Development Block Grant (CDBG) Program

Grantee Name <b>City and Borough of Wrangell</b>	Grant Agreement Number <b>12-CDBG-003</b>	CFDA # <b>14.228</b>
Project Title <b>Sewer Pumps Replacement Project</b>	Effective Date of Amendment <b>May 1, 2015</b>	Encumbrance # <b>840586</b>

#### Amendment # 01 to the Grant Agreement

Effective the date shown above, this grant is hereby amended as follows:

1. The total allocation of this grant is increased by \$257,250.00. The new total allocation of this grant is \$728,134.00 as reflected below.
2. The termination date of the grant agreement remains December 31, 2015.

CDBG FUNDS	CURRENT	MODIFICATION	REVISED BUDGET
Contractual	\$470,884.00	\$257,250.00	\$728,134.00
<b>TOTALS</b>	<b>\$470,884.00</b>	<b>\$257,250.00</b>	<b>\$728,134.00</b>

**ALL OTHER TERMS AND CONDITIONS OF THE GRANT  
AGREEMENT REMAIN IN FULL FORCE AND EFFECT.**

Grantee	DCCED
Signature	Signature
Printed Name and Title <b>Jeff Jabusch, Borough Manager</b>	Printed Name and Title <b>Pauletta Bourne, Grants Administrator III</b>
Date	Date

# **Agenda Item 13h**

## **CITY & BOROUGH OF WRANGELL**

### **BOROUGH ASSEMBLY AGENDA ITEM April 28, 2015**

#### **INFORMATION:**

Approval of Amendment #2 for DOWL HKM, for the Sewer Pumps Replacement Project, Contractual Services

#### **Attachments:**

1. Memo from Amber Al-Haddad, Public Works Director
2. Proposal
3. Amendment No. 2

#### **RECOMMENDED ACTION:**

Move to approve Amendment #2 to the contract with DOWL for Contract Administration service for the Sewer Pumps Replacement project, with funds in the amount of \$21,176.00 to be designated from the CDBG/DCCED project grant.

## **MEMORANDUM**

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

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

**SUBJECT: APPROVAL OF AMENDMENT #2 FOR DOWL'S CONTRACT  
ADMINISTRATION SERVICES FOR THE SEWER PUMPS  
REPLACEMENT PROJECT**

**DATE: April 24, 2015**

### **BACKGROUND**

The City and Borough of Wrangell received a grant from the Department of Commerce, Community and Economic Development (DCCED) and Division of Community and Regional Affairs Community Development Block Grant (CDBG) for the design of the Sewer Pumps Replacement Project.

DOWL of Juneau is the engineer of record on this project. Due to the integral role that DOWL has played in this project to date, along with their in-depth knowledge of the existing conditions and the design, it was the desire of the City and Borough of Wrangell to negotiate with DOWL Engineers for the contract administration and the construction inspection services for the improvements to the sewer facilities.

DOWL engineers provided the City and Borough of Wrangell with a cost estimate for this project's CA services, in the amount of \$21,176.00.

### **RECOMMENDATION**

Move to approve Amendment #2 to the contract with DOWL for Contract Administration service for the Sewer Pumps Replacement project, with funds in the amount of \$21,176.00 to be designated from the CDBG/DCCED project grant.

### **ATTACHMENT:**

DOWL's January 15, 2015 proposal for Contract Administration (CA) services.





January 15, 2015  
W.O. J70661

Ruby McMurren, Project Manager  
City and Borough of Wrangell  
P.O. Box 531  
Wrangell, Alaska 99929

Subject:  
Wrangell Pump Stations 4 & 6 Improvements  
Proposal for Additional Engineering Services + Contract Administration & Inspection Services

Dear Mrs. McMurren:

Thank you for the opportunity to provide design services for rehabilitation of the lift stations at node 4 and node 6. With the 95% drawings complete, the scope of remaining work is now clearly defined. DOWL requests an amendment to our base contract for additional design and construction period services.

