



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

July 28, 2015 – 7:00 p.m.

Location: Assembly Chambers, City Hall

1. CALL TO ORDER

- a. PLEDGE OF ALLEGIANCE led by Assembly Member Steve Prysunka
- b. INVOCATION to be given by Don McConachie
- c. CEREMONIAL MATTERS – *Community Presentations, Proclamations, Certificates of Service, Guest Introductions*
 - i. CVB Presentation – Wrangell Visitor Economy by the Numbers

2. ROLL CALL

3. AMENDMENTS TO THE AGENDA

4. CONFLICT OF INTEREST

5. CONSENT AGENDA

- a. Items (*) 6a, 7a & 7b

6. APPROVAL OF MINUTES

- *a. Minutes of the Regular Assembly meetings held June 23, 2015

7. COMMUNICATIONS

- *a. Minutes of the Regular School Board meeting held 5-11-2015, and the Special School Board meeting held May 19, 2015
- *b. Letter from Barbara Angerman, Wrangell Resident, in support of replacing the Shoemaker Harbor

8. BOROUGH MANAGER'S REPORT

- a. Wrangell Medical Center Update – Marla Sanger, CEO

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. 904:** AN ORDINANCE OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, AMENDING CHAPTER 13.12 OF THE WRANGELL MUNICIPAL CODE TO RENAME THE CHAPTER "PARKS & RECREATION DEPARTMENT" AND ADD A NEW SECTION ESTABLISHING FEE SCHEDULES FOR USE OF PARKS AND RECREATION FACILITIES (*second reading*)

13. NEW BUSINESS

- a. **PROPOSED RESOLUTION No. 07-15-1323:** A RESOLUTION OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, PROVIDING FOR THE AMENDMENT OF THE JOB DESCRIPTION FOR THE RECREATION COORDINATOR
- b. **PROPOSED RESOLUTION No. 07-15-1324:** A RESOLUTION OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, AMENDING THE ASSESSMENT VALUE FOR TAX YEAR 2015 FOR GREG AND DOREEN PURVIANCE, LOT 11A-2, 11.5 MILE ZIMOVIA HIGHWAY, DUE TO A MANIFEST CLERICAL ERROR
- c. **PROPOSED RESOLUTION No. 07-15-1325:** A RESOLUTION OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, FORMALLY SUBMITTING A MUNICIPAL HARBOR FACILITY GRANT APPLICATION TO THE STATE OF ALASKA, DEPARTMENT OF TRANSPORTATION AND PUBLIC FACILITIES (DOT&PF) IN THE AMOUNT OF \$5 MILLION DOLLARS FOR THE SHOEMAKER BAY HARBOR PROJECT
- d. **PROPOSED RESOLUTION No. 07-15-1326:** A RESOLUTION OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, TO ACCEPT A LOAN IN AN AMOUNT NOT TO EXCEED \$91,000 AND TO ACCEPT A GRANT FROM THE UNITED STATES DEPARTMENT OF AGRICULTURE, RURAL DEVELOPMENT
- e. Approval of a post procurement expenditure to BW Enterprises as a sole-source provider for rock crushing services
- f. Discussion and possible action regarding the new Property Tax payment due date
- g. Approval of a Contract Zone for a storage unit, on 2.4 acres in the remainder Lot A-2, Torgramsen-Smith Subdivision within USS 3823, adjacent to Blooms Trailer Park, requested by Donald Glasner, owned by Lisa Torgramsen, as recommended by the Planning & Zoning Commission
- h. Approval of a request from Mark Mitchell to enter into a short term agreement for the temporary use of storing crab pots on Wrangell Island, near Thoms Place
- i. Approval of City Tidelands Annual Five-Year Reassessments
- j. Approval of a bid award for the Wrangell Barge Ramp Concrete Paving project
- k. **PROPOSED RESOLUTION No. 07-15-1327:** A RESOLUTION OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, APPROVING THE REQUEST OF THE WRANGELL MEDICAL CENTER TO ENTER AN AGREEMENT WITH A BANK OR OTHER FINANCIAL INSTITUTION FOR A LINE OF CREDIT FOR WRANGELL MEDICAL CENTER OPERATIONS

14. ATTORNEY'S FILE – Summary Report Provided to the Assembly

15. EXECUTIVE SESSION - None

16. ADJOURNMENT

Agenda Items 1 - 6

CITY & BOROUGH OF WRANGELL

BOROUGH ASSEMBLY

AGENDA ITEM

July 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 Steve Prysunka
- b. Invocation to be given by Don McConachie
- c. CEREMONIAL MATTERS – *Community Presentations, Proclamations, Certificates of Service, Guest Introductions*
 - i. CVB Presentation – Wrangell Visitor Economy by the Numbers

ITEM NO. 2 ROLL CALL – BOROUGH CLERK:

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

RECOMMENDED ACTION:

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

ITEM NO. 3 AMENDMENTS TO THE AGENDA:

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

RECOMMENDED ACTION:

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

ITEM NO. 4 CONFLICT OF INTEREST:

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

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

ITEM NO. 5 CONSENT AGENDA:

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

RECOMMENDED ACTION:

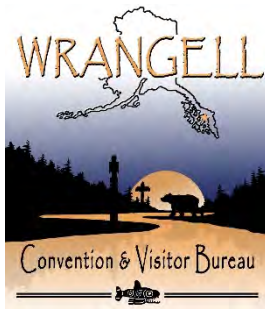
Move to approve those Agenda items listed under the Consent Agenda and those marked with an asterisk (*) Items:

****6a, 7a, & 7b***

ITEM NO. 6 APPROVAL OF MINUTES:

INFORMATION:

6a *Minutes of the Regular Assembly meetings held June 23, 2015*



Wrangell Visitor Economy by the Numbers

(For Wrangell Convention and Visitor Bureau, by Rain Coast Data, June 2015)

Summary

In the summer of 2014, an estimated 14,720 tourists came to Wrangell. This represented a 26% increase (3,020 more tourists) over 2011. These visitors spent an estimated \$4.1 million in Wrangell last summer.

- Tourism is the second largest private sector industry, after the maritime industry which is the largest (p.1)
- Visitor Industry employment comprised approximately 8% of annual average employment in Wrangell, accounting for approximately 100 annual jobs with a workforce earning of \$1.7million. (one visitor job lasting only 3 mo. Counts as one-quarter of an annual average job) (p.1)
- Visitor Industry accounts for approximately 4% of total workforce earnings in Wrangell (p.1)
- Strong growth in summer tourism season (May – Sept) but a decrease in visitors (potentially business travelers/construction contracts) during non-summer months (p.2)
- Cruise passengers represent just over half of all visitors, but estimated to represent less than a quarter of visitor spending (p.4)
- Independent travelers are estimated to have spent almost 75% of the visitor spending, or \$3.1 million during 2014 (p.4)
- Almost \$2 million is spent on various excursions (p.5)
- Visitors that go to Anan, conservatively spend \$1050 per person while in Wrangell (food/hotel/retail) (p. 9)
- Yachting visits has increased by 22% since 2010, with an estimated stay of 2.3 days and spending almost \$300,000 (p.14)
- Air passengers arriving during summer months has increased 13% since 2010. It is difficult to separate out visitors from local traffic but it is estimated that half (3200) visited for recreational purposes (p. 15)
- Ferry arrivals during summer months is down by 8% (p.3)

Wrangell Visitor Economy

By the Numbers



A Publication by
Rain Coast Data

**Wrangell Convention and
Visitors Bureau**
June 2015

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Visitor Overview

In the summer of 2014, an estimated 14,720 tourists came to Wrangell. This represented a 26% increase (3,020 more tourists) over 2011. These tourists spent an estimated \$4.1 million in Wrangell last summer.

Wrangell is an attractive visitor destination, although it differs from other destinations in the region in that its visitors are more likely to be independent travelers rather than off of a cruise ship. Wrangell's charm includes a "working waterfront" rather than a set of retail focused tourism shops. The areas surrounding Wrangell provide many opportunities for nature based tours and wildlife viewing. The most popular visitor destination is Anan Creek, known for its world-class bear viewing. Anan—located 35 miles southeast of Wrangell—has been steadily gaining in popularity as a place to watch the grizzly and black bears that congregate between early July and late August to take advantage of Southeast's largest pink salmon spawning event. Other popular visitor activities in Wrangell include visits to the Stikine River Wilderness Area, the LeConte Glacier, Chief Shakes Island, and Petroglyph Beach State Historic Park—with the highest concentration of rock engravings in Southeast Alaska.

Employment

As the second largest private sector industry (the first is maritime) tourism is a clear economic driver in the community. In 2013, visitor industry employment made up 8% of all annual average jobs in Wrangell, accounting for 100 jobs with associated workforce earnings of \$1.7 million. (Note: Since annual average employment measures monthly jobs on an annual basis, a visitor industry job that lasts three months counts as one-quarter of an annual average job). The visitor industry accounted for 4% of total Wrangell workforce earnings in 2013.

This sector is smaller in Wrangell than the region as a whole, which represents 15% of all jobs and 8% of all employment earnings for Southeast Alaska. During the past three years, while visitor industry employment has grown by 14% across the region as a whole, visitor industry employment in Wrangell actually dipped slightly—possibly due to a decrease in non-tourist visitor traffic outside of the summer months.

Change in the Visitors Industry

Over the past five-years, overall visitor indicators have increased significantly, due to increased summer tourism (May through September). However, there has been decrease of visitors during the non-summer seasons. Despite such strong growth in the summer tourism season, and an increase in summer hotel room nights of 8% between 2010 and 2014, total annual room night rentals were down by 16% during that same period, and “off season” hotel room use was down by 35%. Therefore the increase in summer visitation was offset by losses to year-round visits by business travelers (such as those involved in local construction projects). The result of this was a flat visitor services labor market. Wages in the visitor industry increased by three percent between 2010 and 2013, while total visitor industry employment was down slightly.



Wrangell's Visitor Industry By the Numbers

	Year (2010 or 2011)	Year (2013 or 2014)	% Change
Air, Cruise, Ferry, Yacht Passenger Arrivals	2010	2014	Change 2010-2014
Air Passenger	10,587	11,932	13%
Summer Only Air Passengers	5,588	6,333	13%
Large Cruise Ship Passenger Arrivals	3,869	5,171	34%
Small Ship Passenger Arrivals (capacity not actuals)	2,910	2,925	1%
Alaska Marine Highway System	7,325	6,803	-7%
Summer Only Passengers	3,954	3,637	-8%
Total Yacht Visitors (estimate)	960	1,220	27%
Total Passenger Arrivals via Air, Cruise, Ferry & Yacht	25,651	28,051	9%
Summer Visitors to Wrangell	2011	2014	Change 2010-2013
Total Summer Visitors	11,700	14,720	26%
Cruise (10,000+ passengers expected for 2015)	5,500	8,100	47%
Yachters (estimate based on total summer yachts)	950	1,220	28%
Air (estimate based on total summer air arrivals)	2,850	3,200	12%
Ferry (estimate based on total summer ferry arrivals)	2,400	2,200	-8%
Total Summer Tourist Spending	\$3.0 million	\$4.1 million	+36%
Summer Yacht Traffic	2010	2014	Change 2010-2014
Total Yacht Arrivals	310	377	22%
Average yacht length	46.4	49.0	6%
Average days Yachts visited	2.3	2.3	0%
Total Yacht Visitors (estimate)	960	1,220	27%
Total Yachter Spending (avg. \$223 per person)	\$223,700	\$284,500	27%
Summer Visitor Activities	2010	2014	
Anan Creek Bear Viewing (Wrangell origin only, season only)	1,389	1,708	23%
Anan Bear Viewing Direct Fees	\$385,200	\$487,300	27%
Anan Bear Viewing Total Visitor Spending est.		\$1.36 million	
Hotel Room Nights	2010	2014	Change 2010-2014
Summer only room rental nights (excluding gov't workers)	3,484	3,768	8%
Non summer hotel room rental nights (all types)	3,243	2,114	-35%
Government only hotel room rental nights	2,017	1,110	-45%
Jobs and Earnings	2010	2013	Change 2010-2013
Visitor Industry Employment (excludes self employed)	88	85	-3%
Total Visitor Industry Wages/Earnings (excludes self employed)	\$1,413,226	\$1,461,237	3%
Total Visitor Industry Employment 2013 (includes self employed)	NA	100	-
Total Visitor Industry Workforce Earnings (includes self employed)	NA	\$1.7 million	-
Peak Visitor Industry Employment (includes self employed)	121 June	137 July	12%
Total Visitor Industry Businesses (excludes self employed)	15	16	8%

Summer Visitation and Spending Analysis

In 2014, an estimated 14,720 summer tourists visited Wrangell and spent an estimated \$4.07 million in the local economy. This includes expenditures on accommodations, food, excursions, and shopping. Across all visitor arrival modes, visitor spending was calculated at \$233 per person per day for 2014. Cruise visitors represent more than half (55%) of all tourists, but represent just under a quarter (23%) of all estimated summer visitor spending. Independent visitors (those staying overnight in Wrangell) are estimated to have spent \$3.1 million during the summer of 2014.

Summer Visitors to Wrangell 2014

	2014	Total Estimated Summer Visitor Spending 2014
Total Visitors	14,720	\$4.07 million
Cruise Passengers	8,100	\$950,000
Yachters	1,220	\$284,500
Visitors by Air	3,200	\$1,794,000
Ferry	2,200	\$1,042,000

Total visitor numbers grew by 26% between 2011 and 2014. Cruise passengers numbers increased the most (47%), followed by number of people arriving on private yachts (28%).

Summer Visitors to Wrangell 2011 & 2014

Summer Visitors to Wrangell	2011	2014	% Change 2010-2013
Total Visitors	11,700	14,720	26%
Cruise	5,500	8,100	47%
Yachters	950	1,220	28%
Air	2,850	3,200	12%
Ferry	2,400	2,200	-8%

Summer Spending by Category

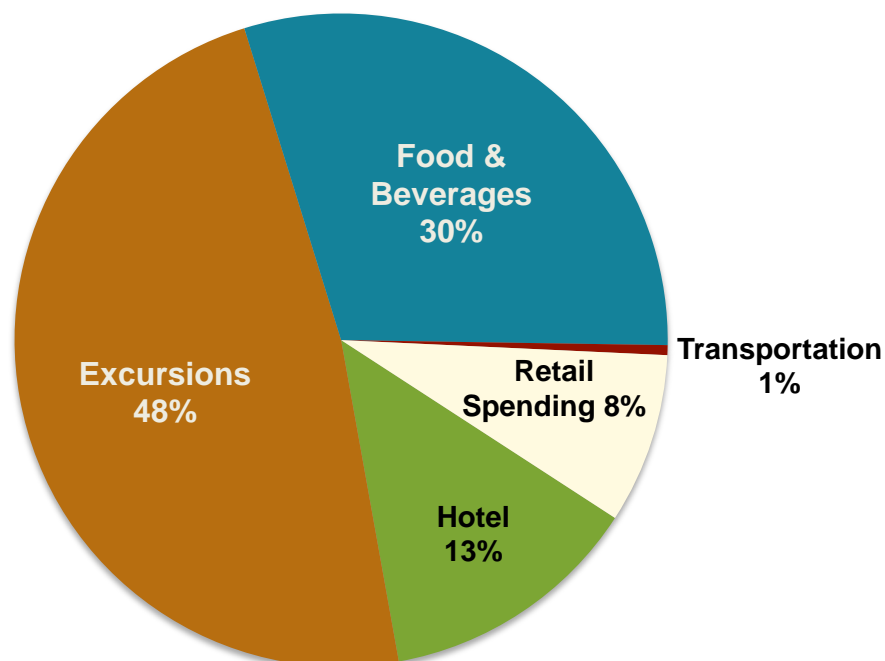
Rain Coast Data developed an estimate of summer visitor spending by category using local sales tax records for retail spending, bars, restaurants; transient tax database actuals for hotel rooms; Anan ticket fee actuals; Nolan Center receipts; estimates for other trips using operator survey data, and other executive interviews, research, and data analyses.

Of the \$4.07 million in summer spending by visitors, an estimated \$2 million (48% of all spending) was spent on excursions. Visitors spent \$1.2 million on food and beverages, over a half million dollars on hotel rooms, and more than one third of a million dollars on retail and gift spending.

Total Summer Visitor Spending

Summer Spending by Visitors by Category	2014
Total estimated summer spending	\$4.07 million
Hotel	\$530,000
Excursions (Anan, Stikine, LeConte, fishing, kayaking, flightseeing, water taxi – actuals + estimates)	\$2.0 million
Food, Alcohol, Coffee	\$1.2 million
Retail Spending and Transportation (excluding transportation to and from Wrangell, water taxi transportation, and excursions)	\$353,000

Total Summer Visitor Spending By Percent



Anan, Stikine, LeConte Tours Analysis

In 2014, ten Wrangell based companies provided tours to Anan – and most of these also provided excursions to the Stikine River and the LeConte Glacier.

These businesses include the following:

- **Alaska Charters and Adventures**
- **Alaska Peak and Seas**
- **Alaska Vistas**
- **Alaska Waters**
- **Aqua Sports**
- **Breakaway Adventures**
- **Southeast Alaska Fly Fishing**
- **Stickeen Wilderness Adventures**
- **Summit Charters**
- **Sunrise Aviation**

According to the US Forest Service, these Wrangell based operators provided 1,708 guided Anan bear viewing tours during the Anan permit season, from July 5 – August 25th annually. This represents a 23% increase over 2010—but an 8% decrease from the previous summer of 2013. (The decrease appears to have been weather related).

Anan Creek Bear Viewing: Wrangell Origin, Guided Tours During Season

2010	2011	2012	2013	2014
1,389	1,491	1,636	1,856	1,708

In addition to the Wrangell based providers, four large yachts located in the region brought 143 visitors to Anan last summer. Anan Creek was also visited by an additional 831 people in the 2014 Anan season. Most of these were guided visitors that originated from communities outside Wrangell, but also included a small number of tourists visiting Anan Creek independently, without a guide.

Anan Creek guided visits that did not occur during the Forest Service defined permit season were not included in this analysis. A week before or after the permit season can be an important revenue generation time period, but the reliability of viewing bears can fluctuate from year to year due to the timing of spawning salmon and river levels. Officials with the Forest Service explain that use before and after the defined permit period is generally confined to residents along with their visiting family and friends. The potential lack of spawning

salmon in Anan Creek in early July mean that bear activity is at a minimum, and would not be sufficient to drive those interested in bear viewing to visit Wrangell before July and after August.



In addition to Anan Creek visitations, tourists participated in guided tours of the Stikine River and the LeConte Glacier. Other visitor excursions included sport fishing, flightseeing, kayaking, travel by water taxi to cabins and trails or other destinations, and other miscellaneous guided tours. Together, visitors spent an estimated \$2 million on all tours in 2014.

Stikine River, LeConte Glacier Tour Analysis

Rain Coast Data originally attempted to contact all operators to determine actual data for Stikine, LeConte, and other tours to combine with the actual Anan data. However, this data proved time consuming to collect. For this reason the numbers below were estimated based on a report entitled "Nature-Based Tourism in Southeast Alaska, 2009" by ISER, which conducted extensive field work in Wrangell to collect this data. For purposes of analysis, it was assumed that the number of visitors for each of these tours increased by the same proportion as the Anan tours. Tour costs were determined by using the average tour rate posted on the websites of the local operators. The average tour costs currently posted (April 2015) include the following:

- **Anan Bear Viewing: \$280 (Range: \$250-\$328)**
- **LeConte Glacier: \$250 (Range: \$190-\$270)**
- **Stikine River: \$219 (Range: \$140-\$275)**

According to the ISER study, in 2006 fourteen Wrangell tourism companies offered activities from jet boat tours to kayak rentals to bear viewing trips. Based on assumption that tour participation rate grew by 18% during this timeframe, an estimated 6,828 total tours were sold in 2014, generating \$1.59 million in ticket fees. (Note, the original Rain Coast Data estimate based on interviews with participating operators was \$1,493,000 and 6,400 tours sold. While this interview methodology relied on too many assumptions, and was less defensible, the fact that these numbers are close provides more credibility to both estimates.)

Anan, Stikine, LeConte Tours Analysis

Summer Visitors to Anan, Stikine, LeConte (guided by Wrangell tour operators)	2006 Study	2014 Estimates
Anan Visitors (during season)	1,447	1,708
Anan Tour Cost	\$304,448	\$487,292
Stikine Visitors (est.)	3,796	4,481
Stikine Tour Cost	\$731,998	\$940,050
LeConte Visitors (est.)	542	640
LeConte Tour Cost	\$118,211	\$159,621
Total Tours Sold	5,785	6,828
Total Tour Cost	\$1,154,657	\$1,586,963

Anan Creek Bear Viewing Independent Visitor Expenditures

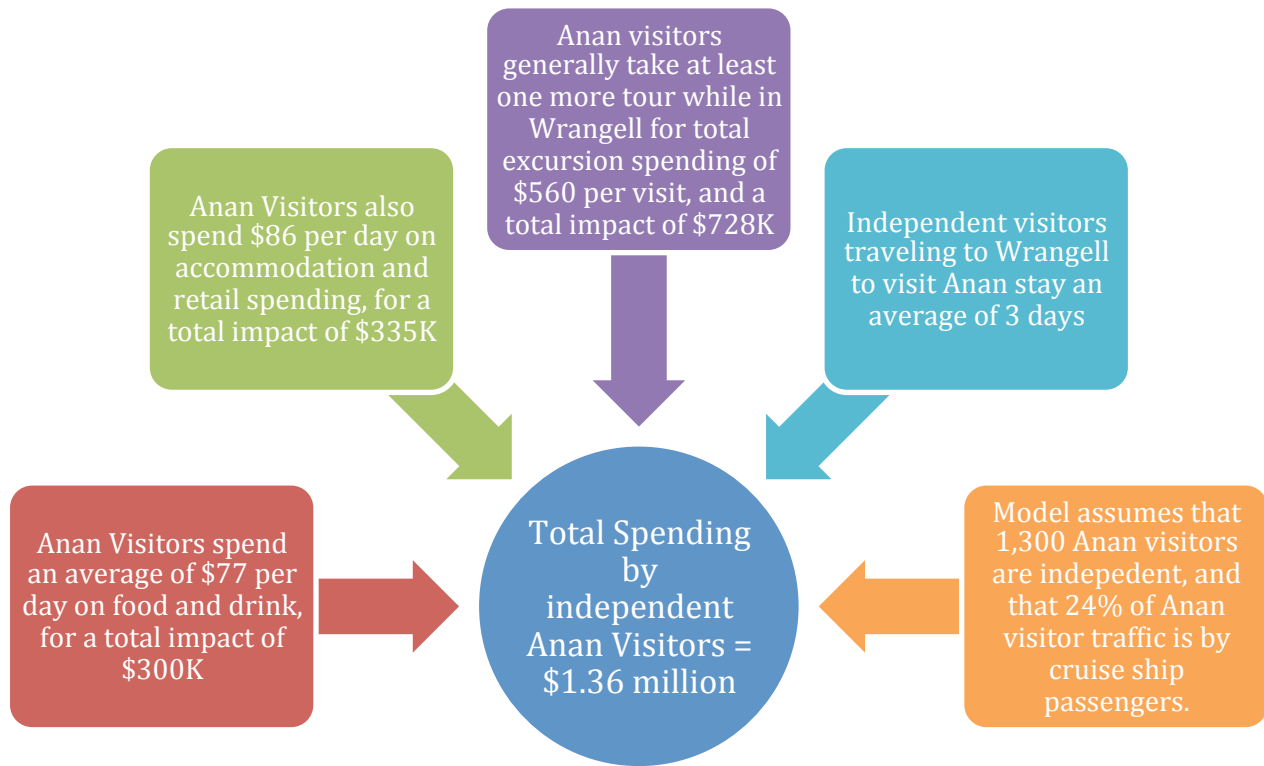
Based on interviews with primary service providers in the Wrangell visitor industry independent (non-cruise) visitors to Wrangell spend an estimated \$60 per day on food, including \$10 on breakfast, \$15 on lunch, and \$35 on dinner, on average. Coffee and alcohol expenditures are estimated at \$18 per day per visitor. Shopping opportunities in Wrangell are limited, and tourism operators estimated visitors spend \$25 per day on gifts and clothing items. Generally visitors share rooms, and the average per person per night accommodation spending is estimated at \$60. Independent visitors who come to Wrangell for bear viewing usually partake in at least one additional tour during their stay, and the average stay is generally agreed upon to be three days/nights. Based on these assumptions, visitors who come to Wrangell for bear viewing generate an estimated \$1.36 million in total spending, which is equivalent to \$1,050 per person.

Total Spending: Independent Anan Visitors

Per Person Per Day Anan Traveler Costs	2014
Food expenditures	\$60
Coffee/Alcohol	\$18
Hotel Accommodation	\$60
Retail Spending	\$25
Anan Average Cost	\$280
Excursions/Tours/Entertainment per day (other days)	\$140
Average Days	3
Total Independent Anan Visitors (est)	1,300
Total Spending	\$1.36 million
Per Person Trip Expenditures	\$1,050



Total Spending: Independent Anan Visitors



Total Anan Bear Viewing Economic Impact

Combining the total spending by independent visitors to Anan, as well as cruise visitors who partake in Anan bear viewing, the total estimated economic impact of Anan bear viewing in Wrangell was \$1.5 million last summer.

This means that more than a third (37%) of all summer tourism related spending in Wrangell is made by travelers who visit Anan on a guided trip.

