



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

**Tuesday, December 11, 2018
7:00 p.m.**

**Location: Assembly Chambers,
City Hall**

**Work Session at 6:00 p.m.: 2019 State Legislative Priorities
(Representative Ortiz attending)**

1. CALL TO ORDER

- a. PLEDGE OF ALLEGIANCE led by Assembly Member Mya DeLong
- b. CEREMONIAL MATTERS – *Community Presentations, Proclamations, Awards, Certificates of Service, Guest Introductions.*
 - i. Certificate of Service – Nancy Delpero (Wrangell Convention & Visitors Bureau)

2. ROLL CALL

3. PERSONS TO BE HEARD

4. AMENDMENTS TO THE AGENDA

5. CONFLICT OF INTEREST

6. CONSENT AGENDA

Consent Agenda Items:

- a. Approval of Assembly Minutes – November 27, 2018 (Regular)
- b. APPROVAL OF FINAL PLAT OF THE BAY COMPANY REPLAT AND ALLEY VACATION II
- c. APPROVAL OF FINAL PLAT OF BYLOW SUBDIVISION

Correspondence Items:

- d. School Board Action (- *action only, minutes will follow*)
- e. School Board Minutes –

7. BOROUGH MANAGER'S REPORT - FORTHCOMING

- a. Water Report
- b. Public Works/Capital Facilities Report
- c. Reactivation of Assembly Code Review Committee
- d. Creation of Assembly Investment Committee
- e. Letter to USFS re: Zarembo Island Clean-Up
- f. Municipal Legal Service RFP
- g. Police Department Report

8. BOROUGH CLERK'S FILE

9. MAYOR AND ASSEMBLY BUSINESS

10. MAYOR AND ASSEMBLY APPOINTMENTS

- a. City Boards and Committee Vacancy Appointments (*Planning & Zoning Commission*)

- b. SEAPA Board Appointments (*1 voting member & 1 alternate member*)

11. PUBLIC HEARING

12. UNFINISHED BUSINESS

13. NEW BUSINESS

- a. **PROPOSED RESOLUTION NO. 12-18-1438** OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, AMENDING THE FY 2019 BUDGET IN THE WATER FUND BY \$14,000 FOR CAPITAL EXPENDITURES AND AUTHORIZING ITS EXPENDITURE
- b. Approval to Enter into an Agreement with Municode for Online Agenda Solutions for the Annual Cost of \$2,200
- c. Discussion Item: Flood & Earthquake Insurance for All CBW Facilities

14. ATTORNEY'S FILE – Available for Assembly review in the Borough Clerk's office

15. EXECUTIVE SESSION

- a. Mill Site Property Proposed Purchase

16. ADJOURNMENT

CITY & BOROUGH OF WRANGELL, ALASKA
BOROUGH ASSEMBLY AGENDA STATEMENT

<u>AGENDA ITEM TITLE:</u> Ceremonial Matters	<u>NO.</u>	1c	Date	December 11, 2018
<u>SUBMITTED BY:</u>				
Kim Lane, Borough Clerk				

INFORMATION:

Ceremonial Matters. Community Presentations, Proclamations, Awards, Certificates of Service, Guest Introductions.

--

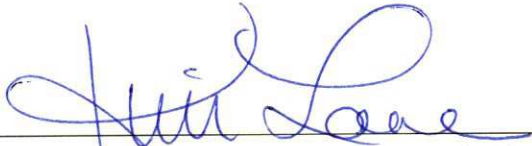
- i. Certificate of Service** for Nancy Delpero (Wrangell Convention & Visitors Bureau)

CERTIFICATE OF SERVICE

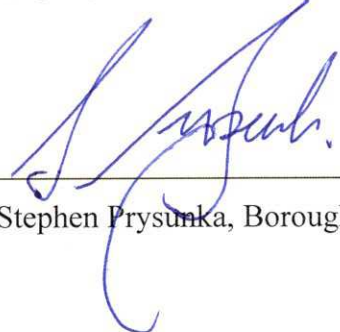
The City & Borough of Wrangell, Alaska
Presents this Certificate of Service to:

Nancy Delpero

for her service and dedication on the Wrangell Convention & Visitors Bureau
May 2014 to November 2018


ATTEST: Kim Lane, MMC, Borough Clerk

Dated this 11th day of December, 2018


Stephen Prystynka, Borough Mayor



CITY & BOROUGH OF WRANGELL, ALASKA
BOROUGH ASSEMBLY AGENDA STATEMENT

<u>AGENDA ITEM TITLE:</u>	<u>NO.</u>	6	Date	December 11, 2018
Consent Agenda				
<u>SUBMITTED BY:</u>				
Kim Lane, Borough Clerk				

INFORMATION:

Consent agenda. Items listed on the consent agenda or marked with an asterisk (*) are considered routine and will be passed in one motion; provided, upon the request of any member, the manager, or the clerk, an item on the consent agenda shall be removed from the consent agenda and placed under New Business for assembly action.

CONSENT AGENDA - RECOMMENDED ACTION:

Move to approve the Consent Agenda as submitted.

Consent Agenda Items:

- a. Approval of Assembly Minutes – November 27, 2018 (Regular)
- b. APPROVAL OF FINAL PLAT OF THE BAY COMPANY REPLAT AND ALLEY VACATION II
- c. APPROVAL OF FINAL PLAT OF BYLOW SUBDIVISION

Correspondence Items:

- d. School Board Action –(action only, minutes will follow)
- e. School Board Minutes –

Minutes of Regular Assembly Meeting Held on November 27, 2018

Vice-Mayor Gilbert called the Regular Assembly meeting to order at 7:00 p.m., November 27, 2018, in the Borough Assembly Chambers. Assembly Members Decker, DeLong, Morrison, and Powell were present. Assembly Member DeBord and Mayor Prysunka were absent. Borough Manager Von Bargen and Borough Clerk Kim Lane were also in attendance.

The Pledge of Allegiance was led by Assembly Member David Powell.

Don McConachie gave the invocation.

CEREMONIAL MATTERS

Certificates of Service were presented for:

- | | |
|-----------------------------|-------------------------|
| • Marlene Messmer | Wrangell Medical Center |
| • Olinda White | Wrangell Medical Center |
| • Maxlyn (Maxi) Wiederspohn | Wrangell Medical Center |
| • Rebecca Christensen | Wrangell Medical Center |
| • Jennifer Bates | Wrangell Medical Center |

PERSONS TO BE HEARD

Don McConachie, read a letter that spoke in opposition to removing the invocation from the Agenda (PH Item 11b); offered to make and maintain a list for those who wished to give the invocation for each meeting.

AMENDMENTS TO THE AGENDA

Von Bargen asked that the \$9,000 of the expenditure request on Item 13c (Resolution 11-18-1435) be removed; will bring something back at the next regular meeting. There were no objections from the Assembly.

CONFLICT OF INTEREST – None.

CONSENT AGENDA

Consent Agenda Items:

- a. Approval of Assembly Minutes – October 23, 2018 (Regular)

Correspondence Items:

- b. School Board Action – November 15, 2018 (*action only, minutes will follow*)
- c. School Board Minutes –
- d. Wrangell Medical Center Minutes – October 17, 2018 (NOT APPROVED – NO WMC BOARD MEETINGS PLANNED) *THIS ITEM IS INFORMATIONAL ONLY*
- e. Citizen Correspondence from Loretto Jones
- f. Southeast Senior Services (CCS)

M/S: Decker/Powell to approve the Consent Agenda as submitted. Motion approved unanimously by polled vote.