#### **Additional Design Services**

At the onset of design work, one of the fundamental assumptions was that the existing 2-pump systems would be replaced with newer, more efficient 2-pump systems. Preliminary design investigations revealed that flow rates during heavy rain events can be as much as four times the average flow rates. In order to more efficiently handle the wide range of flows, DOWL recommended a switch to a 3-pump system. While this change will ultimately result in reduced operating costs, it did require the following additional design work:

- Selection of smaller pumps (after selecting larger pumps for a 2-pump system)
- Creation of 3-D models to ensure the 3-pump system would fit within the existing stations
- Structural design to replace concrete vault lids to accommodate new hatches
- Revisions to the design memo, plan sheets, and cost estimates

Another design assumption was that the PLC and SCADA panels would be replaced with new. After deciding to specify a new user-friendly Flygt multi-smart control panel, some electrical re-design was required:

- Removal of the new PLC panels from design documents
- Incorporation of the existing SCADA panels to maintain communication
- Revisions to the design memo, cost estimates, and specifications

Lastly, providing assistance with division 0 of the specifications (general conditions, bonding, insurance, and other information pertaining to bidding) has required additional time.

#### **Construction Period Services**

DOWL also appreciates the opportunity to provide our services during the bid period, construction, and project closeout. We have made the following assumptions for this phase:

- Site visits will be limited to one trip by Carson Dorn for the startup of each lift station (total of two trips), and one trip by EPS after the completion of both lift stations to perform a final inspection.
- The design team will perform the following tasks remotely:
  - Assistance during the bid period
  - Submittal Reviews
  - Design Clarifications
  - Participate in progress meetings as requested
  - Record Drawings from contractor provided markups
  - Assistance with DEC approval to operate
- It is assumed that day to day inspection and administration of the contract (pay estimates, change orders, field orders, etc.) will be performed by CBW public works staff with assistance from the design team.

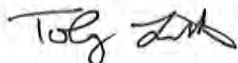
**Proposed Fees**

DOWL proposes we provide the aforementioned services on a time and materials basis as summarized below:

Additional Design Services	=	\$33,120.00
Construction Period Services	=	<u>\$21,176.00</u>
<b>Total Amendment Request</b>	=	<b>\$54,296.00</b>

Spreadsheets detailing the fee estimate are attached. Please contact me if you have any questions, or require additional information.

Sincerely,  
DOWL



Toby Lockhart, P.E.  
Senior Civil Engineer

Attachment(s): As stated



# CITY & BOROUGH OF WRANGELL, ALASKA

INCORPORATED JUNE 15, 1903

Dept. of Public Works & Capital Projects

PO Box 531  
Wrangell, AK 99929

Phone (907)-874-3904  
Fax (907)-874-2699

**AMENDMENT #2**  
**To**  
**PROFESSIONAL SERVICES CONTRACT**  
**Between**  
**CITY AND BOROUGH OF WRANGELL**  
**And**  
**DOWL**  
**For Project**  
**SEWER PUMPS REPLACEMENT**

All provisions of the Professional Services Contract dated August 9, 2012, not specifically changed by this Amendment, shall remain in full force and effect. This Amendment makes the following changes:

1. **General.** Amendment #2 provides for additional funding in the amount of \$21,176.00. Added to the original contract, along with previous cost amendments, the total sum of the contract to date is \$152,469.00.
2. **Scope of Work.** DOWL shall perform additional work required to provide construction administration support and inspection services as described DOWL's fee proposal dated January 15, 2015 related to the project.
3. **Payment.** The City and Borough of Wrangell (CBW) shall authorize DOWL compensation for the work provided under this Amendment in an amount not to exceed \$21,176.00 on a Time & Expense basis, and in accordance with DOWL's standard billing rates. DOWL will submit to the CBW an itemized bill, once each month, for compensation for such services performed hereunder. The same shall be due and payable by the CBW, to DOWL, within thirty days of the invoice date.

