



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

June 23, 2015 – 7:00 p.m.

Location: Assembly Chambers, City Hall

1. CALL TO ORDER

- a. PLEDGE OF ALLEGIANCE led by Assembly Member Julie Decker
- b. INVOCATION to be given by a member of the Baha'i Faith
- c. CEREMONIAL MATTERS – *Community Presentations, Proclamations, Certificates of Service, Guest Introductions*

2. ROLL CALL

3. AMENDMENTS TO THE AGENDA

4. CONFLICT OF INTEREST

5. CONSENT AGENDA

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

6. APPROVAL OF MINUTES

- *a. Minutes of the Public Information meeting, Public Hearing, and Regular Assembly meetings held June 9, 2015

7. 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

8. BOROUGH MANAGER'S REPORT

9. BOROUGH CLERK'S FILE

10. MAYOR/ASSEMBLY REPORTS AND APPOINTMENTS

- a. Reports by Assembly Members

11. PERSONS TO BE HEARD

12. UNFINISHED BUSINESS

13. NEW BUSINESS

- *a. Approval of the Final Plat of the Torgramsen-Smith Subdivision ~ **Consent Agenda Item**
- *b. Approval of the Final Plat for a Portion of the Cedar Street Vacation ~ **Consent Agenda Item**
- c. **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)*
- d. Approval to award the Water Treatment Pilot Study project to CRW Engineering Group, LLC
- e. Approval of the updated Capital Projects List for FY 2016-17
- f. **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
- g. Approval to surplus Public Works equipment

14. ATTORNEY'S FILE

15. EXECUTIVE SESSION

- a. Borough Clerk's Evaluation

16. ADJOURNMENT

Agenda Items 1 - 6

CITY & BOROUGH OF WRANGELL

BOROUGH ASSEMBLY

AGENDA ITEM

June 23, 2015

ITEM NO. 1 CALL TO ORDER:

INFORMATION: *The Mayor, by code, is required to call the meeting to order at 7:00 p.m. in the Borough Assembly Chambers. Special meetings or continued meetings may be called for at differing times but at the same location. Notice of such will be required by the Borough Clerk. The Mayor will call the meeting to order according to such special or continued meeting notice. At all meetings of the assembly, four assembly members or three members and the mayor shall constitute a quorum for the transaction of business, but a smaller number less than a quorum may adjourn a meeting to a later date.*

RECOMMENDED ACTION:

The Mayor, as presiding officer, is to call the meeting of the Borough Assembly to order, with the following actions to follow:

- a. Pledge of Allegiance to be given by Assembly Member Julie Decker
- b. Invocation to be given by a member of the Baha'i Faith
- c. Ceremonial Matters – *Community Presentations, Proclamations, Certificates of Service, Guest Introduction*

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, 7c, 13a & 13b***

ITEM NO. 6 APPROVAL OF MINUTES:

INFORMATION:

6a *Minutes of the Public Information meeting, Public Hearing, and Regular Assembly meetings held June 9, 2015*

Minutes of the Public Information Meeting Held June 9, 2015

Assembly Member Decker called the Public Information Meeting to order at 6:17 p.m., June 9, 2015, in the Borough Assembly Chambers. Assembly Members Mitchell, Powell, Prysunka were present. Mayor Jack and Assembly Member Rooney arrived at 6:19 p.m. Assembly Member Blake was absent. Borough Manager Jeff Jabusch and Deputy Clerk Lavonne Klink were also in attendance.

Public Information Items:

The purpose for this public information meeting was to provide detailed information about these proposals and provide an opportunity for the public to ask questions and submit comments. Any written comments regarding the following two (2) applications should be provided by June 13, 2015 to USDA Rural Development.

- a. An application to the Community Facilities Program to purchase a police car
- b. An application to the Waste Water Program for construction funds for the rehabilitation of two sewer lift stations

WRITTEN TESTIMONY – There was no written testimony

ORAL TESTIMONY

Carol Rushmore, Economic Development Director explained that the City and Borough of Wrangell was applying for two grants with USDA Rural Development under the Community Facilities program for a police car and for the Waste Water Program.

Rushmore stated that the Assembly had been given detailed information for this application in their packets for both of these items.

Rushmore also stated that the application for the Waste Water was for additional funding for the sewer pump reconstruction project.

Rushmore explained that part of the requirement for both of these applications was to notice the public informational meeting in the paper and hold a public meeting for the public to have an opportunity to ask questions and make comments on the applications.

Rushmore stated that the total cost for the police car would be around \$35,000; we are asking \$27,500 from Rural Development and the remaining amount would be paid by the City & Borough of Wrangell as required (match).

Rushmore stated that the City had received CDBG (Community Development Block Grant) funds for the Waste Water Sewer pump project; during design it was discovered we would need additional funding for construction and CDBG has granted us some additional funds; ; this application is to see if we can receive additional needed funding to complete the project and the budget is presented in the information.

In response to Assembly Member Decker, Ms. Rushmore stated that this meeting was informational only and that there are not any Assembly approvals necessary .

In response to Assembly Member Prysunka, Ms. Rushmore stated that we had previously received money for the Nolan Center, Sewer and Water out the road, and the Library remodel under the Rural Development program.

Ms. Rushmore stated that the Rural Development Public Facilities program current priorities are community public health and safety.

The applications are undergoing reviews at which point we will find out from Rural Development if we are eligible for grants, loans or grants and loans.

There were no members of the public present to ask questions or make comments.

Public Information meeting Adjourned at 6:25 p.m.

David L. Jack, Mayor

ATTEST: _____
Kim Lane, CMC, Borough Clerk

**Minutes of Public Hearing
Held June 9, 2015**

Mayor David L. Jack called the Public Hearing to order at 6:30 p.m., June 9, 2015, in the Borough Assembly Chambers. Assembly Members Mitchell, Prysunka, Blake, Powell, Decker, and Rooney were present. Borough Manager Jeff Jabusch and Deputy Clerk Lavonne Klinker were also in attendance.

Public Hearing Items:

- a. **PROPOSED ORDINANCE No. 903:** AN ORDINANCE OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, PLACING THE QUESTION OF EXEMPTION FROM AS 39.50, THE STATE OF ALASKA'S PUBLIC OFFICIAL FINANCIAL DISCLOSURE LAW, ON THE BALLOT FOR THE OCTOBER 6, 2015 REGULAR BOROUGH ELECTION
(*second reading*)

WRITTEN TESTIMONY – None

ORAL TESTIMONY - None

Recessed at: 6:31 p.m.

Reconvened at: 6:55 p.m.

WRITTEN TESTIMONY – None

ORAL TESTIMONY – None

Public Hearing Adjourned at 6:56 p.m.

David L. Jack, Mayor

ATTEST: _____
Kim Lane, CMC, Borough Clerk

Minutes of Regular Assembly Meeting Held on June 9, 2015

Mayor David L. Jack called the Regular Assembly meeting to order at 7:00 p.m., June 9, 2015, in the Borough Assembly Chambers. Assembly Members Mitchell, Powell, Decker, Prysunka, Rooney, and Blake were present. Borough Manager Jeff Jabusch and Deputy Clerk Lavonne Klinkle were also in attendance.

Pledge of Allegiance was led by Assembly Member Becky Rooney.

Invocation was given by Don McConachie.

CEREMONIAL MATTERS – *Community Presentations, Proclamations, Certificates of Service, Guest Introductions*
A Certificate of Service was presented for Michael Brown for his service on the Parks & Recreation Board

AMENDMENTS TO THE AGENDA

Mayor Jack suggested that Item 13d be considered after Item 13g at the end of the agenda. There were no objections from the Assembly.

CONFLICT OF INTEREST

Assembly Member Prysunka declared a potential conflict of interest to Item 13d (Wrangell Medical Center's FY 2015-16 budget), and 13g (addendum to the Wrangell Medical Center's Master Service Agreement with TruBridge) since his wife is contracted by the Wrangell Medical Center and also with Alaska Island Community Services.

Mayor Jack stated that he did not see that there would be a conflict of interest for Item 13d or 13g (Approval of the Wrangell Medical Center's FY 2015-16 Budget, and the addendum to the Master Service Agreement with TruBridge). The Mayor stated that (with regards to Item 13d) since his wife's contract was already in place, approving the budget would not affect that contract.

There were no objections from the Assembly to the Mayor's ruling on the potential conflict.

Mayor Jack declared a potential conflict of interest to item 13g, since he often serves in the civil process for Northern Credit Services, which is the current billing organization out of Ketchikan.

The Assembly did not see a conflict of interest to his situation.

CONSENT AGENDA

M/S: Decker/Prysunka, to approve Consent Agenda Items marked with an (*) asterisk; 6a & 7a. Assembly Member Decker requested that Item *13a be removed from the Consent Agenda and considered under New Business. There were no objections from the Assembly on this request. Motion approved unanimously by polled vote.

APPROVAL OF MINUTES

The minutes of the Budget Public Hearing, Public Hearing, and Regular Assembly meetings held May 26, 2015 was approved, as presented.

COMMUNICATIONS

***7a** Minutes from the Regular School Board meeting held April 27, 2015

***13a** Final Plat approval for the Edgley-Massin Subdivision

BOROUGH MANAGER'S REPORT

Manager Jabusch's report was provided.

BOROUGH CLERK'S FILE

The Borough Clerk's Report was provided.

MAYOR/ASSEMBLY REPORTS AND APPOINTMENTS

10a Reports by Assembly Members

Assembly Member Prysunka reported with regards to SEAPA, that he had been given information that a SEAPA Board Member from Ketchikan has been calling up former members of Thomas Bay Power Commission and former employees and telling them that the SEAPA agreement could be nullified by SEAPA, essentially leaving the participating members in the lurch, which is not true. Prysunka stated that the only way that something like this could happen is if SEAPA defaulted on their bonds and essentially went bankrupt. In that case, SEAPA would cease to exist. Prysunka stated that he was very concerned about this SEAPA Board Member and that he would be addressing this at the SEAPA Board Meeting tomorrow.

Prysunka urged any community members or Assembly Members to call him or Clay Hammer, SEAPA Board Member, Wrangell if they should have any questions or concerns regarding SEAPA or SEAPA personnel.

Assembly Member Decker stated that the governor had starting holding meeting regarding the fiscal situation of the State. She said that there was a really good informational website on the governor's page that looks at what the forecast is for the next 10 years, projected revenues, projected income, and how to fill the gap.

10b Dan Rudy was appointed by the Mayor to fill the vacancy on the Parks & Recreation Board with the understanding of confidential items stay confidential, for the unexpired term ending October 2015. There were no objections from the Assembly.

PERSONS TO BE HEARD - None

UNFINISHED BUSINESS

12a PROPOSED ORDINANCE No. 903: AN ORDINANCE OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, PLACING THE QUESTION OF EXEMPTION FROM AS 39.50, THE STATE OF ALASKA'S PUBLIC OFFICIAL FINANCIAL DISCLOSURE LAW, ON THE BALLOT FOR THE OCTOBER 6, 2015 REGULAR BOROUGH ELECTION (*second reading*)

M/S: Mitchell/Rooney, to adopt Ordinance No. 903. Motion approved unanimously by polled vote.

NEW BUSINESS

***13a** Final Plat approval for the Edgley-Massin Subdivision

M/S: Decker/Blake, to approve the Final Plat for the Edgley-Massin Subdivision

In response to Assembly Member Decker's question on if the controversy surrounding this plat had been worked out, Manager Jabusch stated that there were still some items that were not resolved; Mr. Edgley wanted to get the property cleaned up; there were still issues with the Massin property.

Motion approved unanimously by polled vote.

13b PROPOSED RESOLUTION No. 06-15-1320: A RESOLUTION OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, AUTHORIZING THE CONVEYANCE OF PUBLIC LAND, LOTS 2 AND 4, R.A.L SUBDIVISION, USS 1119, WRANGELL TOWNSITE, BY QUITCLAIM DEED, TO TYLER THOMPSON AND KATHERINE IVY

M/S: Prysunka/Powell, to approve Resolution No. 06-15-1320. Motion approved unanimously by polled vote.