BOROUGH MANAGER'S REPORT

Manager Von Barga's Report was provided along with the following:

- Junk Vehicle Ordinance update
- Bennett Street project update
- Reservoir Dam Status – Rolland Howell, PW Director, provided a verbal report
- Shoemaker Bay Harbor update
- “Cash-at-closing” update for the closing of the WMC and SEARHC
- Legal Services RFP is forthcoming
- Personnel Updates: Rod Rhodes, Electrical Superintendent should be here Dec. 8th or 9th; Finance Director interviews will begin tomorrow
- AML Conference Update
- Gave presentation to the AK Attorneys with our Hospital Attorneys on the transition
- Working on our State Lobbyist, Ray Matiashowski, to come and speak to the Assembly
- Year End service numbers for the Harbor (boats)
- Boat Show – Greg Meissner, Harbormaster, reported on the Seattle Boat Show
- Thanked the Electrical Department Staff on getting the new radiators in; testing to begin tomorrow
- Anchorage and their clean-up of 350 tons of junk in Bear Valley
- Thanked the Wrangell Cooperative Association, IGAP Group, on their Fish Net Clean-up this year
- Transitional Party (WMC/SEARHC) on December 13th at the Nolan Center

BOROUGH CLERK'S FILE

Clerk Lane's report was provided.

MAYOR AND ASSEMBLY BUSINESS

Morrison reported on an opportunity that we should consider called the Alaska Municipal League Investment Pool 2.1%; approximately 80 other Alaska municipalities currently participating; a lot better than CD's; self-insured.

Decker congratulated Senator Stedman, Co-Chairman of the Senate Finance Committee; Forecast for pink salmon run numbers do not look good; this is the fifth year in a row that the pink salmon run has been low for Southeast; will be some Federal Disaster funds will be available but at this time, we don't know how much that will be.

Powell reported on the current requested that the Borough Manager write a letter to the U.S. Forest Service (Bob Dalrymple) to ask that shows that the municipality supports him in the clean-up of the parking lot area as well as other areas on Zarembo Island. There was a majority of Assembly Members

MAYOR AND ASSEMBLY APPOINTMENTS

10a Board/Commission Appointments (*Planning & Zoning and WCVB*)

Planning & Zoning Commission – Hearing no objections, Gilbert appointed Andrew Hoyt with the term expiring October 2021. As there was still one vacancy on the Planning & Zoning Commission, Clerk Lane will continue to advertise for the vacancy.

Wrangell Convention & Visitors Bureau – Hearing no objections, Gilbert appointed Alicia Holder with the term expiring October 2019.

10b Appointment to the Southeast Solid Waste Authority Board (SEASWA)

There were no objections to requesting that the SEASWA Board replace Amber Al-Haddad with Rolland Howell as the alternate member for Wrangell.

PUBLIC HEARING

11a PROPOSED ORDINANCE No. 950 OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, AMENDING SECTION 2.16.030, WRITE-IN CANDIDATES AND WRITE-IN VOTES, SECTION 2.28.030, RULES FOR DETERMINING MARK ON BALLOTS, AND SECTION 2.28.050, CANVASS BOARD, OF THE WRANGELL MUNICIPAL CODE

Gilbert opened the Public Hearing on Ordinance No. 950 and asked if there were any Persons wishing to speak on this item.

As there were no persons to be heard on this item, Gilbert closed the Public Hearing and asked for a motion from the Assembly.

M/S: DeLong/Powell to adopt Ordinance No. 950. Motion approved unanimously by polled vote.

11b PROPOSED ORDINANCE No. 951 OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, AMENDING SECTION 3.05.020, ORDER OF BUSINESS, OF THE WRANGELL MUNICIPAL CODE

Gilbert opened the Public Hearing on Ordinance No. 951 and asked if there were any Persons wishing to speak on this item.

As there were no persons to be heard on this item, Gilbert closed the Public Hearing and asked for a motion from the Assembly.

M/S: Powell/Decker to adopt Ordinance No. 951.

Manager Von Barga explained that Staff had come up with a solution to amend the Persons to be Heard sign-up sheet for each Regular meeting to add a column for anyone wishing to give an invocation.

Motion approved unanimously by polled vote.

UNFINISHED BUSINESS – None.

NEW BUSINESS

13a PROPOSED RESOLUTION NO. 11-18-1433 OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, IN SUPPORT OF FULL FUNDING FOR THE STATE OF ALASKA HARBOR FACILITY GRANT PROGRAM IN THE FY 2020 STATE CAPITAL BUDGET

M/S: Powell/Morrison to adopt Resolution No. 11-18-1433, supporting full funding for the State of Alaska Harbor Facility Grant Program in the FY 2020 State Capital Budget. Motion approved unanimously by polled vote.

13b PROPOSED RESOLUTION No. 11-18-1434 OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, AUTHORIZING PARTICIPATION IN THE COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM

M/S: Decker/DeLong to Approve the Resolution 11-18-1434 and the required match of \$112,500 - \$50,000 to come from the Fire Truck Replacement Fund and \$62,500 from General Fund Reserves.

Von Bargaen stated that Assembly had set aside \$25,000 for the last two years for the purpose of purchasing a fire truck; we would need to take an additional \$62,500 from General Reserves to cover the match amount, if we are successful on receiving the Community Development Block Grant. Von Bargaen stated that if we are not successful, the money could be transferred back to reserves, if that's what the Assembly chose to do.

Motion approved unanimously by polled vote.

13c PROPOSED RESOLUTION NO. 11-18-1435 OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, AMENDING THE FY 2019 BUDGET IN THE WATER FUND BY \$39,000 FOR CAPITAL EXPENDITURES AND AUTHORIZING ITS EXPENDITURE

M/S: Powell/Morrison to approve Resolution No. 11-18-1435 of the Borough Assembly of the City and Borough of Wrangell, Alaska, amending the FY 2019 Budget in the Water Fund by \$30,000 for Capital Expenditures and authorizing its expenditure. Motion approved unanimously by polled vote.

13d PROPOSED RESOLUTION NO. 11-18-1436 OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA PROVIDING THE AUTHORIZATION OF THE LAND AND WATER CONSERVATION FUND GRANT APPLICATION FOR THE KYLE ANGERMAN PARK AND PLAYGROUND IMPROVEMENT PROJECT; AND REPEALING RESOLUTION NO. 10-18-1429

M/S: Morrison/Decker to approve Resolution 11-18-1436 providing for the authorization of the Land and Water Conservation Fund Grant application for the Kyle Angerman Park and Playground Improvement Project, and repealing Resolution 10-18-1429.

Von Bargaen explained that the Assembly had approved a Resolution in October that had the match funding amount set at \$30,000 however, since Parks & Recreation Director, Kate Thomas had secured an additional \$41,000 in match funding, the Granting agency is allowing us to revise the Resolution so that we can ask for the full \$71,000.

Motion approved unanimously by polled vote.

13e Approval of Professional Services Agreement for Assessment Services for the 2019, 2020 and 2021 Tax Assessment Years with Appraisal Company of Alaska LLC in the Annual Respective Amounts of \$40,000, \$50,000 and \$45,000 (Three-Year Total \$135,000)

M/S: Powell/DeLong to approve a Professional Services Agreement for Assessment Services for the 2019, 2020 and 2021 Tax Assessment Years with Appraisal Company of Alaska LLC in the Annual Respective Amounts of \$40,000, \$50,000 and \$45,000 (Three-Year Total \$135,000). Motion approved unanimously by polled vote.