IN WITNESS WHEREOF, the parties have executed this Amendment:

**For CITY and BOROUGH OF WRANGELL      For DOWL HKM**

By: \_\_\_\_\_  
Jeff Jabusch, Borough Manager

By: \_\_\_\_\_  
Print Name:

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

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



# CITY & BOROUGH OF WRANGELL, ALASKA

INCORPORATED JUNE 15, 1903

Dept. of Public Works & Capital Projects

PO Box 531  
Wrangell, AK 99929

Phone (907)-874-3904  
Fax (907)-874-2699

**AMENDMENT #2**  
**To**  
**PROFESSIONAL SERVICES CONTRACT**  
**Between**  
**CITY AND BOROUGH OF WRANGELL**  
**And**  
**DOWL HKM**  
**For**  
**SEWER PUMPS REPLACEMENT CONSTRUCTION PERIOD SERVICES**

Please accept this letter as the City and Borough of Wrangell's official notification that a budget amendment has been approved.

All provisions of the Professional Services Contract dated April 1, 2014, not specifically changed by the Amendment, shall remain in full force and effect. This Amendment makes the following change:

- 1 Additional funding in the amount of **\$21,176.00** to the original budget of \$98,173.00 and a previous Amendment approved for Contractual services in the amount of \$33,120.00 brings the total for Contractual services to **\$152,469.00.**
- 2 **Scope of Work.** This added funding will provide compensation for additional construction period services.
- 3 **Payment.** The method of payment shall not change but the City and Borough of Wrangell (CBW) shall authorize DOWL HKM, compensation for the work provided under this Amendment in an amount not to exceed **\$152,469.00.**

IN WITNESS WHEREOF, the parties have executed this Amendment:

**For CITY and BOROUGH OF WRANGELL      For DOWL HKM**

By: \_\_\_\_\_  
Jeff Jabusch, Borough Manager

By: \_\_\_\_\_  
Print Name:

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

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

# **Agenda Item 13i**

## **CITY & BOROUGH OF WRANGELL**

### **BOROUGH ASSEMBLY AGENDA ITEM April 28, 2015**

#### **INFORMATION:**

Approval of a Change Order's 5 & 6, and 7 for the Cassiar Roadway and Utilities Improvements project

#### **Attachments:**

1. Memo from Ruby McMurren, Project Mgr.
2. Change Order's No. 5 & 6 and 7

#### **RECOMMENDED ACTION:**

Move to approve Change Order 5 & 6 in the amount of \$12,875 and Change Order 7 in the amount of \$37,618, for the total amount of \$50,493.74.

## **MEMORANDUM**

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

**FROM: RUBY MCMURREN  
PROJECTS MANAGER**

**SUBJECT: CASSIAR ST ROADWAY & UTILITIES IMPROVEMENTS CHANGE  
ORDER'S #5 & 6 AND #7.**

**DATE:** April 23, 2015

### **BACKGROUND:**

The City and Borough of Wrangell contracted with Rock-n-Road Construction of Petersburg, Alaska for the construction of Cassiar Street and Utilities Improvements. The road construction is complete and project close-out with Rock-n-Road and the City of Wrangell is being processed. The following change orders are remaining:

Change Order #'s 5&6 was for the additional work of relocating two (2) fire hydrants and to install five (5) concrete blocks for bank stabilization per CBW's request.

Change order #7 are for adjustments for unit bid item overruns and underruns.

This work was made possible by grant funds provided by State of Alaska Department of Commerce, Community and Economic Development (DCCED) and the Department of Environmental Conservation (DEC).

### **RECOMMENDATION:**

We recommend the Assembly approve the Change Order #5&6 (\$12,875.00) and Change Order #7 (\$37,618.00) for the total amount of **\$50,493.74**.

### **ATTACHMENTS:**

1. Change Order #5&6
2. Change Order #7

**CHANGE ORDER**

OWNER ☒  
 CONSTRUCTION MANAGER ☐  
 ARCHITECT ☐  
 CONTRACTOR ☒  
 FIELD ☐  
 OTHER ☐

PROJECT:

Cassiar Street Roadway and Utilities Improvements  
 City & Borough of Wrangell, Alaska  
 P.O. Box 531, Wrangell, Alaska 99929

CHANGE ORDER NO: 586INITIATION DATE: 04/02/15TO CONTRACTOR:

Rock-N-Road Construction, Inc.  
 PO Box 1188  
 Petersburg, Alaska 99833

THE CONTRACT IS CHANGED AS FOLLOWS:

Change Order #5 - Relocate 2 fire hydrants per City's request (\$11,813)

Change Order #6 - Concrete Block Bank Stabilization  
 Supply and install 5 concrete blocks to stabilize bank (\$1077)

TOTAL CHANGE TO CONTRACT THIS CHANGE ORDER: \$12,890.00

Not valid until signed by the Owner and Contractor.