13c PROPOSED RESOLUTION No. 05-15-1319: A RESOLUTION OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, AUTHORIZING THE SALE OF CITY OWNED LOTS TO BE SOLD OVER THE COUNTER

M/S: Blake/Prysunka, to approve Resolution No. 05-15-1319, authorizing city owned lots to be sold over-the-counter pursuant to WMC 16.12.105. Motion approved unanimously by polled vote.

Agenda Item 13d was moved down and placed under Agenda Item 13g, as per Assembly Action.

13e Approval of a contract award to Advanced Truck Body & Equipment Co. for the F550 Truck and Service Body and of a budget amendment from the Water and Sewer funds

M/S: Powell/Blake, to approve a contract award to Advanced Truck Body & Equipment Co. for the supply of a Ford F550 Truck and Service Body in the amount of \$53,549 with funding to come from the approved 2016 Fiscal Year water and sewer budgets and also to include a budget amendment in the amount of \$1,774.50 from the sewer fund and \$1,774.50 from water fund to complete the funding needed for the purchase. Motion approved unanimously by polled vote.

13f PROPOSED RESOLUTION No. 06-15-1321: A RESOLUTION OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, AUTHORIZING A PLAN OF FINANCING FOR THE RECONSTRUCTION OF SHOEMAKER BAY HARBOR, INCLUDING THE ISSUANCE OF HARBOR REVENUE BONDS AND APPLICATIONS FOR GRANT FUNDING AND FOR THE SALE OF THE REVENUE BONDS

M/S: Decker/Powell, to adopt Resolution No. 06-15-1321, authorizing a plan for financing for the Shoemaker Bay Harbor reconstruction.

In response to Assembly Member Decker, Finance Director Burgess explained the commercial infrastructure funding and how it all works.

Manager Jabusch explained that we are far along in this project so that would help up in the funding selection process with the State.

Motion approved unanimously by polled vote.

13g Approval of an addendum to the Wrangell Medical Center's Master Service Agreement with TruBridge to add Accounts Receivable Management Services

M/S: Blake/Rooney, to approve the addendum to the Wrangell Medical Center's Master Service Agreement with TruBridge to add Accounts Receivable Management services, as presented.

Marla Sanger, WMC CEO, 223 1st Street and Doran Hammett, WMC CFO, 612 Etolin, provided detailed information and proposed amendment the TruBridge Master Service Agreement. Ms. Sanger explained that in the amendment would change the Master Service Agreement with TruBridge, to add secondary billing services in order to improve the revenue situation for the Wrangell Medical Center by increasing cash and reducing accounts receivable.

Ms. Sanger and Mr. Hammett explained that with this amendment, the Wrangell Medical Center would be paying 2.2% service fee to TruBridge on all patient billed cash received.

Mr. Hammett stated that this amendment would be costing the Wrangell Medical Center money; there would not be a savings at this time; would see some improvement in revenues.

Recessed at 8:18 p.m.

Reconvened at 8:23 p.m.

Mayor Jack stated that Assembly Member Mitchell had to leave the meeting.

Decker asked if the Wrangell Medical Center had approved this amendment. Ms. Sanger stated that yes, they had approved it unanimously.

In response to Decker, Mr. Hammett stated that the 2.2% fee was not incorporated into the FY 2015-2016 Budget that the Assembly would be considering next.

Decker stated that this appeared to be a good plan for the short term; she said that it's a good idea to bring people up through the ranks at the hospital but we are just barely out of trouble here and need to take it seriously.

Assembly Member Rooney said that it might be a good idea to task the Wrangell Medical Center Board to come up with a training match for a current employee at the Wrangell Medical Center;

someone who could train and learn now so that when we revisit this, we have someone in place who is trained.

Ms. Sanger stated that there was a tuition reimbursement plan in place now; in full support of “growing our own”.

Mr. Hammett stated that we had a 90 day clause to cancel the contract after two years.

Assembly Member Powell said that it’s a fact of business that employees get the training and then move on where they can receive better pay; since this service will cost us a couple hundred thousand a year now, it would be a really good idea to get someone trained so that we can look at having that person do this job with good benefits in the future.

M/S: Decker/ to amend the original motion to include: and request that the Wrangell Borough Assembly receive a plan from the Wrangell Medical Center Board and Staff regarding future training for billing by local Staff by the end of the calendar year.

Assembly Member Prysunka stated that if we were going to go with TruBridge now, it would be a burden to mandate a training program now; small towns require creativity; why couldn’t we hire someone to come in and do the receptionist responsibilities and have Rose take care of just the billing services? Prysunka stated that our town needs jobs; every job that we give away to somewhere else hurts everyone.

In response to Prysunka’s question as to if after two years, would the Wrangell Medical Center be required to bring the back to the Assembly for renewal, Mayor Jack said that the way that he read it was that if the Assembly approved the amendment to the Master Service Agreement, they would essentially be agreeing to the renewal date as well.

In response to Prysunka, Ms. Sanger stated that she was still awaiting a response from the Borough Attorney on if the Liability language should be in the amendment twice or if it should be in there just once. Ms. Sanger stated that Borough Attorney Blasco had approved the rest of the agreement in its entirety.

Amendment to the main motion was approved with Blake, Rooney, Decker, Powell and Mayor Jack voting yes; Prysunka voted no.

In response to Powell, Manager Jabusch stated that he didn’t know any more than what was talked about this evening, based on the discussion and what was provided by the Wrangell Medical Center staff.

Main motion, as amended was approved with Rooney, Decker, Blake, and Mayor Jack voting yes; Prysunka and Powell voted no.

13d Approval of the FY 2015-16 Wrangell Medical Center Budget (*moved down on the Agenda, per Assembly action*)

M/S: Prysunka/Blake, to approve the Wrangell Medical Center FY 2015-2016 Annual Budget, as presented.

Mayor Jack questioned if the TruBridge amendment was incorporated into this budget. Mr. Hammett answered that it was not.

Prysunka stated though that in essence, if you have this billing in place, you will be collecting more cash flow; won't get charged for what is not collected.

Ms. Sanger stated that we would only be paying the 2.2% on cash that they collected.

Blake questioned the travel expenses and if the administration could cut down on their travel.

Mr. Hammett stated that all travel would be grouped under Administration for each department; not under each individual job description; only budgeting for essential travel.

Motion approved unanimously by polled vote.

ATTORNEY'S FILE –None

EXECUTIVE SESSION – None

Regular Assembly Meeting adjourned at 8:58 p.m.

ATTEST: _____
Kim Lane, CMC, Borough Clerk

David L. Jack, Mayor

Agenda Item 7

CITY & BOROUGH OF WRANGELL

BOROUGH ASSEMBLY AGENDA ITEM June 23, 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 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**

WRANGELL PARKS & RECREATION ADVISORY BOARD MEETING
REGULAR MEETING MARCH 4, 2015
7:00 P.M. ASSEMBLY CHAMBERS

CALL TO ORDER: Chairman Lippert called the Parks & Recreation Advisory Board's meeting to order in Assembly Chambers 7:00 p.m.

ROLL CALL: Board Members in attendance were Michael Brown, Cindy Martin, and Holly Owens. Haig Demerjian was absent. Also in attendance were Director, Kate Thomas and Recording Secretary, Betsy McConachie.

AMENDMENT TO AGENDA: none

APPROVAL OF MINUTES: The February 4, 2015 Parks & Recreation Advisory Board meeting's minutes were moved to approve by Brown and 2nd by Martin.

CORRESPONDENCE: None

PERSON'S TO BE HEARD: Letter read by Kate Thomas/Parks Director From: the Wrangell Roller Derby, Re: fee structure.

Jamie Roberts 11.25 Zimovia Highway stood to ask questions on the fee structure and the Swim Club. The team has been awaiting a response from the department. The value of the pool usage was slated at \$10,000. This year they are trying to find different funding opportunities. They are going through the 5013C process so they can get grants to cover the fees for Parks and Rec. Jamie said the kids do a swim a thon and bring in about \$6,000. That money goes to covering the coaches and lifeguards fee and equipment needs they might have. They also applied to the Stikine Sportsman Association and that was denied. They were wondering if the Parks and Rec would need the fees now or next session in the fall. Previously the group operated under the corporate passes and paid their lifeguard and coaches. In addition they have invested in the timing system set up the pool. They have had no need for extra resources through parks and rec. Jamie inquired if the Parks & Rec had a mission statement and what the criteria is for Parks and Recreation programming.

In response, suggestions were made by board members and the director to support the club. In addition, Kate Thomas will work in a meeting with the club facilitators to see about solutions to existing problems.

BOARD MEMBER REPORTS:

Martin coming to the closure of the 12 Mt Dewey signs project the cost was \$375 to the High School shop class. This is the cost for the fabrication. She was very pleased. Lippert met with Kate on thoughts on the grants for trail and rifle range there are money for those.

DIRECTOR'S REPORT: Attached

UNFINISHED BUSINESS:

- a. Fee Assistance Program- Board members Holly and Michael spoke to this issue. Holly elevated her thoughts on the criteria. Michael outlined suggestions for simplifying the system and ensuring that everyone pay something.

Vicki Martin spoke on the existing scholarship program.

Thomas would like to meet with the committee that is working on the fee assistant program to get all the information and bring to the next board meeting.

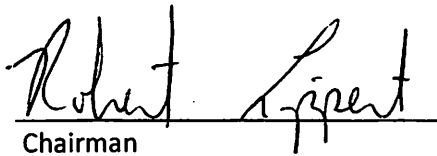
- b. Fee Structure-Lippert said the next step is to have the assembly approve the removal of the corporate rate. Thomas said she also wanted to adjust the Park rental, as well as the facility fees in the community center.


NEW BUSINESS:

- a. Mission statement-Thomas stated the department would like to develop a mission statement that outlines the following, developing and maintaining sustainable programming for a broad range of demographics in the community of Wrangell. Martin will research mission and fee assistant program in other communities. Each board member can come up their own ideas for next meeting.
- b. Health Fair- Aril 4, 9-noon. A booth with Martin to have the 3 options of the logo for the public to vote on.
- c. Next Advisory Meeting-April 1, 2015

CLOSING

The Parks and Recreation meeting was adjourn at 8:05 p.m.


Chairman
Bob Lippert


Recording Secretary
Betsy McConachie

WRANGELL PARKS & RECREATION ADVISORY BOARD MEETING
REGULAR MEETING APRIL 1, 2015
7:00 P.M. ASSEMBLY CHAMBERS

CALL TO ORDER: Chairman Lippert called the Parks & Recreation Advisory Board's meeting to order in Assembly Chambers 7:00 p.m.

ROLL CALL: Board Members in attendance were Michael Brown, Cindy Martin and Holly Owens.

Haig Demerjian was absent. Also in attendance were Director, Kate Thomas and Recording Secretary Betsy McConachie.

AMENDMENT TO AGENDA; None

APPROVAL OF MINUTES: The March 4, 2015 Parks & Recreation Advisory Board meeting's minutes were moved to approve by Brown and 2nd by Owens.

CORRESPONDENCE

PERSON'S TO BE HEARD: None

BOARD MEMBER REPORTS: Cindy Martin spoke about swim programs. Encouraging careful planning and outreach for the re-opening of the pool and revitalization of swim programs in Wrangell.

DIRECTOR'S REPORT: Attached

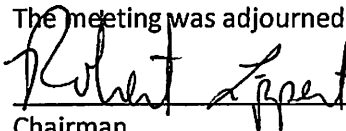
UNFINISHED BUSINESS:

- A. Mission Statement-Advisory Board compiled ideas and suggestions for the departments Mission Statement. The Director will review the suggestion and develop a mission statement that will be published to the community.
- B. Fee Assistance – board members will meet again in a workshop to discuss more ideas.
- C. Internet Usage- A reference from the letter from last meeting by a patron was discussed by the board. Through investigation it will be costly to hold a plan that would meet the demands of the public use. Overage charges to the existing plan previously were an issue.