13f Discussion Item: Flood & Earthquake Insurance for All CBW Facilities

This item was moved to the next Regular Assembly meeting Agenda. There was no discussion on this item.

13g Approval of a Professional Services Agreement with Ray Matiashowski & Associates for State Lobbying Services in the Amount of \$36,000

M/S: Decker/Powell to approve a Professional Services Agreement with Ray Matiashowski & Associates for State Lobbying Services in the amount of \$36,000. Motion approved unanimously by polled vote.

13h PROPOSED RESOLUTION NO. 11-18-1437 OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, AMENDING THE PARTICIPATION AGREEMENT BETWEEN WRANGELL MEDICAL CENTER AND THE ALASKA SUPPLEMENTAL BENEFITS SYSTEM (SBS) OF ALASKA BY BEING REMOVED FROM PARTICIPATION IN THE SBS

M/S: Morrison/Decker to Approve Resolution No. 11-18-1437 amending the Participation Agreement between Wrangell Medical Center and the Alaska Supplemental Benefits System (SBS) of Alaska by being removed from participation in the SBS. Motion approved unanimously by polled vote.

14 Attorney's File is available for the Assembly to view in the Clerk's Office.

15 There was no Executive Session.

Regular Assembly meeting adjourned at 8:13 p.m.

Stephen Prysunka, Mayor

ATTEST: _____
Kim Lane, MMC, Borough Clerk

CITY & BOROUGH OF WRANGELL, ALASKA
BOROUGH ASSEMBLY AGENDA STATEMENT

<u>AGENDA ITEM TITLE:</u>	<u>NO.</u>	6b	<u>DATE:</u>	December 11, 2018
APPROVAL OF FINAL PLAT OF THE BAY COMPANY REPLAT AND ALLEY VACATION II				
<u>SUBMITTED BY:</u>		<u>FISCAL NOTE:</u>		
CAROL RUSHMORE, ZONING ADMINISTRATOR		Expenditure Required:		
		Amount Budgeted:		
		Account Number(s):		
		Account Name(s):		
<u>Reviews/Approvals/Recommendations</u>				
	Commission, Board or Committee	Unencumbered Balance(s) (prior to expenditure):		
Name(s)				
	Attorney			
	Insurance			
<u>ATTACHMENTS:</u>				
1. Final Plat				

RECOMMENDATION:

APPROVE UNDER THE CONSENT AGENDA.

SUMMARY STATEMENT:

In 2014, the Bay Company began the process to request to vacate the alley adjacent to their property and purchase City lands up to the port fence of the Marine Service Center that runs from Front Street to Silvernail Work Road, as well as purchase a portion of Silvernail Work Road. There were a number of meetings and hearings over a two year period pertaining to the complexity of the request.

Prior to the Downtown Revitalization project, the Bay Company requested and received the approval to vacate 5 feet of the Alley located to the north of their property and adjacent to Borough owned port property. It was agreed that after the Front Street project was complete and the as-built for the project was completed, the survey for the alley vacation would be finalized. During this time period,

they came forward to request to purchase Borough land that included the alleyway and portions of the two lots up to the fence surrounding the Marine Service Center on the north, as well as the platted Silvernail Work Road Right-of-way from their property line to the fence/gate of the Marine Service Center to the west.

After numerous discussion and deliberations, it was approved by the Assembly to vacate the entire alley, sell the public land up to the Marine Service Center fence line adjacent to the northern Bay Company property line, but not vacate and sell a portion of the Silvernail Work Road ROW to the fence line. As part of the discussions at Planning and Zoning Commission, it was agreed to vacate the platted Silvernail right-of-way through the Marine Yard, because that ROW was not actually the driving path of the Marine Yard, and replace it with the access easement that was actually being utilized. The vacation of the Silvernail ROW will be part of a subsequent plat of the Marine Service Center Yard.

A utility easement was designated in the area where the alleyway was being vacated because of the electrical lines and additional easement issues for the City sewer/water to assure future delivery of utilities within this route. Because of the depth and location of the pipes in Front Street, there was a delay in determining the final utility easement required. The plat presented should provide the Borough with the necessary utility easements for any future service needs.

The preliminary plat was approved by the Planning and Zoning Commission in August of 2018 and final plat in November. The Bay Company's process to vacate the alley and purchase additional property began at least in 2014. Per this plat, the alley way is vacated in its entirety and replaced with a utility easement extending from Front Street to Silvernail Work Road and all the way to the new property boundary (fence line) between the Marine Yard and Bay Company. Remaining portions of former Lots 1 and 2, owned by the City and part of the Marine Service Center, have been combined into one single lot.

In summary, this is a replat of Lots A and C, Bay Company Replat; and Lots 1 and 2, Block B, Sortyard Subdivision; and vacation of a 15' alley, zoned Waterfront Development; requested by Chet & Bejay Powell.

CERTIFICATE OF OWNERSHIP AND DEDICATION

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

DATE _____
CHET A. POWELL
DATE _____
BEJAY A. POWELL

NOTARY'S ACKNOWLEDGMENT

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

THIS IS TO CERTIFY THAT ON THIS _____ DAY OF _____, 20____, BEFORE ME, THE UNDERSIGNED, A NOTARY PUBLIC IN AND FOR THE STATE OF ALASKA, DUTY COMMISSIONED AND SWORN, PERSONALLY APPEARED _____ AND WHO EXECUTED THE WITHIN PLAT AND _____ ACKNOWLEDGED TO ME THAT _____ SIGNED THE SAME FREELY AND VOLUNTARILY FOR THE USES AND PURPOSES HEREIN SPECIFIED.

WITNESS MY HAND AND NOTARY SEAL THE DAY AND YEAR IN THIS CERTIFICATE FIRST HEREIN WRITTEN.
NOTARY PUBLIC IN AND FOR THE STATE OF ALASKA
MY COMMISSION EXPIRES _____

CERTIFICATE OF OWNERSHIP AND DEDICATION

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

DATE _____
CITY & BOROUGH OF WRANGELL
DATE _____
PRINTED NAME AND TITLE

NOTARY'S ACKNOWLEDGMENT

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

THIS IS TO CERTIFY THAT ON THIS _____ DAY OF _____, 20____, BEFORE ME, THE UNDERSIGNED, A NOTARY PUBLIC IN AND FOR THE STATE OF ALASKA, DUTY COMMISSIONED AND SWORN, PERSONALLY APPEARED _____ AND WHO EXECUTED THE WITHIN PLAT AND _____ ACKNOWLEDGED TO ME THAT _____ SIGNED THE SAME FREELY AND VOLUNTARILY FOR THE USES AND PURPOSES HEREIN SPECIFIED.