The original Contract Sum was:	\$ 790,960.48
Net change by previously authorized Change Orders:	\$ 285,839.57
The contract Sum prior to the Change Order was:	\$ 1,076,800.05
The contract Sum will be <input checked="" type="checkbox"/> (increased) <input type="checkbox"/> (-decreased) <input type="checkbox"/> (unchanged) by this Change Order:	\$ 12,890.00
The new Contract Sum including this Change Order will be:	\$ 1,089,690.05
The Contract Time will be <input type="checkbox"/> (increased) <input type="checkbox"/> (-decreased) <input checked="" type="checkbox"/> (unchanged) by:	

THE NEW CONTRACT DATE IS:

CONTRACTOR

Ray Burrell 4-3-15  
 BY DATE

OWNER

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

\_\_\_\_\_  
 BY DATE



## CHANGE ORDER

OWNER ☒  
 CONSTRUCTION MANAGER ☐  
 ARCHITECT ☐  
 CONTRACTOR ☒  
 FIELD ☐  
 OTHER ☐

PROJECT:  
 Cassiar Street Roadway and Utilities Improvements  
 City & Borough of Wrangell, Alaska  
 P.O. Box 531, Wrangell, Alaska 99929

CHANGE ORDER NO: 7  
 INITIATION DATE: 04/02/15

TO CONTRACTOR:  
 Rock-N-Road Construction, Inc.  
 PO Box 1188  
 Petersburg, Alaska 99833

THE CONTRACT IS CHANGED AS FOLLOWS:

Change Order #7 - Units adjustment for unit price bid items over runs and under runs  
 (see attached spread sheet)

TOTAL CHANGE TO CONTRACT THIS CHANGE ORDER: \$37,818.74

Not valid until signed by the Owner and Contractor.

The original Contract Sum was:	\$	760,960.48
Net change by previously authorized Change Orders:	\$	298,729.57
The contract Sum prior to the Change Order was:	\$	1,088,690.05
The contract Sum will be <input checked="" type="checkbox"/> (increased) <input type="checkbox"/> (decreased) <input type="checkbox"/> (unchanged) by this Change Order:	\$	37,818.74
The new Contract Sum including this Change Order will be:	\$	1,127,308.79
The Contract Time will be <input type="checkbox"/> (increased) <input type="checkbox"/> (decreased) <input checked="" type="checkbox"/> (unchanged) by:		

THE NEW CONTRACT DATE IS:

CONTRACTOR

*[Signature]* 4-3-15  
 BY DATE

OWNER

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

BY DATE

**Cassiar Street Utilities Trench Rock Removal**  
**R&M Engineering-KTN, Inc (Pro. #: 142325)**

**Typical trench detail:**

**Notes:** Per spec trench width = Pipe Diam. + 2'  
 Bedding thickness = Pipe Diam. + 1'  
 Trench walls to be sloped 6:1 per plan

**Assumptions:**

Assumed the contractor excavated on average a 3' wide trench.

**Sewer Line Trench (8" SDR 35 PVC):**

Date:	Length (ft):	Width (ft):	Depth (FT):	Quantity (FT <sup>3</sup> ):	Quantity (yd <sup>3</sup> ):	Total (yd <sup>3</sup> ):
7/22/2014	10	10	5	500	19	19
7/23/2014	32	3	2	192	7	26
	25	3	1	75	3	28
7/24/2014	25	3	4	300	11	40
	10	3	3	90	3	43
7/25/2014	27	3	4	324	12	55
7/28/2014	14	3	2.5	105	4	59
	14	3	1	42	2	60
7/29/2014	14	3	2	84	3	63
	10	3	2	60	2	66
7/30/2014	14	3	1	42	2	67
	14	3	2	84	3	70
	14	3	1.5	63	2	73
	10	3	2	60	2	75
8/4/2014	10	6	4	240	9	84
8/5/2014	40	3	2	240	9	93
	20	3	6	360	13	106
8/6/2014	10	3	3	90	3	109
	10	6	3	180	7	116
	18	3	1	54	2	118
8/7/2014	30	3	2	180	7	125
	20	3	1.5	90	3	128
8/8/2014	15	5	2	150	6	134
	7	9	2	126	5	138
	8	3	1	24	1	139