NEW BUSINESS:

- A. Board Workshop – Fee Structure – A workshop will be held on the fee structure for more input on April 29 6:00 at the Community Center Multi –purpose room.
- B. Swim Program- Director spoke briefly about certification and course plans as well as pending Swim Club status
- C. AICS Letter Support- A motion was made by Brown to approve the letters of support for AICS, 2nd by Owens, Motion passed
- D. MOU for Wrangell Early Childhood Coalition- reviewed by board
- E. MOU for Internship – reviewed by board

The meeting was adjourned at 8:15.


Chairman

Bob Lippert


Recording Secretary

Betsy McConachie

- A. Next agenda items Review submitted mission statements. Grant- Kickstart.org.
- B. Adjourn meeting

WRANGELL PARKS & RECREATION ADVISORY BOARD
REGULAR MEETING May 6, 2015
7:00 P.M. ASSEMBLY CHAMBERS

CALL TO ORDER 7:02 PM

ROLL CALL: Haig Demerjian, Cindy Martin, Michael Brown, Holly Owens, Kate Thomas (documenting minutes), Betsy (Absent), Bob Lippert (Absent)

AMENDMENT TO AGENDA
(No Amendments)

APPROVAL OF MINUTES

- A. April 1st, 2015 Parks & Recreation Advisory Board meeting minutes attached.
Motion to approve Brown 1st and Owens 2nd. All in favor.

CORRESPONDENCE
Letters and Memo delivered

PERSON'S TO BE HEARD
No persons to be heard

BOARD MEMBER REPORTS
Owens expressed support for the workshop. She stated that she felt like it was productive and successful.

Demerjian expressed interest in revisiting the trails and understanding the status of the FLAP grant.

DIRECTOR'S REPORT- See attached document.

UNFINISHED BUSINESS

- A. Mission Statement
 - a. Motion to accept the mission statement as presented, Martin 1st, Owens 2nd.
- B. Fee Schedule
 - a. Martin proposed a change to amend the definition of "Employee Wellness Benefit". The statement shall read, " The Employee Wellness Benefit is for Local businesses and 501c3 entities. Employees will receive a 5% discount off their individual pass."
 - b. Motion to make the change and accept changes in the Employee Wellness Benefit description. Owens 1st, Martin 2nd the motion.

- c. Director made a recommendation to eliminate several rates connected to the Community Center rentals. A motion to accept the fee schedule with proposed changes, Brown 1st and Owens 2nd.

NEW BUSINESS

- A. Swim Club: Motion to approve swim club purchasing individual passes for the season to operate the group. Motion to approve. Owens 1st Brown 2nd.
- B. User Groups: The Director will develop an outline of procedures and policies for users groups. It will be presented to the board at the meeting in June.
- C. Fee Assistance Application: Look up poverty guidelines and identify the definition of a household. Review the document at the next board meeting in June.

CLOSING

- A. Next agenda items
- B. Adjourn meeting: Motion to adjourn meeting Martin 1st and Brown 2nd.

Bob and Cheri Wickman
P.O. Box 1513
Wrangell AK 99929

June 12, 2015

RECEIVED

JUN 16 2015

WRANGELL CITY HALL

City of Wrangell
P.O. Box 531
Wrangell AK 99929

Dear City Council:

Bob and I live at 109 St. Michaels Street, located at the bottom of St. Michaels Street hill. We purchased our property in 1979 and have lived on it since. Back in 79 the down town mill was still operating two shifts a day. Soon the forest service put a halt to logging and Wrangell lost their mills.

Bob and I have watched the tearing down of deserted buildings and old rickety docks. Soon the landfill started and a beautiful museum was built. It made us happy to see what was once the ugly part of Front Street slowly taking shape to what it is now.

Now we do feel it is time for the next step, which would be to catch up with the zoning on Front Street. What was water front property across from our home no longer is because of all the fill work that has been done making the zoning obsolete. If we keep the water front zoning then we are going to be facing another problem. With water front zoning people are being allowed to build tent structures made of many containers stacked 4 high with plastic tarps for roofs.

The work that has been done on the old mill dock has been 100% positive for Wrangell. The boat pullouts and the businesses that have occurred have helped Wrangell turn their future around.

So now we need to decide where to stop the tents. I for one do not want a tent right across the street from my home. We plan to open a bed & breakfast in the next few months. Who is going to want to stay at a bed & breakfast with a view of a huge tent.

After all the monies and work the city of Wrangell has put into Front Street I hate to see our progress go backward. We need to stop and think and make sound decisions for the future of Wrangell.

Lets keep Wrangell looking good!

Thank you for listening

Bob and Cheri Wickman

BOARD ACTION

FOR DETAILS, CONTACT:

PATRICK MAYER

SUPERINTENDENT

DIRECT PHONE: 907-874-2347

WRANGELL PUBLIC SCHOOL BOARD REGULAR MEETING JUNE 15, 2015

- Approved Consent Agenda
 - Accepted Minutes of May 11, 2015 Regular Board Meeting as presented
 - Accepted Minutes of May 19, 2015 Special Board Meeting as presented
 - Approved Disposal of Surplus Equipment as presented
 - Approved selling laptops to graduating seniors in the amount of \$100 each
 - Allowed Bob Henry and Karen Morse to purchase laptops in the amount of \$250.00 each
- Approved the application of the Alaska Migrant Education Literacy Grant
- Added the Technology Director position to the exempt salary schedule as presented
- Entered into a Memorandum of Agreement with Wrangell Early Childhood Coalition
- Approved offering a supplemental food program without compensation from the federal National School Lunch Program
- Offered Deidre Jenson a contract addendum as Project Director for the Elementary and Secondary Counseling Grant during the 2015-2016 school year
- Offered Extra-curricular Contracts for the 2015-2016 school year as presented
- Presented the resignation of Lexie Hayes and Bob Henry as items of information
- Amended Superintendent Mayer's contract to include a 3% increase in salary
- Reviewed Board Policy:
 - BP 6161.10, Adoption of Textbooks
 - BP 6162.5, Student Learning Assessment
 - BP 6164.2, Guidance and Counseling
 - BP 6174, Bilingual – Bicultural Education, Career and Technical Education
 - BP 6174.1, Indian Education Program
 - BP 6178, Vocational Education, Career and Technical Education
- Adjourned

**FOR RELEASE: 12:00 PM
JUNE 16, 2015**

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

Agenda Item 9

CITY & BOROUGH OF WRANGELL

BOROUGH ASSEMBLY AGENDA ITEM

CLERK'S REPORT June 23, 2015

Mark Your Calendar:

7/2 Port Commission mtg. @ 7pm in the Assembly Chambers

7/3 Independence Day observed, City Hall closed



7/9 Planning & Zoning Commission mtg. @ 7pm in the Assembly Chambers

7/15 Hospital Board mtg. @ 5:30 pm at the Nolan Center

7/28 Regular Borough Assembly mtg. @ 7 pm in the Assembly Chambers

9/23-24 SEAPA Board Mtg. to be held in Petersburg.

REGULAR ELECTION CALENDAR FOR **OCTOBER 6, 2015**

<u>Date</u>	<u>Task to be completed</u>
___ July 17	Publish Declaration of Candidacy Notice - <i>Declaration dates: 8/3-8/31/15 as per WMC 2.16.010</i>
___	Select and contact three (3) Election Workers
___ July 24	Publish Notice to City Voters – Qualifications
___	Write letters to those whose terms expire, i.e. Mayor, Assembly, Port Commission, WMC Board, and School Board
___ July 31	Prepare Declaration of Candidacy forms for filing to be ready to distribute on 8/3/15
___ Aug 3	Declaration of Candidacy Filing Begins.
___	Write letters to those whose terms expire on the City Boards and Commissions
___ Aug 9	Send memory cards (2) to Dominion Voting
___ Aug 21	Publish Public Notice for <u>Absentee Voting</u>
___	Publish Public Notice of <u>Regular Election/ Ballot Proposition(s)</u> up until Election Day
___ Aug 28	Publish Public Notice: City Boards and Commissions
___	<u>Prepare & Publish:</u> Write-in notice
___	Prepare and send Official Ballot, Sample Ballot, and Election Setup Paperwork to Dominion Voting.
___ Aug 31	<u>Last Day</u> to file Declaration of Candidacy
___	Send Candidate Filing Statement to APOC
___ Sept 1	Labor Day – City Hall Closed

- _____ **First day to submit application** for Absentee Ballot by Mail or Fax
- ___ Sept 4 **Notify KSTK to** announce my phone number for registering to vote **deadline is Sept 6th, 2015.**
- _____ Send letter to Nolan Center confirming use of precinct
- _____ Send letters to Election workers regarding election workshop date (if needed)
- ___ Sept 8 At Assy. Mtg., **adopt Resolution** designating Canvass Board (Jack, Decker, Blake, Mitchell, or Prysunka)
- _____ At Assy. Mtg., **approve Special Meeting** to Certify Election for Oct. 12th @ noon!
- _____ Send letters to bars/liquor stores – do not need to close.
- _____ **Receipt of memory cards (2) from Dominion Voting**
- _____ **Possession of sample, test, and official ballots. Test ballots first before using!! Sept 8th or 9th**
- ___ Sept 11 **Publish Sample Ballot** in newspaper and other conspicuous places.
- _____ Prepare Absentee voting by fax register, and all other absentee voting in person materials
- ___ Sept 18 **Publish Public Notice for Canvass Board**
- ___ **Sept 21 First Day to Absentee Vote in Person, by mail, or by fax**
- ___ Sept 25 **Publish Public Notice for Special Meeting** to be held on Oct. 12th @ noon pm to Certify Election.
- ___ Oct 2 Train Election Workers @ 1:00 pm (if needed)
- _____ Last Day to file for Write-Ins ((Send notification to Mayor & Assy & media of who (if any) filed))
- ___ Oct 2 Last Day to Absentee Vote in Person
- ___ **Oct 6 ELECTION DAY 8:00 AM TO 8:00 PM at Nolan Center**

- ___ Oct 7 Send Absentee/Questioned Voters Ballot Review to Division of Elections. Follow-up with confirmation and to let them know that the review sheet needs to be returned prior to the meeting of the Canvass Board on 10/12/2015.

- ___ Oct 8 **Canvass Board meets** and tallies absentee, questioned, and possible challenged ballots in council chambers (1:00 pm)

- ___ Oct 12 **Certify Election results and Administer Oath of Office** at **12:00 pm** at Special Assembly meeting.

- ___ Oct 13 Send letters to those voters whose ballots were not counted.

Agenda Items 10 a

CITY & BOROUGH OF WRANGELL

BOROUGH ASSEMBLY

AGENDA ITEM

June 23, 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**

Agenda Item *13a

CITY & BOROUGH OF WRANGELL

BOROUGH ASSEMBLY AGENDA ITEM June 23, 2015

INFORMATION:

Approval of the Final Plat of the Torgramsen-Smith Subdivision

Attachments:

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

RECOMMENDED ACTION:

~ Approved under the Consent Agenda ~

Memo

CITY CLERK
JUN 15 2015
RECEIVED

To: Kim Lane, Borough Clerk
From: Lavonne Klinke, P & Z Secretary
CC: Assembly Members
Date: 6/15/2015
Re: Final Plat for Torgramsen-Smith Subdivision, a subdivision of the remainder of Lot A-2 Torgramsen-Prunella Subdivision, creating Lot B and Remainder Lot A-2, within USS 3823, zoned Single Family Residential, owned by Lisa Torgramsen, requested by Bruce Smith Jr.

The Planning and Zoning Commission at their Regular meeting of June 12, 2015 approved Final Plat for Torgramsen-Smith Subdivision, a subdivision of the remainder of Lot A-2 Torgramsen-Prunella Subdivision, creating Lot B and Remainder Lot A-2, within USS 3823, zoned Single Family Residential, owned by Lisa Torgramsen, requested by Bruce Smith Jr.