WITNESS MY HAND AND NOTARY SEAL THE DAY AND YEAR IN THIS CERTIFICATE FIRST HEREIN WRITTEN.
NOTARY PUBLIC IN AND FOR THE STATE OF ALASKA
MY COMMISSION EXPIRES _____

PLAT NOTES

- REFERENCE THE FOLLOWING WITHIN THE WRANGELL RECORDING DISTRICT:
 - SORTYARD SUBDIVISION, PLAT #2001-3
 - BAY COMPANY REPLAT, PLAT #2009-3
 - ATS #83, WRANGELL TIDELANDS ADDITION
 - NOLAN SUBDIVISION, PLAT #2003-2
 - W.S.I. SUBDIVISION, PLAT #2003-9
 - PE PARCEL A-B-5A, EXHIBITS, DOCUMENT #2011-000103-0
 - WRANGELL FRONT STREET RECORD OF SURVEY, PLAT #2013-2
- AREA'S:
 - 1790 SQ. FT. OF ALTY VACATED THIS PLAT ON PROPOSED LOT AA
 - 1489 SQ. FT. OF ALTY VACATED THIS PLAT ON PROPOSED LOT CC
 - 3386 SQ. FT. OF UTILITY EASEMENT CREATED THIS PLAT ON PROPOSED LOT AA
 - 3146 SQ. FT. OF UTILITY EASEMENT CREATED THIS PLAT ON PROPOSED LOT CC
- CENTERLINE MONUMENTS WERE USED TO CONTROL THE FRONT STREET ROW WIDTH. THE SECONDARY MONUMENTS ALONG THE WESTERN ROW LINE DID NOT AGREE AND WERE NOT HELD. SEE TABLE BELOW FOR LOCATION INFORMATION.

DRAWN BY: MCH
CHECKED BY: CGP
DATE PLATTED: 9/28/17
DATE SURVEYED: DECEMBER, 2014
SCALE: 1"=20'
SURVEYED BY: MICHAEL HOWELL
PROJ NO.: 142771

CERTIFICATE OF APPROVAL BY THE PLANNING COMMISSION

I HEREBY CERTIFY THAT THE SUBDIVISION PLAT SHOWN HEREON HAS BEEN FOUND TO COMPLY WITH THE SUBDIVISION REGULATIONS OF THE CITY AND BOROUGH OF WRANGELL, PLANNING COMMISSION, AND THAT SAID PLAT HAS BEEN APPROVED BY THE COMMISSION BY PLAT RESOLUTION NO. _____ DATED _____, 20____, AND THAT THE PLAT SHOWN HEREON HAS BEEN APPROVED FOR RECORDING IN THE OFFICE OF THE DISTRICT MAGISTRATE, EX-OFFICIO RECORDER, WRANGELL, ALASKA.

DATE _____
CHARRMAN, PLANNING COMMISSION
SECRETARY

CERTIFICATE OF APPROVAL BY THE ASSEMBLY

(FIRST JUDICIAL DISTRICT)SS

I HEREBY CERTIFY THAT THE SUBDIVISION PLAT SHOWN HEREON HAS BEEN FOUND TO COMPLY WITH THE SUBDIVISION REGULATIONS OF THE CITY AND BOROUGH OF WRANGELL, ASSEMBLY, AS RECORDED IN MINUTE BOOK _____ AND THAT THE PLAT SHOWN HEREON HAS BEEN APPROVED FOR RECORDING IN THE OFFICE OF THE DISTRICT COURT, EX-OFFICIO RECORDER, WRANGELL, ALASKA.

ASSESSOR CITY AND BOROUGH OF WRANGELL

CERTIFICATE OF APPROVAL BY THE ASSEMBLY

I HEREBY CERTIFY THAT THE SUBDIVISION PLAT SHOWN HEREON HAS BEEN FOUND TO COMPLY WITH THE SUBDIVISION REGULATIONS OF THE CITY AND BOROUGH OF WRANGELL, ASSEMBLY, AS RECORDED IN MINUTE BOOK _____ AND THAT THE PLAT SHOWN HEREON HAS BEEN APPROVED FOR RECORDING IN THE OFFICE OF THE DISTRICT COURT, EX-OFFICIO RECORDER, WRANGELL, ALASKA.

DATE _____
TAYLOR, CITY AND BOROUGH OF WRANGELL
ATTEST:
CITY CLERK



VICINITY MAP:
SCALE: NOT TO SCALE

LEGEND

- PRIMARY 2" BRASS CAP PIPE MONUMENT RECOVERED THIS SURVEY
- SECONDARY MONUMENT RECOVERED THIS SURVEY
- 5/8" REBAR 30" LONG WITH 2" ALUM CAP WITH PLASTIC INSERT SET THIS SURVEY

- (88.09) DATA OF RECORD
- 88.09 DATA MEASURED OF COMPUTED
- OVERHEAD ELECTRICAL
- POWER POLE & GUY ANCHOR
- EXISTING UNDERGROUND STORM PIPE
- ROADWAY CENTERLINE

OWNERSHIP STATUS

- LOT A (CHET & BEJAY POWELL)
- LOT C (CHET & BEJAY POWELL)
- LOT 1 (CITY & BOROUGH OF WRANGELL)
- LOT 2 (CITY & BOROUGH OF WRANGELL)

PROPOSED OWNERSHIP

- LOT AA (CHET & BEJAY POWELL)
- LOT CC (CHET & BEJAY POWELL)
- LOT DD (CITY & BOROUGH OF WRANGELL)

THIS DRAWING MAY BE REDUCED. VERIFY SCALE BEFORE USING
SCALE 1"=20'

0 10 20 30 40 50 60 70 80 FEET
0 5 10 15 20 25 METERS

1 METER = 3.2808333 U.S. SURVEY FEET
1 U.S. ACRE = 0.4047 HECTARES

WRANGELL RECORDING DISTRICT

No.	Date	Description	Revisions

CLIENT: CHET A. POWELL
BOX 797
WRANGELL, ALASKA 99929

SURVEYOR'S CERTIFICATE

I HEREBY CERTIFY THAT I AM A REGISTERED SURVEYOR, LICENSED IN THE STATE OF ALASKA, AND THAT IN _____, 2017, A SURVEY OF THE HEREIN DESCRIBED LANDS WAS CONDUCTED UNDER MY DIRECT SUPERVISION AND THAT THIS PLAT IS A TRUE AND ACCURATE REPRESENTATION OF THE FIELD NOTES OF SAID SURVEY, AND THAT ALL DIMENSIONS AND OTHER DETAILS ARE CORRECT ACCORDING TO SAID FIELD NOTES.

CHRISTOPHER G. PLEBURN LS 107552



PROPOSED OWNERSHIP

BAY COMPANY REPLAT & ALLY VACATION II

A REPLAT OF LOTS A AND C, BAY COMPANY REPLAT, AND LOTS 1 & 2, BLOCK B, SORTYARD SUBDIVISION, ALSO THE VACATION OF A 15' ALLEY.

FOUND CORNER LOCATIONS

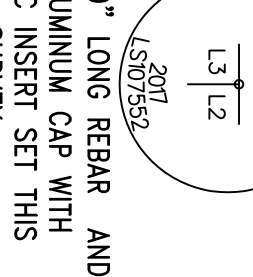
3	N 78°59'42" E	0.32'
4	S 89°50'30" E	0.29'
5	N 85°03'59" E	0.32'
6	N 87°48'17" E	0.33'
7	S 89°21'09" E	0.42'

CURVE DATA

①	②
$\Delta = 15.3906^{\circ}$ $R = 46.01'$ $L = 12.57'$ $C = 12.53'$	$\Delta = 4.5512^{\circ}$ $R = 1280.26'$ $L = 109.94'$ $C = 109.90'$

CHD. BRG. = S 07°19'29" E CHD. BRG. = S 02°57'40" W

TYPICAL



CITY & BOROUGH OF WRANGELL, ALASKA
BOROUGH ASSEMBLY AGENDA STATEMENT

<u>AGENDA ITEM TITLE:</u>	<u>NO.</u>	6c	<u>DATE:</u>	December 11, 2018
APPROVAL OF FINAL PLAT OF BYLOW SUBDIVISION				
<u>SUBMITTED BY:</u>			<u>FISCAL NOTE:</u>	
CAROL RUSHMORE, ZONING ADMINISTRATOR			Expenditure Required:	
			Amount Budgeted:	
			Account Number(s):	
			Account Name(s):	
<u>Reviews/Approvals/Recommendations</u>				
	Commission, Board or Committee	Unencumbered Balance(s) (prior to expenditure):		
Name(s)				
	Attorney			
	Insurance			
<u>ATTACHMENTS:</u>				
1. Final Plat.				