Total Spending: All Anan Visitors (Wrangell Origin)

Per Person Per Day Anan Traveler Costs, all expenses	2014
Independent Anan Visitors (est)	1,300
Spending	\$1.36 million
Cruise Anan Visitors (est)	408
Spending	\$134,640
Total Anan Visitors	1,708
Total Spending	\$1.5 million

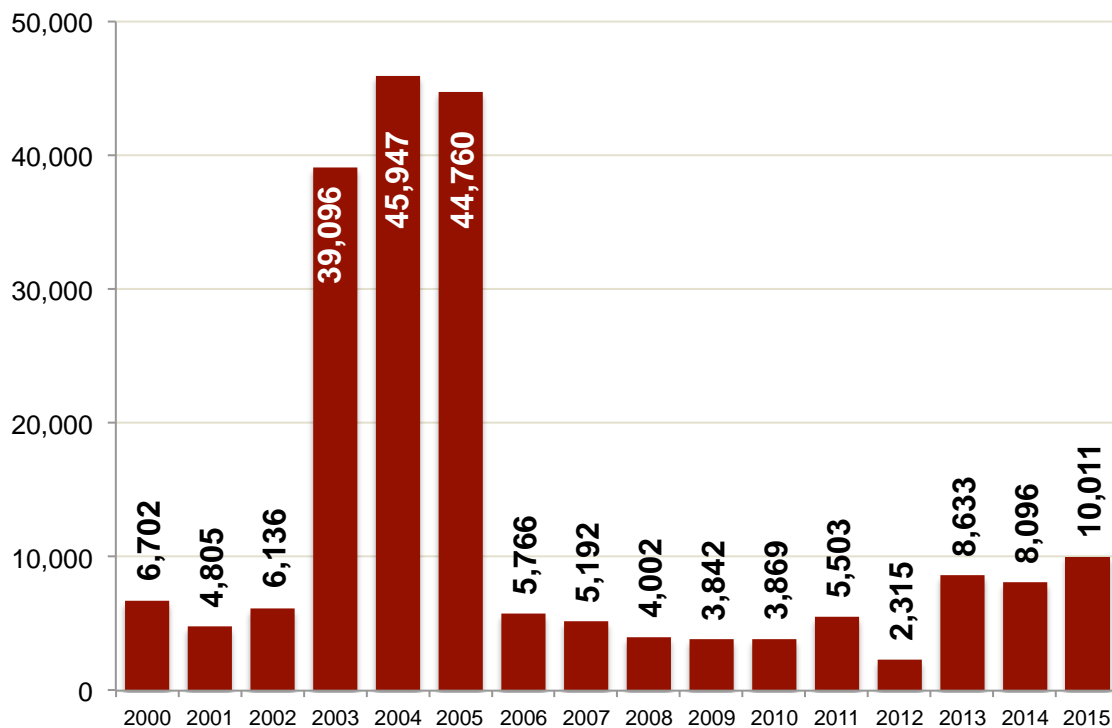
For this analysis, it was assumed that 24% of all visits to Anan Creek were made by cruise ship passengers, as opposed to independent travelers. This proportion of independent travelers to Anan Creek versus cruise passengers was determined in two ways: 1) Asking operators for an estimated percent, and applying that average to all trips (result = 23%) and 2) Analyzing the cruise ship ports of call schedule during Anan bear viewing season and assuming that 45 passengers from each of the larger cruise ships visited Anan, and that 15% of passengers from smaller cruise ships participated (this analysis was per suggestion by Forest Service staff) (result = 25%).

Cruise Passengers

In 2014, 8,096 cruise visitors came to Wrangell, a slight decrease over 2013. Four medium size cruise ships visited Wrangell in 2014: Hanseatic, Silvershadow, Regatta, and Seven Seas Navigator. Small ports such as Wrangell endure significant variance year-to-year regarding total cruise visitors. (For example in 2013, 5,000 of the 6,000 passengers were from the Regatta—which didn't visit Wrangell at all in 2012.)

In 2015, based on capacity levels of visiting ships, more than 10,000 passengers are scheduled to visit Wrangell, although actual number will be slightly less. This includes 8,202 passengers from medium size cruise ships (The Regatta, the Seven Seas Navigator, and the Silver Shadow), and 1,809 visits from those arriving on smaller cruise ships.

Total Cruise Passengers



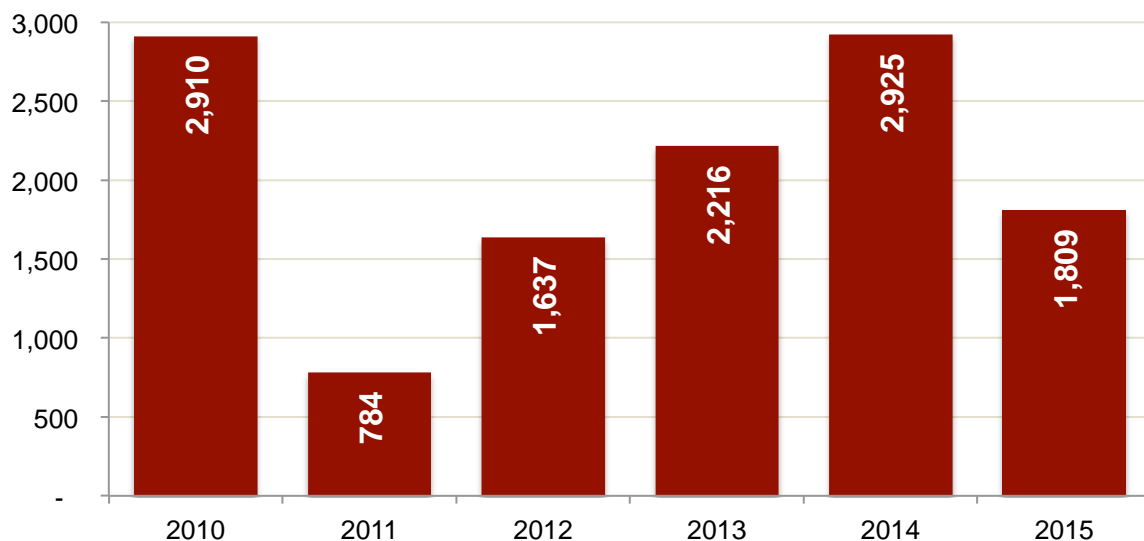
Small Cruise Ships

Small ships are an important part of the Wrangell visitor economy, and this economy experienced a disruption in 2010 when Cruise West ceased operations at the end of the summer season. Cruise West accounted for the vast majority of small ship passenger volume in Alaska. In the last four years, two small cruise companies: Allen Marine (Alaska Dream Cruises) and Un-Cruise Adventures started making port stops at Wrangell helping to rebuild the Wrangell visitor market.

The following small ships visited Wrangell in 2014: Alaska Dream, Wilderness Explorer, Wilderness Adventure, Wilderness Discoverer, Safari Quest, Safari Explorer, Safari Endeavour, and the SS Legacy.

While the number of small cruise ship passengers increased at a rapid rate between 2011 and 2014, the expected number of passengers is expected to drop by more than 1,000 visitors in 2015, and the 88-guest SS Legacy will not make any visits to the Wrangell port. Wrangell must compete with shore excursions in other Southeast Alaska communities to attract these operators.

Small Cruise Capacity



Yacht Visitors

In Wrangell, the size of yachts and length of stay are recorded for each yacht visit. In 2014 an estimated 1,220 people came to Wrangell aboard yachts, and stayed an average 2.3 days each.

(Total passengers are estimated based on yacht length. While in the future total yacht visitors will be tracked directly, for the purposes of this analysis, the following assumptions were applied after discussion with Port staff: 19ft-39ft=2 person average; 40ft-49ft=3 person average; 50ft-79ft=4 person average; 80-99ft=5 person average; 100ft-200ft=6 person average).

Total yacht visits were up by 22% in 2014 over 2010, while the average yacht visiting the community has grown by 2.6 feet. The number of average visitation days remains the same, at 2.3 days.

While it is difficult to assess exactly how much yachters spend in Wrangell without a more focused study or survey, using an average per person per visit spending estimate of \$233, it is estimated that those arriving by yacht spent \$284,500 in Wrangell last summer (excluding dock fees). This represents a 27% increase in estimated spending over 2010.

Wrangell Yacht Traffic

Year	Total yacht visits	Average yacht length	Average Days Stayed	Total Days Stayed
2009	323	45.5	1.8	557
2010	310	46.4	2.3	665
2011	411	46.0	1.8	700
2012	327	46.2	2.0	639
2013	324	50.2	2.2	700
2014	377	49.0	2.3	864
Change 2010-2014	22%	6%	0%	30%
Avg. 2010-2014	350	47.6	2.1	714

Air Passengers

In 2014, there were 11,932 air passengers arriving in Wrangell, of these 6,333 arrived during the summer (May through September). This represents a 13% increase in summer passenger arrivals since 2010. However, in 2014 arriving air passenger numbers did not increase, and even dipped slightly. This was likely in response to the fact that the number of seafood processor employees also dips in off salmon cycle years, resulting in 110 fewer employees needed last summer.

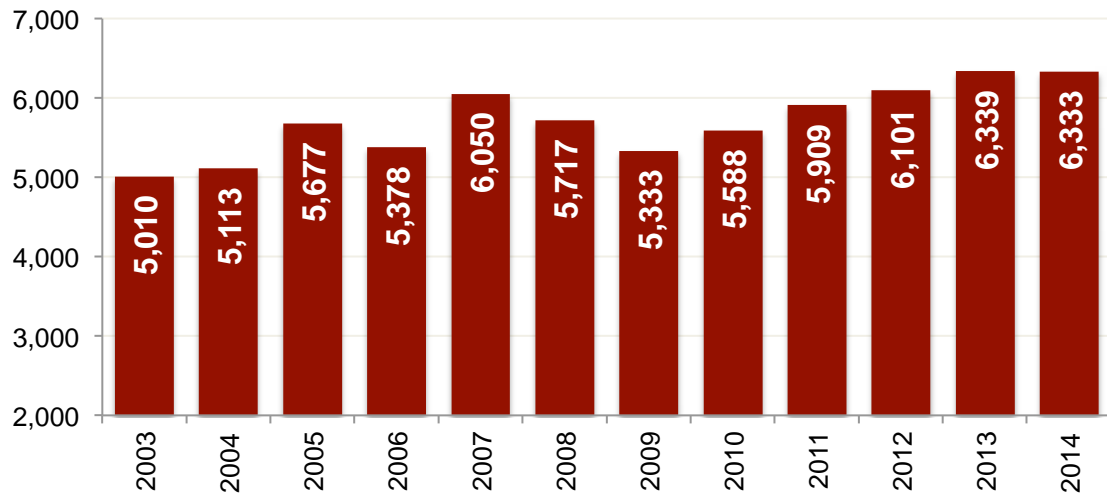
To estimate how many of these summer travelers were in fact tourists, off-season monthly travel numbers were subtracted from high season monthly travel numbers, and the number of seafood processor workers was subtracted from this figure. Using this methodology, it is estimated that half—3,200—summer air travelers visited for the purpose of recreation.

Looking at a full year of passenger data, the greatest percentage of passengers originated their Wrangell flights in Seattle (37%), while nearly a third (23%) originated their flights in Juneau, with 20% of arrivals coming from Ketchikan. Nearly 2,000 passengers—16%—arrived from Anchorage. Other arrival communities for scheduled passenger flights included Petersburg, Sitka, Klawock, and King Salmon.

Total Passenger Arrivals by Origin 2014

Passenger Origin	Passengers
Seattle, WA	4,361
Juneau, AK	2,745
Ketchikan, AK	2,446
Anchorage, AK	1,957
Petersburg, AK	376
Sitka, AK	20
Klawock, AK	18
King Salmon, AK	9
Total	11,932

Summer Airline Passengers Arriving in Wrangell (May-September)



Methodology

This analysis combines information derived through the following:

- **Interviews** with industry providers and City and Borough of Wrangell staff;
- **Datasets** from municipal, state, and federal data sources; and
- **Evaluation** of previous visitor industry research and reports.

Visitor industry employment comes from the Alaska Department of Labor, and self-employment data from the US Census. Cruise Line Agencies of Alaska and McDowell Group provided cruise passenger volume figures for the mid sized cruise ships. The City and Borough of Wrangell provided small cruise ship capacity figures and yacht traffic information. Air visitor volume was based on passenger arrival statistics from the Bureau of Transportation. The Alaska Marine Highway System provided the number people who arrived in Wrangell.

Visitor spending was estimated by applying average spending by transportation mode (cruise, air, ferry) to visitor volume figures. Average spending was estimated using passenger arrival numbers, visitor industry provider interviews and data, sale tax data, Nolan Center receipts, hotel room transient tax data, and analysis of the Alaska Visitor Statistics Program VI.

Anan, Stikine, and LeConte visitor information was derived from interviews with tour providers, data and interviews with the Forest Service, and review of ISER's publication, "Nature-Based Tourism in Southeast Alaska."

Sources

Alaska Department of Labor 2013 Employment & Wage data. Conner Bell, regional economist provided Wrangell Visitor-Related Employment numbers.

2012 US Census Nonemployer (self-employment) Statistics

McDowell Group

Cruise Line Agencies of Alaska

US Bureau of Transportation Statistics (RITA)

Alaska Marine Highway System

Datasets provided by the City and Borough of Wrangell included the following: Yacht activity, Hotel room transient tax data, sales tax data, Cruise ships port of call schedule, retail sales by the Nolan Center, etc.

Alaska Department of Labor and Workforce Development, Research and Analysis Section. Seafood Processing Workforce by Borough or Census Area.

Alaska Department of Labor. Trends Magazine September 2014. The City of Wrangell. Conor Bell.

Economic Impact of Visitors to Southeast Alaska 2010-11

Prepared by McDowell Group for the Alaska Wilderness League, August 2012.
http://www.alaskawild.org/wp-content/uploads/mcdowell_report_final.pdf

Alaska Visitor Statistics Program VI: Summer 2011 conducted by McDowell Group for Alaska Department of Commerce, Community and Economic Development. <http://commerce.alaska.gov/ded/dev/toubus/research.htm>

Nature-Based Tourism in Southeast Alaska. Darcy Dugan Ginny Fay Hannah Griego Steve Colt. ISER Paper, March 2009

Institute of Social and Economic Research University of Alaska Anchorage
http://www.iser.uaa.alaska.edu/Publications/workingpapers/WP2009%201_SEnbt_final.pdf

Executive Interviews and Dataset Providers

- Alaska Charters & Adventures— Brenda Schwartz-Yeager
- Alaska Waters—Jim Leslie
- Breakaway Adventures—Eric Yancey
- Southeast Alaska Fly Fishing—Dan Roope
- Stikine Inn—Bill Goodale
- Forest Service Wrangell Ranger District—Dee Galla
- Forest Service Wrangell Ranger District, District Ranger—Robert J. Dalrymple
- Wrangell Harbor Master—Greg Meissner
- Wrangell Economic Development Director—Carol Rushmore
- Nolan Center—Terri Henson
- U.S. Forest Service Special Use Administrator—Diane C. O'Brien
- (Additional conversations with Marjy Wood of Alaska Cruises & Vacations & Nancy Delpero)

Minutes of Regular Assembly Meeting Held on June 23, 2015

Vice-Mayor Daniel Blake called the Regular Assembly meeting to order at 7:00 p.m., June 23, 2015, in the Borough Assembly Chambers. Assembly Members Powell, Decker, Prysunka, and Rooney were present. Mayor Jack and Assembly Member Mitchell were absent. Borough Manager Jeff Jabusch and Borough Clerk Kim Lane were also in attendance.

Pledge of Allegiance was led by Assembly Member Julie Decker.

Invocation was given by Karen Moose of the Baha'i Faith.

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

AMENDMENTS TO THE AGENDA

CONFLICT OF INTEREST

CONSENT AGENDA

M/S: Decker/Prysunka, to approve Consent Agenda Items marked with an (*) asterisk; 6a, 7a, 7b, 7c, and 13a and 13b. Motion approved unanimously by polled vote.

APPROVAL OF MINUTES

The minutes of the Public Information meeting, the Public Hearing, and Regular Assembly meetings held June 9, 2015 were approved, as presented.

COMMUNICATIONS

- *a. Minutes of the Parks & Recreation Advisory Board held March 4, April 1, and May 6, 2015
- *b. Written Correspondence from Bob and Cheri Wickman – *submitted on 6-16-15, the Wickman's spoke under Persons to be Heard at the last P&Z meeting. They are unhappy with a structure that the property lease holder is planning on erecting in the near future (between City Market and the Snow Building). Carol Rushmore will be taking this to Planning & Zoning.*
- *c. School Board Action from the June 15, 2015 Regular meeting
- *13a. Approval of the Final Plat of the Torgramsen-Smith Subdivision
- *13b. Approval of the Final Plat for a Portion of the Cedar Street Vacation

BOROUGH MANAGER'S REPORT

Manager Jabusch provided a verbal report.

BOROUGH CLERK'S FILE

The Borough Clerk's Report was provided.

MAYOR/ASSEMBLY REPORTS AND APPOINTMENTS

10a Reports by Assembly Members

Assembly Member Prysunka voiced his disappointment in the timing of the CEO's resignation; just approved a two year contract with TruBridge for billing services; wished that we had had that information beforehand.

At the request of Prysunka, Manager Jabusch stated that he would stay in close communication with the Hospital Board through the search for a new CEO for the Wrangell Medical Center.

PERSONS TO BE HEARD –

Chuck Jenkins, 4 Mile Zimovia Hwy., addressed the correspondence that Bob and Cheri Wickman had submitted; stated that the Wickman's had not contacted him; provided information on what he was doing with his property located between City Market and the Sno Building. Mr. Jenkins said that the rumors that were circulating that he would be using containers as the structure was false; has entered into a contract with Clear Span to build a storage building on the property. Mr. Jenkins also said that the building would be similar in size to the one that Trident was approved for; working within the Planning & Zoning requirements; container mess that is currently there will be going away. Port Commission will not allow any more storage in the harbor yard; looking to build on his property in order to expand his dry storage.

Vice-Mayor Blake encouraged Mr. Jenkins to attend the next Planning & Zoning Commission meeting where they would be addressing the correspondence from the Wickman's.

UNFINISHED BUSINESS

NEW BUSINESS

***13a** Approval of the Final Plat of the Torgramsen-Smith Subdivision ~ **Approved under the Consent Agenda**

13b Approval of the Final Plat for a Portion of the Cedar Street Vacation ~ **Approved under the Consent Agenda**

13c PROPOSED ORDINANCE NO. 904: AN ORDINANCE OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, AMENDING CHAPTER 13.12 OF THE WRANGELL MUNICIPAL CODE TO RENAME THE CHAPTER "PARKS & RECREATION DEPARTMENT" AND ADD A NEW SECTION ESTABLISHING FEE SCHEDULES FOR USE OF PARKS AND RECREATION FACILITIES *(first reading)*

M/S: Prysunka/Powell, to approve first reading of Ordinance No. 904, and move to a second with a Public Hearing to be held on July 28, 2015. Motion approved unanimously by polled vote.

In response to Assembly Member Decker, **Kate Thomas, Parks Director** explained how the new individual monthly pass could save the user money over the current hourly rate.

Ms. Thomas also stated that when users (family, couples, and/or children) were purchasing passes, Staff would figure out what was most equitable for the family.

Assembly Member Rooney questioned the 140 percent increase in rates for seniors.

In response to Rooney, Ms. Thomas stated that most senior's that use the facility were using it for aquatic's so they would use the facility up to three times per week; would encourage those users to purchase the monthly rate pass to save money.

Ms. Thomas said that the intention of raising the daily rate fee was to encourage users to purchase the punch cards, which would encourage them to consistently have exercise in their lives, while still increasing revenues for the center.

Decker stated that she appreciated the proposed plan.

Assembly Member Powell asked that Ms. Thomas provide the information for the scholarships that the Recreation department offered. Ms. Thomas agreed to send that information to the Borough Clerk for her to forward to the Assembly.

Motion approved unanimously by polled vote.

13d Approval to award the Water Treatment Pilot Study project to CRW Engineering Group, LLC

M/S: Rooney/Powell, to approve the contract award to CRW Engineering Group, LLC for the Water Treatment Pilot Study design project, in the amount of \$149,306.00 to come from DCCED and DCRA funds. Motion approved unanimously by polled vote.

13e Approval of the updated Capital Projects List for FY 2016-17

M/S: Prysunka/Powell, to approve the revised 2016-2017 CIP List, as presented which will move the Water Main Distribution System Replacement, Phase 1 to priority #1 for the Borough's Capital Improvement projects, and to move the Shoemaker Bay Harbor Construction project to priority #2.

Manager Jabusch explained that these two projects were being moved up on the list due to the competitive grant process.

Motion approved unanimously by polled vote.

13f PROPOSED RESOLUTION NO. 06-15-1322: A RESOLUTION OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, DESIGNATING STATE OF ALASKA DEPARTMENT OF ENVIRONMENTAL CONSERVATION (ADEC) GRANT FUNDS FOR THE PROJECT ENTITLED WATER MAIN REPLACEMENT AS THE NUMBER ONE LOCAL STATE FUNDING PRIORITY FOR FISCAL YEAR 2017

M/S: Powell/Rooney, to approve Resolution No. 06-15-1322 that supports the Water Main Replacement, Phase 1 project as its number one priority. Motion approved unanimously by polled vote.

13g Approval to surplus Public Works equipment

M/S: Decker/Powell, to approve disposing of a 1989 Caterpillar Grader at a minimum bid of \$40,000.00, that this item be advertised for bid as required under Wrangell Municipal Code 5.10.060, and to authorize the Borough Manager to dispose of this item if not bid on, in a manner that is in the best interest of the City.

Assembly Member Prysunka asked if the money that was received from the surplus sale could go towards a new pumper.

Manager Jabusch stated that it would need to go into the General Fund reserves so that if something came up, those funds would be there. Jabusch also stated that once the grant for the sewer pumps was completed, the City could apply for a new grant for a new pumper. Jabusch said that the funding agency allowed for only one grant per municipality at a time.

Motion approved unanimously by polled vote.

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

EXECUTIVE SESSION

15a Borough Clerk's Evaluation

M/S: Decker/Rooney, to I move, pursuant to 44.62.320 (c) (2), that we recess into executive session to discuss matters that may tend to prejudice the reputation and character of any person, specifically the Borough Clerk's Evaluation. Motion approved unanimously by polled vote.

Recessed into Executive Session at 7:35 p.m.

Reconvened back into the Regular Assembly meeting at 8:26 p.m.

M/S: Prysunka/Decker, to approve the step increase for the Borough Clerk from 27-5 to 27-7 based on performance and MMC designation.

Assembly Member Decker stated that the Borough Clerk was doing a good job and that her work was appreciated.

Motion approved unanimously by polled vote.

Regular Assembly Meeting adjourned at 8:27 p.m.

David L. Jack

ATTEST: _____
Kim Lane, CMC, Borough Clerk

Agenda Item 7

CITY & BOROUGH OF WRANGELL

BOROUGH ASSEMBLY AGENDA ITEM July 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. Minutes of the Regular School Board meeting held 5-11-2015, and the Special School Board meeting held May 19, 2015
- *b. Letter from Barbara Angerman, Wrangell Resident, in support of replacing the Shoemaker Harbor

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

May 11, 2015, 6:30 PM

Evergreen Elementary School Room 101-Intermediate

School Board President Susan Eagle called the regular meeting of the Wrangell Public School Board to order at 6:30 pm on Monday, May 11, 2015.

CALL TO ORDER

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

DETERMINE QUORUM

The Pledge of Allegiance was recited, led by Cyni Waddington.

PLEDGE OF ALLEGIANCE

Michele Galla, Wrangell High School Teacher read a letter in support of High School Principal Colter Barnes into the minutes. The letter was signed by a combination of middle and high school staff

GUESTS TO BE HEARD

Bob Davis, Stikine Middle School Teacher spoke to the board regarding the communication breakdown within the district. He said that he read the policy and a year ago, he wouldn't have even blinked. He said that the impression that is going around is that people can't talk to the board. He said that he is confident that the board does want to hear from individuals. Mr. Davis told the Board that there are at least five staff members who are afraid to talk to the board. Many young untenured teachers, secretaries and aides are afraid to talk to the board; the board owes them a safe method of communication that is separate from tenure status or contracts. Mr. Davis thanked the board for their service and said that he trusts the board members to do the best thing for kids. In conclusion, he asked the board how they would ever know what is going on if people are afraid to talk.

Cindy Martin, Paraprofessional and former legislative aide spoke regarding Alaska Statute 14.20.149. She read portions #5 and #7 of the statute. She asked if students, parents, community members and other administrators had an opportunity to give input on Mr. Barnes evaluation. She is concerned that if the legislature is looking at the newspapers right now, they would be seeing Wrangell has gone from a 4 and 5-star school last year to where we are now: no crisis plan, and lack of evaluation input. She doesn't think this gives a good impression to the legislature or a reason to provide an adequate level of funding.

Diane O'Brien said that the faculty and staff need a safe avenue to communicate with the board. She asked that the district office personally notify her of school board meeting and feels that the advisory committee members should be notified of school board meetings during the summer months.

Dan Roope, Retired Teacher told the board that in the past he spoke to the board about items to protect the teachers. He said he's talked to the board about due process. Mr. Roope told the Board that Saturday morning he received a phone call from a current staff member who wanted Mr. Roope's email address so they could send him some information regarding an investigation they conducted about the current Superintendent. Mr. Roope feels that this is highly inappropriate and pointed out that the news article he was emailed was from ten years ago. The teacher who called said they were calling Mr. Roope as a husband of the business manager concerned for her safety and that there was a possibility of workplace violence. Mr. Roope was very disturbed that staff would talk behind someone's back, as this does not allow for due process. Mr. Roope reminded that the board that due process is for everyone.

Motion to defer action on non-tenured teacher contracts until no later than May 22 by Rinda Howell, seconded by Tammy Groshong. Poll vote: Tammy Groshong: Yes; Aleisha Mollen: Yes; Cyni Waddington: No; Rinda Howell: Yes; Susan Eagle: Yes. Motion approved.