Agenda Item *13b

CITY & BOROUGH OF WRANGELL

BOROUGH ASSEMBLY AGENDA ITEM June 23, 2015

INFORMATION:

Approval of the Final Plat for a Portion of the Cedar Street Vacation

Attachments:

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

RECOMMENDED ACTION:

~ Approved under the Consent Agenda ~

Memo

CITY CLERK
JUN 15 2015
RECEIVED

To: Kim Lane, Borough Clerk
From: Lavonne Klinke, P & Z Secretary
CC: Assembly Members
Date: 6/15/2015
Re: Final Plat for Portion of Cedar Street Vacation, a vacation of the remaining 15 feet of Cedar Street between Lot 4, Block 26, Zoned Single Family Residential and Lot 2A, Block 31 zoned Multi Family Residential, requested by Tony and Sue Guggenbickler.

The Planning and Zoning Commission at their Regular meeting of June 12, 2015 approved the Final Plat for Portion of Cedar Street Vacation, a vacation of the remaining 15 feet of Cedar Street between Lot 4, Block 26, Zoned Single Family Residential and Lot 2A, Block 31 zoned Multi Family Residential, requested by Tony and Sue Guggenbickler.

Agenda Item 13c

CITY & BOROUGH OF WRANGELL

BOROUGH ASSEMBLY AGENDA ITEM June 23, 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 *(first 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 approve first reading of Ordinance No. 904, and move to a second with a Public Hearing to be held on July 28, 2015.

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: _____, 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 13d

CITY & BOROUGH OF WRANGELL

BOROUGH ASSEMBLY AGENDA ITEM June 23, 2015

INFORMATION:

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

Attachments:

1. Memo from Ruby McMurren, Projects Manager
2. Fee Proposal from CRW Engineering Group, LLC
3. RFP

RECOMMENDED ACTION:

Move 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.

MEMORANDUM

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

FROM: Ruby McMurren, Projects Manager

SUBJECT: Evaluations of Responses to the RFP for the Wrangell Drinking Water Pilot Plant Study and approval for CBW to enter into a contract with CRW Engineering Group, LLC for this work.

DATE: June 17, 2015

BACKGROUND:

The City and Borough of Wrangell applied for and received a grant from the Department of Commerce, Community, and Economic Development (DCCED) Division of Community and Regional Affairs (DCRA) for use towards the Water Treatment Pilot Plant Study. The objective of this project is to perform a pilot study to provide appropriate information and direction in the necessary modifications or alternate treatment method to produce drinking water that exceeds current and future regulatory requirements.

On April 24, 2015, 6 proposals were opened for the Wrangell Drinking Water Pilot Plant Study. Proposals were received from CRW Engineering Group, DOWL, GV Jones & Associates, HDR Alaska, Inc., WHPacific, & Purification Technology, Inc.

There were 3 independent reviewers of the responses. Evaluation Criteria was drawn directly from the elements in the RFP, and using a 100 point scoring potential. Reviewers included: Ruby McMurren, (Projects Manager); Carl Johnson (Projects Consultant); and Wayne McHolland (Water Treatment Leadman). Amber Al-Haddad (Public Works Director), participated in discussions and reviewed the responses from the evaluation committee.

All 3 reviewers, reviewing independently, unanimously scored CRW Engineering Group, LLC as the high scorer, and therefore the preferred contractor.

Responder Score

CRW Engineering Group:	81
DOWL:	75
HDR Alaska, Inc.	71
GV Jones & Assoc.	69
WHPacific:	65
PTI:	27

CRW Engineering Group, provided a cost proposal on June 8, 2015 based on a T&M Not-to-Exceed price for the pilot study and a lump sum fee for the pilot study reports in the total amount of \$149,306.00.

RECOMMENDATIONS:

Award the contract for design services for the Wrangell Drinking Water Treatment Pilot Study to CRW Engineering Group, LLC in the amount of \$149,306.00.

ATTACHMENTS:

1. RFP for the Wrangell Drinking Water Treatment Plant Pilot Study
2. CRW Engineering Group, LLC fee proposal



CRW Engineering Group, LLC

Memorandum

from: Jon Hermon, P.E.

to: Ms. Ruby McMurren,
CBW DPW Project Mgr.

Date: June 8, 2015

A handwritten signature in black ink, appearing to read "Jon Hermon", is located to the right of the "to:" field.

RE: City and Borough of Wrangell (CBW) Drinking Water Treatment Pilot Study: Fee Proposal

Ms. McMurren:

We are pleased to submit this fee proposal to provide a pilot study for improving CBW's water treatment system. Included with this proposal is a spreadsheet showing the estimated breakdown of hours and fees for CRW Engineering Group, LLC (CRW), and our subconsultants, Summit Consulting Services, Inc. (SCS) and Corix Water Systems (CWS). Also find attached schedules of our Year 2015 standard rates.

CRW proposes the following scope of work, deliverables and schedule for this project:

A. SCOPE OF WORK

1. Task A – Project Scoping Workshop

CRW will travel to Wrangell to present the project work plan to CBW and collect more information regarding the existing water treatment facilities. Primary steps will include the following:

- ◆ Prepare a presentation for CBW to discuss:
 - Project team roles.
 - Steps of the project.
 - General water treatment objectives.
 - Treatment options to be evaluated.
 - Project schedule.
 - Other topics of interest to CBW.
- ◆ Review existing water source, treatment and storage facilities in further detail and meet with City staff to collect data relevant to the project. For this task, CRW will:
 - Review the configuration, condition and controls of the existing water treatment facilities and historical plant performance data with plant operators.

- Review the water source and water storage facilities with the plant operators to better understand how they affect or are affected by the water treatment process.
- Collect raw and finished water samples for laboratory and bench testing as described in Task 2.
- ◆ Review collected information regarding the plant and historical test data with the project team.

2. Task B – Water Analysis and Draft Desktop Assessment

Based on collected data, water testing results and inputs from both SCS and CWS, CRW will prepare a draft desktop assessment to evaluate four water treatment alternatives. This evaluation will not provide an exhaustive review of the various details associated with each of these alternatives. The primary intention of this effort is to evaluate the suitability of these processes for treating Wrangell's water and compare their relative merits for the selection of one for further review in the subsequent pilot study.

This task will primarily include the following steps:

- ◆ Perform laboratory and bench testing of water samples collected from the existing water treatment facilities:
 - Laboratory testing would be performed by certified labs to characterize the raw water for turbidity, total organic carbon (TOC), dissolved organic carbon (DOC), ultraviolet transmissivity (UVT), apparent and true color, iron, manganese, total dissolved solids, alkalinity, hardness, pH and various constituents of interest that may impact the performance of membrane filtration.
 - Laboratory testing would also be performed on pre-treated and filtered water to review its tendency to form disinfection by-products. Parameters for this testing will include disinfection by-product (DBP) formation potential, total trihalomethane (TTHM) and five haloacetic acids (HAA5).
 - Limited bench testing would be performed by CRW or water treatment vendors as needed for initially assessing the treatment performance of various unit process (such as coagulation or MIEX, for example). For this testing, raw water will be collected from the plant influent stream for the bench testing. CBW assistance may be requested on an as-needed basis.
- ◆ Evaluate the following water treatment technologies for best technical and economic merit:

- Improvements made to the existing water treatment process.
- MIEX process followed by two-stage or conventional multimedia filtration.
- Dissolved Air Flotation (DAF) followed by multimedia filtration.
- Two-stage or conventional multimedia filtration followed by membrane nanofiltration.
- ◆ Evaluate and compare the above-listed technologies according to the following criteria:
 - Potential treatment performance.
 - Treatment capacity.
 - Operational complexity.
 - Operational reliability.
 - Cost-effectiveness relative to potential capital and operations & maintenance (O&M) costs.
 - Operator certification requirements.
 - Other factors such as sustainability and operator safety.
- ◆ Research and coordinate with Corix , MIEX and other water treatment vendors in the evaluation of the above-listed technologies.
- ◆ Generate a draft desktop assessment report that summarizes the following:
 - Discussion of relevant drinking water regulations.
 - Water testing and related findings.
 - Process flow schemes for each water treatment alternative.
 - Evaluation of water treatment alternatives and related findings.
 - Scoring matrix for comparing the technical and economic merits of each treatment alternative.
 - Concept-level capital and O&M cost estimates for each treatment alternative.
 - Recommended alternative for pilot testing.
 - Report will include figures and appendices containing supporting data.
- ◆ Submit the draft assessment report to CBW for review and commentary.
- ◆ Respond to review comments and discuss the report in a teleconference conducted between CBW and the CRW team.

3. Task C – Final Desktop Assessment and Design Workshop No. 2

Based on the inputs and discussion from the review teleconference, CRW will finalize the desktop assessment and submit the document to CBW. After this submittal, CRW will travel to Wrangell to present a specific work plan for the pilot testing effort. This plan will target specific treatment objectives and performance goals, and will include the process flow scheme, diagrams of testing apparatuses and testing steps. The plan will also outline a pilot testing schedule and needed support from CBW operators.

4. Task D – On-Site Pilot Study

Pilot testing will be performed at the water treatment plant on the technology that is selected in the desktop assessment, and will simulate only the principal unit processes involved. For a limited time period, the testing would initially be conducted by CRW and Corix staff, who will also set up and dismantle the equipment. CBW operators would also be involved in the initial testing and be trained to monitor the pilot operation during the remaining testing period. CBW operators would then report observations and any test measurements to CRW on a periodic basis and, at CRW's direction, also collect and ship water samples for laboratory testing of selected parameters.

Pilot testing scheduling will depend on the variations of water quality properties measured by CBW over the seasons of the year. Ideally, testing would occur during periods when water quality tends to be at its lowest and water demands are highest (during summer, based on preliminary input from CBW), and when various properties, such as temperature, would have greatest influence on the water treatment process (during winter). To capture this variability, at least two separate testing periods would be needed. However, it does not appear that this objective can be accomplished within the CBW's grant amount if the pilot testing equipment has to be mobilized and demobilized twice, to and from Wrangell. This proposal therefore assumes that two testing periods would be feasible under one of the following conditions:

- ◆ The pilot equipment vendor agrees to allowing their equipment to remain in Wrangell between the two testing periods under an agreement that is affordable to the project. In coming to such an agreement, the vendor would likely consider its potential loss of economic opportunities in committing its equipment to this project for an extended time period.
- ◆ Or, additional funding is obtained by CBW to provide for the additional mob/demob of the testing equipment.

If it is determined from our review of measure water quality properties that pilot testing could reasonably occur only during one season (such as summer), then the issue of an additional

mob/demob becomes moot. Pilot testing scheduling would then target the period offering the most useful water quality conditions.

Since the specific details of pilot testing are uncertain at this time, we present a proposed “basic services” budget to work within on a *time-and-materials, not-to-exceed* basis for the pilot study task. This budget is essentially based on one mob/demob and providing up to 6 total weeks of pilot testing operations (as either one continuous or two separate testing periods), plus additional time for equipment set-up and dismantling. If necessary, a second mob/demob could be authorized by CBW under the “additional services” budget.

Other assumptions relating to the pilot testing budget are noted in the fee estimate spreadsheet.

5. Task E – Pilot Study Report and Preliminary Budgetary Estimate

Following the pilot testing, CRW will generate draft and final versions of a pilot study report, which will including:

- ◆ Discussion and summary of findings and conclusions of the pilot testing.
- ◆ Collected data, operational notes, and lab results appended.
- ◆ Recommendations made and design criteria developed for the subsequent design phase and full scale development of the process, and additional pilot scale testing that may be beneficial to the design phase.
- ◆ A preliminary budgetary cost estimate for design, any further testing, permitting and construction of the recommended water treatment improvements for use in seeking further project funding.
 - This cost estimate would be approximately based on concept-level schemes of the water treatment process and would not provide the accuracy afforded by a more detailed effort ordinarily accomplished in the schematic portion of the design phase.
- ◆ Recommended construction phasing that would benefit the funding acquisition process.