RECOMMENDATION:
 APPROVE UNDER THE CONSENT AGENDA

SUMMARY STATEMENT:

The applicants purchased this parcel from the City in 2012. Three years ago, when they began this subdivision, a title report revealed numerous issues that were left clouding the title to the property. Because the City had sold the property to the Bylow/Poovey's without performing the necessary title search, Borough Manager Jeff Jabusch agreed to work with the Bylows on the title issues to clear the title and define the actual property boundaries as some of the deeds provided a slight discrepancy. Resolving all the title issues and working with the attorneys to resolve differences between deeds was finally resolved in September of this year.

The parcel is over 11,000 square feet, with 5,000 square feet the minimum lot size for the Single-Family District. On the proposed upper lot, there is an abandoned structure that will be torn down and a new house will be constructed mostly in the existing location, utilizing the existing foundation. Variances were required for a front and back yard setback and those were approved by the Planning and Zoning Commission in November.

In summary, this is a subdivision of a portion of Lot 4, Block 17, USS 1119, creating Lots 4A and 4B, Bylow Subdivision, zoned Single Family Residential, requested by Kevin and Abigail Bylow and Gary and Scarlet Poovey.

CERTIFICATE OF APPROVAL BY THE PLANNING COMMISSION

I HEREBY CERTIFY THAT THE SUBDIVISION PLAT SHOWN HEREON HAS BEEN FOUND TO COMPLY WITH THE SUBDIVISION REGULATIONS OF THE CITY AND BOROUGH OF WRANGELL PLANNING COMMISSION, AND THAT SAID PLAT HAS BEEN APPROVED BY THE COMMISSION BY PLAT RESOLUTION NO. _____ DATED _____ 20____, AND THAT THE PLAT SHOWN HEREON HAS BEEN APPROVED FOR RECORDING IN THE OFFICE OF THE DISTRICT WASHINGTON, EX-OFFICIO RECORDER, WRANGELL, ALASKA.

DATE _____ CHAIRMAN, PLANNING COMMISSION
SECRETARY

CERTIFICATE OF APPROVAL BY THE ASSEMBLY

I HEREBY CERTIFY THAT THE SUBDIVISION PLAT SHOWN HEREON HAS BEEN FOUND TO COMPLY WITH THE SUBDIVISION REGULATIONS OF THE CITY AND BOROUGH OF WRANGELL AS RECORDED IN MINUTE BOOK _____ PAGE _____ DATED _____ 20____, AND THAT THE PLAT SHOWN HEREON HAS BEEN APPROVED FOR RECORDING IN THE OFFICE OF THE DISTRICT COURT, EX OFFICIO RECORDER, WRANGELL, ALASKA.

DATE _____ MAYOR, CITY AND BOROUGH OF WRANGELL
ATTEST:
CITY CLERK

CERTIFICATE OF ALASKA
(FIRST JUDICIAL DISTRICTS)

I, THE UNDERSIGNED, BEING DULY APPOINTED AND QUALIFIED, AND AN ACTING ASSESSOR FOR THE CITY AND BOROUGH OF WRANGELL, HEREBY CERTIFY, THAT ACCORDING TO THE RECORDS IN MY POSSESSION, THE FOLLOWING DESCRIBED PROPERTY IS CARRIED ON THE TAX RECORDS OF THE CITY AND BOROUGH OF WRANGELL, IN THE NAME OF _____ AND THAT ACCORDING TO THE RECORDS IN MY POSSESSION, ALL TAXES ASSESSED AGAINST SAID LANDS ARE PAID IN FULL, THAT CURRENT TAXES FOR THE YEAR 20____ WILL BE DUE ON OR BEFORE OCTOBER 15, 20____ DATED THIS _____ DAY OF _____

ASSESSOR, CITY AND BOROUGH OF WRANGELL

CERTIFICATE OF OWNERSHIP AND DEDICATION

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

DATE _____ GARY POOVEY
DATE _____ SCARLETT POOVEY

NOTARY'S ACKNOWLEDGMENT

U.S. OF AMERICA
STATE OF ALASKA
CITY AND BOROUGH OF WRANGELL
THIS IS TO CERTIFY THAT ON THIS _____ DAY OF _____ 20____ BEFORE ME, THE UNDERSIGNED A NOTARY PUBLIC IN AND FOR THE STATE OF ALASKA, DULY COMMISSIONED AND SWORN, PERSONALLY APPEARED _____ TO ME KNOWN TO BE THE IDENTICAL INDIVIDUAL(S) MENTIONED AND WHO EXECUTED THE WITHIN PLAT AND _____ ACKNOWLEDGED TO ME THAT _____ SIGNED THE SAME FREELY AND VOLUNTARILY FOR THE USES AND PURPOSES THEREIN SPECIFIED.
WITNESS MY HAND AND NOTARY SEAL THE DAY AND YEAR IN THIS CERTIFICATE FIRST HEREIN WRITTEN.