APPROVAL OF THE
AGENDA

Motion that the principal contract, for Kendall Benson, be postponed to the meeting until no later than May 22 by Rinda Howell, seconded by Cyni Waddington. Poll vote: Tammy Groshong: Yes; Aleisha Mollen: Yes; Cyni Waddington: Yes; Rinda Howell: Yes; Susan Eagle: No. Motion approved.

CITY CLERK
JUN 24 2015
RECEIVED

Motion to approve the minutes of the April 27, 2015 Regular School Board Meeting as presented by Aleisha Mollen, seconded by Tammy Groshong. Poll vote: Rinda Howell: Yes. Tammy Groshong: Yes; Aleisha Mollen: Yes; Cyni Waddington: Yes; Susan Eagle: Yes. Motion approved unanimously.

APPROVED THE MINUTES OF THE APRIL 27, 2015 REGULAR SCHOOL BOARD MEETING

Motion to remove the obsolete, broken and discarded inventory from the fixed assets database as presented by Tammy Groshong, seconded by Aleisha Mollen. Poll vote: Rinda Howell: Yes. Tammy Groshong: Yes; Aleisha Mollen: Yes; Cyni Waddington: Yes; Susan Eagle: Yes. Motion approved unanimously.

REMOVED OBSOLETE, BROKEN AND DISCARDED INVENTORY FROM THE DATABASE

Information & Reports were accepted by unanimous consent.

ACCEPTED INFORMATION & REPORTS

Motion to withdraw from the food service contract with Nana Management Services effective the end of the 2014-2015 school year by Rinda Howell. Motion died for a lack of a second.

WITHDREW FROM THE FOOD SERVICE CONTRACT WITH NANA MANAGEMENT SERVICES PURSUANT TO A DISCUSSION OF OTHER OPTIONS

Motion to withdraw from the food service contract with Nana Management Services effective the end of the 2014-2015 school year, pursuant to a discussion of other options by Aleisha Mollen, seconded by Rinda Howell. Poll vote: Cyni Waddington: Yes; Tammy Groshong: Yes; Rinda Howell: Yes. Aleisha Mollen: Yes; Susan Eagle: Yes. Motion approved unanimously.

Motion to accept the fiscal year 2015 budget as revised by Tammy Groshong, seconded by Rinda Howell. Poll vote: Tammy Groshong: Yes; Rinda Howell: Yes. Aleisha Mollen: Yes; Cyni Waddington: Yes; Susan Eagle: Yes. Motion approved unanimously.

ACCEPTED THE FY'2015 BUDGET AS REVISED

Motion to assign \$25,000.00 a year for the future purchase of technology. This will allow technology hardware for K-8 to be replaced every four years by Rinda Howell, seconded by Cyni Waddington. Poll vote: Rinda Howell: Yes; Aleisha Mollen: Yes; Cyni Waddington: Yes; Tammy Groshong: Yes; Susan Eagle: Yes. Motion approved unanimously.

ASSIGNED \$25,000.00 PER YEAR FOR THE FUTURE PURCHASE OF TECHNOLOGY

Motion to assign any additional money over the amount budgeted in the operating capital for a new phone system by Aleisha Mollen, seconded by Cyni Waddington. Poll vote: Aleisha Mollen: Yes; Cyni Waddington: Yes; Tammy Groshong: Yes; Rinda Howell: Yes; Susan Eagle: Yes. Motion approved unanimously.

ASSIGNED ANY ADDITIONAL MONEY OVER THE AMOUNT BUDGETED IN THE OPERATING CAPITAL

Motion to accept the Elementary and Secondary School Counseling Program grant award in the amount of \$198,681.00 to provide a teacher and counseling service for students by Tammy Groshong, seconded by Rinda Howell. Poll vote: Cyni Waddington: Yes; Tammy Groshong: Yes; Rinda Howell: Yes. Aleisha Mollen: Yes; Susan Eagle: Yes. Motion approved unanimously.

ACCEPTED THE ELEMENTARY AND SECONDARY SCHOOL COUNSELING PROGRAM GRANT AWARD

Motion to approve the application of the Carl Perkins Career Technical Education Grant in the amount of \$15,000.00 by Aleisha Mollen, seconded by Cyni Waddington. Poll vote: Tammy Groshong: Yes; Rinda Howell: Yes. Aleisha Mollen: Yes; Cyni Waddington: Yes; Susan Eagle: Yes. Motion approved unanimously.

APPROVED THE APPLICATION OF THE CARL PERKINS CAREER TECHNICAL EDUCATION GRANT

Motion to approve the application of the Consolidated Grant in the amount of \$240,496.00 by Cyni Waddington, seconded by Rinda Howell. Poll vote: Aleisha Mollen: Yes; Cyni Waddington: Yes; Tammy Groshong: Yes; Rinda Howell: Yes; Susan Eagle: Yes. Motion approved unanimously.

APPROVED THE APPLICATION OF THE CONSOLIDATED GRANT

Motion to approve the application of the Special Education Grant Application in the amount of \$99,781.00 by Aleisha Mollen, seconded by Cyni Waddington. Poll vote: Aleisha Mollen: Yes; Cyni Waddington: Yes; Tammy Groshong: Yes; Rinda Howell: Yes; Susan Eagle: Yes. Motion approved unanimously.

APPROVED THE APPLICATION OF THE SPECIAL EDUCATION GRANT

Motion to offer Dave Silva a contract to conduct speech services for the 2015-2016 school year as presented by Aleisha Mollen, seconded by Tammy Groshong. Poll vote: Cyni Waddington: Yes; Tammy Groshong: Yes; Rinda Howell: Yes. Aleisha Mollen: Yes; Susan Eagle: Yes. Motion approved unanimously.

OFFERED DAVE SILVA A CONTRACT TO CONDUCT SPEECH SERVICES

Motion to offer Ms. Jennifer Davies a contract addendum for up to 11.25 hours @ \$43.81/hour for a total of \$492.87 to assist with special education needs during registration by Rinda Howell, seconded by Cyni Waddington. Poll vote: Tammy Groshong: Yes; Rinda Howell: Yes. Aleisha Mollen: Yes; Cyni Waddington: Yes; Susan Eagle: Yes. Motion approved unanimously.

OFFERED JENNIFER DAVIES A CONTRACT ADDENDUM TO ASSIST WITH SPECIAL EDUCATION NEEDS DURING REGISTRATON

Presented the resignation letters from staff as an item of information:

- Maria Byford, Paraprofessional
- Jack Carney, Activities Director
- Diane Fisher, Paraprofessional
- Michele Gallia, Student Council Advisor

PRESENTED
RESIGNATION LETTERS
AS AN ITEM OF
INFORMATION

Reviewed School Board Policy

- Board Policy #5145.11, Student Interviews
- Board Policy #6146, Graduation Requirements

REVIEWED SCHOOL
BOARD POLICY

The School Board reviewed School Board Policy #6151, Class Size. Parent Diane O'Brien testified on this policy and encouraged the Superintendent to talk with the principals and teachers when deciding class size. Board Member Howell has researched this policy with AASB and other districts across the state. Most districts do not have a similar policy and Mrs. Howell feels that it is unnecessary. She will bring forward her research information for board consideration at future meeting. Board Policy #6151, Class Size stands reviewed as presented.

Reviewed School Board Policy

- Board Policy #6152, Assignment of Students
- Board Policy #6153, Field Trips
- Board Policy #6154, Homework/Make-up Work
- Board Policy #6159.1, Procedural Safeguards and Complaints for Special Education

The School Board members discussed the Student Exit Interview results. Cyni Waddington asked if the board ever evaluates the process after these are conducted. Mrs. Eagle would like these added to an agenda in the fall to see what progress has been made. Mrs. Powell will forward the notes to the administration and add the interviews to a fall agenda. School Counselor Lisa Nikodym told the Board that she would like to see the notes taken to the advisory committee members. Board Member Aleisha Mollen said that she liked seeing that the results of the 12th grade exit interview mirrored the Strategic Plan points.

DISCUSSED THE
STUDENT EXIT
INTERVIEW RESULTS

Motion to allow Student #16-01 to enter kindergarten early based on the assessment results and the recommendation of the Elementary Principal and review team by Aleisha Mollen, seconded by Rinda Howell. Poll vote: Aleisha Mollen: Yes; Cyni Waddington: Yes; Tammy Groshong: Yes; Rinda Howell: Yes. Susan Eagle: Yes. Motion approved unanimously.

ALLOWED STUDENT
#16-01 TO ENTER
KINDERGARTEN EARLY

Reviewed the Upcoming Dates and Meeting Announcements

Reviewed Future Agenda Items

Cyni Waddington told the Board that she went to register her daughter for school today; she feels that it was really well done. She would like to add all of the forms and paying to the early registration next year.

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

Rinda Howell thanked the audience for coming and said it's nice to see people informed and informing

Motion to recess into executive session to discuss a matter that may tend to prejudice the reputation and character of any person provided the person may request a public discussion, more specifically a personnel matter by Rinda Howell; seconded by Tammy Groshong. Poll vote: Tammy Groshong: Yes; Rinda Howell: Yes. Aleisha Mollen: Yes; Cyni Waddington: Yes; Susan Eagle: Yes. Motion approved unanimously.

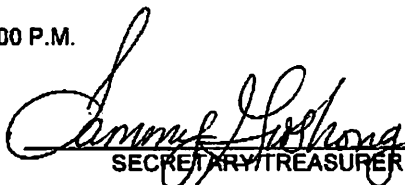
RECESSED INTO
EXECUTIVE SESSION AT
8:09 PM

Reconvened into Regular Session at 11:00 PM and said, "The Board will continue to review the information they have received and will not take any further action at this time."

RECONVENED INTO REGULAR
SESSION AT 11:00 PM

Meeting Adjourned at 11:00 P.M.

ADJOURNED AT 11:00 PM.


SECRETARY/TREASURER

PROCEEDINGS

**MINUTES
WRANGELL SCHOOL BOARD
SPECIAL MEETING****May 19, 2015, 7:30 PM****Evergreen Elementary School Room 101-Intermediate**

School Board President Susan Eagle called the special meeting of the Wrangell Public School Board to order at 7:30 pm on Tuesday, May 19, 2015.

CALL TO ORDER

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

DETERMINE QUORUM

Motion to offer Mikki Angerman a teaching contract for the 2015-2016 school year with appropriate placement on the salary schedule by Rinda Howell, seconded by Cyni Waddington. Poll vote: Rinda Howell: Yes. Cyni Waddington: Yes; Tammy Groshong: Yes; Susan Eagle: Yes. Motion approved.

OFFERED MIKKI
ANGERMAN A
TEACHING CONTRACT

Motion to offer Laurie Brown a teaching contract for the 2015-2016 school year with appropriate placement on the salary schedule by Cyni Waddington, seconded by Rinda Howell. Poll vote: Cyni Waddington: Yes; Tammy Groshong: Yes; Rinda Howell: Yes; Susan Eagle: Yes. Motion approved.

OFFERED LAURIE
BROWN A TEACHING
CONTRACT

Motion to offer Jack Carney a teaching contract for the 2015-2016 school year with appropriate placement on the salary schedule by Cyni Waddington, seconded by Tammy Groshong. Poll vote: Cyni Waddington: Yes; Tammy Groshong: Yes; Rinda Howell: Yes; Susan Eagle: Yes. Motion approved.

OFFERED JACK
CARNEY A TEACHING
CONTRACT

Motion to offer Patricia Gilbert a 43.33% FTE teaching contract for the 2015-2016 school year with appropriate placement on the salary schedule by Tammy Groshong, seconded by Rinda Howell. Poll vote: Tammy Groshong: Yes; Rinda Howell: Yes; Cyni Waddington: Yes; Susan Eagle: Yes. Motion approved.

OFFERED PATRICIA
GILBERT A PART-TIME
TEACHING CONTRACT

Motion to offer Michelle Jenkins a teaching contract for the 2015-2016 school year with appropriate placement on the salary schedule by Rinda Howell, seconded by Cyni Waddington. Poll vote: Rinda Howell: Yes. Cyni Waddington: Yes; Tammy Groshong: Yes; Susan Eagle: Yes. Motion approved.

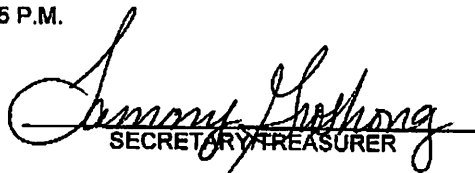
OFFERED MICHELLE
JENKINS A TEACHING
CONTRACT

Motion to approve the hire of Mr. Kendall Benson as secondary principal and offer him a principal contract for the 2015-2016 school year with appropriate placement on the salary schedule by Tammy Groshong, seconded by Rinda Howell. Poll vote: Cyni Waddington: Yes; Tammy Groshong: Yes; Rinda Howell: Yes; Susan Eagle: Yes. Motion approved.

APPROVED THE HIRE
OF KENDALL BENSON,
SECONDARY PRINCIPAL

Meeting Adjourned at 7:35 P.M.

ADJOURNED AT 7:35 P.M.


SECRETARY/TREASURERCITY CLERK
JUN 24 2015
RECEIVED

Date 7-7-15

Concerned Residents of Wrangell Alaska

Re: Replacement of Shoemaker Harbor

CITY CLERK
JUL 13 2015
RECEIVED

State of Alaska:

This letter is to express strong support for the replacement of Shoemaker Harbor it is an essential part of the fisheries and tourist industry in Wrangell.

The Shoemaker harbor has out lived its usable life. The harbor has become dilapidated and is now unsafe for users. Most fingers are sinking and have broken boards, broken cleats and are dangerous to utilize. Many are not usable and are dangerous and are now a liability.

I support the City & Borough of Wrangell in the search for funds to replace Shoemaker Harbor.

Simply put, the marine and fishing industries are critical to the economic wellbeing of our community and (I/we) support their application to provide finances needed to replace Shoemaker Harbor.

Sincerely,


Name Barbara Angerman

Physical Address 320 St Michael St
WRANGELL AK.

MEMORANDUM

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

**FROM: JEFF JABUSCH
BOROUGH MANAGER**

SUBJECT: MANAGER'S REPORT

DATE: July 22, 2015

Donations:

I would like to thank Frank Roppel for his generous donation to both the Library and City Hall. To the Library he gave a large collection of Alaskan Books and to city hall he gave a substantial amount of office products.

Sewer Pump Station

There is an item on the agenda to approve a loan from United States Department of Agriculture, Rural Development grant and loan for part of the funding for the Sewer Pump Station needed to replace the current 35 year old stations.

Initially, USDS, RD did not believe we warranted a grant but would give us a loan. I would like to thank our staff of Carol Rushmore, Lee Burgess, Amber Al-Haddad and Ruby McMurren for their persistence and especially in the hours and hours of work that was necessary to provide the necessary rems of documentation needed for this labor intensive grant application and justification. Because of that, we were able to secure a grant that will be at least \$90,000 which otherwise would have had to come out of the Sewer Fund. We still will have some city funds in the million dollar project but thanks to them it will be \$90,000 less.

Fuel Charge:

Expect to see the Fuel Surcharge show up on your bill that will come out the first of August. The amount will be calculated by multiplying the Kilowatt Hours from your June bill times 1.95 cents per Kilowatt Hour.

Byford's Junk Yard:

Amber and I had a teleconference with representatives from EPA and DEC regarding Byford clean-up. They are estimating \$4 million for total clean-up, but know they will not receive that amount as it is close to the end of the Federal fiscal year. They are seeking superfund funds from the national EPA office to at least clean up the critical hot spots. Representatives from EPA and DEC will be in town next week, July 29, 2015 for a site visit and logistical planning. The amount of funds that are received should be known by the 2nd week of August.

Safety Program

Our insurance provider, Alaska Public Entity Insurance (APEI) has a program where those receiving insurance through their company can gain credits against the insurance premium by participating through a safety program. The safety program includes both safety training for employees and also a program to make sure that things in our buildings are in order.

We just had our first meeting to explain the program and give the department heads their tasks. Amber and Kim both helped me get this off the ground so thanks. If we scored 100% on each of the three categories, we could save up to \$40,000 annually. The program runs from April 1st to April 1st

and there are things that need to do monthly to get the 100%. For year 1, our goal is to achieve 25% out of the 100% possible and add 25% more in year 2 and then smaller increases each year until we are as close to 100% as possible. This will take a great deal of work on behalf of each department to make it work and is just one more thing added to their busy schedule.

Contractor Program:

Unfortunately, the contractor Program got put on the back burner after the policy was approved in late January. One of the delays and there were many was the development of a general contract that all contractors would sign that would apply to any and all jobs. This was worked on by the attorney and staff. Unfortunately, the budget crisis hit and that consumed our time with the reductions in funding, lobbying, and providing testimony to the state legislature. Eventually that was resolved. We have tried to prioritize time with things of economic benefits first. This includes getting projects bid ready and also includes currently funded grants such as the Waterfront Master Plan, Mill Property, Institute development, Sewer Pump Station, Court house renovation Asbestos removal in community center, pool repairs and others. We have been spending a great deal of time on both the water and sewer plants and have concerns and issues with both. Actually the pump stations that will go to bid in the near future will solve the majority of the issues with the Sewer system, but still plenty of concerns with the water. I believe most of the assembly is aware of some of our concerns with failing water mains. We also have concerns with treatment plant. We have awarded the bid to an engineering firm for our water treatment plant pilot study to determine alternatives. The study will take some time and then once the study results and a recommendation comes back, getting the money together to implement the recommendation will also take some time and we all know money is tight at the state level. We have in the budget a new Ozone Generator unit in the amount of \$140,000. This will need to go to bid very soon and we are hoping we get it in time before the others fail. Both Amber and Wayne McHolland have been proactive in moving both the study and other fixes along so we can keep the plant operational.

So to put this in another way, I am sorry this has taken so long, but there have been some high priority items that were extremely important to have worked on. I believe the ad is in the July 23rd paper for starting the contractors program. We are taking information from contractors through August to give contractors some time in this busy time of year to get their information to us and then Kim Lane will begin to manage the program. It may be bumpy for a while and Kim is volunteering to add this to her work load, so we need to give her a pat on the back. Depending on the amount of activity, I am guessing that this could take anywhere from 2 hours to 6 hours per week for the first month or so and then hopefully it will smooth out. There will be another peak each January when contractors have to renew licensing, insurance and bonding and the other paperwork involved. This is not going to be a money saver, but will do two things. It will require contractors working for the city to have on file proof of insurance, required licensing and be current with their sales taxes. It hopefully will help spread the work around in a programmed manner.

Finance Department:

June 30, 2015 was our fiscal year end and that means July and August is when we prepare for our year end financials and audit. It is also the busiest time of the year for our office in general. Moving the property taxes to September 15 will provide us with a big break in activity until a better time of year.

Lee Burgess, our finance director, will be doing the audit work papers this year and I will assist him as necessary. It is not easy and takes a great deal of time, but he is up for the task. Our auditors show up the 10th of August.

Economic Development:

There will be several travel writers in town during Bearfest. One of them is based off of connections made from the Alaska Media Roadshow (sponsored by the State visitor marketing program) that Petersburg and Wrangell attend together each year as the Alaska Rainforest Islands.

Projects being worked on:

- **Asbestos Removal in the Community Center Gym (downstairs)** – This project was completed in late June and now we can move to the next phase of utilizing the downstairs at the community center. I believe the next are is a requirement by the fire marshal to have a fire alarm system in place. We will keep trying to find money and making progress.
- **Court Room Remodel-** This has been a slow process because each time we think we are ready to go to design, the court system folks come up with new changes they want which keeps adding to the design cost and length of time. We hope this last bunch of changes will be it by the court system. If you remember, this remodel is being paid by the city up front and then will be reimbursed by the state over a period of time.
- **Cassiar Street Improvements-** We have one more phase of this project that is getting close to going out to bid, but we need to be sure there is sufficient funds remaining in our two grants. We know there is plenty of money total, but one of the grants can only be used for utilities so a little a little of a challenge, but I think we will get there.
- **Grant Applications-**
 1. We are in the process of applying for the harbor matching grant for \$5,000,000. This grant is for the renovation of the Shoemaker Bay Floats and hopefully some uplands as funds are available. We have until September 1st, 2015 to get our application in. Carol Rushmore and other staff along with our design engineers are all working on this so we can have a comprehensive and well laid out grant application. If successful, the design is completed and it would not take too long to get moving with the bids.
 2. We are also working on the annual grant applications for the State Department of Environmental Conservation (DEC) for water main replacement. We have had failing ductile iron pipes that are failing in some locations 30 years before their life expectancy.
 3. We have a grant application in to United States Department of Agriculture, Rural Development for a new police car. We have learned that they only funded a couple of projects at the state level and that the application has been moved on to the national office where we have told we have a pretty good chance of being funded. Rural Development Community Facilities application for a police car is complete and awaiting a decision on funding. The application has been sent to the National office and a decision will be made by mid-August.
 4. We applied for FY17 Municipal Matching Grant to DEC in the amount of \$696,415 for Water main replacement design and construction (phase 1). This would supplement a DEC loan that we receive a year ago for this project in the amount of \$542,249.
- **Water Treatment Plant Pilot Study**

CRW Engineering Group, LLC has been selected from the pool of engineering firms that proposed on this project and the assembly has approved their proposal. They plan to begin the study with some of the actual testing to be performed at specific times of the year when water quality is at its worse. The goal is to come out of the study with a plan that will work by modifying our current basic plant and not one where we have to start over from ground zero. Time will tell whether a modification is possible to solve some of the existing problems that we continue to fight to keep a high quality of water to the public.

- **Evergreen Road Improvements**

We just received an update from DOT/PF's project manager on this project. It appears the environmental review people want more information and DOT is working on those items so the review can be completed and get approved so the final design can be completed. Once that happens, the final stage before bidding is the land acquisitions and necessary easements along the roadway that are needed prior to bidding.

- **City Dock** project continues to move forward. We have a bunch of smaller things we would like to do with the remaining money.
 - Camel logs have arrived and we discovered there were a couple of modifications needed which was done. I believe installing them by the harbor staff is the last thing needed to complete this task.
 - Add an aluminum railing for tie up lines to slide over when dragging the lines along the dock when ships come in. This was constructed and installed by Jenkins Welding and is complete.
 - New electrical and lights which are planned to be similar to the Front Street lights will be bid out in the near future.
 - Hand Railing on the South side approach to the dock that is like the one on the North side will also be bid out in the near future.
 - Possible new float on the South side of the approach so that there are two separate summer floats to access.
 - Vendor Shelter- This was discussed at the last meeting and we will start to work on this in the upcoming months with our engineer to get an idea of the cost that could be expected.
- **Barge Ramp Paving**- There was some concern with the timing of this project and that is why the bid opening is on the same day as the assembly meeting for approval. It was a tight window to get everything on this completed. The bid is being done with budgeted Port funding.

Mike Allen Timber Sale- We have completed the paperwork and I think Mike has completed phase I of this two part project. We divided this up into two projects because the first phase did not involve the Mental Health Trust. The second phase does because they want the agreement to cross their land by Mr. Allen to be our responsibility where initially Mr. Allen was going to make that agreement directly with Mental Health. Because we need to be the go between, the agreement with Mike has gotten more complicated and we are working with the attorney to make the changes to Mr. Allen's agreement with us to incorporate Mental Health's requirements. This is expected to be completed in the next couple of days.

Agenda Item 9

CITY & BOROUGH OF WRANGELL

BOROUGH ASSEMBLY AGENDA ITEM

CLERK'S REPORT July 28, 2015

Mark Your Calendar:

8/6 Port Commission mtg. @ 7pm in the Assembly Chambers
8/13 Planning & Zoning Commission mtg. @ 7pm in the Assembly Chambers
8/19 Hospital Board mtg. @ 5:30 pm at the Nolan Center
8/25 Regular Borough Assembly mtg. @ 7 pm in the Assembly Chambers

9/23-24 SEAPA Board Mtg. to be held in Petersburg, with times TBD

Assembly Member Rooney will be attending the **AML Summer Legislative Conference** in Ketchikan from August 18-21, 2015. She is also scheduled to attend the AML Policy Committee Meeting while in Ketchikan.

The **Southeast Conference Annual Summer Meeting** will be held in Prince Rupert this year from September 15-17. I have one (1) assembly member budgeted for FY2016 for this event. *Assembly Member Decker* has expressed interest in attending. If there are no objections, I will make the arrangements.

Regular Borough Election - Tues., October 6, 2015

Declaration of Candidacy will begin on August 3rd and end on August 31st for the following elected official seats:

Assembly:	Two – (3 year terms)
Port Commission:	Two – (3 year terms)
School Board:	Two – (3 year terms)
School Board:	Unexpired Term until October 2016
Hospital Board:	Two – (4 year terms)

Election Flyer: The flyer has been finalized and should go out in mid to late August.

Kim Lane, Borough Clerk

I am happy to report that I have received my official notification of my Master Municipal Clerk's certification. My certification is more than three letters at the end of my name. It is a declaration that I am proficient in my important position and that I have demonstrated mastery of administrative skills critical to good government.



Hereby Confers The Designation of

Master Municipal Clerk

Upon
Kimberly Lane, MMC

In Fulfillment Of Requirements Prescribed By The
International Institute Of Municipal Clerks.

Certified This 26 Day Of June 2015 A.D.


IIMC President


IIMC Director of Education

Kim Lane, Borough Clerk

City & Borough of Wrangell, Alaska

VOTER INFORMATION

The following questions will appear on the October 6, 2015 municipal election ballot:

PROPOSITION NO. 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?

The following information is provided to inform voters of factual information that is directly related to Proposition No. 1

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).

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

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.

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.

PROPOSITION NO. 2 – EXEMPTION FROM ALASKA’S PUBLIC OFFICIAL FINANCIAL DISCLOSURE LAW

Shall the municipal officers and candidates for elective office of the City and Borough of Wrangell be exempt from the requirements of the State of Alaska Public Official Financial Disclosure Law, AS 39.50?