**Water Line Trench (8" Inner diameter HDPE / 10" outer diameter):**

Date:	Length (ft):	Width (ft):	Depth (FT):	Quantity (FT <sup>3</sup> ):	Quantity (yd <sup>3</sup> ):	Total (yd <sup>3</sup> ):
8/20/2014	10	3	1	30	1	1
8/28/2014	36	3	3	324	12	13
8/29/2014	26	3	2.5	195	7	20
9/2/2014	80	3	1.5	360	13	34
9/6/2014	5	10	4.5	225	8	42

**Storm Line Trench (18" CPP):**

Date:	Length (ft):	Width (ft):	Depth (FT):	Quantity (FT <sup>3</sup> ):	Quantity (yd <sup>3</sup> ):	Total (yd <sup>3</sup> ):
9/17/2014	40	3	2	240	9	9
	30	3	1.5	135	5	14
9/18/2014	20	3	1.5	90	3	17
	6	8	3.5	168	6	23

Total yd<sup>3</sup> of rock removed during  
 utility trenching:

205

City and Borough of Wrangell Cassiar Street Roadway and Utilities Improvements									
Pay Request #1 Tabulation				Original Bid Items		Work Completed to Date			
BID ITEM		Estimated Quantity		Unit Bid Price	Total Bid Price	Completed to date	Materials Stored on Site	Adjusted Unit Price	Total Bid Price
1	Mobilization / Demobilization	1	LS	\$23,100.00	\$23,100.00	1	\$ -	\$23,100.00	\$23,100.00
2	Construction Surveying	1	LS	\$20,000.00	\$20,000.00	1	\$ -	\$20,000.00	\$20,000.00
3	Traffic control and Signage	1	LS	\$10,000.00	\$10,000.00	1	\$ -	\$10,000.00	\$10,000.00
4	Remove/Disposal of Asbestos concrete pipe	1150	LF	\$10.00	\$11,500.00	1150	\$ -	\$10.00	\$11,500.00
5	Remove/Disposal of DI Water Main	50	LF	\$5.00	\$250.00	50	\$ -	\$5.00	\$250.00
6	Removal/Disposal of Sanitary Main	700	LF	\$2.00	\$1,400.00	700	\$ -	\$2.00	\$1,400.00
7	Removal/Disposal of Sanitary Man hole	4	EA	\$500.00	\$2,000.00	4	\$ -	\$500.00	\$2,000.00
8	8" HDPE water main	1300	LF	\$53.84	\$69,992.00	1300	\$ -	\$53.84	\$69,992.00
9	Connect to existing water main	3	EA	\$2,500.00	\$7,500.00	3	\$ -	\$2,500.00	\$7,500.00
10	Fire Hydrant	4	EA	\$2,000.00	\$8,000.00	4	\$ -	\$2,000.00	\$8,000.00
11	Water Service Connection	13	EA	\$1,538.46	\$19,999.98	13	\$ -	\$1,538.46	\$19,999.98
12a	8" Gate Valves	8	EA	\$1,150.00	\$9,200.00	8	\$ 2,528.90	\$833.89	\$9,200.00
12b	6" Gate Valves	2	EA	\$700.00	\$1,400.00	2	\$ 45.84	\$677.08	\$1,400.00
13	8" SDR 35 Sewer Pipe	1100	LF	\$39.50	\$43,450.00	1100	\$ -	\$39.50	\$43,450.00
14	Sewer Laterals	13	EA	\$2,000.00	\$26,000.00	13	\$ 1,171.20	\$1,909.91	\$26,000.00
15	48" Sanitary Manhole	6	EA	\$4,337.00	\$26,022.00	6	\$ 5,807.50	\$3,369.08	\$26,022.00