NOTARY PUBLIC IN AND FOR THE STATE OF ALASKA
MY COMMISSION EXPIRES _____

CERTIFICATE OF OWNERSHIP AND DEDICATION

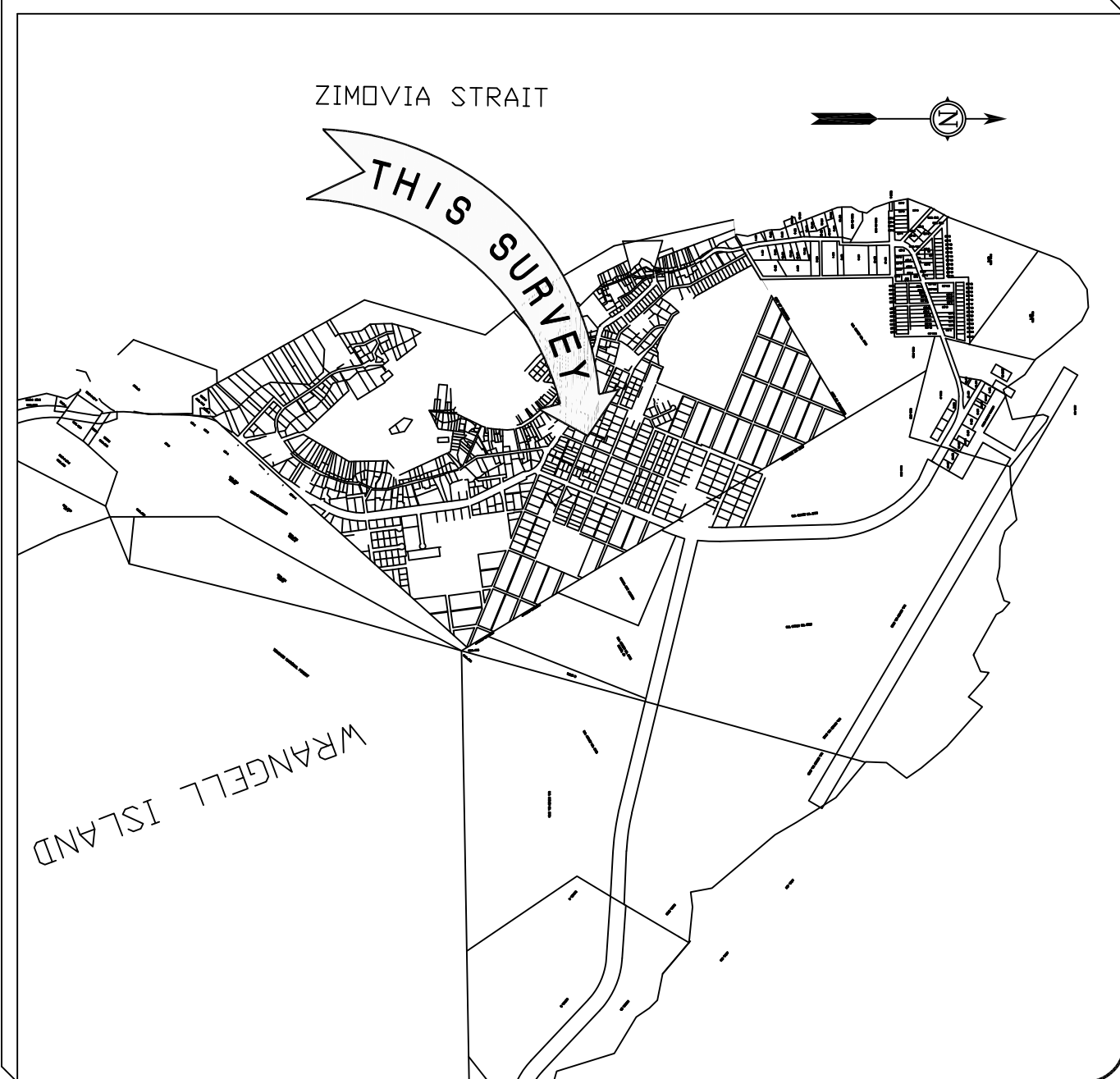
WE HEREBY CERTIFY THAT WE ARE THE LESSEES OF THE PROPERTY SHOWN AND DESCRIBED HEREON AND THAT WE HEREBY ADOPT THIS PLAN OF SUBDIVISION WITH OUR FREE CONSENT AND DEDICATE ALL STREETS, ALLEYS, WALKS, PARKS AND OTHER OPEN SPACES TO PUBLIC OR PRIVATE USE AS NOTED.

DATE _____ KEVIN BYLOW
DATE _____ ABIGAIL BYLOW

NOTARY'S ACKNOWLEDGMENT

U.S. OF AMERICA
STATE OF ALASKA
CITY AND BOROUGH OF WRANGELL
THIS IS TO CERTIFY THAT ON THIS _____ DAY OF _____ 20____ BEFORE ME, THE UNDERSIGNED A NOTARY PUBLIC IN AND FOR THE STATE OF ALASKA, DULY COMMISSIONED AND SWORN, PERSONALLY APPEARED _____ TO ME KNOWN TO BE THE IDENTICAL INDIVIDUAL(S) MENTIONED AND WHO EXECUTED THE WITHIN PLAT AND _____ ACKNOWLEDGED TO ME THAT _____ SIGNED THE SAME FREELY AND VOLUNTARILY FOR THE USES AND PURPOSES THEREIN SPECIFIED.
WITNESS MY HAND AND NOTARY SEAL THE DAY AND YEAR IN THIS CERTIFICATE FIRST HEREIN WRITTEN.

NOTARY PUBLIC IN AND FOR THE STATE OF ALASKA
MY COMMISSION EXPIRES _____



VICINITY MAP:
SCALE: NOT TO SCALE

OWNERSHIP STATUS

1. PORTION OF LOT 4
(GARY & SCARLETT POOVEY)
(KEVIN & ABIGAIL BYLOW)

PROPOSED OWNERSHIP

1. LOT 4A (GARY & SCARLETT POOVEY)
(KEVIN & ABIGAIL BYLOW)
2. LOT 4B (GARY & SCARLETT POOVEY)
(KEVIN & ABIGAIL BYLOW)

PREVIOUS LOT AREAS

1. PORTION OF LOT 4 (11,656 SQ. FT.)

NEW LOT AREAS

1. LOT 4A (5,300 SQ. FT)(0.122 ACRES)
2. LOT 4B (6,356 SQ. FT)(0.146 ACRES)

PLAT NOTES

1. THE BASIS OF BEARING IS THE ACCEPTED BEARING OF N 75°46'45" E BETWEEN CORNS 2 & 5, OF THE PRESBYTERIAN MISSION RESERVE REPLAT. THE RECORD DISTANCE IS 775.63 FT, AND THE MEASURED DISTANCE IS 775.57 FT.
2. THE PURPOSE OF THIS SURVEY IS TO SUBDIVIDE A PORTION OF LOT 4, CREATING LOTS 4A AND 4B.
3. THE ERROR OF CLOSURE DOES NOT EXCEED 1:5000.
4. THE BOUNDARY RESOLUTION AS SHOWN FOR THIS PORTION OF LOT 4, IS A COMPIATION OF VARIOUS SURVEY ADJUSTMENTS THAT INCLUDE RETRACEMENT OF USS 1119. EVERY ATTEMPT WAS MADE BY THIS SURVEYOR TO FOLLOW IN THE FOOTSTEPS OF THE ORIGINAL SURVEYOR AND SUBSEQUENT DEPENDENT RESURVEYS THAT HAVE PRESERVED EVIDENCE.

5. ALL BEARINGS SHOWN ARE TRUE BEARINGS AS ORIENTED TO THE BASIS OF BEARING AND DISTANCES SHOWN ARE REDUCED TO HORIZONTAL GROUND DISTANCES.
6. REFERENCES WITHIN THE WRANGELL RECORDING DISTRICT UTILIZED FOR THIS SURVEY:

- | | |
|----------------------------------|---|
| A. USS 1119 | T. DEED 2012-000175-0 |
| B. PLAT 92-6 | U. DEED 2012-000313-0 |
| C. PLAT 99-6 | V. DEED 2013-000234-0 |
| D. USS 859 | W. GRANT DEED 83-718 |
| E. PLAT OF MISSION HILL ADDITION | X. EASEMENT & ROW AGREEMENT 442 & 446 |
| F. DEED 73-2 | Y. CORRECTED CLERK'S DEED 2018-000184-0 |
| G. DEED 75-434 | Z. RECORD-OF-SURVEY PLAT 2018-3 |
| H. DEED 75-435 | |
| I. DEED 77-56 | |
| J. DEED 77-72 | |
| K. DEED 89-211 | |
| L. DEED 92-509 | |
| M. DEED 96-23 | |
| N. DEED 441 | |
| O. DEED 469 | |
| P. DEED 2005-000288-0 | |
| Q. DEED 2010-000133-0 | |
| R. DEED 2011-000075-0 | |
| S. DEED 2011-000207-0 | |

- | | |
|--------------------------------------|--|
| CLIENT: CITY AND BOROUGH OF WRANGELL | |
| BOX 531 | |
| WRANGELL, ALASKA 99929 | |

SURVEYOR'S CERTIFICATE

I HEREBY CERTIFY THAT I AM A REGISTERED SURVEYOR, LICENSED IN THE STATE OF ALASKA, AND THAT IN _____ 2018, A SURVEY OF THE HEREIN DESCRIBED LANDS WAS CONDUCTED UNDER MY DIRECT SUPERVISION AND THAT THIS PLAT IS A TRUE AND ACCURATE REPRESENTATION OF THE FIELD NOTES OF SAID SURVEY, AND THAT ALL DIMENSIONS AND OTHER DETAILS ARE CORRECT ACCORDING TO SAID FIELD NOTES.