The following information is provided to inform voters of factual information that is directly related to Proposition No. 2

Under Alaska Statute 39.50.145, a municipality may exempt its municipal officers and candidates for elective office from the requirements of Alaska Statute Title 39, Chapter 50, Public Official Financial Disclosure, if a majority of the voters voting on the question vote to do so. The question of exemption may be submitted to the voters by the Assembly by ordinance. By the adoption of Ordinance No. 903, the Borough Assembly decided to submit the question of exemption to the voters at the regular election on October 6, 2015.

The Borough officers required to file financial disclosures under AS 39.50 are the Borough Mayor, members of the Assembly, members of the School Board, the Borough Manager, and members of the Planning and Zoning Commission.

In adopting Ordinance No. 903, the Assembly considered the question of exemption from the Public Official Financial Disclosure law, including concerns that the disclosure requirements may have the effect of discouraging qualified persons from seeking or holding municipal office, including serving on the Planning and Zoning Commission, and concerns with privacy issues and the burden imposed on municipal officials under the State law.

The City and Borough of Wrangell has enacted a comprehensive conflict of interest ordinance, Section 3.04.112 of the Wrangell Municipal Code. This ordinance sets out standards of conduct for elected and appointed Borough officials and employees “so that the public may be assured that its trust in such persons is well placed” and requires the full disclosure of conflicts of interest. If Proposition No. 2 is approved by the voters, Borough officers and candidates for elective office would no longer be required to file financial disclosure statements under State law with the Alaska Public Offices Commission. The Borough’s conflict of interest ordinance would continue to apply to Borough officials and employees as it does now.

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

FIRST-CLASS MAIL
PRESORTED
U.S. POSTAGE PAID
WRANGELL, AK
PERMIT NO. 5

Election Flyer

BOX HOLDER
WRANGELL, ALASKA 99929

Agenda Items 10a & b

CITY & BOROUGH OF WRANGELL

BOROUGH ASSEMBLY
AGENDA ITEM
July 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 were no letters of interest received for this vacancy.

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

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

Move to appoint _____ to fill the vacancy on the Planning & Zoning Commission for the unexpired term ending October 2017.

Agenda Item 12a

CITY & BOROUGH OF WRANGELL

BOROUGH ASSEMBLY AGENDA ITEM July 28, 2015

INFORMATION:

PROPOSED ORDINANCE NO. 904: AN ORDINANCE OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, AMENDING CHAPTER 13.12 OF THE WRANGELL MUNICIPAL CODE TO RENAME THE CHAPTER "PARKS & RECREATION DEPARTMENT" AND ADD A NEW SECTION ESTABLISHING FEE SCHEDULES FOR USE OF PARKS AND RECREATION FACILITIES *(second reading)*

Attachments:

1. Memo from Kate Thomas, Parks Director
2. **Proposed Ordinance No. 904**
3. Proposed Fee Schedule as stated in the Ordinance (user-friendly version)
4. Mission Statement

RECOMMENDED ACTION:

Move to adopt Ordinance No. 904.

MEMORANDUM

TO: HONORABLE MAYOR AND THE WRANGELL BOROUGH ASSEMBLY

FROM: KATE THOMAS, PARKS AND RECREATION DIRECTOR

SUBJECT: PARKS ORDINANCE, ADDING DEPARTMENTAL FEE SCHEDULE AND AMENDING THE DEFINITION OF VEHICLES.

DATE: JUNE 18, 2015

BACKGROUND

The Parks & Recreation Department, in conjunction with the department's Advisory Board has been reviewing department-wide user fees since Summer 2014. The last known review of fees, in particular the pool facility fees, was performed in 2010.

On January 21, 2015, following the opposition of the first reading of Ordinance 891, a workshop was held by members of the Parks and Recreation Advisory Board and the Borough Assembly. In March, under a change in the department's director, the fee schedule review continued with additional opportunities for public feedback. Consequently, the board reviewed the proposed rate changes line by line. Discussion topics included the daily rate versus the pass rates, the increased expense of the family pass, the community center rental rates and the corporate pass.

During both the May 6th and June 10th, 2015 Parks and Rec Advisory board meeting, the board moved to recommend the changes associated with department's user fee schedule, as reflected in the fee schedule in the proposed Ordinance 904 (attached).

OVERVIEW

POOL FACILITY

The 1-Month, 3-Month and Annual passes were, in general, adjusted to the following percentage savings over the daily fee: 1-Month at 25%; 3-Month at 35%; 6-Month at 45%; Annual at 55%. The group should note that the department does not currently offer a 6-Month pass; however, the committee determined the need to have such a rate; therefore, one has been included in the proposed new fee structure.

The fees listed in the first column are the current rates for the facility. The second column is the proposed rates for the FY16. Take notice to the daily user rates which on average increase 46%. However, patrons are encouraged to purchase monthly and annual passes, whereby the rates are discounted based on the percentage savings over the daily fee: 1-Month at 25%; 3-Month at 35%; 6-Month at 45%; Annual at 55%.

Parks & Recreation currently has a Corporate Rate fee structure which is based on the number of employees a corporation or other organization have as their members. After determining the various per-person cost that each group pays to Parks & Recreation, the committee immediately identified a large disparity between the fees paid by those groups and those paid by individuals without a group affiliation. In attempt to rectify the inequality while still maintaining incentive for corporations, local businesses and 501C3 entities, the Parks and Rec advisory board has created an "Employee Wellness Benefit", wherein

corporations, local businesses and 501C3 entities, provide a list of employees to the department of parks and recreation. Those employees would receive a 5% discount off the total cost of their individual pass. There is not a minimum number of employees required to gain this discount. Corporations, local businesses and 501C3 entities, are free to and encouraged to provide a reimbursement to employees who make it a priority to participate in recreation opportunities in and above the 5% discount offered to the employees through Parks and Rec.

COMMUNITY CENTER FACILITY

The Community Center rental rates have been adjusted, wherein a new pass rate has been established for monthly, 3 month, 6 month, and 1 year rates for the Community Center. Historically, user groups have negotiated a rate based on the groups or individual financial capacity, with recent efforts to streamline the process, whereby each user group was charged the rental rate of 40\$/hr. Athletic user groups, such as the AAU basketball team, Garnet Grit Betties and Swim Club, have been vocal in their opposition of this current facility rental rate. In an attempt to maintain affordable and sustainable (see mission statement) access to the Community Center, the Parks and Rec Advisory Board and Staff, proposed and accepted the Community Center pass rates, which is included in Ordinance 904. With the acceptance of Ordinance 904, Athletic user groups will gain access to the facility through a pass, which may be purchased for length of the time their respective group uses the facility. Although there is not a pass rate for the entire group, the total individual cost of passes purchased will come in under the total cost of rentals, if paid for by the hour.

PARKS

RV Park fees have been stagnant for some time. Those using electrical services pay \$25/night and those staying overnight without electrical pay \$15/night. Comments from RV users consistently include: 1) an indication that the price is reasonable and 2) requests to add a restroom at the park location. Board members should note that current rates also include free access to the swimming pool and rec center as well as free wifi at the rec center. Given the free added services already being offered and the need to consider additional amenities at the park, the committee has considered a small increase in the nightly RV fees.

The park shelters are very popular among locals for a variety of events, including picnicking, birthday parties, wedding celebrations, reunions, etc. The current reservation rate is \$15, but with no stipulation on the reservation's duration. So you can reserve the shelter for one hour or from dawn to dusk for the same \$15 reserve fee. The Parks and Rec Advisory Board and Staff considered establishing one fee for a period of up to three hours and a second fee for a period over three hours over the course of a given day.

RECOMMENDATION

Staff recommends the Borough Assembly approval of the proposed Ordinance 904 amending Wrangell Municipal Code, Chapter 13.12 to rename the chapter "Parks and Recreation Department" add a section establishing departmental user fees, and amend the definition of "Vehicles."

ATTACHMENTS

2. Ordinance 904
3. Proposed Fee Schedule for FY16 (user-friendly version)
4. Mission Statement

CITY AND BOROUGH OF WRANGELL, ALASKA

ORDINANCE NO. 904

AN ORDINANCE OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, AMENDING CHAPTER 13.12 OF THE WRANGELL MUNICIPAL CODE TO RENAME THE CHAPTER “PARKS & RECREATION DEPARTMENT” AND ADD A NEW SECTION ESTABLISHING FEE SCHEDULES FOR USE OF PARKS AND RECREATION FACILITIES

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

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

SEC. 1. Action. The purpose of this ordinance is to amend Chapter 13.12 of the Wrangell Municipal Code, currently entitled Parks, to rename the chapter and add a new section establishing fee schedules for use of parks and recreation facilities.

SEC. 2. Amendment. The title and list of sections of Chapter 13.12 of the Wrangell Municipal Code are amended to read:

Chapter 13.12
PARKS & RECREATION DEPARTMENT

Sections:

- 13.12.010 Definitions.
- 13.12.020 Reservations for use – Preferences.
- 13.12.030 Camping and overnight parking regulations.
- 13.12.040 Vehicle regulations.
- 13.12.045 Park trees regulations.
- 13.12.050 Fee Schedules.
- 13.12.0~~5~~60 Additional regulations.

SEC. 3 Amendment. Subsection F of Section 13.12.010, Definitions, is amended to read:

13.12.010 Definitions.

...

F. "Vehicle" is any motorized [wheeled] conveyance, including, but not limited to, cars, trucks, motorcycles, heavy equipment, golf carts, and ATVs. This term shall not include wheelchairs [whether motor powered, animal drawn, or self-propelled. The term shall include any trailer in tow of any size, kind or description]. Exception is made for [baby carriages and] vehicles in the service of the borough parks.

...

SEC. 4. New Section. Chapter 13.12 of the Wrangell Municipal Code is amended to by the addition of a new Section 13.12.050 to read:

13.12.050 Fee schedules.

The assembly hereby establishes the following fees for use of City and Borough of Wrangell owned parks and recreation facilities. Such fees may be amended from time to time by the assembly. Unless amended by the assembly, the schedule of fees established by this section shall be automatically adjusted annually beginning on July 1, 2015, as shown in the fee schedules without further need for assembly action.

A. Swimming Pool and Recreation Center

Pool, Weight Room, Showers			
4 Years and Under	\$	1.25	\$ 2.00
Youth: 5 Years to 17 Years	\$	2.50	\$ 3.00
Adult: 18 Years and Older	\$	3.25	\$ 5.00
Seniors: 65 Years and Older	\$	1.25	\$ 3.00
Families	\$	10.00	\$ 12.00
Disabled	Free		Free
10% Discount on 10-Punch Card	\$	29.25	\$45.00
15% Discount on 20-Punch Card	\$	55.25	\$80.00

Pool Passes	1 Mo = 25% discount (based on 3X/wk use) / 3-Mo = 35% discount / 6-Mo= 45% discount / Annual = 55% discount (Adult Couple = Additional 10% discount)		
Youth - 1 Month	\$	40.00	\$ 27.00
Youth - 3 Months	\$	90.00	\$ 70.00
Youth - 6 Months	NA		\$ 119.00
Youth - 1 Year	\$	150.00	\$ 195.00
Adult - 1 Month	\$	60.00	\$ 45.00
Adult - 3 Months	\$	140.00	\$ 117.00
Adult - 6 Months	NA		\$ 198.00
Adult - 1 Year	\$	300.00	\$ 324.00
Adult Couple - 1 Month	NA		\$ 81.00
Adult Couple - 3 Months	NA		\$ 211.00
Adult Couple - 6 Months	NA		\$ 356.00
Adult Couple - 1 Year	NA		\$ 583.00
Senior - 1 Month	\$	40.00	\$ 27.00
Senior - 3 Months	\$	90.00	\$ 70.00
Senior - 6 Months	NA		\$ 119.00
Senior - 1 Year	\$	150.00	\$ 195.00
Family - 1 Month	\$	130.00	\$81.00 + \$6.75 each youth
Family - 3 Months	\$	225.00	\$211.00 + \$18.00 each youth
Family - 6 Months	NA		\$356.00 + \$30.00 each youth
Family - 1 Year	\$	450.00	\$583.00 + \$50.00 each youth
Employee Wellness Annual Pass	\$	300.00	\$324PP less 5% discount
	Definition of Adult Couple: Two adults in a domestic partnership		
	Definition of Family: Up to two domestic partnership adults and their children		
	Employee Wellness Benefit: This benefit is for Local businesses and 501c3 entities. Employees will receive a 5% discount off the total cost of the employees pass price.		

Swimming Lessons			
1st Child	\$ 40.00	\$ 40.00	
2nd Child	\$ 30.00	\$ 35.00	
3rd Child	\$ 25.00	\$ 30.00	
Pool Rentals			
Lockers per Month / per Year	\$10 / \$100	\$10 / \$100	
0-15 People with 2 Guards	\$50.00 /hr	\$50.00 /hr	
16-30 People with 3 Guards	\$75.00 /hr	\$75.00 /hr	
31-45 People with 4 Guards	\$100.00 /hr	\$100.00 /hr	
46-60 People with 5 Guards	\$125.00 /hr	\$125.00 /hr	
46-60 People with 5 Guards	\$125.00 /hr	\$150.00 /hr	
With Nessie Water Feature:			
0-15 People with 3 Guards	\$75.00 /hr	\$75.00 /hr	
16-30 People with 4 Guards	\$112.50 /hr	\$100.00 /hr	
31-45 People with 5 Guards	\$150.00 /hr	\$125.00 /hr	
46-60 People with 6 Guards	\$187.50 /hr	\$150.00 /hr	
46-60 People with 6 Guards	\$187.50 /hr	\$175.00 /hr	

B. Community Center

Community Center Rentals			
Gymnasium Per Hour	\$40.00	\$30.00	
Gymnasium Day	\$150.00 /day	\$170.00	
Classroom Per Hour	\$20.00 /hr	\$25.00	
Classroom Day	\$65.00 /day	\$140.00	
Kitchen Per Hour	\$40.00 /4hrs	\$25.00	
Kitchen Per Day	\$60.00 /day	\$140.00	
Table + 6 Chairs	\$10.00/set	\$10.00/set	
Tot Gym Toys	NA	\$2 / riding toy or set of other toys	

Community Center	1 Mo = 25% discount (based on 3X/wk use) / 3-Mo = 35% discount / 6-Mo= 45% discount / Annual = 55% discount (Adult Couple = Additional 10% discount)		
Open Gym			
17 Years and Under	\$2.50	\$	3.00
18 Years and Older	\$3.25	\$	4.00
10% Discount on 10-Punch Card	N/A		\$36.00
15% Discount on 20-Punch Card	N/A		\$64.00
	Current		Fees Beginning
Item Description	Cost		7/1/2015
Youth - 1 Month	NA	\$	27.00
Youth - 3 Months	NA	\$	80.00
Youth - 6 Months	NA	\$	118.00
Youth - 1 Year	NA	\$	238.00
Adult - 1 Month	NA	\$	36.00
Adult - 3 Months	NA	\$	94.00
Adult - 6 Months	NA	\$	158.00
Adult - 1 Year	NA	\$	260.00

C. Recreation Programs

Recreation Programs			
Youth Basketball	\$ 40.00	\$	40.00
Wolfpack Wrestling	\$ 40.00	\$	40.00
Summer Recreation: 1st Child	\$10.00 /day		\$12/day
2nd Child	\$7.50 /day		\$10/day
3rd Child	\$5.00 /day		\$8/day
Co-ed Softball	\$ 15.00		\$100/team
Co-ed Adult Wallyball	\$50.00/team		\$50.00/team
Lifeguard Class	\$ 150.00	\$	150.00
WSI Class	\$ 200.00	\$	200.00
Swim Lessons	\$40.00		\$50.00

D. Parks

RV Park			
Non-Electric Site / Night	\$ 15.00	\$	20.00
Site with Electric Hook-Up / Night	\$ 25.00	\$	30.00

Park Rentals			
Park Shelter Reservation - Up to 3-Hrs	\$ 15.00	\$	15.00
Park Shelter Reservation - Over 3-Hrs	NA	\$	30.00

SEC. 5. Amendment. Section 13.12.050 of the Wrangell Municipal Code is amended to be renumbered 13.12.060 to read:

13.12.0[5]60 Additional regulations.

The director may promulgate such additional and other park regulations as deemed necessary and advisable and submit them to the assembly for approval. Such regulations shall become effective upon adoption by ordinance incorporating said regulations and posting notice thereof at park areas.

SEC. 6. Classification. This ordinance is of a permanent nature and shall be codified in the Wrangell Municipal Code.

SEC. 7. 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. 8. Effective Date. This ordinance shall be effective upon adoption.

PASSED IN FIRST READING: June 23, 2015.

PASSED IN SECOND READING: _____, 2015.

David L. Jack, Mayor

ATTEST:

Kim Lane, Borough Clerk

Wrangell Parks & Recreation					
Proposed Multi-Year Fee Schedule Increase					
	Current		Fees Beginning	Increase/Decrease	%
<u>Item Description</u>	Cost		7/1/2015		
Pool, Weight Room, Showers					
4 Years and Under	\$ 1.25	\$	2.00	+	60%
Youth: 5 Years to 17 Years	\$ 2.50	\$	3.00	+	20%
Adult: 18 Years and Older	\$ 3.25	\$	5.00	+	38%
Seniors: 65 Years and Older	\$ 1.25	\$	3.00	+	140%
Families	\$ 10.00	\$	12.00	+	20%
Disabled	Free		Free	N/A	N/A
10% Discount on 10-Punch Card	\$ 29.25		\$45.00	+	53%
15% Discount on 20-Punch Card	\$ 55.25		\$80.00	+	44%
Pool Passes	1 Mo = 25% discount (based on 3X/wk use) / 3-Mo = 35% discount / 6-Mo= 45% discount / Annual = 55% discount (Adult Couple = Additional 10% discount)				
Youth - 1 Month	\$ 40.00	\$	27.00	-	33%
Youth - 3 Months	\$ 90.00	\$	70.00	-	22%
Youth - 6 Months	NA	\$	119.00	N/A	N/A
Youth - 1 Year	\$ 150.00	\$	195.00	+	30%
Adult - 1 Month	\$ 60.00	\$	45.00	+	25%
Adult - 3 Months	\$ 140.00	\$	117.00	-	24%
Adult - 6 Months	NA	\$	198.00	N/A	N/A
Adult - 1 Year	\$ 300.00	\$	324.00	+	8%
Adult Couple - 1 Month	NA	\$	81.00	N/A	N/A
Adult Couple - 3 Months	NA	\$	211.00	N/A	N/A
Adult Couple - 6 Months	NA	\$	356.00	N/A	N/A
Adult Couple - 1 Year	NA	\$	583.00	N/A	N/A
Senior - 1 Month	\$ 40.00	\$	27.00	-	33%
Senior - 3 Months	\$ 90.00	\$	70.00	-	22%
Senior - 6 Months	NA	\$	119.00	N/A	N/A
Senior - 1 Year	\$ 150.00	\$	195.00	+	30%
Family - 1 Month	\$ 130.00		\$81.00 + \$6.75 each youth	-	33%
Family - 3 Months	\$ 225.00		\$211.00 + \$18.00 each youth	+	2%
Family - 6 Months	NA		\$356.00 + \$30.00 each youth	N/A	N/A
Family - 1 Year	\$ 450.00		\$583.00 + \$50.00 each youth	+	41%
Employee Wellness Annual Pass	\$ 300.00		\$324PP less 5% discount	N/A	N/A
	Definition of Adult Couple: Two adults in a domestic partnership				
	Definition of Family: Up to two domestic partnership adults and their children				

	Employee Wellness Benefit: This benefit is for Local businesses and 501c3 entities. Employees will receive a 5% discount off the total cost of the employees pass price.				
Swimming Lessons					
1st Child	\$ 40.00		\$ 40.00	N/A	N/A
2nd Child	\$ 30.00		\$ 35.00	+	17%
3rd Child	\$ 25.00		\$ 30.00	+	20%
Pool Rentals					
Lockers per Month / per Year	\$10 / \$100		\$10 / \$100	N/A	N/A
0-15 People with 2 Guards	\$50.00 /hr		\$50.00 /hr	N/A	N/A
16-30 People with 3 Guards	\$75.00 /hr		\$75.00 /hr	N/A	N/A
31-45 People with 4 Guards	\$100.00 /hr		\$100.00 /hr	N/A	N/A
46-60 People with 5 Guards	\$125.00 /hr		\$125.00 /hr	N/A	N/A
46-60 People with 5 Guards	\$125.00 /hr		\$150.00 /hr	+	20%
With Nessie Water Feature:					
0-15 People with 3 Guards	\$75.00 /hr		\$75.00 /hr	N/A	N/A
16-30 People with 4 Guards	\$112.50 /hr		\$100.00 /hr	-	11%
31-45 People with 5 Guards	\$150.00 /hr		\$125.00 /hr	-	17%
46-60 People with 6 Guards	\$187.50 /hr		\$150.00 /hr	-	20%
46-60 People with 6 Guards	\$187.50 /hr		\$175.00 /hr	-	6%
Park Rentals					
Park Shelter Reservation - Up to 3-Hrs	\$ 15.00		\$ 15.00	N/A	N/A
Park Shelter Reservation - Over 3-Hrs	NA		\$ 30.00	N/A	N/A
Recreation Programs					
Youth Basketball	\$ 40.00		\$ 40.00	N/A	N/A
Wolfpack Wrestling	\$ 40.00		\$ 40.00	N/A	N/A
Summer Recreation: 1st Child	\$10.00 /day		\$12/day	+	20%
2nd Child	\$7.50 /day		\$10/day	+	33%
3rd Child	\$5.00 /day		\$8/day	+	60%
Co-ed Softball	\$ 15.00		\$100/team	+	N/A
Co-ed Adult Wallyball	\$50.00/team		\$50.00/team	N/A	N/A
Lifeguard Class	\$ 150.00		\$ 150.00	N/A	N/A
WSI Class	\$ 200.00		\$ 200.00	N/A	N/A
Swim Lessons	\$40.00		\$50.00	+	25%
RV Park					
Non-Electric Site / Night	\$ 15.00		\$ 20.00	+	33%
Site with Electric Hook-Up / Night	\$ 25.00		\$ 30.00	+	20%

Community Center Rentals					
Gymnasium Per Hour	\$40.00		\$30.00	-	25%
Gymnasium Day	\$150.00 /day		\$170.00	+	13%
Classroom Per Hour	\$20.00 /hr		\$25.00	+	25%
Classroom Day	\$65.00 /day		\$140.00	+	7%
Kitchen Per Hour	\$40.00 /4hrs		\$25.00	+	150%
Kitchen Per Day	\$60.00 /day		\$140.00	+	133%
Table + 6 Chairs	\$10.00/set		\$10.00/set	N/A	N/A
Tot Gym Toys	NA		\$2 / riding toy or set of other toys	+	
Community Center	1 Mo = 25% discount (based on 3X/wk use) / 3-Mo = 35% discount / 6-Mo= 45% discount / Annual = 55% discount (Adult Couple = Additional 10% discount)				
Open Gym					
17 Years and Under	\$2.50		\$ 3.00	+	20%
18 Years and Older	\$3.25		\$ 4.00	+	23%
10% Discount on 10-Punch Card	N/A		\$36.00	N/A	N/A
15% Discount on 20-Punch Card	N/A		\$64.00	N/A	N/A
	Current		Fees Beginning	Increase/Decrease	%
<u>Item Description</u>	Cost		7/1/2015		
Youth - 1 Month	NA		\$ 27.00	N/A	N/A
Youth - 3 Months	NA		\$ 80.00	N/A	N/A
Youth - 6 Months	NA		\$ 118.00	N/A	N/A
Youth - 1 Year	NA		\$ 238.00	N/A	N/A
Adult - 1 Month	NA		\$ 36.00	N/A	N/A
Adult - 3 Months	NA		\$ 94.00	N/A	N/A
Adult - 6 Months	NA		\$ 158.00	N/A	N/A
Adult - 1 Year	NA		\$ 260.00	N/A	N/A

Wrangell Parks and Recreation's Mission is to support active lifestyles through a variety of health, wellness and wilderness opportunities.

Core Values

Build Relationships

Building relationships with patrons and strengthening our network with other organizations enhances our success.

Integrity

We strive to be open, honest and logical in our decision making with the community's best interest in mind.

Sustainability

We work diligently to maintain our programming, facilities, customer service and affordability.

Embrace Change

Unlimited thinking creates unlimited opportunities

Value Community

We love Wrangell!

Create Fun

We are enthusiastic and joyful. Our excitement for recreational programming improves the quality of life on the island.

Educate

We strive to teach the community the importance of healthy living and to provide outlets for patrons to reach their goals.

Agenda Item 13a

CITY & BOROUGH OF WRANGELL

BOROUGH ASSEMBLY AGENDA ITEM July 28, 2015

INFORMATION:

PROPOSED RESOLUTION No. 07-15-1323: A RESOLUTION OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, PROVIDING FOR THE AMENDMENT OF THE JOB DESCRIPTION FOR THE RECREATION COORDINATOR

Attachments:

1. **Proposed Resolution No. 07-15-1323**
2. Proposed Job Description

RECOMMENDED ACTION:

Move to adopt Resolution No. 07-15-1323.

CITY AND BOROUGH OF WRANGELL, ALASKA

RESOLUTION NO. 07-15-1323

A RESOLUTION OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, PROVIDING FOR THE AMENDMENT OF THE JOB DESCRIPTION FOR THE RECREATION COORDINATOR

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

WHEREAS, the pay scale for the Recreation Coordinator position is from \$14.22 to \$20.30 and based on the proposed changes to the job description, will not change; and

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

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

Section 1. The attached Exhibit "A" is the job description which describes the duties, responsibilities and qualifications for the Recreation Coordinator position.

Section 2. The new job description for the Recreation Coordinator position becomes effective July 28, 2015.