16	Sanitary Main Cleanout	2	EA	\$2,000.00	\$4,000.00	2	\$ 474.96	\$1,762.52	\$4,000.00
17	Insulation Board	1450	SF	\$2.97	\$4,306.50	1450	\$ 1,733.25	\$1.77	\$4,306.50
18	Common Excavation	450	CY	\$14.00	\$6,300.00	450	\$ -	\$14.00	\$6,300.00
19	Solid Rock Excavation (including utility trench)	600	CY	\$66.00	\$39,600.00	600	\$ -	\$66.00	\$39,600.00
20	4" minus backfill	250	CY	\$24.00	\$6,000.00	250	\$ -	\$24.00	\$6,000.00
21	D1 Sufacing	320	SF	\$50.00	\$16,000.00	320	\$ -	\$50.00	\$16,000.00
22	Asphalt Concrete (Replaced w/ CO#2)	0	LF	\$10.00	\$0.00	0	\$ -	\$10.00	\$0.00
23	Curb and Gutter	1600	EA	\$38.00	\$60,800.00	1600	\$ -	\$38.00	\$60,800.00
24a	Type IV Catch Basin	13	EA	\$1,800.00	\$23,400.00	13	\$ 5,011.58	\$1,414.49	\$23,400.00
24b	Strom Manhole	5	EA	\$2,500.00	\$12,500.00	5	\$ 4,353.07	\$1,629.39	\$12,500.00
25	18" CPP Storm Main	1350	LF	\$48.00	\$64,800.00	1350	\$ 33,330.03	\$23.31	\$64,800.00
26	Storm Laterals	12	EA	\$650.00	\$7,800.00	12	\$ -	\$650.00	\$7,800.00
27	Reconstruct Wood Stairs	5	EA	\$2,000.00	\$10,000.00	5	\$ -	\$2,000.00	\$10,000.00
28	Reconstruct Concrete Driveways	300	SF	\$13.00	\$3,900.00	300	\$ -	\$13.00	\$3,900.00
29	2" Water Blowoff	1	EA	\$4,000.00	\$4,000.00	1	\$ -	\$4,000.00	\$4,000.00
30	Street Signs	10	EA	\$300.00	\$3,000.00	10	\$ -	\$300.00	\$3,000.00
ADDITIVE ALTERNATE (WATER MAIN CONSTRUCTION IN McCORMACK R/W)									
31	Connect to existing Water Main	1	EA	\$2,500.00	\$2,500.00	1	\$ -	\$2,500.00	\$2,500.00
32	8" hdpe water main	180	LF	\$68.00	\$12,240.00	180	\$ -	\$68.00	\$12,240.00
CHANGE ORDER #1 CONCRETE PAVING									
33	CONCRETE PAVING	23000	SF	\$13.87	\$319,010.00	23000	\$ -	\$13.87	\$319,010.00
CHANGE ORDER #2 ROAD WIDENING									
34	CLEARING AND GRUBBING	1	LS	\$11,100.00	\$11,100.00	1	\$ -	\$11,100.00	\$11,100.00
35	ADDITIONAL SURVEY WORK	1	LS	\$9,700.00	\$9,700.00	1	\$ -	\$9,700.00	\$9,700.00
36	ADDITIONAL ROADWAY SURFACE	1400	SF	\$13.87	\$19,418.00	1400	\$ -	\$13.87	\$19,418.00
37	MOBILIZE BLASTING MATS AND CONCRETE BLOCKS TO WRANGELL	1	LS	\$14,000.00	\$14,000.00	1	\$ -	\$14,000.00	\$14,000.00
38	ROCK BLASTING FOR ROAD WIDENING	700	CY	\$97.00	\$67,900.00	700	\$ -	\$97.00	\$67,900.00
39	RETAINING WALLS	1	LS	\$52,177.00	\$52,177.00	1	\$ -	\$52,177.00	\$52,177.00
CHANGE ORDER #3 24" CMP PIPE SOCKETS									