CHRISTOPHER G. PIBURN LS 107552

DATE 12/05/2018



THIS DRAWING MAY BE REDUCED. VERIFY SCALE BEFORE USING
SCALE 1"=10'
1 METER = 3.280833 U.S. SURVEY FEET
1 U.S. ACRE = 0.4047 HECTARES

WRANGELL RECORDING DISTRICT

No.	Date	Description
Revisions		

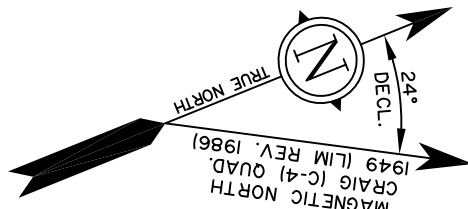
RRM ENGINEERING-KETCHIKAN, INC.
7180 REVILLA ROAD, SUITE 300
KETCHIKAN, ALASKA 99901
Phone: (907) 225-7917
Fax: (907) 225-3441

WRANGELL OFFICE
P.O. BOX 701
WRANGELL, AK 99929

CERTIFICATE OF AUTHORIZATION #: 6576

BYLOW SUBDIVISION

A SUBDIVISION OF A PORTION OF LOT 4, LOCATED WITHIN WRANGELL TOWNSITE (USS 1119), CREATING LOTS 4A AND 4B, BYLOW SUBDIVISION, LOCATED WITHIN BLOCK 17, WITHIN THE CITY AND BOROUGH OF WRANGELL.



BASIS OF BEARING
N 75°46'45" E 775.57'
(N 75°46'45" E 775.63')

S 0°35'20" E 102.04'
(S 23°18' W 89.00')

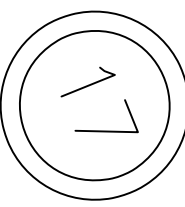
TRACT 2

OWNER: JACK CARNERY

(N 66°42' W 40.67')
(S 66°42' E 40.67')

PORTION OF LOT 4
OWNER: WELZENBACH

(S 23°18' W 91.56')
(S 23°18' W 116.56')



LOT 4B

S 66°42'00" E 100.00'

PORTION OF LOT 4

LOT 4A

(N 66°42'00" W 40.23')

PARCEL RT6
OWNER: CITY OF WRANGELL

(N 66°42' W 40.23')

(S 66°42'00" E 100.00')

PARCEL RT5
OWNER: CITY OF WRANGELL

(S 66°42' E 100.00')

REID

(S 66°42' E 140.23')

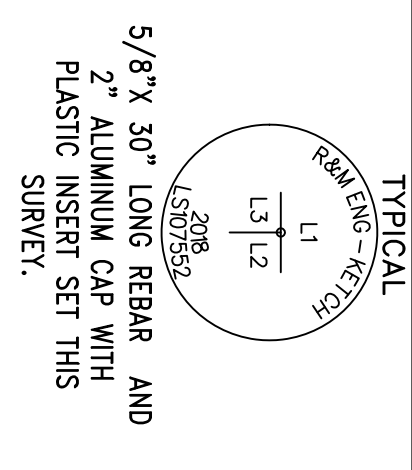
STREET

30' R.O.W.

ST.

MICHAEL

STREET



DRAWN BY: MCH
CHECKED BY: GGP
DATE PLATTED: DECEMBER 2018
DATE SURVEYED: JAN. 2017
SCALE: 1"=10'
SURVEYED BY: MCH
PROJ NO.: 172703



Wrangell Water Report **November 20, 2018**

Raw Water Reservoir Levels - Both reservoirs are full.

Treated Storage Tank Levels - Both tanks are currently maintaining daily recovery to their set points.

Water Production

Reported as a Daily Average, in Gallons:

- | | |
|--|---|
| - 759,286 gallons – Week of November 13 th | (consumption 357,772 gallons) |
| - 826,857 gallons – Week of November 20 th | - 588,285 gallons – Week of May 21 st |
| - 730,000 gallons – Week of November 27 th | (consumption 349,070 gallons) |
| - 778,429 gallons - Week of December 4 th | - 530,857 gallons – Week of May 28 th |
| - 764,000 gallons - Week of December 11 th | (consumption 315,815 gallons) |
| - 844,143 gallons - Week of December 18 th | - 565,429 gallons – Week of June 3 rd |
| - 922,142 gallons – Week of December 25 th | (consumption 335,281 gallons) |
| - 1,062,333 gallons – Week of January 1 st (2018) | 553,429 gallons - Week of June 10 th |
| - 974,000 gallons – Week of January 8 th | (consumption 378,951 gallons) |
| - 946,000 gallons – Week of January 15 th | - 765,857 gallons – Week of June 17 th |
| - 1,049,143 gallons – Week of January 22 nd | (consumption 596,839 gallons) |
| - 1,132,571 gallons – Week of January 29 th | - 765,857 gallons – Week of June 24 th |
| - 1,151,286 gallons – Week of February 5 th | (consumption 596,839 gallons) |
| - 1,115,857 gallons – Week of February 12 th | - 766,715 gallons – Week of July 1 st |
| - 934,571 gallons – Week of February 19 th | (consumption 605,766 gallons) |
| - 854,000 gallons – Week of February 26 th | - 914,571 gallons– Week of July 8 th |
| - 626,571 gallons – Week of March 5 th | (consumption 694,689 gallons) |
| - 674,142 gallons – Week of March 12 th | - 758,286 gallons – Week of July 15 th |
| - 705,571 gallons – Week of March 19 th | (consumption 674,000 gallons) |
| - 676,286 gallons – Week of March 26 th | - 882,286 gallons – Week of July 22 nd |
| - 658,857 gallons – Week of April 1 st | (consumption 302,440 gallons) |
| - 704,000 gallons – Week of April 8 th | - 814,000 gallons – Week of July 29 th |
| - 686,000 gallons – Week of April 15 th | (consumption 547,000 gallons) |
| - 563,429 gallons – Week of April 22 nd | - 754,286 gallons – Week of August 5 th |
| - 709,664 gallons – Week of April 29 th | (consumption 687,136 gallons) |
| - 518,142 gallons – Week of May 6 th | - 658,857 gallons – Week of August 27 th |
| (consumption 329,312 gallons) | (consumption 484,885 gallons) |
| - 580,714 gallons - Week of May 13 th | - 651,143 gallons – Week of September 3 rd |

(consumption 464,492 gallons)	(consumption 454,000 gallons)
- 641,200 gallons – Week of September 10 th	-582,857 gallons – Week of October 22 nd
(consumption 344,000 gallons)	(consumption 417,286gallons)
- 619,571 gallons – Week of September 17 th	-558,143 gallons-Week of October29 th
(consumption 445,857 gallons)	(consumption 375,675 gallons)
- 623,000 gallons – Week of September 24 th	-484,428gallons-Week of November 5 th
(consumption 405,000 gallons)	(consumption 320,274 gallons)
- 545,286 gallons – Week of October 1 st	-480,571gallons-Week of November 12 th
(consumption 405,586 gallons)	(consumption 319,945 gallons)
-545,286 gallons – Week of October 8 th	-492,474gallons-Week of November 26 th
(consumption 405,586 gallons)	(consumption 372,237 gallons)
-618,000 gallons – Week of October 15 th	

Recent Water Projects' News

- Reservoir Bypass Project

The next step in moving this project forward was to perform a camera inspection of the two pipes located in the core of the upper dam. With the assistance of a dive crew and a camera crew, both pipes were inspected on November 15th.