ADOPTED: July 28, 2015

David L. Jack, Mayor

ATTEST: _____
Kim Lane, MMC, Borough Clerk

City & Borough of Wrangell

Position Description

Position: Recreation Coordinator	Position Number:
Department/Site: Parks and Recreation/Community Center	FLSA: Exempt
Evaluated by: Parks and Recreation Director	Salary Grade: 12

Summary

~~Plans, organizes, coordinates and participates~~ Develops, organizes and manages; staff, contractors and ~~involunteers in~~ providing recreation and leisure activities for the community.

Distinguishing Career Features

The Recreation Coordinator's task is to supervise and support in instructing ~~instruct~~ various recreational programs and classes, and to help the community through developing and promoting the same.

Essential Duties and Responsibilities

- Facilitates activities of recreational programs.
- Develops activities for children in grades K-12 and adult activities.
- Promotes and publicizes recreation programs through fliers, radio and newspaper.
- Performs head lifeguard duties and supervises the evening swims.
- Teaches learn-to-swim lessons.
- Performs administrative tasks including daily deposits, data entry, reservation management and policy and procedure updates.
- Role model customer service and patron relations.

Qualifications

- **Knowledge and Skills**

- Requires knowledge of recreation programs and recreation program development for all age groups.
- Requires general knowledge national lifeguard standards and best practices of swim pool head lifeguard operations and daily cleaning of swim pool facility. As well as basic knowledge of daily responsibilities in aquatics centers.

- **Abilities**

- Requires the ability to plan, implement and evaluate recreation programs and make sound recommendations for improvement.
- Requires the ability to conduct program needs assessments to identify potential recreation programs.
- Requires the ability to build rapport with patrons of a broad age range and recreational interest.
- Requires the ability to work independently and collaboratively with volunteers, staff and the Director.
- Requires the ability to adapt well to change, remain flexible and solution oriented.
- Requires the ability to learn, computer programs including but not limited to Excel, Word, PowerPoint and Outlook.

▪ **Physical Abilities**

- Requires sufficient ambulatory ability to stand, walk and demonstrate activities for intermittent periods of time.
- Requires sufficient arm, hand, and finger dexterity to demonstrate physical activities and use a computer keyboard and other office equipment.
- Must be physically able to swim and perform other lifeguard duties including CPR/AED.

▪ **Education and Experience**

- Requires high school diploma or equivalent, two years of recreation programming.
- Requires Lifeguard/First Aid and DPR/AED Certification or ability to gain certification upon hire.

▪ **Licenses and Certificates**

- Requires American Red Cross Lifeguard/First Aid Certificate and a CPR/AED Certificate.
- Must possess a valid Alaska driver's license or ability to gain one upon hire.

▪ **Working Conditions**

Work is performed indoors At the aquatics center where relative risks occur. Seasonal recreation programs may require additional hours spent outside the aquatics center. where minimal safety considerations exist.

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

Agenda Item 13b

CITY & BOROUGH OF WRANGELL

BOROUGH ASSEMBLY AGENDA ITEM July 28, 2015

INFORMATION:

PROPOSED RESOLUTION No. 07-15-1324: A RESOLUTION OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, AMENDING THE ASSESSMENT VALUE FOR TAX YEAR 2015 FOR GREG AND DOREEN PURVIANCE, LOT 11A-2, 11.5 MILE ZIMOVIA HIGHWAY, DUE TO A MANIFEST CLERICAL ERROR

Attachments:

1. Memo from Finance Director Burgess
2. **Proposed Resolution No. 07-15-1324**

RECOMMENDED ACTION:

Move to adopt Resolution No. 07-15-1324.

MEMORANDUM

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

FROM: LEE BURGESS, FINANCE DIRECTOR

SUBJECT: MANIFEST CLERICAL ERROR ON PROPERTY TAX ROLL

DATE: 7/22/2015

Background:

The City and Borough of Wrangell contracts with the Appraisal Company of Alaska to complete its annual real property assessments and updates to our tax tables. The tables are reviewed by the assessors as well as our staff, and are typically completed with 100% accuracy, at least based on available information. However, with over 2,500 rows of data in our tax table and a great deal of manual data entry required, mistakes can occur.

Most simple errors are found and resolved before assessments are printed and mailed, and otherwise property owners also have a chance to appeal to the board of equalization to resolve errors they believe might have been made on their assessments. A keystroke error was made in the entering the 2015 assessed value for the property of Craig and Doreen Purviance, resulting in their assessed value being overstated by \$1.5 million. The property owners did not notice this mistake until after receiving their tax bill telling them they owed about \$20,000 more than they expected.

This type of mistake is considered a “manifest clerical error,” meaning the error is both significant in misstating the intended value as well as clerical, meaning a typographical error entering the data. Alaska Statutes Chapter 29.45 on Municipal Taxation provides for assemblies to be able to correct manifest clerical errors at any time.

It should be noted that other types of errors, such as a valuation made on incomplete or incorrect information regarding, say, the condition of a property, would not constitute a manifest clerical error and thus would not be reversible beyond the normal appeal process to the board of equalization.

Recommendation

Move to approve Resolution No. 07-15-1324 correcting a manifest clerical error in property tax for Craig and Doreen Purviance.

CITY AND BOROUGH OF WRANGELL, ALASKA

RESOLUTION NO. 07-15-1324

A RESOLUTION OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, AMENDING THE ASSESSMENT VALUE FOR TAX YEAR 2015 FOR GREG AND DOREEN PURVIANCE, LOT 11A-2, 11.5 MILE ZIMOVIA HIGHWAY, DUE TO A MANIFEST CLERICAL ERROR

WHEREAS, Craig and Doreen Purviance are the owners of record for Lot 11A-2, 11.5 Mile Zimovia Highway, Wrangell, Alaska; and

WHEREAS, the assessed value for tax year 2015 was incorrectly input as \$1,665,100.00; and

WHEREAS, the correct assessed value for tax year 2015 should have been 165,100.00; and

WHEREAS, the Borough Assembly approved Resolution No. 05-15-1317 on May 26, 2015 to levy general tax for school and municipal purposes upon all taxable property for the 2015 tax year, and

WHEREAS, due to this error, the General Tax Revenue Fund for Fiscal Year 2015-2016 is reduced by \$19,125.00 to correct the error; and

WHEREAS, Alaska Statute 29.45.500 (c) allows a governing body to correct manifest clerical errors at any time.

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

Section 1. That the manifest clerical error be corrected so that the real property, owned by Craig and Doreen Purviance, Lot 11A-2, 11.5 Mile Zimovia Highway reflect the correct assessment value of \$165,100.00.

Section 2. This resolution shall become effective upon its passage and adoption.

ADOPTED: _____, 2015

David L. Jack, Mayor

ATTEST: _____
Kim Lane, MMC, Borough Clerk

Agenda Item 13c

CITY & BOROUGH OF WRANGELL

BOROUGH ASSEMBLY AGENDA ITEM July 28, 2015

INFORMATION:

PROPOSED RESOLUTION No. 07-15-1325: A RESOLUTION OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, FORMALLY SUBMITTING A MUNICIPAL HARBOR FACILITY GRANT APPLICATION TO THE STATE OF ALASKA, DEPARTMENT OF TRANSPORTATION AND PUBLIC FACILITIES (DOT&PF) IN THE AMOUNT OF \$5 MILLION DOLLARS FOR THE SHOEMAKER BAY HARBOR PROJECT

Attachments:

1. Memo from Carol Rushmore
2. **Proposed Resolution No. 07-15-1325**
3. Memo from Finance Director Burgess

RECOMMENDED ACTION:

Move to adopt Resolution No. 07-15-1325 to submit an application to DOT&PF for the completion of the Shoemaker Bay Harbor project.

MEMORANDUM

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

**FROM: MS. CAROL RUSHMORE
ECONOMIC DEVELOPMENT DIRECTOR**

SUBJECT: Shoemaker Bay Harbor Construction Grant

DATE: July 21, 2015

BACKGROUND:

Annually, Department of Transportation and Public Facilities, through their Harbor Facility Grant Program solicits applications for construction funding.

http://www.dot.alaska.gov/stwddes/desports/harbor_grant.shtml

Design on the harbor is almost complete (funded by a legislative grant).

The grant applications are due September 1, 2015. Staff is working on the applications now. Total estimated construction cost is \$10,000,000. The Assembly has previously approved seeking bond financing of \$2.5 million for this project which is in addition to the grant of \$5 million and harbor reserves for the remaining funds.

RECOMMENDATION:

Staff recommends approval of the Resolution committing match to the Harbor Facility Grant Program for reconstruction of Shoemaker Bay Harbor

CITY AND BOROUGH OF WRANGELL, ALASKA

RESOLUTION NO. 07-15-1325

A RESOLUTION OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, FORMALLY SUBMITTING A MUNICIPAL HARBOR FACILITY GRANT APPLICATION TO THE STATE OF ALASKA, DEPARTMENT OF TRANSPORTATION AND PUBLIC FACILITIES (DOT&PF) IN THE AMOUNT OF \$5 MILLION DOLLARS FOR THE SHOEMAKER BAY HARBOR PROJECT

WHEREAS, the State of Alaska, Department of Transportation and Public Facilities administers the Municipal Harbor Facility Grant program; and

WHEREAS, the City and Borough of Wrangell owns and maintains the Shoemaker Bay Harbor and the Shoemaker Bay Harbor project is eligible for a Municipal Harbor Facility Grant; and

WHEREAS, the City and Borough of Wrangell has the required 50% in local matching funds for the construction of the Shoemaker Bay Harbor per the Municipal Harbor Facility Grant program; and

WHEREAS, the City and Borough of Wrangell is capable of completing the Shoemaker Bay Harbor project within eighteen (18) months after award of a Municipal Harbor Facility Grant, and

WHEREAS, the Shoemaker Bay Harbor is critical to the City and Borough of Wrangell;

NOW, THEREFORE, BE IT RESOLVED BY THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, that the City and Borough of Wrangell supports the project entitled Shoemaker Bay Harbor and agrees, subject to available Alaska Legislative funding and selection by DOT&PF, to enter into a grant agreement with the State of Alaska, Department of Transportation and Public Facilities for a Municipal Harbor Facility Grant.

Section 2. This resolution shall become effective upon its passage and adoption.

ADOPTED: _____, 2015

David L. Jack, Mayor

ATTEST: _____
Kim Lane, MMC, Borough Clerk

MEMORANDUM

To: Port Commission
Greg Meissner, Harbormaster

Cc: Jeff Jabusch, Borough Manager

From: Lee Burgess, Finance Director

Subject: Financing Shoemaker Bay Harbor Reconstruction

Date: May 20, 2015

The preliminary cost estimate and recommended budget from PN&D Engineers for the Reconstruction of Shoemaker Bay Harbor is \$10,700,337. At this time the City is prepared to submit an application to the State of Alaska Harbor Facility Grant Program which would provide \$5,000,000 in funding (the maximum amount allowed on an application). Prior to submitting the application, we require the approval of both the Port Commission and Borough Assembly to issue revenue bonds. The schedule for the process is as follows:

May 26th, 2015 - Approval from Port Commission to proceed with the Shoemaker Bay Harbor Project

June 9th, 2015 - Approval from the Borough Assembly to authorize the Borough to issue revenue bonds for the reconstruction of Shoemaker Bay Harbor.

August 1, 2015- Deadline for submitting our application to the State of Alaska Harbor Facility Grant Program for this project.

Financing Plan:

State of Alaska Harbor Facility Grant Program:	\$5,000,000
Revenue Bonds Issued for the Harbor for this project:	\$2,500,000
Harbor Replacement & Commercial Fishing Fund Reserves:	\$3,200,337
Total	<u>\$10,700,337</u>

Use of Funds:

All costs associated with the Reconstruction of Shoemaker Bay Harbor	<u>\$10,700,337</u>
--	---------------------

Revenue Bonds

To make this project happen, the City and Borough of Wrangell would need to issue Harbor Revenue Bonds in the amount of \$2,500,000. The Alaska Municipal Bond Bank will require us to submit an application as we do with all of our bonds to establish the ability of the Borough/Harbor Department to service the debt. After consulting Devon Mitchell of the Bond

Bank, we would issue 20-year bonds and are estimating that the interest rate would be between 3.5% and 4.0%. For our calculation, we are using the more conservative rate of 4.0%.

Amount:	\$2,500,000
Term:	20 years
Rate:	4.0%
Annual Payment:	\$182,778

Sources of Payment:

The Harbor Department currently defers 48% (12/25ths) of stall rent to a Harbor Replacement Reserve Fund. Stall rent revenue collected annually is approximately \$450,000 and the addition of new stalls at Shoemaker Harbor will generate an estimated additional \$25,000, totaling \$475,000. Upon completion, the same 12/25ths of stall rent will be used for debt service, with any excess of the 12/25ths of stall rent not needed for debt service continuing to be deferred to the Harbor Replacement Reserve Fund.

Estimated annual stall rent revenue upon completion of Shoemaker:	\$475,000
* 12/25ths for debt service and deferral	\$228,000
(less) Estimated annual bond payments	<u>(\$182,778)</u>
= Estimated deferral to Harbor Replacement Reserve:	\$45,222

Reserve Funds:

The Harbor Replacement Reserve Fund and the Commercial Fisheries Infrastructure Replacement Reserve will have a combined estimated \$3,200,796 balance at July 1, 2016, and some combination of these would have to be used to meet the \$2.9 million match remaining in addition to the bond and the state grant funds.

Harbor Replacement Reserve	\$2,515,176
Commercial Fishing Infrastructure Replacement Reserve	<u>\$685,620</u>
Total Available Reserves July 1, 2016	\$3,200,796

Attachments:

PN&D Engineers Preliminary Cost Estimate
Harbor Replacement Reserves 2015-2016 Draft Budget
Calculated Payment Schedule

Recommended Motion:

Move to approve the funding plan for the reconstruction of Shoemaker Bay Harbor which includes submitting an application to the State of Alaska Matching Grant Program for \$5,000,000, issuing Harbor Revenue Bonds in the amount of \$2,500,000, and using a

combination of Harbor Replacement and Commercial Fishing Infrastructure Funds for the remaining \$3,200,337.

Respectfully Submitted,

Lee Burgess
Finance Director

Cc: Jeff Jabusch, Borough Manager

Agenda Item 13d

CITY & BOROUGH OF WRANGELL

BOROUGH ASSEMBLY AGENDA ITEM July 28, 2015

INFORMATION:

PROPOSED RESOLUTION No. 07-15-1326: A RESOLUTION OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, TO ACCEPT A LOAN IN AN AMOUNT NOT TO EXCEED \$91,000 AND TO ACCEPT A GRANT FROM THE UNITED STATES DEPARTMENT OF AGRICULTURE, RURAL DEVELOPMENT

Attachments:

1. Memo from Amber Al-Haddad, PW Director
2. **Proposed Resolution No. 07-15-1326**

RECOMMENDED ACTION:

Move to adopt Resolution No. 07-15-1326, approving a loan agreement, not to exceed \$91,000 and to accept a grant with the US Department of Agriculture, Rural Development for the Rehabilitation of the two Sewer Pump Stations project.

MEMORANDUM

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

FROM: AMBER AL-HADDAD, PUBLIC WORKS DIRECTOR

**SUBJECT: RESOLUTION FOR USDA RURAL DEVELOPMENT'S LOAN AND
GRANT FOR SEWER PUMP STATIONS REPLACEMENT PROJECT**

DATE: July 22, 2015

BACKGROUND:

In April 2015, the Assembly approved authorizing the Borough Manager to accept a grant from the CDBG's with the understanding that the City & Borough of Wrangell will provide the additional matching funds for the rehabilitation of two sewer pump stations. At that time, the match was being sought through a grant application to the USDA, Rural Development's Water and Waste Disposal Loan and Grant Program. In the event that grant funds were not available, the match was approved to come from the sewer department's reserves. The application to the USDA/RD program was an attempt to minimize use of sewer department reserves and the DEC loan which was previously received and accepted by the Assembly for this project.

Under RD's water and waste program, a community can possibly receive up to seventy-five percent of the total project cost in grant funds; however, RD must first analyze the communities' financial statements to determine if they have loan repayment ability or can possibly contribute funds for the project. RD grant funds are predicated on acceptance of the loan funds; therefore, the offered loan must be accepted in order to then receive the grant.

The City & Borough of Wrangell underwent a review by USDA/RD of our financial strength and was successful at obtaining a combination of loan *and* grant funds from the USDA/RD. Based on the current project cost estimate, funding for this project is anticipated as follows:

CDBG Grants	\$728,134.00
RD Maximum Loan	91,000.00
RD Grant	90,711.00
CBW Funds	<u>61,000.00</u>
Total Project Cost Estimate	\$970,845.00

Although the current RD grant amount is scheduled for \$90,711, RD staff has indicated that they could award additional grant funds if final costs increase based on additional RD contract requirements.

RECOMMENDATION:

The Assembly hereby approves Resolution 07-15-1326 and authorizes the Borough Manager to make, accept and execute a loan agreement not to exceed \$91,000.00 for funding in the form of a loan and to accept additional grant funds through the United States Department of Agriculture, Rural Development for the Sewer Pump Stations Rehabilitation project.

ATTACHMENTS:

Resolution 07-15-1326

CITY AND BOROUGH OF WRANGELL, ALASKA
RESOLUTION No. 07-15-1326

A RESOLUTION OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, TO ACCEPT A LOAN IN AN AMOUNT NOT TO EXCEED \$91,000 AND TO ACCEPT A GRANT FROM THE UNITED STATES DEPARTMENT OF AGRICULTURE, RURAL DEVELOPMENT

WHEREAS, the City and Borough of Wrangell has determined that Wrangell's two original sewer pump stations are failing and at the end of their useful life; and

WHEREAS, the current equipment is obsolete, costs to keep the pump stations operating continue to escalate and rehabilitation of these pump stations would result in lower operating and maintenance costs; and

WHEREAS, the City and Borough of Wrangell seeks to obtain the necessary financial assistance to have these pump stations rehabilitated; and

WHEREAS, the United States Department of Agriculture, Rural Development has offered the City and Borough of Wrangell a partial funding package which includes approximately 50% of their funding in the form of a grant and the balance in the form of a loan at 2.875 interest; and

WHEREAS, the City and Borough of Wrangell would use the loan and grant from the United States Department of Agriculture, Rural Development to match existing grant funds for the Sewer Pump Project; and

WHEREAS, the City and Borough of Wrangell is authorized under Wrangell Charter 6-3 to borrow money when authorized by the assembly for use by a utility or enterprise of the borough and that repayment of the loan including interest comes exclusively from the said utility; and

WHEREAS, it is estimated that the repayment of the loan will be paid from existing revenues, and there is no planned rate increase due to the repayment of the loan.

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

The Assembly hereby approves Resolution 07-15-1326 and authorizes the Borough Manager to make, accept and execute a loan agreement not to exceed \$91,000.00 for funding in the form of a loan and to accept funding in the form of a grant through the United States Department of Agriculture, Rural Development for the Rehabilitation of two Sewer Pump Stations Rehabilitation project.

ADOPTED: _____

David L. Jack, Mayor

ATTEST:

Kim Lane, Borough Clerk

Agenda Item 13e

CITY & BOROUGH OF WRANGELL

BOROUGH ASSEMBLY AGENDA ITEM July 28, 2015

INFORMATION:

Approval of a post-procurement expenditure to BW Enterprises as a sole-source provider for rock crushing services

Attachments:

1. Memo from Amber Al-Haddad, Public Works Director
2. Memo from Manager Jabusch
3. Approved Local Contractors Policy, *added at the request of Assembly Member Decker*

RECOMMENDED ACTION:

Move to approve a post-procurement expenditure to BW Enterprises as a sole-source provider for rock crushing services in the amount of \$72,720, which will be a shared cost between the Streets, Water and Sewer funds.

MEMORANDUM

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

FROM: AMBER AL-HADDAD, PUBLIC WORKS DIRECTOR

**SUBJECT: POST PROCUREMENT APPROVAL FOR ROCK CRUSHING
SERVICES TO BW ENTERPRISES**

DATE: July 20, 2015

BACKGROUND

The City and Borough of Wrangell owns a rock quarry at approximately 1.5-mile Zimovia Highway. Over the years, the City & Borough of Wrangell allowed various contractors, who were working on Wrangell public projects, to drill and blast rock from this quarry to use in those projects. The result of having a multitude of contractors extracting quarry material was that the face of the quarry wall was littered with a mix of unusable rock, which also reduced further the small footprint of the quarry floor.

In order to clean-up the quarry, make it accessible for a future public project, and obtain a stockpile of aggregate material available to the Borough, Public Works planned to have all of the material, which was laying on the floor, crushed. Through an onsite visual assessment, Public Works staff estimated that the amount of rock on the ground was approximately 2,000 yards and determined that the service required to produce this quantity of crushed rock fell within staff's ability to pursue under the Borough's procurement code.

The service provided by BW Enterprises is unique in that special equipment is required, and at the time that we were considering this procurement, Public Works could not identify another vendor that offered a similar service. Well into the crushing activity, the Contractor indicated the quantity of rock complete, and it became apparent that we underestimated the amount of rock on the ground. Rock crushing was then halted in order to minimize the overage; therefore a portion of the original material is still uncrushed and on the ground. Based on the price per yard of crushed material, the expenditure to BW Enterprises is as follows:

2,785 yards of 6" minus at \$10/yard	\$27,850
1,850 yards of 6" screened at \$10/yard	\$18,500
1,465 yards of D1 material at \$18/yard	<u>\$26,370</u>
Total Expenditure	\$72,720

According to Wrangell's procurement code, the acquisition of a commodity or service over \$25,000 is required to be solicited under an Invitation to Bid with Assembly approval. Post service provided by BW Enterprises, it is clear that this level of procurement falls within this requirement and that our initial estimate of material yardage was inaccurate. Public Works will work to improve its capacity in making these estimates in the future, and the department

continues to be committed to conducting all of its procurement in a manner that provides full and open competition.

Under the current circumstances described above, a sole-source procurement is requested. The Streets, Water and Sewer budgets are identified as the funding source for this procurement as they are the divisions within Public Works that routinely use these types of rock material.

In order to off-set a portion of this expense, Public Works would like to develop a plan for a future Assembly-approved surplus of a portion of the 6" screened material. While it is beneficial to have a portion of this material on hand, there is currently more yardage available than we would routinely use over the course of several years' time. In addition to the 6" *minus* material, D1 aggregate was the aggregate material of primary interest in the subject procurement. In order to obtain D1 material, the crushing and screening process creates more crusher product (size 3"-12") in order to produce, through secondary and tertiary crushing and screening, the various product streams with different size gradations, such as the D1 material. Through this production process the ratio of the 6" *screened* product to D1 product is approximately 60:40, which is why we have more 6" *screened* product than we generally require.

RECOMMENDATION

Move to approve a post procurement expenditure to BW Enterprises as a sole-source provider for rock crushing services in the amount of \$72,720, which will be a shared cost between the Streets, Water and Sewer funds.

MEMORANDUM

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

**FROM: JEFF JABUSCH
BOROUGH MANAGER**

**SUBJECT: Item 13e- Approval of a post procurement expenditure to BW Enterprises as
a sole-source provider for rock crushing services**

DATE: July 23, 2015

I believe Amber Al-Haddad adequately describes what happened and the mistake that was made in her memo so I will not repeat that conversation. How do we prevent this in the future?

First off, the Contractors program that is being advertised in the paper now will help in itself. It requires that a contract amount, including any kind of an agreed price cannot exceed that amount without written authorization. If a contract amount is exceeded without written authorization by the city, the amount is not going to be paid.

In addition, when an amount may not be known as exactly what happened in this case, we will include language in all our agreements, purchase orders or other forms of authorization that clearly sets an upper limit. The language to be used will be **NOT TO EXCEED THIS AMOUNT WITHOUT WRITTEN AUTHORIZATION.**

I have worked with all of our department heads and all of them do a great job for the city and care about the city's success and none of them, I feel, have ever purposely done something that was against the code. Have they made mistakes? You bet, as have I. I was once told that the only people that don't make mistakes are those that don't do anything. And the more work you try and squeeze into a day, the greater the chance that a mistake will happen.

Whenever an error is made with any of our employees, we review the error, why it happened, and take the appropriate steps with both the employee and the rest of our staff to be sure that the process is corrected for everyone. I also take whatever actions with that employee that I feel is necessary through a variety of actions. These actions range from a sit down discussion, or a verbal warning, all the way up to firing. And in almost all cases there is a face to face discussion immediately upon learning of the incident and then some follow up during the annual evaluation. Some of these go in their personal file and some don't, depending what has happened. Next month (before the contractors list is implemented), we will have a workshop with all department heads to be sure they all understand what their role is with the program. At that time, we will again review the municipal code as well as the new contractor's policy to be sure there is no misunderstanding.

Lastly, it is important to remember that it is completely appropriate for members of the assembly or the public to be upset when errors occur by staff or the manager, and to discuss them in a public meeting. It is also appropriate for the assembly or the public to ask what is going to be done in the future to fix a problem, or to assure it will not happen again. Keep in mind that it is not appropriate for either the public or the assembly to dictate how disciplinary actions should occur and we should be careful to not cross that line. This is clearly stated in the Charter that

this is a function of the manager and not the assembly or the public. Certainly, the assembly is in charge of the manager and he or she is fair game. If the assembly does not feel the manager is doing a good job with management of employees, they have every right to terminate the contract with the manager or take some other action.

I hope the above helps the assembly understand that I do address errors by the department heads and other employees and that action that I feel is appropriate is done and also how our municipal code addresses the chain of command when it comes to employees.

City and Borough of Wrangell

Policy to hire contractors when a formal bid is not required

The City and Borough of Wrangell will create a pool of qualified local contractors which can be hired by the city when needed. The purpose of the pool is to be sure contractors hired qualify and to be sure that all contractors that qualify are given an equal opportunity to participate in work that the city hires out. The Borough Clerk will annually advertise in the paper for interested contractors to sign up and provide the necessary paperwork to be put on the list.