40	PIPE SOCKETS FOR POWER POLES	1	LS	\$7,128.00	\$7,128.00	1	\$ -	\$7,128.00	\$7,128.00
CHANGE ORDER #4 JERSEY BARRIER									
41	JERSEY BARRIER	1	LS	\$11,100.00	\$15,406.57	1	\$ -	\$15,406.57	\$15,406.57
CHANGE ORDER #5 RELOCATED 2 FIRE HYDRANTS									
42	OPERATOR AND MACHINE	34	hr	\$135.00	\$4,590.00	34	\$ -	\$135.00	\$4,590.00
43	LABOR	47	HR	\$85.00	\$3,995.00	47	\$ -	\$85.00	\$3,995.00
44	D-1	50	CY	\$28.00	\$1,400.00	50	\$ -	\$28.00	\$1,400.00
45	COUPLERS	2	EA	\$400.00	\$800.00	2	\$ -	\$400.00	\$800.00
46	Fire Hydrant Extensions	2	EA	\$514.00	\$1,028.00	2	\$ -	\$514.00	\$1,028.00
CHANGE ORDER #6 CONCRETE BLOCK BANK STABLIZATION									
47	PROVIDE AND INSTALL 5 BLOCKS	1	LS	\$1,077.00	\$1,077.00	1	\$ -	\$1,077.00	\$1,077.00
CHANGE ORDER #7 UNIT PRICE BID ITEM ADJUSTMENTS (OVER RUNS AND UNDER RUNS)									
48	UNIT ADJUSTMENT ITEM #11 WATER SERVICE CONNECTIONS	7	EA	\$1,538.46	\$10,769.22	7	\$ -	\$1,538.46	\$10,769.22
49	UNIT ADJUSTMENT ITEM #14 SEWER LATERALS	1	EA	\$2,000.00	\$2,000.00	1	\$ -	\$2,000.00	\$2,000.00
50	UNIT ADJUSTMENT ITEM #17 INSULATION BOARD	416	SF	\$2.97	\$1,235.52	416	\$ -	\$2.97	\$1,235.52
51	UNIT ADJUSTMENT ITEM #18 COMMON EXCAVATION	544	CY	\$14.00	\$7,616.00	544	\$ -	\$14.00	\$7,616.00
52	UNIT ADJUSTMENT ITEM #19 SOLID ROCK EXCAVATION	953	CY	\$66.00	\$62,898.00	953	\$ -	\$66.00	\$62,898.00
53	UNIT ADJUSTMENT ITEM #20 4" MINUS BACKFILL	475	CY	\$66.00	\$31,350.00	475	\$ -	\$66.00	\$31,350.00
54	UNIT ADJUSTMENT ITEM #26 STORM LATERALS	1	EA	\$650.00	\$650.00	1	\$ -	\$650.00	\$650.00
55	UNIT ADJUSTMENT ITEM #27 RECONSTRUCT WOOD STAIRS	2	EA	\$2,000.00	(\$4,000.00)	-2	\$ -	\$2,000.00	(\$4,000.00)
56	UNIT ADJUSTMENT ITEM #37 CO#2 MOBILIZE BLAST MATS AND CONCRETE BLOCKS TO WRANGELL	1	EA	\$7,000.00	(\$7,000.00)	-1	\$ -	\$7,000.00	(\$7,000.00)
57	UNIT ADJUSTMENT ITEM #38 CO#2 ROCK BLASTING	700	EA	\$97.00	(\$67,900.00)	-700	\$ -	\$97.00	(\$67,900.00)
Total Contract Amount:					\$1,127,308.79	Total Completed to Date: \$1,127,308.79			

# **Agenda Item 14**

## **CITY & BOROUGH OF WRANGELL**

**BOROUGH ASSEMBLY  
AGENDA ITEM  
April 28, 2015**

### **INFORMATION:**

ATTORNEY'S FILE – Summary report provided to the Assembly

# **Agenda Item 15**

## **CITY & BOROUGH OF WRANGELL**

**BOROUGH ASSEMBLY  
AGENDA ITEM  
April 28, 2015**

Executive Session – None