The CRW team will conduct a teleconference with CBW to discuss the draft report, receive comments and answer questions. Based on the inputs provided in this meeting, the pilot study report will be finalized and submitted to CBW.

6. Task F – Additional Services

Two items are currently noted as “additional services:” a public presentation of the pilot study and a second mob/demob of pilot testing equipment as previously discussed, both which do not appear to fit within the available grant amount for this project. If CBW finds that a public presentation of the pilot study would be necessary, CRW could provide one more cost-effectively while in Wrangell for planned workshops or pilot testing. If a dedicated trip is necessary, separate from the other site visits, it appears that additional project funding will need to be obtained.

B. DELIVERABLES

Deliverables for the project will include:

- ◆ Draft versions of desktop assessment and pilot study report: electronic .PDF copy and 4 bound paper copies.
- ◆ Final versions of desktop assessment and pilot study report: electronic .PDF copy and 4 bound paper copies.

C. SCHEDULE

The CRW team will proceed with the attached schedule, which indicates a completion date of December 15, 2016. More generally, the schedule will proceed as follows:

- ◆ The work of this project will begin shortly after a notice to proceed (NTP) is provided, assumed to be issued by CBW by June 22, 2015.
- ◆ Based on our current workload, the first workshop would be conducted within four weeks of CRW receiving the NTP.
- ◆ The desktop assessment would be conducted over the course of the following 3 months, with draft and final reports generated, and the 2nd workshop occurring in November 2016.
- ◆ Two pilot testing periods are shown for 2016, one in winter and one in the following summer. The specific timing of this testing would depend on a number of factors, including availability of pilot operator and equipment, and review of water quality variations over the course of the year in order to best capture effects of water source conditions affecting water properties.
- ◆ After pilot testing is completed, shown in July, the pilot test report would be completed after all water lab testing results are received and evaluated, and the budgetary (preliminary) cost estimate is completed.

D. FEE AND TERMS

Other assumptions that form the basis of our proposal are indicated on the attached fee estimate spreadsheet. We propose the following compensation formats for this project:

- ◆ Tasks A, B, C & E: lump sum basis.
- ◆ Tasks D & F: time-and-materials, not-to-exceed basis. With this format, budgets would not be exceeded without prior authorization given by CBW. When budgets are approximately 75% expended, CRW will report to CBW whether or not a budget overrun is anticipated for a particular task, and if so, provide an estimate of the additional budget needed to complete the work of the task.

Our estimated fee is noted on the attached spreadsheet. Schedules of standard rates are also attached for CRW, SCS and CWS.

All work would be performed in accordance with a professional services contract between CRW and the City and Borough of Wrangell.

END OF MEMORANDUM

Attachments: Fee spreadsheet (3 pages, 11x17); standard rate schedules for CRW, SCS and CWS; project schedule.

City & Borough of Wrangell
Water Treatment Pilot Study
Fee Estimate
June 2015

	Footnotes	Principal	Project Manager	Project Engineer	Senior Engineer	Staff Engineer	Technician III	Clerical Staff	Total CRW Labor	Subnotes	Subconsultant Expenses	Misc. CRW Expenses	Task Totals
TASK	1	\$185	\$175	\$140	\$175	\$120	\$135	\$80			Cost x 1.10	Cost x 1.10	
A. PROJECT SCOPING WORKSHOP (LS)													
1 Project Management and Coordination		1	4					2	\$1,045			\$110	\$1,155
2 Project Scoping Workshop													
Trip Preparation			4	4			4		\$1,800				\$1,800
Round Trip Travel	2		8	8					\$2,520			\$2,840	\$5,360
On-Site Time			12	12					\$3,780				\$3,780
3 Data Gathering and Review			2	12					\$2,030	a	\$818		\$2,848
													\$0
Subtotal Task A:		1	30	36	0	0	4	2	\$11,175		\$818	\$2,950	\$14,943
B. WATER ANALYSIS & DRAFT DESKTOP ASSESSMENT (LS)													
1 Project Management and Coordination		1	2					2	\$695			\$110	\$805
2 Source Water Analysis													
Water Testing at CRW's Facility	3		1	6		16			\$2,935	b	\$684	\$1,100	\$4,719
Laboratory Testing	4		1	2		8			\$1,415	b	\$684	\$4,200	\$6,299
3 Draft Desktop Assessment			4	20		24	8		\$7,460	c	\$3,555		\$11,015
4 Compile & Submit Draft Documents						2		4	\$560			\$440	\$1,000
5 Review Teleconference with CBW	5		4	4					\$1,260	d	\$409	\$55	\$1,724
Subtotal Task B:		1	12	32	0	50	8	6	\$14,325		\$5,333	\$5,905	\$25,563
C. FINAL DESKTOP ASSESSMENT & DESIGN WORKSHOP No. 2 (LS)													
1 Project Management and Coordination		1	2					2	\$695			\$110	\$805
2 Final Desktop Assessment			2	8		10	4		\$3,210	b	\$684		\$3,894
3 Submit Final Documents						2		4	\$560			\$440	\$1,000
4 Design Workshop No. 2				4					\$560				\$560
Trip Preparation			2	4			4		\$1,450				\$1,450
Round Trip Travel	2		8						\$1,400			\$1,420	\$2,820
On-Site Time			10						\$1,750				\$1,750
Subtotal Task C:		1	24	16	0	12	8	6	\$9,625		\$684	\$1,970	\$12,279

City & Borough of Wrangell
Water Treatment Pilot Study
Fee Estimate
June 2015

	Footnotes	Principal	Project Manager	Project Engineer	Senior Engineer	Staff Engineer	Technician III	Clerical Staff	Total CRW Labor	Subnotes	Subconsultant Expenses	Misc. CRW Expenses	Task Totals
TASK	1	\$185	\$175	\$140	\$175	\$120	\$135	\$80			Cost x 1.10	Cost x 1.10	
D. ON-SITE PILOT STUDY (T&M, Not-to-Exceed)													
1 Project Management and Coordination		1	8					2	\$1,745			\$110	\$1,855
2 Mobilization/Demob & Set Up/Dismantle	6			24		18			\$5,520	e	\$25,685	\$7,880	\$39,085
3 Equipment Rental	7			2		4			\$760	f	\$9,979		\$10,739
4 Operation	8			50					\$7,000	g	\$12,870		\$19,870
5 Monitoring and Test Results Review			4	8					\$1,820	h	\$3,947		\$5,767
Subtotal Task D:		1	12	84	0	22	0	2	\$16,845		\$52,481	\$7,990	\$77,316
E. PILOT STUDY REPORT AND BUDGETARY ESTIMATE (LS)													
1 Project Management and Coordination		1	2					2	\$695			\$110	\$805
2 Pilot Study Report			4	20		24	4		\$6,920	i	\$2,737		\$9,657
3 Preliminary Budgetary Estimate			2	8		12			\$2,910	b	\$684		\$3,594
4 Compile & Submit Draft Documents						2		4	\$560			\$440	\$1,000
5 Review Teleconference with CBW	5		4	4					\$1,260	b	\$684	\$55	\$1,999
6 Revise and Submit Final Documents			2	4		4		4	\$1,710			\$440	\$2,150
Subtotal Task E:		1	14	36	0	42	4	10	\$14,055		\$4,105	\$1,045	\$19,205
Total Hours:		5	92	204	0	126	24	26	n/a		n/a	n/a	
Total Costs:		\$925	\$16,100	\$28,560	\$0	\$15,120	\$3,240	\$2,080	\$66,025		\$63,421	\$19,860	\$149,306

TOTAL Basic Services Fee Amount: \$149,306

F. ADDITIONAL SERVICES (T&M, Not-to-Exceed)													
1 Public Meeting													
Trip Preparation			4	4			4		\$1,800				\$1,800
Round Trip Travel	2		8						\$1,400			\$1,420	\$2,820
On-Site Time			4						\$700				\$700
2 2nd Mob/Demob for Pilot Testing Services				24		18			\$5,520	e	\$25,685	\$7,880	\$39,085
Subtotal Task F:		0	16	28	0	18	4	0	\$9,420		\$25,685	\$9,300	\$44,405

Total Additional Services: \$44,405

Abbreviations:

LS = Lump Sum
T&M = Time & Materials
WRG = Wrangell
ANC = Anchorage

City & Borough of Wrangell Water Treatment Pilot Study Fee Estimate June 2015	Footnotes	Principal	Project Manager	Project Engineer	Senior Engineer	Staff Engineer	Technician III	Clerical Staff	Total CRW Labor	Subnotes	Subconsultant Expenses	Misc. CRW Expenses	Task Totals
TASK	1	\$185	\$175	\$140	\$175	\$120	\$135	\$80			Cost x 1.10	Cost x 1.10	

Footnotes:

- 1 Year 2015 standard rates are assumed for CRW labor.
- 2 Expenses include round trip airfare to Wrangell, parking at AIA, lodging and per diem. No weather delay time is included.
- 3 Expenses include nominal budget for laboratory consumables and for shipping water to vendors for bench testing.
- 4 Expenses include estimated costs of laboratory testing and shipping.
- 5 Teleconference held between CBW in Wrangell and CRW's team in various home office locations.
- 6 Assumes one mobilization and demobilization of pilot test equipment. Costs include RT airfare for CRW and Corix, car rental in WRG, lodging and per diem. CRW expenses include nominal \$5,000 budget for shipping equipment between ANC and WRG.
- 7 Assumes up to 60 total days of active equipment rental time.
- 8 Assumes up to 5 days of on-site operation time for CRW project engineer.

Subnotes:

- a Assumes 4 hrs of Summit Consulting time.
- b Assumes 2 hrs each of Summit Consulting and Corix time.
- c Assumes 12 hrs of Summit Consulting time and 8 hrs of Corix time.
- d Assumes 2 hrs of Summit Consulting time.
- e Corix expenses include one mob/demob, equip set-up/dismantle, round trip travel and daily expenses for up to 8 days of operator on-site.
- f Assumes up to 60 total days of active equipment rental time plus 4 hrs Corix office coordination time.
- g Assumes up to 8 days of on-site Corix operator time, plus 8 hrs of Corix office time, plus nominal \$1100 budget for chemicals.
- h Assumes up to 8 hours of Summit Consulting time, 8 hours of Corix time, plus nominal \$1100 budget for testing expenses.
- i Assumes 8 hrs each of Summit Consulting and Corix time.



CRW ENGINEERING GROUP, LLC
Fee Schedule – 2015

EMPLOYEE CATEGORY *

Principal	\$190.00
Senior Engineer/Land Surveyor	\$175.00
Project Engineer/Land Surveyor	\$165.00
Registered Staff Engineer/Land Surveyor	\$145.00
Staff Engineer/Land Surveyor II (EIT/LSIT)	\$125.00
Staff Engineer/Land Surveyor I	\$105.00
Senior Planner	\$160.00
Project Planner	\$145.00
Staff Planner II	\$130.00
Staff Planner I	\$105.00
Construction Manager	\$150.00
Technician V	\$145.00
Technician IV	\$135.00
Technician III	\$120.00
Technician II	\$105.00
Technician I	\$ 90.00
Clerical/Administrative Support	\$ 80.00

* Rates are maximum for category indicated exclusive of overtime. Actual rates may vary.