1. To qualify, a contractor must provide the following no less than annually:
 - A. Proof on Liability Insurance in the amount of \$500,000 for their business in which the borough work will be conducted. The borough will be required to be named as an additional insured.
 - B. Proof of Workers Compensation if there are employees doing any of the work or as required by state law.
 - C. Current Contractors license listing areas of expertise that the contractor is licensed to do work in.
 - D. Current State of Alaska Business License.
 - E. Must be current with City and Borough of Wrangell Sales Tax Returns.
 - F. If the State or City require some other license or specific training to do particular types of work, those documents must also be provided.
 - G. Contractor will submit rates for the various services they provide. If this involves rental rates for equipment or other items, rates need to be included for each item rented. Rates need to be on file at the time the city asks for work to be done or if a quote is request at the time the quote is submitted.
 - H. The required documentation can be submitted at any time to be put on the list.
 - I. Contractors are welcome to update information at any time.

The Borough Clerk will create a master list of qualified contractors:

- All documentation will be delivered to the Borough Clerk.
- The Borough Clerk will also require at this time for the contractor to sign a basic work agreement for any work that may be done by the contractor in the future.
- The clerk will manage the master list which will be sorted by the type of work each contractor does. The list will have all of the contact information and there will have the priority list on which contractor will be called first. The initial priority list will be selected by a random drawing.
- Rules to apply in the selection process:
 1. The clerk will manage the list as it will need to be in a centralized location
 2. A department head would turn in a request for a certain job to be done, the time period it needs to be done in and the type of contractor that would qualify to do the job.
 3. The clerk would go to the list and provide the name of the next person on the list with the skill set to do the job to the department head.
 4. If the contractor accepts the job, a purchase order would be issued that would have the job description, an estimate of the cost of the job and the time period in which the job would be required to be completed. The contractor would then go to the bottom of the list.

5. If a contractor is contacted for work and is unable to do the work for any reason, the contractor would go to the bottom of the list.
6. Department Heads will be required to fill out an assessment form if the contractor does one of the following:
 - Work is not completed in the time period required.
 - Quality of Work was done in an unacceptable manner and the contractor was not willing to correct deficiencies within the original cost and within a reasonable period of time.
 - The cost of the job ends up substantially more without justification that additional work had to be done or some other explanation why the price was different than originally agreed upon.
 - Other deficiencies with the project.
7. If a contractor gets two deficiency assessments on three different jobs, they may be removed from the list during the current year unless circumstances beyond their control contributed to the issues and those circumstances can be documented.
8. If a contractor has not finished a project that is beyond the accepted date, no further work will be assigned until that project is finished. This can be waived if it is an emergency situation as described below under special circumstances.

Special Circumstances where a department heads does not have to use the next person on the list:

- In the case of an emergency where time is of the essence and a delay would result in loss of life, damage to property, public health or some other reason where it is urgent, a department head may call anyone on the list. A list will be e-mailed each Friday to the department heads showing the next contractor on the list which they will use if there is any emergency work on a weekend.
- If the list is to be managed by the clerk, there are times during hours that someone may need to be hired in off hours and the department head will hire who he believes is next on the list. He will check in with the clerk after the fact and the person who was hired will go to the bottom of the list.
- There may be a situation that the department head feels that there is an area that extensive experience or training is necessary and the importance of the task warrants choosing the most qualified even though others are listed for that service. The department head needs to have very sound reasoning before this is allowed and the Borough Manager shall be required to approve the request.

Monetary Thresholds for hiring contractors:

Currently, the Wrangell Municipal Code allows amounts below \$10,000 to be purchased without bidding, quotes or other means of some selection process. Work required that is over \$10,000 and less than \$25,000 require at least 3 written quotes. Work over \$25,000 requires the city to advertise and receive sealed bids.

The purpose of this policy is to further restrict the ordinance for work less than \$10,000. The ordinance for work over \$10,000 will continue to work as is. The only exception would be that quotes would be solicited from any contractor on the list.

Policy to be adopted:

1. The list will be used to solicit written quotes between \$10,000 and \$25,000 where everyone on the list will receive an offer to submit a quote with a reasonable length of time to respond. Late responses will not be considered. The low bidder will not be penalized on the on-call list by moving by them down the list.
2. Department Heads will be required to solicit quotes from everyone on the list for items between \$5,000 and \$10,000. If quotes are solicited, the low bidder will not be penalized on the on call list by moving them down the list.
3. Any items where the price is expected to be less than \$5,000 are not required to solicit quotes. Those items will automatically go into the process of providing it to the next contractor listed assuming they can do the job in the time required and meet all other requirements.
4. If it is in the best interest of the city to phase a project in, each phase of the project will be treated as a separate project and the selection of a contractor will be chosen as if each phase was a new project.
5. When quotes are requested, the clerk will receive the quotes and notify the department head who to contact for the job. The clerk will scan and e-mail the quotes to all of those that submitted quotes.

General Statement:

It is the intent of the above process to provide a system where all contractors or renters of equipment be given an equal opportunity to participate in work for the borough. It is also the intent of the above policy to provide a list of contractors that are licensed, insured and qualified to do the various work required by the city. We understand that this system will not be perfect and probably will need some tweaking as time moves along and if portions of the policy are ineffective or inefficient, we will recommend the necessary changes as they happen. In addition, the Borough Clerk, Borough Manager and the Department Heads will review the policy annually. Any changes to the policy will require Borough Assembly approval.

The Borough reserves the right to make changes to this document with Assembly Approval when it believes it is in the best interest of the city to do so.

Agenda Item 13f

CITY & BOROUGH OF WRANGELL

BOROUGH ASSEMBLY AGENDA ITEM July 28, 2015

INFORMATION:

Discussion and possible action regarding the new Property Tax payment due date

Attachments:

1. Memo from Manager Jeff Jabusch
2. Ordinance No. 901 (adopted on May 26, 2015)
3. Mail correspondence from Annie Armstrong

RECOMMENDED ACTION:

Assembly Discussion and possible action.

MEMORANDUM

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

Cc: LEE BURGESS, FINANCE DIRECTOR

**FROM: JEFF JABUSCH
BOROUGH MANAGER**

**SUBJECT: Request from Annie Armstrong concerning the new onetime payment date
for property taxes.**

DATE: July 15, 2015

Background information:

Staff brought to the assembly, an ordinance in May to amend the due date for the payment of Property Taxes and the penalty and interest for late payments. The new ordinance changed a two payment system to a single payment. The old payment dates were half on August 15th and half on December 15th. The new single payment date is now September 15th. The ordinance process included a first reading on May 12th, 2015, a public hearing on May 26th, 2015 and then a second reading and passage at the regular meeting on May 26th.

The reasoning behind the single payment date is that it makes it less confusing for the customer, easier to manage for the banks, gets the payment day out of the busy summer for the finance department and is much easier for both the customer and staff when calculating late charges when payments are late as it is on one payment rather than two separate ones.

I have had questions from both Ms. Armstrong and another major land owner in town about this process and have told them the same thing. I can't do something that the ordinance does not allow. I have suggested to both of them that they are always welcome to bring their appeal to the assembly if they feel staff, including the manager, is not being fair to them or if they have a complaint that is not being addressed.

In hindsight, we probably did not make this change far enough ahead of time for people with large payments to allow time for them to adjust. Also, I know that not all people look at legal ads and/or attend the public hearings. Although we did all of the legal requirements, including the opportunity to voice their concerns at a public hearing, we could have reached out differently to be sure more people were aware so that they could have brought their concerns forward before the ordinance was passed.

Options:

If the assembly would like to make some concessions to Annie Armstrong, I don't have any objections. I would only asked that what we do for one, we do for all. Here are some possible options:

1. Keep the ordinance as is and enforce it as it currently reads.
2. Change the ordinance to allow 2 payments in 2015, one on September 15th and the other on the normal December 15th, 2015. Penalty and Interest would be charged on any late payments of either payment. And then in 2016, it would revert back to one payment on September 15th as the ordinance currently reads giving property owners a full year to adjust to the new payment date.

If it is option number 2, it would require a special meeting to happen the first part of August and then a hearing and second reading on August 25th.

CITY AND BOROUGH OF WRANGELL, ALASKA

ORDINANCE NO. 901

AN ORDINANCE OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, AMENDING SECTIONS 5.04.350 AND 5.04.360 OF CHAPTER 5.04, PROPERTY TAX, OF THE WRANGELL MUNICIPAL CODE TO AMEND THE DUE DATE FOR PAYMENT OF PROPERTY TAXES AND THE PENALTY AND INTEREST FOR LATE PAYMENTS OF PROPERTY TAXES

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 Sections 5.04.350 and 5.04.360 of the Wrangell Municipal Code relating to the delinquent date for payment of property taxes and the penalty and interest for late payments of property taxes.

SEC. 2. Amendments. Sections 5.04.350 and 5.04.360 of the Wrangell Municipal Code are amended to read:

5.04.350 Delinquent date for payment of taxes.

All taxes levied in accordance with this chapter shall be due and payable on or before September 15**[August 15th]** of the assessment year and shall become delinquent if not paid before 5:00 p.m. on said date, or, if payment is received through the mail after said date, when the mailed payment is postmarked after said date **[; provided, however, that the taxpayer shall have the right to pay such taxes in two equal installments. If the taxpayer pays the taxes in two installments, the first one-half installment shall be due and payable on or before August 15th, the second one-half installment shall be due and payable on or before December 15th of the same year and shall become delinquent if not paid before 5:00 p.m. on said date, or, if payment is received through the mail after said date, when the mailed payment is postmarked after said date. Penalty and interest on an unpaid installment shall accrue from the date the installment becomes due]**.

Section 5.04.360 Penalty and interest for late payments.

When the general tax provided for in this chapter is not paid on or before the due date, penalties and interest will accrue as follows:

A. A penalty of 10 percent of the unpaid taxes shall be added thereto immediately upon delinquency. [If the first one-half installment is not paid when due, a penalty of 10 percent, together with interest at the rate of eight percent per year on the unpaid installment, not including penalty, from due date until paid in full, shall be added thereto.]

B. Interest at an annual rate of 10 percent shall accrue upon all unpaid taxes, not including penalty, from the due date until paid in full. When interest is applied, it shall be calculated and accrue on a daily basis. [After the due date for the payment of the second one-half installment, a total penalty of not to exceed 10 percent shall be added to all delinquent taxes, and interest at the rate of eight percent per year shall accrue, as provided in this section, upon all unpaid taxes, not including the penalty, from due date until paid in full.]

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

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

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


PASSED IN FIRST READING: May 12, 2015.

PASSED IN SECOND READING: May 26, 2015.

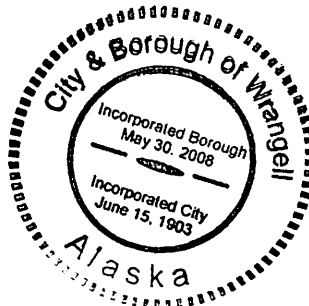


David L. Jack, Mayor

ATTEST:



Kim Lane, Borough Clerk



July 13, 2015

Armstrong Rents
PO Box 4
Wrangell AK 99929

CITY CLERK
JUL 14 2015
RECEIVED

Wrangell Assembly

Dear Members,

I'm writing to ask if there could be any exemptions regarding my property tax payments.

I am a small business owner for many years here in Wrangell. I got along in the past years paying my property tax twice a year dates are August 15 and December 15 was able to meet my payments and carry on ~~my~~ business.

With this plan paying once a year date set for September 15, it is impossible for me to meet these demands at this date September 15, 2015.

It just could mean, I go out of business. After working at it for all of 64 years with my late husband.

It could be a loss of revenue to the city and a good defeat to me, to have to close it out.

I would be willing to arrange a meeting with you and come up with a feasible helpful solution to us all.

Sincerely,

Annie Armstrong

Agenda Item 13g

CITY & BOROUGH OF WRANGELL

BOROUGH ASSEMBLY AGENDA ITEM July 28, 2015

INFORMATION:

Approval of a Contract Zone for a storage unit, on 2.4 acres in the remainder Lot A-2, Torgramsen-Smith Subdivision within USS 3823, adjacent to Blooms Trailer Park, requested by Donald Glasner, owned by Lisa Torgramsen, as recommended by the Planning & Zoning Commission

Attachments:

1. Memo from Carol Rushmore, Economic Development Director
2. Staff Report to Planning & Zoning Commission
3. Request from Mr. Glasner and Lisa Torgramsen, dated 5-27-2015
4. Aerial of property
5. Most recent subdivision of the property – Torgramsen-Smith Subdivision
6. Letter from Mr. Smith regarding the request from Mr. Glasner

RECOMMENDED ACTION:

Move to approve of a Contract Zone for a storage unit, on 2.4 acres in a portion of the remainder Lot A-2, Torgramsen-Smith Subdivision within USS 3823, located adjacent to Blooms Trailer Park, requested by Donald Glasner, owned by Lisa Torgramsen, as recommended by the Planning & Zoning Commission.

CITY CLERK
JUN 15 2015
RECEIVED

MEMORANDUM

TO: JEFF JABUSCH, BOROUGH MANAGER
KIM LANE, BOROUGH CLERK

FROM: MS. CAROL RUSHMORE
ECONOMIC DEVELOPMENT DIRECTOR

SUBJECT: Request for a Zone Change, changing the zone of 2.412 acres in the remainder Lot A-2, proposed Torgramsen-Smith Subdivision within USS 3823 from Single Family Residential to Light Industrial, owned by Lisa Torgramsen, requested by Donald Glasner.

DATE: June 15, 2015

BACKGROUND:

Mr. Glasner is seeking to purchase 2.4 acres of a portion of the remaining unsubdivided land owned by Lisa Torgramsen along Zimovia Highway right before Blooms Trailer Park (Panhandle Trailer Park). He was requesting a zone change for that portion of the property (2.4 acres) he is seeking to buy to be rezoned from Single Family to Light Industrial.

The Commission had concerns about rezoning that land to allow all uses that are permissible in the Light Industrial District. They felt the neighborhood was residential in nature and Light Industrial uses could create future conflicts between uses. They believed that the proposed use, a storage unit, was of minimal impact to the neighborhood and thus recommended a contract zone for the specific use rather than a zone change.

RECOMMENDATION:

The Planning and Zoning Commission, at their regular meeting rescheduled to June 12, 2015, recommended to the Borough Assembly to approve a contract zone for the specific use requested, for a storage unit on the 2.4 acres proposed for purchase by Mr. Glasner adjacent to Blooms Trailer Park, rather than to rezone that portion of the property to Light Industrial.

ATTACHMENTS:

Letter of request by Mr. Glasner
Staff report to Planning and Zoning Commission
Aerial of property
Schematic subdivision of property
Most recent subdivision of the property – Torgramsen-Smith Subdivision

City and Borough of Wrangell

Agenda G9

Date: June 8, 2015

To: Planning and Zoning Commission

From: Carol Rushmore, Economic Development Director

Re: Request for a Zone Change, changing the zone of 2.412 acres in the remainder Lot A-2, proposed Torgramsen-Smith Subdivision within USS 3823 from Single Family Residential to Light Industrial, owned by Lisa Torgramsen, requested by Donald Glasner.

Background: Lisa Torgramsen has owned a larger parcel of land just past Alpine Mini Mart along Zimovia Highway. It is zoned Single Family Residential and thus far, there have been two subdivisions of the parcel. Mr. Glasner is seeking a zone change for a portion of the remaining large parcel.

Review Criteria: **Single Family Residential 20.16**
 Light Industrial 20.51
 Standards: 20.52
 Amendments 20.76

Findings: The applicant Mr. Glasner is seeking a zone change for a 2.4 acre parcel out of the remaining 9.5 acres of unsubdivided land currently zoned Single Family. Mr. Glasner wants to rezone the 2.4 acres closest to the trailer park as depicted on a schematic of a future subdivision. The final plat of the last subdivision of this property, the Torgramsen-Smith Subdivision is part of this agenda, and the preliminary plat is attached as reference. If approved, Mr. Glasner would proceed with the subdivision of the property to purchase the land that is rezoned.

Mr. Glasner is seeking to construct a steel building containing 14 storage units that would be rented or personally used. The Single Family District WMC 20.16 permits residences and the accessory structures and as conditional uses schools, public buildings and cottage industries to name a few types of uses. Light Industrial District permits warehouses and storage, but it also permits transshipment facilities, manufacturing, auto repair and as conditional uses the district allows RV parks, multifamily structures and play grounds, and animal establishments.

The portion of land recently subdivided was maintained for Single Family residential uses. The property on the other side of the area proposed for rezoning is zoned multi-family and currently consists of a trailer park. There is a need for Light Industrial land for storage, however Light Industrial may or may not be compatible with adjacent residential uses, depending on the actual use of the property. Mr. Glasner's proposal is specifically for a steel building and storage unit, however if rezoned, then any of the uses within the Light Industrial District could potentially occur. If this 2.4 acre property is rezoned to Light Industrial, the remaining portion of land may hold additional interests to other parties to also seek rezoning the remaining portions of the parcel to Light Industrial as it opens up potential other opportunities and interested persons.

If the property is rezoned Light Industrial, because residential land abuts each side of the property, the applicant would need to maintain a 25 foot vegetated buffer between his use and the residential property per WMC 20.52.200.

The Commission needs to determine the long term potential uses in this area and if Light Industrial is appropriate for the area. While a storage unit may not impact adjacent neighbors, other businesses permitted in the Light Industrial District could generate traffic, noise, and potential conflicts with adjacent residential neighbors. There is some Light Industrial near by (Alaska Waters/Public Works), as well as Commercial (Alpine Minimart)

Another option the Commission might consider is a contract zone for this specific use, rather than permitting all Light Industrial activities. This would also allow a recommendation for conditions such as buffers and setbacks and facility access, lighting.

Recommendation:

The Planning and Zoning Commission is making a recommendation to the Assembly.

Staff recommends to the Commission to not recommend a zone change from Single Family Residential to Light Industrial due to the potential impacts the District's permitted uses could have on the residential nature of the area.

However, if the Commission is considering the zone change for the 2.4 acres, Staff recommends to the Commission to recommend a contract zone for the specific use requested by Mr. Glasner in his letter to the Commission – a steel building for storage units - with the following conditions:

- 1) Site obscuring vegetated buffer of at least 25 feet must be maintained pursuant to WMC 20.52.200 to adjacent residential properties
- 2) Lighting at the facility should be angled downward and guarded from the sides so as not to disturb adjacent residences.
- 3) Operating Hours should be restricted to between 7 and 8 at night.

May 27, 2015

Borough Of Wrangell
Planning And Zoning Department

Att: Carol Rushmore

Re: Zoning And Uses Permitted

We would like to purchase proposed vacant lot consisting of 2.412 acres adjacent to Blooms Trailer Park.

The property is presently zoned residential. Our intended use for this property would ,to build a steel building ,slab on grade with crushed gravel surface surrounding the building foot print. Proposed building would be away from all property lines.


The building would consist of 14 garage bay doors , 2 of the bays would house personal items, with intentions of trying to rent individual garage bays for storage use .

We are asking if this property could be changed from residential to Light Industrial for this use.

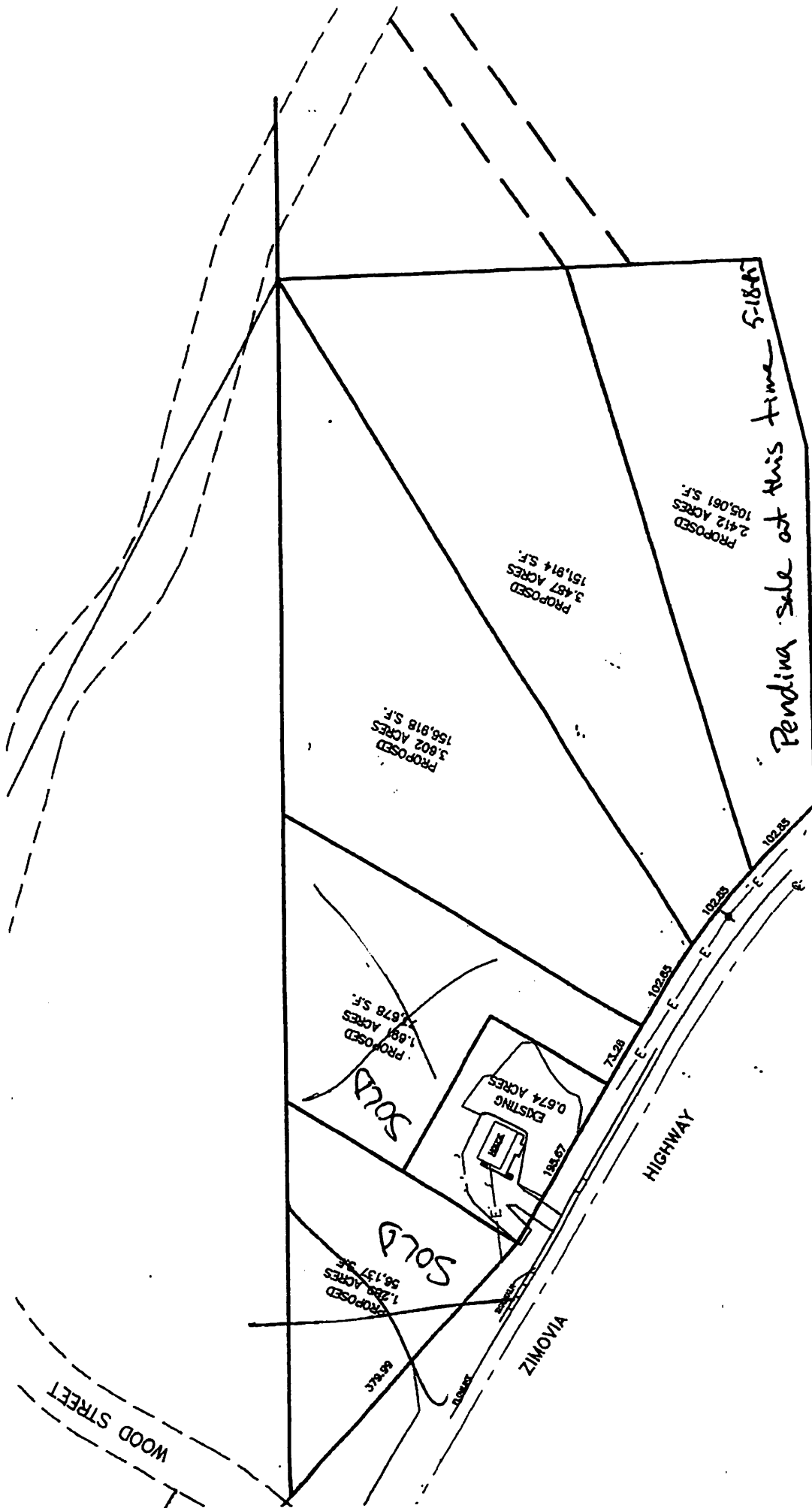
Pending Purchaser

Donald Glasner
201-370-7970
donglasner@yahoo.com

Present Land Owner


Lisa Torgamsen
907-874-3545
305-0579

Hand delivered by Lisa on 5/26/15



Lisa Torranson
907-365-0579

OUR 50 YEAR STRUCTURAL WARRANTY

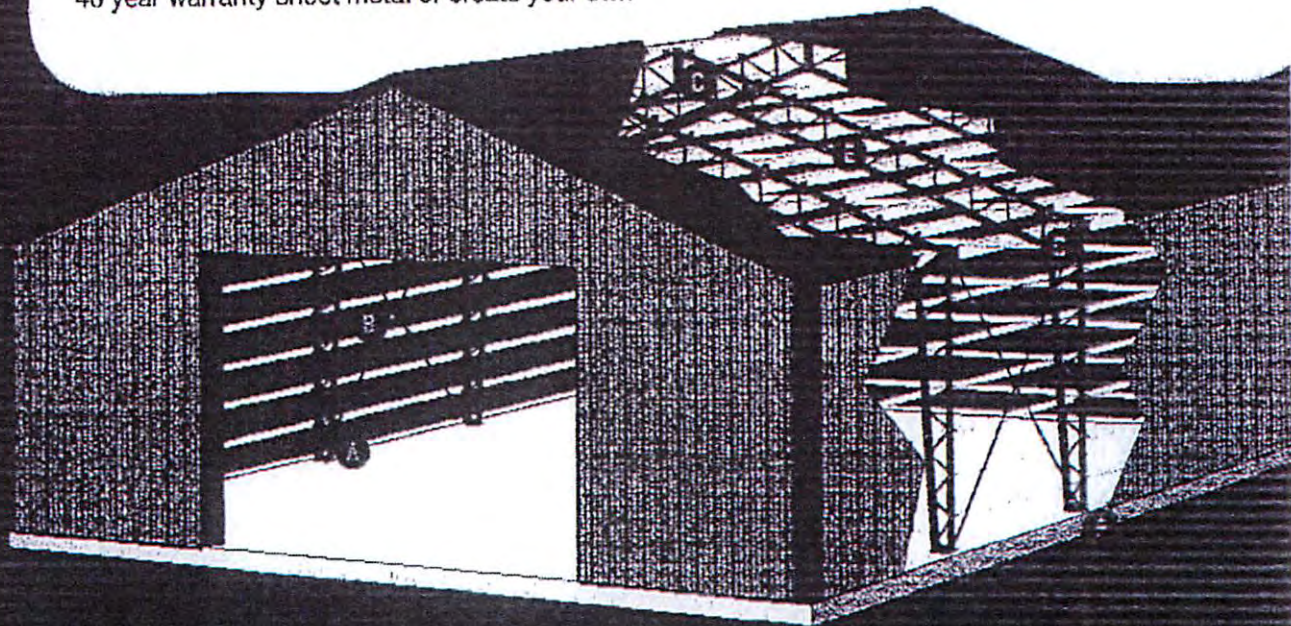
The most versatile, strongest steel building available

Worldwide Steel Buildings is the leading manufacturer of pre-engineered steel buildings with a unique open web truss design. Since 1983 Worldwide buildings have survived tornadoes, hurricanes, earthquakes, blizzards and ice storms without a single report of structural damage.