SUPPLIES AND SERVICES

Direct Expenses and Supplies	Invoice + 10%
Subconsultants	Invoice + 10%
Meals (Per Diem)	\$60.00/day
In-house Expenses	
Xerox (8-1/2 x 11)	\$0.10/copy
Xerox (11 x 17)	\$0.20/copy
Color Copies (8-1/2 x 11)	\$1.00/copy
Mileage (Federal Rate)	\$0.56/mile
Bond Plots	\$1.00/square foot
Mylar Plots	\$2.00/square foot

Tok Office
HC 72 Box 850
Tok, AK 99780

Anchorage Office
4500 Business Park Blvd, Ste. C-10
Anchorage, AK 99503

Fairbanks Office
3745 Geist Road, Suite B
Fairbanks, AK 99709



ph: (907) 291-2339
fax: (907) 291-2333
summitctok@aol.com

ph: (907) 563-5675
fax: (907) 563-5685
scs@scsalaska.com

ph: (907) 458-7747
fax: (907) 458-7748
summitcfbks@gmail.com

Professional Consulting Services Rate Schedule ~ 2015

<u>Classification</u>	<u>Fee Per Hour</u>
Water Treatment Process Professional	\$ 186.00
Project Support Specialist	\$ 95.00
<u>Associated Project Costs</u> (in-house reproduction, computer, telecommunications, freight/postage, equipment/supplies and word processing)	\$ included in hourly rate
<u>Outside Professional Services</u>	invoice total + 4%*
<u>Other Direct Costs</u>	actual cost + 10%
<u>Other Indirect Costs</u>	
Mileage	\$.575/mile
Per Diem	\$ 60/day

All rates subject to increase on 01 January 2016.

* 4% mark up is not applicable if sub-consultant's invoice includes mark up.

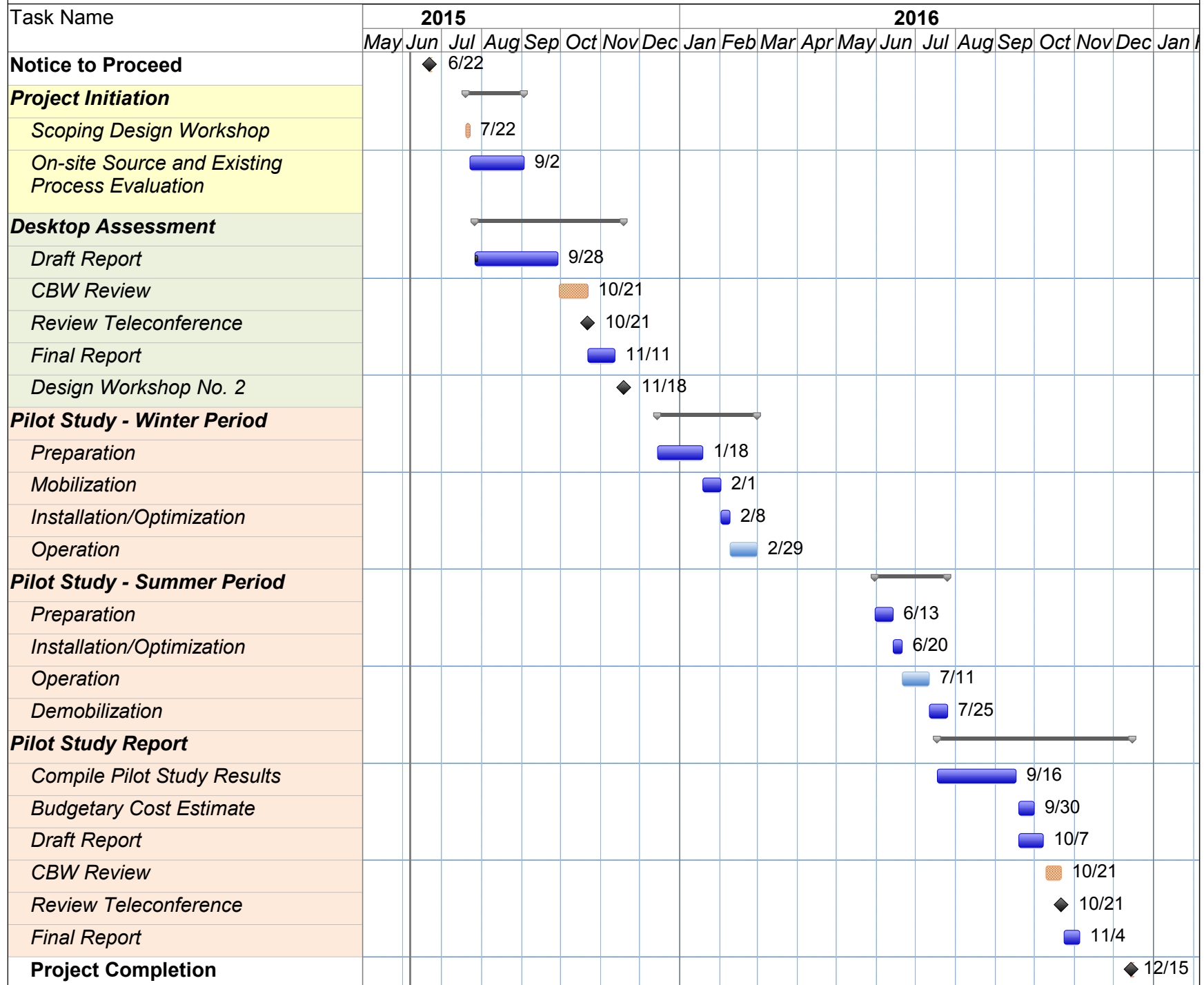
Wrangell Pilot Test Rate Schedule - 2015

NAME	JOB TITLE	RATE
Andrew Stevano, P.Eng	Treatment Technology Engineer	\$125/hour
Mike Morris	Treatment Technology Engineer	\$125/hour

Water...
we treat it right

• WATER & WASTEWATER TREATMENT SYSTEMS •
• VALVES, METERS, CONTROLS, PUMPS, SYSTEMS •
• CLA-VAL • APCO • FEBCO • DEZURIK •

Wrangell Water Treatment Pilot Study



WRANGELL DRINKING WATER TREATMENT PILOT STUDY

SCOPE OF SERVICES: The City and Borough of Wrangell (CBW) is requesting proposals from qualified consultants to perform a Wrangell Drinking Water Treatment Pilot Study.

PRE-PROPOSAL MEETING: A non-mandatory pre-proposal meeting will be held in the Borough Assembly Chambers, 205 Brueger Street, at **11:00 a.m., Alaska Time on April 7, 2015.** Persons interested in submitting proposals are encouraged to attend. Those wishing to attend by teleconference can call (212) 812-2800 and enter the code 2964-0696.

QUESTIONS REGARDING THIS RFP: Ruby McMurren, Project Manager, phone 907-874-3494, fax 907-874-2699, wrgpm@wrangell.com is the sole point of contact for all issues pertaining to this procurement.

DEADLINE FOR PROPOSALS: **4 copies** of the proposal, in a ***sealed envelope***, must be received by the Borough Clerk prior to **2:00 p.m. Alaska Time on April 15, 2015.** or such later time as the Project Manager may announce by addendum to plan holders at any time prior to the submittal date. Proposals will be time-stamped by the Borough Clerk, which will establish the official time of receipt of proposals. Late proposals will not be accepted and will be returned unopened. Faxed or emailed proposals will not be accepted. Acknowledgement of addenda may be delivered by fax or email but confirmation of receipt of any submitted documents is the sole responsibility of the proposer.

Note: Mailing/delivery times to Alaska may take longer than other areas of the U.S.

Proposal documents delivered in person or by courier services must be delivered to:

PHYSICAL LOCATION:

City and Borough Wrangell, Borough Clerk
205 Brueger Street, Wrangell, Alaska 99929

Proposal documents delivered by the U.S. Postal Service must be mailed to:

MAILING ADDRESS:

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

The CBW Borough Clerk, Kim Lane's phone number is 907-874-2381,
fax 907-8743952

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6.0 INSURANCE REQUIREMENTS

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EVALUATION RANKING SHEET

ATTACHMENT 2 – PHOTOGRAPH OF EXISTING PROJECT SITE

1.1 GENERAL INFORMATION

This Request for Proposals (RFP) defines the scope of the project, explains the procedures for selecting a firm to provide the requested services, and defines the documents required to respond to the RFP.

1.2 Purpose

The purpose of this document is to solicit proposals from qualified consultants to provide a Wrangell Drinking Water Treatment Pilot Study.

1.3 Scope of Services

The Consultant shall provide all necessary professional services, i.e., scoping, permitting, design, construction and mobilization of pilot plant and associated equipment, operation and all necessary measurements and testing of pilot plant, preparation of reports outlining results and recommendations resulting from pilot study and other services as necessary to provide an appropriate treatment system recommendation to the City and Borough of Wrangell.

This project consists of providing an initial analysis of CBW's water source, design, construction, and installation of an appropriate pilot treatment plant capable of testing any likely treatment methods identified in the initial analysis, operation and testing of the pilot plant, and providing a final report outlining methods, results, and recommendations. The recommended water treatment method shall produce drinking water that exceeds all current and known future regulatory requirements. The study will take into account annual and seasonal fluctuations in source water quality and water demand.

The site of the work is approximately one mile from downtown Wrangell on Wood Street.

General Requirements

- A. The Consultant shall conduct at least two (2) design workshops in coordination with the CBW Project Manager and other appropriate CBW staff. The initial workshop will be to scope the project, with the second meeting after the initial analysis of CBW's water source as pilot treatment methods are determined.
- B. The Consultant will provide the hard copy reports of the initial water analysis and recommended pilot treatment methodology, pilot treatment plant design and site requirements, and a final report detailing methodologies used, all pilot plant test data, results, and final recommended water treatment system.

- C. The Consultant shall work with the CBW Project Manager to develop a final scope of work which responds to the estimated budget. The Consultant shall prepare and submit to the CBW Project Manager a preliminary cost estimate after the scoping meeting. The CBW Project Manager shall be kept informed of design modifications to the original scope which result in cost increases to the original estimate. An upgrade of the estimate shall be submitted at each design review meeting.
- D. The Consultant shall ensure that the design remains in conformity with the estimated budget. If the cost estimate is greater than 10% higher than the available funds, the Consultant shall redesign the project to conform to the estimated construction budget at no additional charge to the City.
- E. The Consultant shall attend all required meetings and shall be available to present the final report to the Borough Assembly, or their subcommittee, if directed by the CBW.
- F. The Consultant may be required to attend at least one public meeting to discuss the project with local residents.
- G. The Consultant shall assist the CBW in acquiring all required federal, and state permits required for the project. The Consultant shall notify the CBW early in the design process of any potential permits.
- H. The Consultant shall provide design clarification as requested by the CBW Project Manager during construction. Design Clarification and Verification Requests (DCVR) shall be addressed in a timely manner and at no additional cost to the City. The CBW Project Manager may authorize additional compensation for DCVR's but not in the instance of a design error.
- I. Drawings, reports, and technical specifications shall be submitted as described below.

Document Submittals

- Bid ready construction documents **will not** be required. This purpose of this project is only to characterize Wrangell's source water supply and to recommend an appropriate treatment system to be designed in a later phase.

Reports shall be submitted in the following hard copy and electronic formats.

- - ◆ Four (4) set(s) of 8 ½"X11" Bound report of water analysis/recommendations and report of pilot plant design/site requirements
 - ◆ Four (4) set(s) of 8 ½"X11" bound final report

- ♦ Electronic copies of all reports in PDF format
- ♦ Electronic copy of all drawings in AutoCAD 2008 format. Electronic files shall be submitted on a CD and clearly labeled as to its contents.

1.4 Completion

The final report shall be completed and delivered by Dec 15, 2016.

1.5 Background

The CBW municipal offices are located at 205 Brueger Street, Wrangell, Alaska 99929. The Public Works/Project Management office is located on 1119 Case Avenue, Wrangell, Alaska 99929.

1.6 Questions

Questions regarding this proposal should be directed to:

Ruby McMurren, Project Manager
City and Borough of Wrangell
Email: wrgpm@wrangell.com
Telephone: (907)874-3494 Fax (907)874-2699

Office hours are 8:00 a.m. to 4:30 p.m. local time, Monday through Friday.