Our buildings feature a unique all steel or hybrid (wood) secondary framing system edge-mounted combined with our open web steel trusses to create a versatile and superior strength structure. Match the color of an existing building with our 40 year warranty sheet metal or create your own

distinctive look with brick, stucco, wood, stone or other options of your choice. Choosing a Worldwide Steel Building is an investment you will be proud of, like thousands of other satisfied customers who have protected their valuables with a Worldwide Steel Building.

Our reputation of offering the strongest building in the market at an economical price sets Worldwide apart from the competition. With a combined 100+ years experience our staff will help you design the building that is right for you.



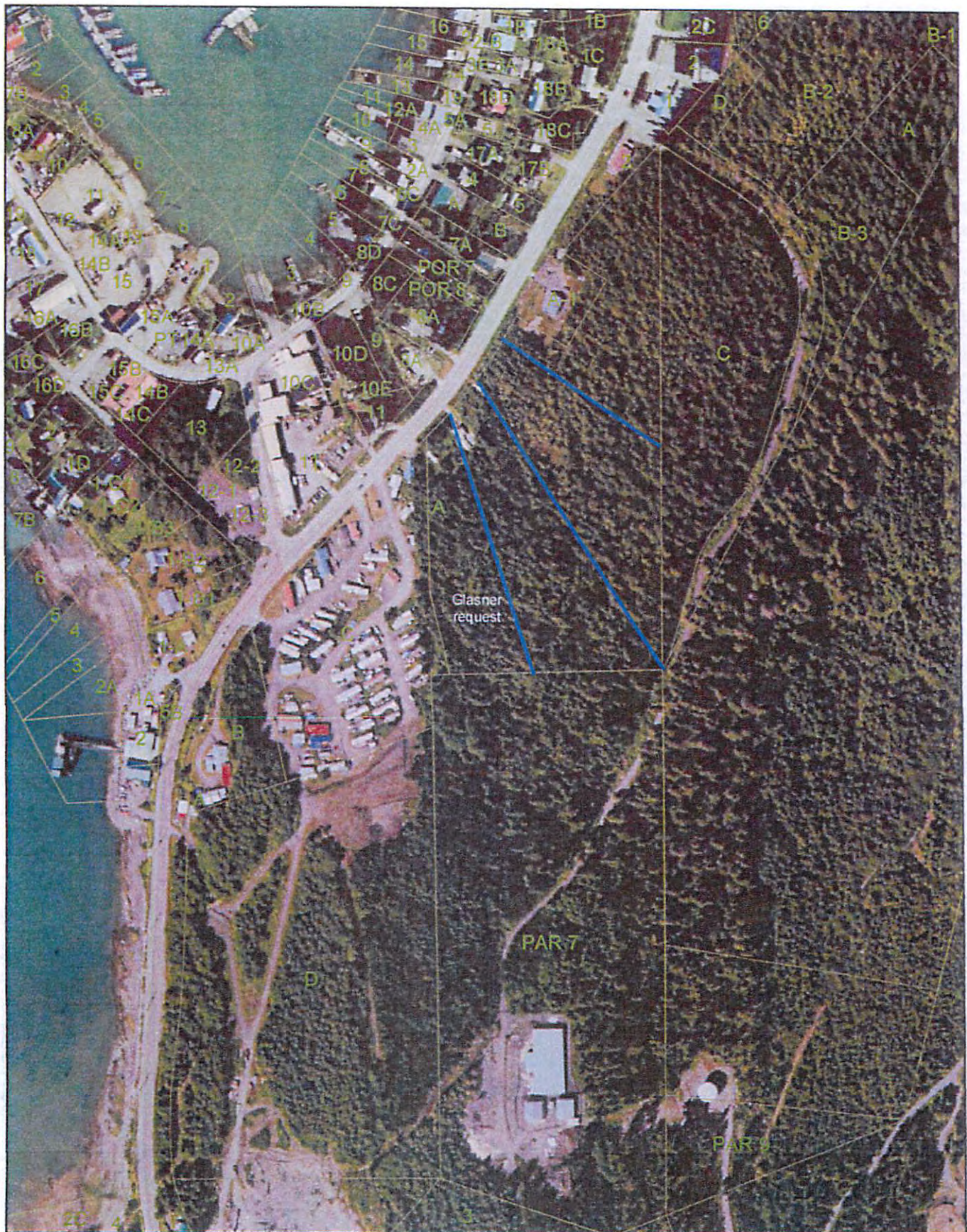
Designed

Worldwide design can meet all snow & wind loads. Our building provides maximum protection against extreme weather conditions including heavy roof loads and high winds. There is no substitute for steel, with our bolt together framework our buildings go up fast without requiring heavy cranes and gives you superior strength.

Versatility

Worldwide buildings are available in a variety of sizes making them ideal for a number of applications: Garages, Shops, Hangars, Boat / RV storage, Churches, Farms, Residential, Recreational, Commercial and Industrial. We also specialize in custom / Unique designs to meet your specifications.

CITY AND BOROUGH OF WRANGELL, ALASKA



1 inch = 333.333333 feet

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



CERTIFICATE OF OWNERSHIP AND DEDICATION

WE HEREBY CERTIFY THAT WE ARE THE OWNERS OF THE PROPERTY SHOWN AND DESCRIBED HEREON AND THAT WE HEREBY ADAPT THE PLAN OF SUBDIVISION WITH OUR FREE CONSENT AND DEDICATE ALL STREETS, ALLEYS, PARKS, PARKS AND OTHER OPEN SPACES TO PUBLIC OR PRIVATE USE AS NOTED.

DATE: 6-16-15

NOTARY'S ACKNOWLEDGMENT

U.S. OF AMERICA
STATE OF ALASKA
CITY AND BOROUGH OF WRANGELL

THIS IS TO CERTIFY THAT ON THIS 11 DAY OF June, 2015, BEFORE ME, THE UNDERSIGNED A NOTARY PUBLIC IN AND FOR THE STATE OF ALASKA, DUY COMMISSIONED AND SWORN PERSONALLY APPEARED LARS TORGRAMSEN TO BE KNOWN TO BE THE IDENTICAL INDIVIDUAL(S) MENTIONED AND WHO EXECUTED THE WITHIN PLAT AND ADDED ACKNOWLEDGED TO ME THAT HE SIGNED THE SAME FREELY AND VOLUNTARILY FOR THE USES AND PURPOSES THEREIN SPECIFIED.

WITNESS MY HAND AND NOTARY SEAL THE DAY AND YEAR IN THIS CERTIFICATE FIRST HEREIN WRITTEN.

Notary Public in and for the State of Alaska
MY COMMISSION EXPIRES 08-23-2017



CERTIFICATE STATE OF ALASKA (FIRST JUDICIAL DISTRICT)

I THE UNDERSIGNED, BEING DULY APPOINTED AND QUALIFIED, AND AN ACTING ASSESSOR FOR THE CITY AND BOROUGH OF WRANGELL, HEREBY CERTIFY THAT ACCORDING TO THE RECORDS IN MY POSSESSION, THE FOLLOWING DESCRIBED PROPERTY IS CARRIED ON THE TAX RECORDS OF THE CITY AND BOROUGH OF WRANGELL, IN THE NAME OF
625-15 Torgransen
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 2015 WILL BE DUE ON OR BEFORE AUGUST 15, 2015, DATED THIS 12 DAY OF June, 2015.

Assessor City and Borough of Wrangell

CERTIFICATE OF APPROVAL BY THE PLANNING COMMISSION

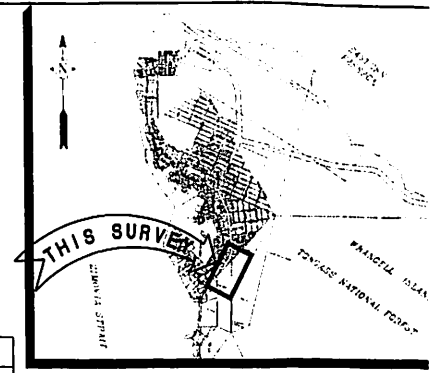
I HEREBY CERTIFY THAT THE SUBDIVISION PLAT SHOWN HEREON HAS BEEN FOUND TO COMPLY WITH THE SUBDIVISION REGULATIONS OF THE CITY AND BOROUGH OF WRANGELL, PLANNING COMMISSION, AND THAT SAID PLAT HAS BEEN APPROVED BY THE COMMISSION BY PLAT RESOLUTION NO. DATED 06-22-15 AND THAT THE PLAT SHOWN HEREON HAS BEEN APPROVED FOR RECORDING IN THE OFFICE OF THE DISTRICT CLERK, WRANGELL, ALASKA.

Chairman Planning Commission
Secretary

CERTIFICATE OF APPROVAL BY THE ASSEMBLY

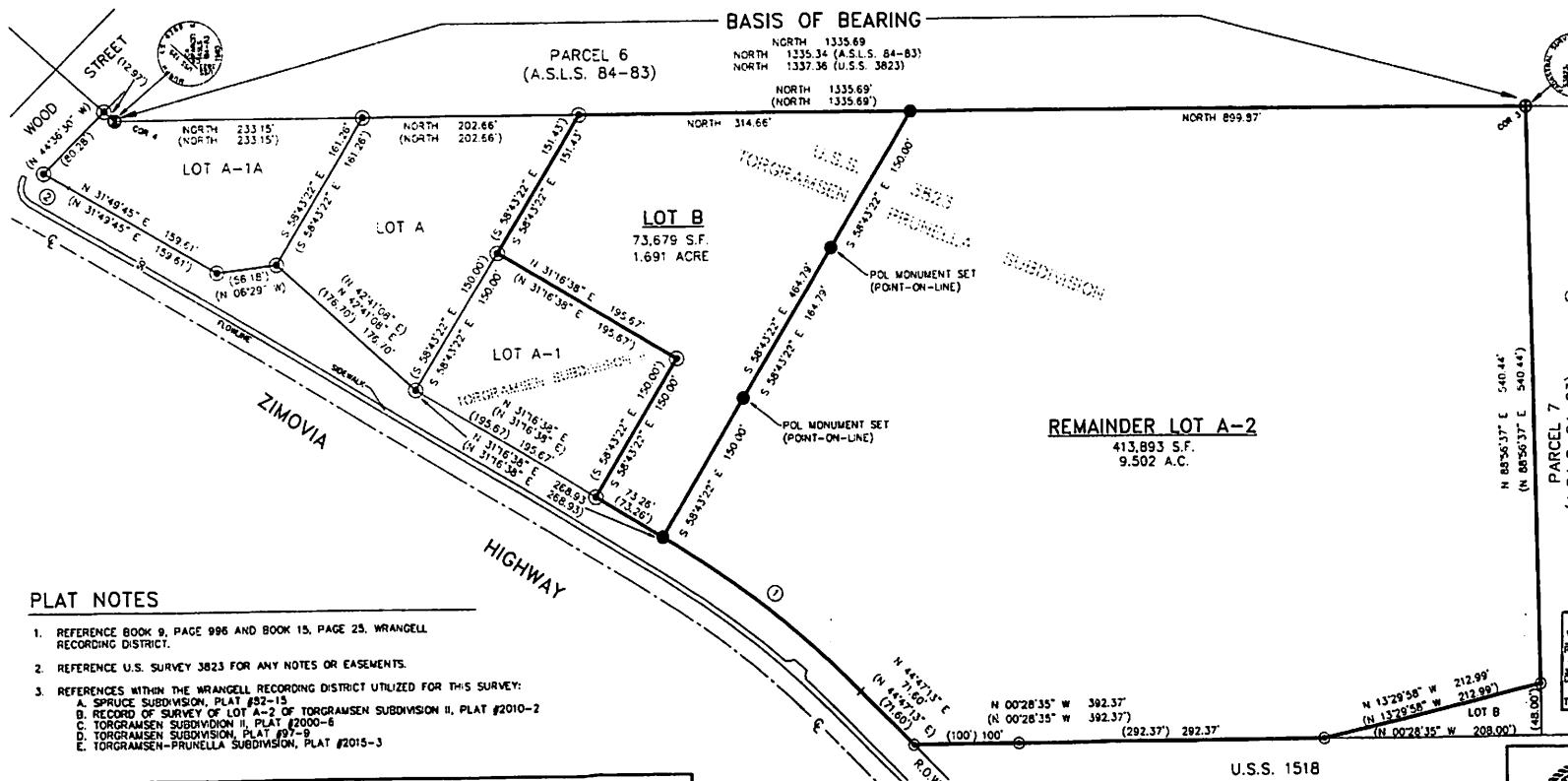
I HEREBY CERTIFY THAT THE SUBDIVISION PLAT SHOWN HEREON HAS BEEN FOUND TO COMPLY WITH THE SUBDIVISION REGULATIONS OF THE CITY AND BOROUGH OF WRANGELL AS RECORDED IN VOLUME BOOK PAGE 20 AND THAT THE PLAT SHOWN HEREON HAS BEEN APPROVED FOR RECORDING IN THE OFFICE OF THE DISTRICT CLERK, WRANGELL, ALASKA.

6-23-15
City Clerk
City Clerk



RECORD CURVE DATA

①	Δ = 13°30'55"	②	Δ = 01°33'18"
	R = 1004.93'		R = 1004.92'
	L = 236.95'		L = 27.28'
	C = 236.40'		C = 27.27'
	CHD. BRG. = N38°01'55.1"E		CHD. BRG. = N31°03'06"E



LEGEND

- ⊕ BLM/GLO BRASS CAP MONUMENT RECOVERED THIS SURVEY
- ⊙ PRIMARY ALUM. CAP PIPE MONUMENT MURPH LS 6268 RECOVERED THIS SURVEY
- ⊙ SECONDARY MONUMENT RECOVERED THIS SURVEY
- REBAR AND ALUM. CAP SET THIS SURVEY
- (NORTH 1335.69') DATA OF RECORD
- (NORTH 1335.69') DATA MEASURED OR CALCULATED

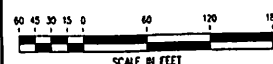
PLAT NOTES

- REFERENCE BOOK 9, PAGE 996 AND BOOK 15, PAGE 25, WRANGELL RECORDING DISTRICT.
- REFERENCE U.S. SURVEY 3823 FOR ANY NOTES OR EASEMENTS.
- REFERENCES WITHIN THE WRANGELL RECORDING DISTRICT UTILIZED FOR THIS SURVEY:
 - SPRUCE SUBDIVISION, PLAT #92-15
 - RECORD OF SURVEY OF LOT A-2 OF TORGRAMSEN SUBDIVISION II, PLAT #2010-2
 - TORGRAMSEN SUBDIVISION II, PLAT #2000-6
 - TORGRAMSEN SUBDIVISION, PLAT #97-9
 - TORGRAMSEN-PRUNELLA SUBDIVISION, PLAT #2015-3

SURVEYOR'S CERTIFICATE

I HEREBY CERTIFY THAT I AM A REGISTERED SURVEYOR, LICENSED IN THE STATE OF ALASKA, AND THAT IN ACCORDANCE WITH A SURVEY OF THE HEREIN DESCRIBED LANDS WAS CONDUCTED UNDER MY DIRECT SUPERVISION AND THAT THIS PLAT 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: 6-25
GREGORY C. SCHEFFZ LS 6700



DRAWN BY: MCH/LS
CHECKED BY: GCS
DATE PLATTED: 06/09/2015
DATE SURVEYED: APRIL-JUNE 2015
SCALE: 1"=60'
SURVEYED BY: GREGORY C. SCHEFFZ
PROJ NO.: 152724

U.S.S. 1518

CLIENT: BRUCE SMITH JR.
BOX 1551
WRANGELL, ALASKA 99929



WRANGELL RECORDING DISTRICT

No.	Date	Description
1	July 1st 2015	Plat # 2015-8 Torgransen-Smith Subdivision

PROJECT: TORGRAMSEN-SMITH SUBDIVISION
A SUBDIVISION OF REMAINDER LOT A-2, TORGRAMSEN-PRUNELLA SUBDIVISION, CREATING LOT B AND REMAINDER LOT A-2 TORGRAMSEN-SMITH SUBDIVISION WITHIN U.S. SURVEY 3823, WRANGELL RECORDING DISTRICT

To: Carol Rushmore, Economic Development Director

June 11, 2015

From: Bruce Smith Jr.

RE: Planning & Zoning Agenda Item G9

I have reviewed the current packet of information before the Planning and Zoning commission and felt the need to write a letter in reference to the Agenda G9; A request by Mr. Glasner for a zone change from single family to light industrial of the Torgramsen lot bordering the Panhandle Trailer Court. I have a vested interest in this area as I am also purchasing a lot from Mrs. Torgramsen (current Agenda Item G2).

I have no problem with the proposed use of the lot in question as a storage area with a metal storage building(s). I would not expect this type of activity to affect the residential neighborhood. My concern is that opening the zoning to Light Industrial may open the way for future non-desirable industrial activities not wanted in a residential area. The current proposed owner may not be the same person with the same plans ten years from now.

I am in support of your recommendation to the Commission that there not be a zone change to Light Industrial. I also support your recommendation that there be a specific use permit authorized for the proposed steel storage building as outlined.


Bruce Smith Jr.

RECEIVED

JUN 11 2015

WRANGELL CITY HALL

Agenda Item 13h

CITY & BOROUGH OF WRANGELL

BOROUGH ASSEMBLY AGENDA ITEM July 28, 2015

INFORMATION:

Approval of a request from Mark Mitchell to enter into a short term agreement for the temporary use of storing crab pots on Wrangell Island, near Thoms Place

Attachments:

1. Memo from Carol Rushmore, Economic Development Director
2. Staff Report to P&Z Commission
3. Map of the proposed area
4. Draft Minutes of the P&Z Commission
5. Memo from Manager Jabusch
6. Request from Mark Mitchell

RECOMMENDED ACTION:

Move to approve a temporary use agreement to Mark Mitchell for the lease of 2000 square feet of property on Wrangell Island described as Section 35, Township 65S, Range 85E North of Thoms Place Subdivision for \$50 per month and for the borough manager to address conditions in the agreement by the planning and zoning commission and staff that are appropriate for this temporary use permit.

MEMORANDUM

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

**FROM: MS. CAROL RUSHMORE
ECONOMIC DEVELOPMENT DIRECTOR**

**SUBJECT: Temporary Use permit request to store crab pots and other on-shore activities
associated with commercial crabbing in a 2000 square foot upland area along
the shoreline in municipal entitlement land of Wrangell Island near Thoms
Place, Section 35, requested by Mark Mitchell, owned by the City and Borough
of Wrangell.**

DATE: JULY 13, 2015

BACKGROUND:

Mr. Mitchell has requested a Temporary Use as described above, but for a longer time period and for more land area. Staff review of the request generated questions pertaining to use of public lands and how the Wrangell Municipal code may or may not address this and similar other requests that could be submitted for the new Borough lands in the remote areas. Some of these are outlined in the attached staff report. The Planning and Zoning Commission looked strictly at the proposed land use, recognizing that the Borough Manager or Assembly would be responsible for the other issues.

RECOMMENDATION:

The Planning and Zoning Commission recommends Borough Assembly approval of a Temporary Use Permit for 2000 square feet of property in Section 35, Township 65S, Range 85E north of Thoms Place Subdivision until December 31, 2015 with the condition that minimal undergrowth can be removed, but no trees and there should be no subleasing of the property.

ATTACHMENTS:

1. Staff Report to the Planning and Zoning Commission
2. Map of proposed location
3. Draft Minutes of Planning and Zoning Commission meeting

City and Borough of Wrangell, Alaska

AGENDA Item G1

Date: July 6, 2015

To: Planning and Zoning Commission

From: Carol Rushmore, Economic Development Director

Re: Temporary Use permit request to store crab pots and other on-shore activities associated with commercial crabbing in a 200 X 200 square foot upland area along the shoreline in municipal entitlement land of Wrangell Island near Thoms Place, Section 36 Township 65S Range 85E, requested by Mark Mitchell, owned by the City and Borough of Wrangell.

Background:

Mark Mitchell is requesting to utilize for multiple years approximately a 200 X 200 square foot piece of property (40,000 sq ft) on the shoreline just north of Thoms Place subdivision for the purposes of storing crab pots and other related on-shore activities associated with commercial crabbing.

Review Criteria:

Temporary Use: Chapter 20.54

Findings:

Temporary Use permits for less than a year may be issued by the Planning and Zoning Commission following the same process it requires for Variances (public hearing/decision) (WMC 20.54). A Temporary Use Permit is issued for seasonal operations (ie construction, timber harvest) or for temporary uses such as a portable saw mill operations and usually for less than a year. Multi year permits must be reviewed by the Assembly with a Temporary Use issued for a maximum of 5 years.

The applicant is seeking a temporary use, indefinitely, on land the Borough recently acquired through the municipal entitlement process. The use would be for commercial crabbing related activities near where he typically crabs. Applicant has indicated there will be no vegetation removal on site. He would like to tie a float up anchored to two trees on site. Mr. Mitchell has provided a latitude longitudinal location of 56N 11,434 and W 132 11,990 – and the location is approximated on the attached map.

Current zoning of the property is Transition per WMC 20.12.060, until such time as all the lands can be classified.

The Planning and Zoning Commission decision could be final if the use were for less than one year, and if on his own property and if this were a City sponsored activity. However, because the request is for multiple years and on public lands, the Commission will be making a recommendation to the Assembly regarding the proposed use and any

conditions if approved. The Assembly will make a final decision and establish any additional requirements or necessary fee structure.

Staff has no objection to the proposal and use, but when reviewing the proposal a number of questions and potential issues surfaced – some of which are more pertinent to the Assembly than to the Planning and Zoning Commission. What could be a simple proposal and decision became murky because of the private use of public land and related decisions or obligations the Borough as a public entity might need to address regarding use of public lands. The proposal could be determined to be an Economic Development related activity (per WMC 4.10) which might streamline some of the public land issues for a short term use.

The Planning and Zoning Commission should focus on the land use activity and whether it is appropriate for the area for which it is being requested and does it meet the terms of the Temporary Use Permit. Some of the issues the Commission should consider are: location, conflicting uses, potential impacts, long term impacts and benefits.

Some of the issues the Assembly will need to consider include: 1) does use of the land need to go to public bid for short; 2) what kind of contract or agreement should be required; 3) what is the basis for the rental/lease fee; 4) insurance; 5) penalties for damage; 6) process for other/similar uses and requests on entitlement lands- economic development or personal use; 7) economic development use; and 8) restoration plan.

The Commission can issue Temporary Use Permits for seasonal activities and up to a year for uses normally not permitted in the district. The proposal could be considered a seasonal use as crabbing occurs from June until August and then again October to November. The requested land area is not immediately adjacent to any private property, but was selected due to the sheltered cove and easy access to the beach. Depending on specific activities, if storing crab pots on site were the only proposed use per the letter, 40,000 square feet is more than enough space. The applicant indicated to staff they would like to tie a float from two trees on the property and perhaps set up a camping area and other similar uses.

Staff has considered the proposed use and finds that the use should not impact the land, nor impact residents living nearby on Islands or in Thoms Place. Because of the number of issues identified above that may need to be sorted out by the Assembly prior to a long term use, Staff is not recommending that a long term permit be approved, nor approval of use for such a large piece of land, until such time that the Assembly can identify a process required.

Staff recommends the Commission recommend to the Assembly approval of the temporary use request to store crab pots on 2000 square feet of land at the proposed site near Thoms Place until December 31, 2015 with the following conditions: No vegetation will be removed, nor will the property be otherwise damaged.

updated location map

CITY AND BOROUGH OF WRANGELL, ALASKA

13h-3



S35 ~~535~~ R85C T65S

1 inch = 2,508.572443 feet

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



City and Borough of Wrangell, Alaska

**WRANGELL PLANNING AND ZONING COMMISSION
REGULAR MEETING AGENDA**

July 9, 2015

7:00pm

Agenda

A. CALL TO ORDER/ROLL CALL 701 pm

Chairperson Terri Henson called the regular meeting of the Wrangell Planning and Zoning Commission to order at 7:01 pm on July 9, 2015 in the Wrangell Borough Assembly Chambers. Commissioners' Don McConachie, Jim Shoemaker, Betty Keegan, April Hutchinson were present. Commissioner Rudy Briskar was absent.

Recording Secretary Lavonne Klinke and Zoning Administrator Carol Rushmore were present.

B. AMENDMENTS TO THE AGENDA

Item not on the agenda is the discussion of Mrs. Wickman's concern from last month regarding container vans and waterfront development uses on front street. Moved Item to g3.

C. APPROVAL OF MINUTES: June 11, 2015 (deferred)

D. PERSONS TO BE HEARD

E. CORRESPONDENCE

F. OLD BUSINESS

G. NEW BUSINESS

1. Temporary Use permit request to store crab pots and associated on-shore activities associated with commercial crabbing in a 200X200 square foot upland area along shoreline in municipal entitlement land of Wrangell Island near Thoms Place, Section 36 Township 65S Range 85E, requested by Mark Mitchell, owned by the City and Borough of Wrangell.

Open public hearing

Mark Mitchell 11.1 Zimovia Hwy submitting request to stack gear in a vacant area near fishing grounds to avoid running back and forth to town to get gear. Would only be 2 months of use and would like to be able to re-use the area year after year.

Public hearing closed

Subject area is in Section 35 in the range 85E Township 65S (not Section 36 as originally identified). A modified map with the location was provided to Commission prior to the meeting.

McConachie moves to approve Temporary Use permit request to store crab pots and associated on-shore activities associated with commercial crabbing in a 200X200 square foot upland area along shoreline in municipal entitlement land of Wrangell Island near Thoms Place, Section 36 Township 65S Range 85E, requested by Mark Mitchell, owned by the City and Borough of Wrangell, Keegan 2nds.

Henson feels that a short term lease would be more favorable and would like to make the area smaller. Keegan removes her second to the original motion. Motion dies

McConachie moves to approve the request but with only utilizing a 2000 sq ft area. Keegan 2nds the motion.

Henson moves to amend the main motion to make it a short term lease expiring December 31, 2015. Undergrowth, but no trees, can be removed. Shoemaker 2nds

Amended Motion passes by unanimous vote.

Main motion passes by unanimous vote.

Commissioner Shoemaker suggests that a bond be required in case damage and cleanup become and issue if the lessor walks away and leaves item behind requiring clean-up

2. Variance application for reduction in side yard setbacks on Lot 23, Block 10 and Lot 6, Block 10A, USS 1119 zoned Single Family Residential, requested by George Woodbury, owned by Brett Woodbury.

Open public hearing

George Woodbury, 5 mile loop road. Asking for an encroachment into the setback area because property is narrow, and wanting to put a small home on the lot, and to satisfy agencies and neighbors. The eaves will be the only things encroaching into the setback area.

Letter from Jeni Hay Thielmann read into the record.

McConachie asks if this item will be a problem. Woodbury states that there will be gutter for water runoff.

Shoemaker asks about snow runoff, Woodbury will put snow stops on the roof.

Close public hearing.

Steve Murphy, 233 Stikine Ave. arrives late and asks to speak opposed to the dock being built by Woodbury due to possible logs being held by the dock and possible damage to neighboring parcels.

McConachie moves to approve Variance application for a 3 foot reduction in side yard setbacks (2' from Property Line) on Lot 23, Block 10 and Lot 6, Block 10A, USS 1119 zoned Single

Family Residential, requested by George Woodbury, owned by Brett Woodbury, Shoemaker seconds.

Henson moves to amend motion to include staff recommendation to add gutters to the eaves and snow stops to prevent damage to neighbor's properties. McConachie 2nds.

Amendment passed by unanimous vote.

Main motion passed by unanimous vote.

3. Containers and Waterfront Development uses on Front Street.

Sherri Wickman was concerned about the development proposed by Chuck Jenkins. Last time containers were discussed was in 2011, and Commission made a recommendation of placing a moratorium on them except for in the Service Center yard, but it was turned down by the Assembly. Commission had suggested some code additions to address containers, but ended up not pursuing matter further.

Terri asks about where we go from here regarding use of containers. Staff states that Mr. Jenkins development meets within the current zoning requirements. He will not be using containers.

Concerned about container storage along Front Street as there has been too much investment on the development to Front Street and these structures could deter from the improvements made to front street.

Chuck Jenkins 4 mile Zimovia Hwy., owns the lots Ms. Wickman was concerned about. He is subdividing the lot to have a Front Street and back street lot. I will not be using the containers. Building an arched steel structure with a fabric covering. Walls will be similar to Tridents building on Case Avenue. Going to be an open structure. Will be accessing off of Silvernail so no impediments to Front Street traffic. Not exceeding the height requirements as it will be a 45x80' structure – 35-45 feet high. No higher than the Museum. The boatyard is running out of space and is why these containers are no longer there.

The front of the area will be mostly parking. Commission looks at a draft survey provided by Mr. Jenkins.

Regarding containers, Henson states we should try and avoid container use. The container issue was brought to the Assembly and they didn't do anything with the suggestions provided. Bring back to agenda for August meeting.

4. Zoning of Entitlement Lands and other remote areas of the Borough.

Entitlement is complete and 9006 acres has transferred to the Borough. Borough has management authority. Land will need to be surveyed to sell or construction of permanent development. Borough received a letter of survey determination from DNR that St. Johns has been surveyed and will make the formal request to transfer the property. Maps are provided.

Zoning of these lands is currently Transition Zoning. Commission needs to explore how some of these lands should be zoned... if different from the RMU districts. And what uses should be allowed or not in each area. The Economic Development Committee is also looking at these lands and what uses they think should or should not be allowed and establishing priorities for use and disposal. A workshop this fall with both Committees should be held.

Olive Cove was used as an example to start discussion. This lot may have been already previously zoned when the whole Olive Cove Subdivision was zoned RMU-O – but staff points out that clarification needs to be made so some of the lands surrounding RMU districts. Zoning Commission must identify the zoning prior to the disposal of any of the lands. Simplest for this Olive Cove Parcel is to zone it RMU-O – just as the existing private lands are. Then the City can determine what part of that parcel to sell or do something with at the time of survey. Some of this land was acquired for the valuable habitat along the salmon stream. Another option would be to rezone the habitat area as a Resource protection zone – however some determination needs to be made what is that area. Commission seemed in agreement for zoning RMU-O

Areas to discuss next time Thoms Place and/or Sunny Bay.

H. PUBLIC COMMENT

I. COMMISSIONERS' REPORTS AND ANNOUNCEMENTS

Mission Hill information regarding hill drainage reminder for next meeting.

Container use in downtown areas.

Zoning for Thomas Bay and sunny Bay on August 13, 2015.

J. ADJOURNMENT 8:35pm

RECEIVED
MAY 15 2015
WRANGELL CITY HALL

May 15, 2015

Attention: Carol Rushmore and Jeff Jaybuch

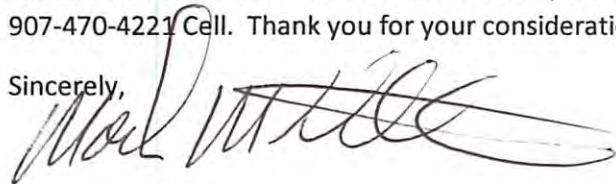
City and Borough of Wrangell

Wrangell, AK 99929

This letter is a request for the Borough to consider a temporary lease of property in the Village Islands area on Wrangell Island for the purpose of storing crab pots on a temporary basis before the crabbing season and during the time between seasons in August. There would be minimal to no impact.

Vegetation will not be removed and the site will be cleaned after use. I would be willing to pay a reasonable rental fee. Time is of the essence, the crab season begins June 15. You can contact me at 907-470-4221 Cell. Thank you for your consideration.

Sincerely,

A handwritten signature in dark ink, appearing to read 'Mark Mitchell', written over a horizontal line.

Mark Mitchell

PO Box 80

Wrangell, AK 99929

MEMORANDUM

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

**FROM: JEFF JABUSCH
BOROUGH MANAGER**

**SUBJECT: Mark Mitchell Request to Lease land from the Borough for temporary
storage**

DATE: July 23, 2015

Some background and talking points:

The Borough has selected lands through the borough formation process. And although this process is not complete, we have confirmation that we can do certain things on the land. Mark Mitchell has requested to lease land in this area to store crab pots for his fishing business. This is an area we have not ventured because we only recently received confirmation of lands that have been approved to us. We still have additional surveyor work ahead of us on many of these land selection. If the borough would like lease these lands to Mr. Mitchell, it is allowed by the state on the site he has selected.

The planning and zoning has approved a temporary use permit for Mr. Mitchell to do these activities. Neither Carol nor I have a problem with this, but do realize the more you talk about what needs to happen in something like this, the list starts to grow. Other leases require liability insurance, what happens if the lease runs out and there is debris left on the site. What happens if trees are cut, what happens if others want the same piece of land for the same purpose and the list goes on and on about questions.

We have come to the conclusion to recommend approval of a short term lease through December 31, 2015 at \$50 per month with the funds to be paid up front and to have a simple lease agreement that would include verbiage to protect the city and allow for the city to be reimbursed for any damages that may occur to someone on the land or to the land itself. I think we are looking at this as a trial run and an opportunity to fine tune the process before we put it in ordinance form with the rules, fees, etc. We certainly welcome debate and feedback from the assembly and others concerning this.

Recommended Action

Move to approve a temporary use agreement to Mark Mitchell for the lease of 2000 square feet of property on Wrangell Island described as Section 35, Township 65S, Range 85E North of Thoms Place Subdivision for \$50 per month and for the borough manager to address conditions in the agreement by the planning and zoning commission and staff that are appropriate for this temporary use permit.

Agenda Item 13i

CITY & BOROUGH OF WRANGELL

BOROUGH ASSEMBLY AGENDA ITEM July 28, 2015

INFORMATION:

Approval of City Tidelands Annual Five-Year Reassessments

Attachments:

1. Annual Reassessments from Michael Renfro, Borough Assessor

Per WMC 16.08.220 – Rental Adjustments: The annual rental payable pursuant to any lease issued under the provisions of this chapter shall be subject to adjustment by the assembly on the fifth anniversary of the date of the lease and each anniversary date thereafter which is divisible by the number five. All adjusted rates shall be computed at six percent on the fair market value of the land and improvements owned by the borough and leased thereunder. Such value shall be determined by an appraisal made by the borough assessor and reviewed and determined by the assembly as provided in WMC [16.08.100](#).

- #40 new fee value \$29,400 = \$1,764 + tax, per year (Lot 2, SMPL Sub.)** *(Bernie Massin)*
- #41 new fee value \$22,600 = \$1,356 + tax, per year (Lot 3, SMPL Sub.)** *(Bernie Massin)*
- #42 new fee value \$23,100 = \$1,386 + tax, per year (Lot 4, SMPL Sub.)** *(Bernie Massin)*
- #14 new fee value \$11,700 = \$702 + tax, per year (Lots 20,21 and 22, Block 7-A)** *(Trident Seafoods)*

RECOMMENDED ACTION:

Move to approve the five-year City Tideland Reassessments as presented.

**A RESTRICTED APPRAISAL OF
FOUR TIDELAND LEASE SITES
FOR THE CITY AND BOROUGH OF WRANGELL
WRANGELL, ALASKA**

**FOR
KIM LANE BOROUGH CLERK
CITY AND BOROUGH OF WRANGELL
P. O. BOX 531
WRANGELL, ALASKA 99929**

**VALUATION DATE
JULY 6, 2015**

FILE 15-3358

**BY
MICHAEL C. RENFRO**

**APPRAISAL COMPANY OF ALASKA
3940 ARCTIC BOULEVARD - SUITE 103
ANCHORAGE, ALASKA 99503**

Appraisal Company of Alaska LLC

3940 ARCTIC BOULEVARD, SUITE 103
ANCHORAGE, ALASKA 99503
office@appraisalalaska.com
EIN#26-2071908

July 6, 2015

Kim Lane, Borough Clerk
City and Borough of Wrangell
P. O. Box 531
Wrangell, Alaska 99929

Re: A Restricted Appraisal of Four Tideland Lease Sites for the
City and Borough of Wrangell
Wrangell, Alaska

Dear Ms. Lane:

Pursuant to your request, I have prepared a restricted appraisal report on the fair market value of the above lots as if vacant. The appraisal date is July 6, 2015. The purpose of the report is to determine the fair market value for lease purposes. A description and current status of the site is facing the valuation section of each lease by lease number.

The reader is referred to the City and Borough of Wrangell comparable lease and sales book which is located in the appraiser's work file for a complete description of the comparable leases and sales utilized in this report.

A brief summary of the leases to be valued follows:

<u>No.</u>	<u>Legal</u>	<u>Area/ Sq. Ft.</u>	<u>Filled Tidelands</u>	<u>Fee Value</u>
40	Lot 2, SBPL Sub.	9,805	N/A	\$29,400
41	Lot 3, SBPL Sub.	7,521	N/A	\$22,600
42	Lot 4, SBPL Sub.	7,698	N/A	\$23,100
14	Lots 20, 21 and 22 and unsubdivided tidelands Wrangell Tidelands	14,574	NO	\$11,700

July 6, 2015
Page 2

A description of each site and the analyses which lead to the fair market value conclusion follows by lease number in this report.

If you have any questions regarding this limited appraisal report please do not hesitate to call me.

APPRAISAL COMPANY OF ALASKA

A handwritten signature in blue ink, appearing to read "Michael C. Renfro". The signature is fluid and cursive, with the first name "Michael" and last name "Renfro" being clearly distinguishable.

Michael C. Renfro
Partner

**WRANGELL TIDELANDS LEASE
LEASE NO. 40**

LOCATION: Shoemaker Bay Marina

LEGAL DESCRIPTION: Lot 2, S.B.P.L. Subdivision

LESSOR: City and Borough of Wrangell

INSTRUMENT: Lease

LESSEE: Barnard Massin

FEE VALUE: \$29,400

DATE OF LEASE: January 10, 2000,
2005, 2010, 2015

TERMS: 55 years, 6% of fee
value per year

ZONING: Shoemaker Bay Water Front
Development

AREA: 9,805 sq.ft.

USE AT LEASE: Commercial

ANTICIPATED USE: Commercial

ACCESS: Good

ASSESSMENTS: None

UTILITIES: Electric, water/sewer

EASEMENTS/RESTRICTIONS: None

CONFIRMED WITH: City and Borough of Wrangell BY/DATE: MCR 7/2015

PROPERTY DESCRIPTION: Level filled site on the parking area at Shoemaker Bay.

ANALYSIS:

9,805 sq.ft. x \$3.00/sq.ft. =\$29,400 Rd.

\$29,400 x .06 = \$1,764.00

**WRANGELL TIDELANDS LEASE
LEASE NO. 41**

LOCATION: Shoemaker Bay Marina

LEGAL DESCRIPTION: Lot 3, S.B.P.L. Subdivision

LESSOR: City of Wrangell

INSTRUMENT: Lease

LESSEE: Barnard Massin

FEE VALUE: \$22,600

DATE OF LEASE: January 10, 2000,
2005, 2010, 2015

TERMS: 55 years, 6% of fee
value per year

ZONING: Shoemaker Bay Water Front
Development

AREA: 7,521 sq.ft.

USE AT LEASE: Commercial

ANTICIPATED USE: Commercial

ACCESS: Good

ASSESSMENTS: None

UTILITIES: Electric, water/sewer

EASEMENTS/RESTRICTIONS: None

CONFIRMED WITH: City and Borough of Wrangell BY/DATE: MCR 07/2015

PROPERTY DESCRIPTION: Level filled site on the parking area at Shoemaker Bay.

ANALYSIS:

7,521 sq.ft. x \$3.00/sq.ft. =\$22,600 Rd.

\$22,600 x .06 = \$1,356.00

**WRANGELL TIDELANDS LEASE
LEASE NO. 42**

LOCATION: Shoemaker Bay Marina

LEGAL DESCRIPTION: Lot 4, S.B.P.L. Subdivision

LESSOR: City and Borough of Wrangell

INSTRUMENT: Lease

LESSEE: Barnard Massin

FEE VALUE: \$23,100

DATE OF LEASE: January 10, 2000,
2005, 2010, 2015

TERMS: 55 years, 6% of fee
value per year

ZONING: Shoemaker Bay Water Front
Development

AREA: 7,698 sq.ft.

USE AT LEASE: Commercial

ANTICIPATED USE: Commercial

ACCESS: Good

ASSESSMENTS: None

UTILITIES: Electric, water/sewer

EASEMENTS/RESTRICTIONS: None

CONFIRMED WITH: City and Borough of Wrangell BY/DATE: MCR 7/2015

PROPERTY DESCRIPTION: Level filled site on the parking area at Shoemaker Bay.

ANALYSIS:

7,698 sq.ft. x \$3.00/sq.ft. =\$23,100 Rd.

\$23,100 x .06 = \$1,386.00

**WRANGELL TIDELANDS LEASE
LEASE NO. 14**

Current Status

LOCATION: Wrangell Harbor off of Shakes Avenue

LEGAL DESCRIPTION: Lots 20, 21 and 22, Block 7-A, City of Wrangell and unsubdivided Tidelands

LESSOR: City of Wrangell

INSTRUMENT: Lease

LESSEE: Trident Seafoods

FEE VALUE: \$11,700

DATE OF LEASE: January 10, 2000,
2005, 2010, 2015

TERMS: 6% of fee
value per year

ZONING: WFD

AREA: Lot 20 2,931 Sq. Ft.
Lot 21 3,635 Sq. Ft.
Lot 22 497 Sq. Ft.
Unsubdivided tidelands 7511 Sq Ft.
Total area 14,574 Sq. Ft.

USE AT LEASE: Processing Plant

ANTICIPATED USE: Fish Processing Site

ACCESS: Adjoining Lots via
Shakes Avenue

ASSESSMENTS: None noted

UTILITIES: All available

EASEMENTS/RESTRICTIONS: Typical

CONFIRMED WITH: City and Borough of Wrangell BY/DATE: MCR 7/2015

PROPERTY DESCRIPTION: Submerged tidelands located inside the Wrangell Harbor. It is assumed that lots 20, 21 and 22 were submerged at the date of the original lease. The unsubdivided tidelands are adjacent to Lots 20, 21 and 22.

ANALYSIS:

\$11,700 / 14,574 sq.ft. = \$.80 sq.ft.

\$11,700 x .06 = \$702.00/year

Agenda Item 13j

CITY & BOROUGH OF WRANGELL

BOROUGH ASSEMBLY AGENDA ITEM July 28, 2015

INFORMATION:

Approval of a bid award for the Wrangell Barge Ramp Concrete Paving Project

Attachments:

1. Memo from Amber Al-Haddad, PW Director
2. Notice inviting bids
3. Successful bidder's bid (to be supplied on 7-28-2015)
4. Preliminary Bid Tab (to be supplied on 7-28-2015)

RECOMMENDED ACTION:

Move to approve a bid award to _____ for construction of the Wrangell Barge Ramp Concrete Paving project in the amount of \$_____. Funding for this project to come from Port and Barge Ramp budgeted capital funds.

MEMORANDUM

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

FROM: AMBER AL-HADDAD, PUBLIC WORKS DIRECTOR

SUBJECT: CONSTRUCTION CONTRACT AWARD
WRANGELL BARGE RAMP CONCRETE PAVING

DATE: July 22, 2015

BACKGROUND

Borough staff issued an invitation to bid for the construction of the Wrangell Barge Ramp Concrete Paving project for which bids are due by 10:00 a.m. on Tuesday, July 28, 2015.

The invitation to bid includes demolition and disposal, excavation, geotextile, shot rock, base course, and concrete paving for a section of the concrete and gravel runway at the Barge Ramp. The Harbor Department budgeted \$100,000 of capital funds for this project in FY2016. The project was developed to include a Base Bid for paving approximately 5,400 square feet of area. The Base Bid is estimated at approximately \$100,000. An Additive Alternate was also included for paving approximately 2,320 square feet of additional area within the facility; however, based on preliminary staff estimates, it may be necessary to seek additional funds in order to include this portion of the work in the contract.

Following receipt of bids on July 28, 2015, it is the intent to enter into a contract with the lowest responsive bidder for the construction of the work under the Base Bid. Additionally, it is the intent to include, in the contract, the construction of the work under the Additive Alternate A, if funds are available.

RECOMMENDATION

Move to approve a bid award to _____ for construction of the Wrangell Barge Ramp Concrete Paving project in the amount of \$_____. Funding for this project to come from Port and Barge Ramp budgeted capital funds.

ATTACHMENTS

1. Notice Inviting Bids for the Barge Ramp Concrete Paving project
2. Preliminary Bid Tabulation Summary for the Barge Ramp Concrete Paving project (to be supplied on 7-28-2015)
3. Successful Bidder's Bid (to be supplied on 7-28-2015)

City and Borough of Wrangell, Alaska
NOTICE INVITING BIDS
WRANGELL BARGE RAMP CONCRETE PAVING

Notice is hereby given that the City and Borough of Wrangell, Alaska will receive sealed bids for the construction of Wrangell Barge Ramp Concrete Paving.

The Work consists of all activities necessary to construct the Wrangell Barge Ramp Concrete Paving as shown in the contract documents. Work includes demolition and disposal, excavation, geotextile, shot rock, base course, and concrete paving. The City & Borough of Wrangell's Estimate for the Base Bid is approximately \$100,000. The City & Borough of Wrangell's Estimate for Additive Alternate A is approximately \$50,000.

Sealed bids will be received by the City and Borough of Wrangell, Post Office Box 531, Wrangell, Alaska 99929, or located at the Borough Clerk's Office, 205 Brueger Street, Wrangell, Alaska 99929, until 10:00 AM prevailing time on July 28, 2015.

The Contract Documents, including one set of reduced scale drawings, may be obtained at the office of the Borough Clerks Office, 205 Brueger Street, Wrangell, Alaska 99929 (Ph. 907-874-2381). A non-refundable fee of \$50.00 made payable to the City and Borough of Wrangell is required for each set of contract documents. Additional charges will be required for special handling or delivery of the documents by means other than first class mail. The Contract Documents may also be downloaded free of charge on the City and Borough of Wrangell website (www.wrangell.com) under the Bids and RFP's section. Downloading Contract Documents from the City and Borough of Wrangell's website requires registration with the Borough Clerk in order to be placed on the Plan holders List and to ensure receipt of subsequent Addenda. Failure to register may adversely affect your proposal. It is the Offeror's responsibility to insure that they have received all Addenda affecting this Solicitation. To be registered, contact the Borough Clerk at 907-874-2381 or at clerk@wrangell.com

The Bids will be publicly opened and read at 10:00 AM on July 28, 2015 in the City and Borough of Wrangell's Council Chambers at City Hall Wrangell, Alaska.

The OWNER reserves the right to reject any or all Bids, to waive any informality in a Bid, or to make award to the lowest responsive and responsible Bidder, as it best serves the interests of the OWNER.

OWNER: The City and Borough of Wrangell
Jeff Jabusch, Borough Manager

Publish July 16 and 23 of 2015

Not yet in the packet

Not yet in the packet

Agenda Item 13k

CITY & BOROUGH OF WRANGELL

BOROUGH ASSEMBLY AGENDA ITEM July 28, 2015

INFORMATION:

PROPOSED RESOLUTION No. 07-15-1327: A RESOLUTION OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, APPROVING THE REQUEST OF THE WRANGELL MEDICAL CENTER TO ENTER AN AGREEMENT WITH A BANK OR OTHER FINANCIAL INSTITUTION FOR A LINE OF CREDIT FOR WRANGELL MEDICAL CENTER OPERATIONS

Attachments:

1. Memo from Marla Sanger, WMC CEO
2. **Proposed Resolution No. 07-15-1327**

RECOMMENDED ACTION:

Move to adopt Resolution No. 07-15-1327, approving a line of credit for the Wrangell Medical Center in the amount of \$500,000.

Mission:

To enhance the quality of
life for all we serve

Vision:

Honor our heritage and be
the pride of the community

Values:

Integrity
Compassion and Caring
Trust
Transparency
Loyalty
Honoring our Heritage
Quality
Fiscal Responsibility

13k-1

To: Wrangell City / Borough Assembly
From: Marla Sanger, CEO, Wrangell Medical Center
Date: July 23rd, 2014
Subject: Resolution No. 07-15-1327

Dear Mayor Jack and City / Borough Assembly Members:

Wrangell Medical Center would like to obtain a line of credit up to \$500,000 in order to smooth the variability in our cash flow. This could be particularly helpful while we implement new processes to reduce accounts receivable and increase cash.

A line of credit could help Wrangell Medical Center absorb the impact and deal with timing of swings in cash flow especially over the next 90-120 days. If funds are taken from the line of credit account to increase available cash they will be repaid with reimbursements from expected sources such as cash payments from CMS for HITECH participation and other sources.

Wrangell Medical Center respectfully requests support and authorization from the City and Borough Assembly so that we may secure a line of credit account at the best possible terms.

CITY AND BOROUGH OF WRANGELL, ALASKA
RESOLUTION No. 07-15-1327

A RESOLUTION OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, APPROVING THE REQUEST OF THE WRANGELL MEDICAL CENTER TO ENTER AN AGREEMENT WITH A BANK OR OTHER FINANCIAL INSTITUTION FOR A LINE OF CREDIT FOR WRANGELL MEDICAL CENTER OPERATIONS

WHEREAS, fiscal responsibility is one of Wrangell Medical Center's core values; and

WHEREAS, Wrangell Medical Center is implementing new processes directed toward attaining the ability to increase available cash; and

WHEREAS, a Line of Credit is a recognized and accepted financial planning arrangement; and

WHEREAS, a Line of Credit would assist the Wrangell Medical Center in the management of cash flow while the new processes are adopted and implemented; and

WHEREAS, a Line of Credit will not adversely impact the financial resources of the Wrangell Medical Center; and

WHEREAS, the City and Borough of Wrangell is authorized under Wrangell Charter 6-3 to borrow money when authorized by the assembly for use by a utility or enterprise of the borough and that repayment of the loan including interest comes exclusively from the said utility; and

WHEREAS, a Line of Credit in the amount of Five Hundred Thousand Dollars (\$500,000.00) will assist the Wrangell Medical Center in providing the highest quality services for the benefit of the patients and community.

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

1. The City and Borough of Wrangell Assembly supports the Wrangell Medical Center obtaining a Line of Credit for Five Hundred Thousand Dollars (\$500,000.00) with the bank or financial institution that offers the most favorable terms to the Wrangell Medical Center.
2. The City and Borough of Wrangell Assembly authorizes the CEO of the Wrangell Medical and the Wrangell Medical Center Board to enter a Line of Credit in the manner set forth in this Resolution.
3. The City and Borough of Wrangell Assembly authorizes the Borough Manager to assist the Wrangell Medical Center as determined may be helpful by the Borough Manager and the Wrangell Medical Center CEO.

ADOPTED: July_____, 2015

David L. Jack, Mayor

ATTEST:_____
Kim Lane, Borough Clerk

Agenda Item 14

CITY & BOROUGH OF WRANGELL

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

INFORMATION:

ATTORNEY'S FILE – Summary Report provided to the Assembly.

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CITY & BOROUGH OF WRANGELL

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

Executive Session – None.