1.7 Standard Contract Language

Attached to this RFP is the CBW's standard contract (Attachment 1) which should be carefully reviewed by proposers, as it is the form of agreement that the CBW intends that the selected Consultant sign in the event of acceptance of its proposal.

2.1 Rules Governing Competition

2.2 Pre-Proposal

Proposers should carefully examine the entire RFP and any addenda thereto, and all related materials and data referenced in the RFP. Proposers should become fully aware of the nature of the services requested and the conditions likely to be encountered in performing the services.

2.3 Proposal Development

The content of proposals will be kept confidential until the selection of the Consultant is publicly announced. All materials submitted in response to this RFP will become the property of the CBW. One copy shall be retained for the official files of the Borough Clerk and will become public record after announcement of the successful Proposer. The CBW will not return proposals to the Proposer. The CBW reserves the right to reject any or all proposals. Proposals are to be prepared in such a way as to provide a straightforward, concise delineation of the Proposer's capabilities to satisfy the requirements of this RFP. Emphasis should be concentrated on conformance to the RFP instructions, responsiveness to the RFP requirements, and on completeness and clarity of content.

This solicitation does not commit CBW to select any Consultant(s) for the requested services. All costs associated with the respondents' preparations, submission and oral presentations (if applicable) shall be the responsibility of the Proposer.

All proposals must be signed. Proposals must be received in the number of copies stated in the RFP no later than the date and time specified in the cover letter. All copies of the proposals must be under sealed cover and plainly marked. Proposals not received by the date and time specified in the cover letter will not be considered.

2.4 Disclosure of Proposal Contents.

The City and Borough of Wrangell, a municipal corporation and political subdivision of the State of Alaska, is subject to the Alaska Public Records Act codified at AS 40.25.100-220, and the public records provisions in the CBW Charter, section 4.5. The contents of proposals submitted in response to this RFP will be kept confidential until the top ranked proposer is announced. Immediately following announcement, all proposals become public information. Trade secrets and other proprietary data contained in a proposal may be held confidential, to the extent allowed by law, by the Purchasing Officer, upon request in writing by a proposer. Material considered confidential by the proposer must be clearly identified and marked (page, section, etc.) by the proposer, and the proposer must include a brief statement that sets out the reasons for confidentiality. Marking the entire proposal confidential is not acceptable and may be cause for the City to reject your proposal as non-responsive.

3.1 PROPOSAL CONTENT REQUIREMENTS

The information requested below should be organized in the manner specified in order to achieve a uniform review process and obtain the maximum degree of comparability for the Selection Committee.

- Proposed Method to Accomplish the Project: Proposal shall demonstrate an understanding of the requested scope of services. Include proposed work

schedule and methodology for accomplishing the project, showing insight to the specific details of the project.

- Organization and Capacity of the Firm: Identify the consultant team proposed for this project and demonstrate their ability to perform the desired services within the established schedule. The proposal should discuss the current workload of staff proposed for the requested services.
- Firm's Representation: The proposal shall specify readily available personnel to accomplish the desired services. Key personnel shall be named and their roles within the project clearly identified. Other project commitments of key personnel shall also be identified. The level of involvement should be displayed in a way which is consistent with the scale of the project. The qualifications of personnel shall be included.
- Firm's Experience with Similar Projects: Proposal should include a list of projects of similar scale and scope, succinctly described
- Firm's Hourly Rates: Evaluation will include the hourly rates of pay for personnel to be used on this project. Hourly rates shall include all markups and multipliers. Include a list of reimbursable expenses typical for this type of project. Review the Standard Contract regarding allowable reimbursables.
- Quality of the Proposal: Evaluation will include the clarity and professional quality of the document(s) submitted.
- Licenses: The proposal must include a statement indicating that all required corporate, all required professional occupational licenses and all other necessary licenses/certifications are currently held. License/certification numbers must be provided.
- Acknowledge Receipt of All Addenda: Failure to acknowledge addenda may result in the proposal being considered non-responsive and subject to rejection.
- Proposal Signature: The proposal must be signed by a representative who has authority to bind the firm. Name and title of the individual signing the proposal must be printed below or adjacent to the signature.
- Resumes: Resumes may be attached to the proposal as appendices and will not be included in the page count for proposals. ***Limit resume length to one page per person.***

4.1 EVALUATION OF PROPOSALS

4.2 Criteria

Proposals will be evaluated and scored, using the criteria on the EVALUATION/RANKING page, found at the end of this document, in order to ascertain which proposal best meets the needs of the CBW. The items to be considered during the evaluation and the associated point values are located on the EVALUATION/RANKING sheet at the end of this RFP.

4.3 Evaluation Data

The evaluation Data discussed below is the presented in an effort to delineate what criteria will be used to score proposals. Please do not include a separate section in your proposal for Evaluation Data. Much of the information discussed and requested below should be included in the proposal as part of the Proposal Content Requirements discussed in SECTION 3.0 of this RFP.

4.2.1 Proposed Method to Accomplish the Project

- a. Work schedule and methodology will be evaluated according to budget sensitivity, efficiency, completeness and pertinence of the tasks submitted by the Proposer, as well as the creativity and logic of the overall approach. The proposal should show interest and insight about this project.

4.2.2 Organization, Capacity of Firm and Personnel Qualifications

- a. Evaluation will be made of the Proposer's organization and the ability to perform the desired services within the established schedule.
- b. Evaluation will be made based on proposed personnel, their relevant qualifications and experience, and their proposed scale of involvement.

4.2.3 Relevant Experience and Past Record of Performance

Evaluation will be made of the Proposer's experience with projects of similar scope and scale, as well as other projects with the CBW, other government agencies and private industry.

4.2.4 Firm's Hourly Rates

Evaluation will be made on the proposed hourly rates of pay for personnel to be used on this project.

4.2.5 Quality of the Proposal

Is proposal clear and concise? Is proposal responsive to the needs of the

project? Evaluation will include the clarity and professional quality of the document(s) submitted.

4.3 Evaluation Process

Evaluation of the proposals will be performed by a committee selected by the CBW Borough Manager. The intent of the CBW is to make award based on written proposals.

5.0 SELECTION AND AWARD

An evaluation committee will review, evaluate, score and rank proposals, in accordance with criteria identified below and the Evaluation/Ranking sheet located at the end of this RFP. Clarification of submitted material may be requested during the evaluation process. Interviews by telephone with top ranked Proposers may also be conducted at the discretion of the evaluation committee. If necessary, in-person interviews will be conducted. Finalists will be notified and informed of interview requirements. In the event of a tie in the ranking totals, only the raw scores of the Proposers who are tied will be totaled to determine the appropriate ranking. The successful Proposer will be invited to submit a cost proposal and enter into contract negotiations with CBW. Upon conclusion of successful negotiations and compliance with any pre-award obligations, award will be made in the form the attached contract. If an agreement cannot be reached during the negotiation process, the City will notify the Proposer and terminate the negotiations. Negotiations may then be conducted with the next Proposer in the order of its respective ranking.

In order to expedite the negotiation process, the consultant is encouraged to prepare a cost proposal in advance so that it can be provided immediately upon request after selection of the top proposer. This cost proposal shall not be included in the initial RFP response.

6.0 INSURANCE REQUIREMENTS

The insurance requirements for this project are specified in Attachment 1 – Sample Contract, under Appendix C.

7.0 CONSULTANT'S GOOD STANDING WITH CBW FINANCE DEPARTMENT

Consultants must be in good standing with the CBW prior to award, and prior to any contract renewals, and in any event no later than **seven business days** following notification by the CBW of intent to award. **Good standing** means: all amounts owed to the CBW are current and the Consultant is not delinquent with respect to any taxes, fees, assessment, or other monies due and owed the CBW, or a Confession of Judgment has been executed and the Consultant is in compliance with the terms of any stipulation associated with the Confession of Judgment, including being current as to any installment payments due; and Consultant is current in all CBW reporting obligations (such as sales tax registration and reporting and business personal property declarations). Failure to meet these requirements may be cause for rejection of your proposal. To determine if your business is in good standing, or for further information, contact the CBW Finance Department's at (907) 874-2381.

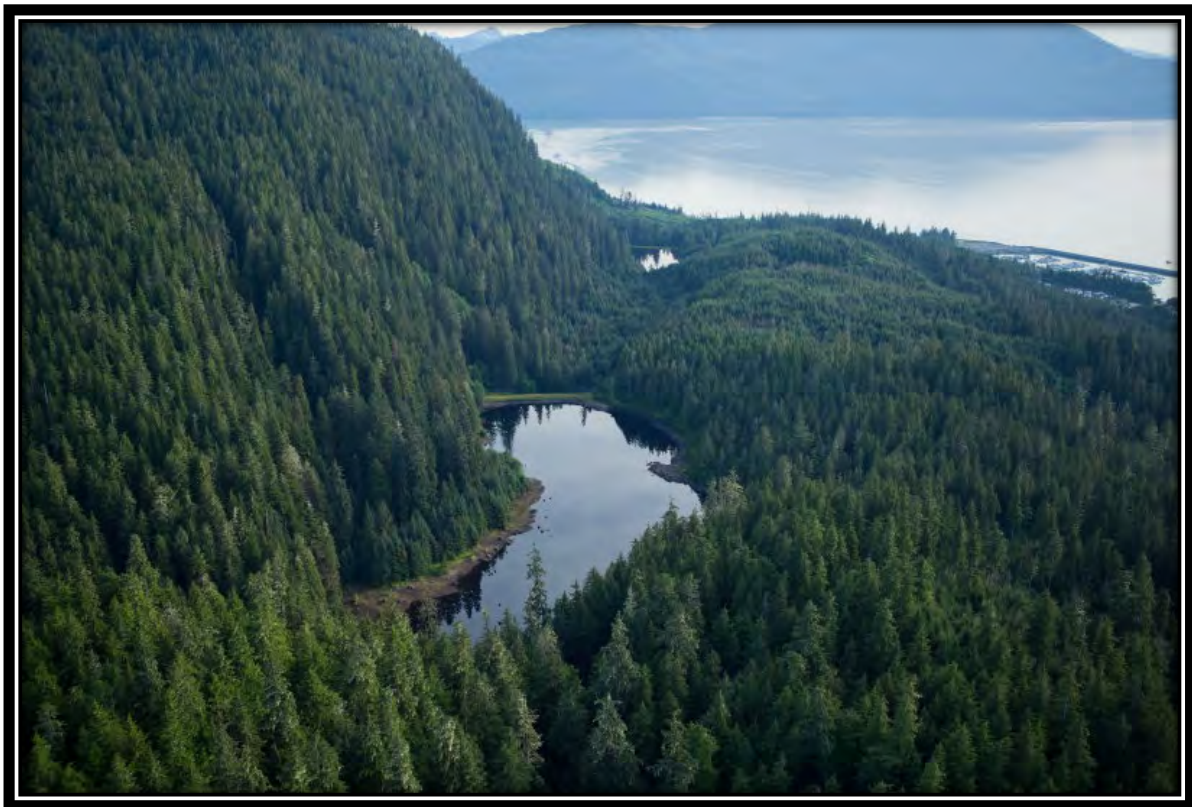
ATTACHMENT 2: PHOTOGRAPHS OF EXISTING PROJECT SITE





Upper
Reservoir

Water Treatment Facility



View from Upper Reservoir

Agenda Item 13e

CITY & BOROUGH OF WRANGELL

BOROUGH ASSEMBLY AGENDA ITEM June 23, 2015

INFORMATION:

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

Attachments:

1. Memo from Carol Rushmore and Amber Al-Haddad
2. Current and proposed updated CIP list (excerpt of top 10 projects)
3. Draft Budget for proposed project

RECOMMENDED ACTION:

Move 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.

MEMORANDUM

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

**FROM: MS. CAROL RUSHMORE
ECONOMIC DEVELOPMENT DIRECTOR
AMBER AL-HADDAD
PUBLIC WORKS DIRECTOR**

SUBJECT: Capital Improvement List (CIP) for State FY 2017

DATE: June 17, 2015

BACKGROUND:

Staff is proposing to modify the current CIP list to address the priority listing of two projects that funds are being applied for and that are critical to the community – water main replacements and Shoemaker Bay Harbor construction.

Water main replacement: The Alaska Department of Environmental Conservation is soliciting proposed water, wastewater and solid waste projects under their annual Municipal Matching Grant program for FY2017. All submitted proposed projects go through a strenuous review and are then priority ranked using on a criteria based point system. During next year's legislative budget cycle, projects will be funded by priority order based on the amount of federal funds received and the State's ability to match those funds.

The Borough applied for and received a \$542,249 loan towards this project last year and are completing the loan application process. Extra points under the grant review criteria are received if the project is on the priority funding list and has a loan under the Drinking Water Program. Extra points are also received if the project is the community's number one project.

Because the Legislative process for State FY 16 has ended, and Wrangell received no legislative appropriations, staff is asking to modify the Borough's CIP list with a project that is reaching critical need for replacement, and may be successful at receiving grant funds in conjunction with the loan funds. Funding would not be determined until next Spring after the legislative process for State FY17.

Shoemaker Bay Harbor Construction: Department of Transportation Marine Facilities is soliciting proposals under a harbor construction fund program. This is for construction only and is limited to a maximum of \$5 million dollars and is eligible for shovel ready projects. The design of the harbor is under way due to a legislative grant received last fiscal year and should be completed during the review process time period, making us eligible for the grant. It is critical that the project is identified as and listed high on the communities Capital Improvement List. A resolution for application to the fund will be before the Assembly at the July meeting.

RECOMMENDATION:

Staff recommends moving Water Main Distribution System Replacement, Phase 1, to the #1 Priority Project of the Borough's Capital Improvement List. Phase 1 of the water main project will include engineering design for five priority locations, including 5th Avenue, Grave Street,

Spring Street, Zimovia Highway (from the Roadhouse Condominiums to Shoemaker Bay Loop Road) and Shoemaker Bay Loop Road; and will include construction to replace the water mains for 5th Ave, Grave Street and Spring Street.

Staff also recommends moving Shoemaker Bay Harbor Construction to priority #2.

ATTACHMENTS:

Current and proposed updated CIP list (excerpt of top 25 projects)

Draft Budget for proposed project

Current Wrangell Capital Budget
Requests for State and Federal
FY 2015-16

	Project	State Request Amount	Total Project Amount
1	Pool Facility Improvements (Pool Roof, Mechanical, Remodel)	2,000,000	2,000,000
2	Wrangell Boat Yard Improvements - Final Improvements	4,200,000	4,200,000
3	Sewer Pump Replacement	542,326	1,013,210
4	Wrangell Medical Center Design and Construction	2,000,000	35,000,000
5	Community Center Life & Safety Upgrades	100,000	2,715,000
6	Water Main Distribution System Replacement	2,579,715	2,919,217
7	Public Safety Building Renovations - Including Court System	950,000	950,000
8	SCBA's for personal Protective Equipment	60,000	83700
9	Industrial Park Expansion - Road and Utilities Expansion	400,000	2,500,000
10	KSTK Radio Group Inc. Flood Cessation	19,000	19,000
11	Wrangell Road Resurfacing Phase I	2,250,000	2,500,000
12	Storm Drain Plan	175,000	175,000
13	Elementary School Parking Lots	500,000	500,000
14	Fire Engine/Pumper	275,000	275000
15	Two Police Vehicles	70,000	
16	School Fire Alarm System	490,226	490,226
17	911 System	200,000	200,000

Proposed Wrangell Capital
Budget Requests for State and
Federal FY 2016-17

	Project	State Request Amount	Total Project Amount
1	Water Main Distribution System Replacement, Phase 1 *	459,891	656,987
2	Shoemaker Bay Float - Construction	5,000,000	10,000,000
3	Pool Facility Improvements (Pool Roof, Mechanical, Remodel)	2,000,000	2,000,000
4	Wrangell Boat Yard Improvements - Final Improvements	4,200,000	4,200,000
5	Sewer Pump Replacement	542,326	1,013,210
6	Wrangell Medical Center Design and Construction	2,000,000	35,000,000
7	Community Center Life & Safety Upgrades	100,000	2,715,000
8	Water Main Distribution System Replacement, Phase 2**	1,583,560	2,262,229
9	Public Safety Building Renovations - Including Court System	950,000	950,000
10	SCBA's for personal Protective Equipment	60,000	83700
11	Industrial Park Expansion - Road and Utilities Expansion	400,000	2,500,000
12	KSTK Radio Group Inc. Flood Cessation	19,000	19,000
13	Wrangell Road Resurfacing Phase I	2,250,000	2,500,000
14	Storm Drain Plan	175,000	175,000
15	Elementary School Parking Lots	500,000	500,000
16	Fire Engine/Pumper	275,000	275000
17	Two Police Vehicles	70,000	

Current Wrangell Capital Budget
Requests for State and Federal
FY 2015-16

	Project	State Request Amount	Total Project Amount
18	Library Recarpeting	55,000	55,000
19	Shoemaker Bay Breakwater Feasibility Study	4,000,000	
20	Shoemaker Bay Float - Construction	9,000,000	9,000,000
	Waste Reduction Facility: (Building modifications/Baler)	1,500,000	1,500,000

Proposed Wrangell Capital
Budget Requests for State and
Federal FY 2016-17

	Project	State Request Amount	Total Project Amount
18	School Fire Alarm System	490,226	490,226
19	911 System	200,000	200,000
20	Library Recarpeting	55,000	55,000
	Shoemaker Bay Breakwater Feasibility Study	4,000,000	
	Waste Reduction Facility: (Building modifications/Baler)	1,500,000	1,500,000

. * Phase 1 includes engineering design for 5th Avenue, Grave Street, Spring Street, Zimovia Highway 4-5 mile (from the condos to Shoemaker Bay Loop Road) and Shoemaker Bay Loop Road; and will also include all construction costs to replace the water mains for 5th Ave, Grave Street and Spring Street

** Phase 2-3 includes replacement of the Zimovia Highway and Shoemaker Bay Loop water mains

MMGFY17 phase I

5th Ave engineering/construction	\$94,940
Spring St engineering/construction	\$129,987
Grave St engineering/construction	\$76,850
Condo to SMBLoop engineering	\$211,529
SMBLoop engineering	\$143,681
TOTAL	\$656,987

Phase 2 and 3

Condos to SMBLoop - construction	\$1,347,166
SMBLoop - construction	\$915,063
TOTAL	\$2,262,229

Agenda Item 13f

CITY & BOROUGH OF WRANGELL

BOROUGH ASSEMBLY AGENDA ITEM June 23, 2015

INFORMATION:

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

Attachments:

- 1. PROPOSED RESOLUTION No. 06-15-1322**
- Memo from Carol Rushmore and Amber Al-Haddad (Supporting)

RECOMMENDED ACTION:

Move to approve Resolution No. 06-15-1322, that supports the Water Main Replacement, Phase 1 project as its number one priority.

CITY AND BOROUGH OF WRANGELL, ALASKA

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

WHEREAS, the CITY AND BOROUGH OF WRANGELL through the State of Alaska, Department of Environmental Conservation will request grant funding for the Water Main Replacement Project, Phase 1; and

WHEREAS the State of Alaska, Department of Environmental Conservation has requested that the CITY AND BOROUGH OF WRANGELL identify if this project is the community's number one local state funding priority for fiscal year 2017; and

WHEREAS the Water Main Replacement project is to provide engineering design for 5 high priority water main deteriorating locations and replacement of approximately 1,212 feet of water main for 5th Ave, Spring Street and Grave Street.

NOW, THEREFORE, BE IT RESOLVED, the Assembly of the CITY AND BOROUGH OF WRANGELL designates the Water Main Replacement Project, Phase 1 as the number one local state funding priority for State fiscal year 2017.

ADOPTED: _____, 2015

Daniel Blake, Vice-Mayor

ATTEST: _____
Kim Lane, Borough Clerk

MEMORANDUM

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

**FROM: MS. CAROL RUSHMORE
ECONOMIC DEVELOPMENT DIRECTOR
AMBER AL-HADDAD
PUBLIC WORKS DIRECTOR**

SUBJECT: Capital Improvement List (CIP) for State FY 2017

DATE: June 17, 2015

BACKGROUND:

The Alaska Department of Environmental Conservation is soliciting proposed water, wastewater and solid waste projects under their annual Municipal Matching Grant program for FY2017. All submitted proposed projects go through a strenuous review and are then priority ranked using on a criteria based point system. During next year's legislative budget cycle, projects will be funded by priority order based on the amount of federal funds received and the State's ability to match those funds.

The Borough applied for and received a \$542,249 loan towards this project last year and are completing the loan application process. Extra points under the grant review criteria are received if the project is on the priority funding list and has a loan under the Drinking Water Program. Extra points are also received if the project is the community's number one project.

Because the Legislative process for State FY 16 has ended, and Wrangell received no legislative appropriations, staff is asking to modify the Borough's CIP list with a project that is reaching critical need for replacement, and may be successful at receiving grant funds in conjunction with the loan funds. Funding would not be determined until next Spring after the legislative process for State FY17.

RECOMMENDATION:

Staff recommends moving Water Main Distribution System Replacement, Phase 1 , to the #1 Priority Project of the Borough's Capital Improvement List. Phase 1 of the water main project will include engineering design for five priority locations, including 5th Avenue, Grave Street, Spring Street, Zimovia Highway (from the Roadhouse Condominiums to Shoemaker Bay Loop Road) and Shoemaker Bay Loop Road; and will include construction to replace the water mains for 5th Ave, Grave Street and Spring Street.

ATTACHMENTS:

Current and proposed updated CIP list (excerpt of top 10 projects)
Draft Budget for proposed project

Agenda Item 13g

CITY & BOROUGH OF WRANGELL

BOROUGH ASSEMBLY AGENDA ITEM June 23, 2015

INFORMATION:

Approval to dispose of surplus equipment

Attachments:

1. Memo from Amber Al-Haddad, Public Works Director

RECOMMENDED ACTION:

Move 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 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.

MEMORANDUM

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

FROM: AMBER AL-HADDAD, PUBLIC WORKS DIRECTOR

SUBJECT: STREET EQUIPMENT SURPLUS

DATE: June 18, 2015

BACKGROUND:

The Public Works 2014-2015 capital budget allowed for the replacement of the older of two existing graders. The 1989 CAT Grader had been replaced by the recent purchase of the new 2015 CAT Grader and we propose to surplus the 1989 model with the following details:

Asset Department: Public Works / Street

Item: 1989 Caterpillar Motor Grader, Model 120G, 14' Blade

Serial Number: 87V08871

Through continued maintenance and repairs, the 1989 CAT Grader is considered in Good condition. Our research of grader equipment, similar in condition, age and hours, provides a current value in the range of \$43,000-\$48,000.

Pursuant to Wrangell Municipal Code 5.10.060 Sale of surplus, obsolete, or unneeded personal property, Public Works proposes to surplus the 1989 CAT 120G with a minimum bid of \$40,000.00 through the sealed bid process.

The surplus sell of this equipment shall be advertised in a local newspaper and similar notice will be given to adequately reach prospective buyers, giving them an opportunity to make bids.

RECOMMENDATION:

Staff recommends the Assembly approve the surplus sell of the 1989 CAT 120G Grader, with a minimum bid amount of \$40,000.00, through the sealed bid process.

Agenda Item 14

CITY & BOROUGH OF WRANGELL

BOROUGH ASSEMBLY

AGENDA ITEM

June 23, 2015

INFORMATION:

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

Agenda Item 15

CITY & BOROUGH OF WRANGELL

BOROUGH ASSEMBLY AGENDA ITEM June 23, 2015

Executive Session – Borough Clerk’s Evaluation.

RECOMMENDED ACTION:

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.