City and Borough of Wrangell

Capital Facilities Department Progress Report

December 7, 2018

- **Diesel Generation Plant Controls Upgrades**

Electric Power Systems, Inc. (EPS) is currently on-site installing the new controls project.

- **Non-Motorized Transportation System (Mt Dewey Trail Extension)**

As a supporting partner on the Non-Motorized Transportation System project, the USFS has completed the NEPA support work, which Federal Highway's will utilize to complete their final NEPA decision, expected by the end of January 2019. The CBW will be submit a US Army Corps of Engineers' permit application as part of the design analysis for that portion of the trail that traverses the wetlands. Following an approved Corps permit, the trail's selected design will be identified, along with its associated costs. The standard design-bid-construct delivery method will be utilized as follow-on project tasks.

- **North Country Trailhead Road Repair (Spur Road Improvements)**

As a supporting partner on the North Country Trailhead Road Repair project, the USFS has completed their NEPA support work, which Federal Highway's will utilize to complete their final NEPA decision. Following receipt of Federal Highway's final NEPA decision, expected by the end of January 2019, standard design-bid-construct delivery methods will be utilized as follow-on project tasks.

- **Public Safety Building Siding and Roofing Renovations**

Jensen Yorba Lott is proceeding with the final architectural and engineering design, as well as the preparation of the bid documents, with an anticipated bid date of February 11, 2019.

- **Reservoir Bypass Project**

The next step in moving this project forward was to perform a camera inspection of the two pipes located in the core of the upper dam. With the assistance of a dive crew and a camera crew, both pipes were inspected on November 15th.

Staff reviewed the footage with the project engineering team, Shannon & Wilson and Stephi Engineering, and determined that the pipes' conditions are not significantly

different than the condition shown in the 2006 footage. The primary deficiencies are a significant pipe joint separation in the 8" pipe (DIP section) and a significant inward bulge in the 10" pipe (wood stave section).

Next steps are to have the engineers prepare a detailed recommendation of a trenchless repair to both pipes in the dam. Due to the instability of our dams, it is unlikely that pipe bursting or using a caisson (water-tight structure) to repair the pipes will be recommended, as they could prove to be destructive to the dam. The recommendation will likely be a slip lining option, which for the 10" pipe (due to the inward bulge) would significantly reduce discharge flow. We have asked the engineers to identify pipe flow and risks associated with their recommended repairs. Staff anticipate the recommendation report in approximately three weeks.

- **Shoemaker Bay Harbor Replacement**

The majority of the basin dredging, complete with dredge spoils' disposal, has also been complete. Through review of the Contractor's post-dredge survey, it was determined that additional dredging effort could be made to clean-up some high points. A subsequent post-dredge survey is expected to be performed to identify the level of success in achieving the originally designed dredge depths and the possible limitation of the size boats allowed in the first stall of Float D due to encountering bedrock.

Construction of the new gangway abutment continues, as the gangway was delivered to Wrangell this week. The gangway will be stored on City Dock until such time as the Contractor is ready to install it. Due to the unfortunate death of Rainier Welding's owner, certain components that Matheus Lumber (float fabricator) needs to complete the floats are delayed. The first float shipment of floats is now not expected until December 28th. Tamico will be returning to Petersburg to work on a few small projects there while waiting on the floats' delivery.

- **Water Mains Replacement**

Following both ADEC's and the Wrangell Borough Assembly's approvals for sole sourcing work related to a portion of the Water Mains Replacement project, this project has been postponed due to timing constraints.

With a late receipt of ADEC's project loan approval, staff attempted to push the work through rapidly in order to have the new water mains stubbed out from the water main in Evergreen Avenue before the Evergreen pavement occurred. Through further project planning assessment, it was determined that not all of the materials necessary for the work were readily available in the time required. Additionally, it also became apparent that there are too many unknown conditions of the existing water and sewer infrastructure for staff to proceed without engineering design assistance and ADEC compliance review for potential water and sewer cross contamination issues.

Staff will revert to applying the standard delivery method of design, bid, build, for this project, and will begin development of the solicitation seeking professional services for the design work in order to have this project constructed next year when an asphalt plant is anticipated to be in Wrangell for the upcoming DOT project for resurfacing Bennett Street.

- **Water Treatment Plant Improvements**

Staff is working on the responses to EDA's November letter requesting additional information be submitted by December 17, 2018. The CBW was notified that our Water Treatment Plant Improvements' project application was further reviewed by EDA's IRC (grant review committee) and that our application has been reviewed for merit and selected for further consideration. While this is a position response from EDA, this does not guarantee final approval for EDA to make an award. The final approval of an award is conditioned upon EDA's assessment of the additional information requested, project feasibility, funding priorities, and the availability of funds for obligation.

- **DOT's Bennett Street Reconstruction (DOT-owned and managed)**

DOT reports that their Bennett Street reconstruction project bid today, with only one bidder, SECON. The engineer's estimate was listed at \$3,438,430 and SECON's bid was submitted at \$4,267,215. DOT's construction manager for this project is uncertain whether or not the shortfall in funding will be available to move this project forward. The projects bid results will be forwarded to the appropriate division for a final decision.

If DOT fully funds the project, it is expected that SECON will tackle this project as one of their first during the 2019 construction season; however their substantial completion date is set for November 30, 2019.

CITY & BOROUGH OF WRANGELL, ALASKA
BOROUGH ASSEMBLY AGENDA STATEMENT

<u>AGENDA ITEM TITLE:</u>	<u>NO.</u>	8	<u>Date</u>	December 11, 2018
Clerk’s File				
<u>SUBMITTED BY:</u>				
Kim Lane, Borough Clerk				

CALENDAR:

- 12-13** ~~Planning & Zoning Commission Mtg. @ 7pm in the Assembly Chambers~~ Canceled!
- 12-13** SEARHC Transition party at the Nolan Center, beginning at 5:30 p.m.
- 12-14/16** Jolly Shopping (Wrangell Chamber of Commerce)
- 12-24th thru 12-31** City Hall office will be closed for the Annual year-end Maintenance and Records transfer
- 1-1** New Year's Day – City Hall Closed
- 1-8** Regular Assembly meeting

SEAPA Board Meeting is scheduled for December 12-13 in Petersburg

Alaska Municipal League Winter Legislative Conference
February 19-21, 2019 in Juneau

So far, Mayor Prysunka and Assembly Member DeLong have expressed interest in attending.



CITY & BOROUGH OF WRANGELL, ALASKA				
BOROUGH ASSEMBLY AGENDA STATEMENT				

<u>AGENDA ITEM TITLE:</u>	<u>NO.</u>	9	<u>Date</u>	December 11, 2018
---------------------------	------------	----------	-------------	-------------------

Mayor and Assembly Business

<u>SUBMITTED BY:</u>	

Kim Lane, Borough Clerk	
-------------------------	--

MAYOR/ASSEMBLY REPORTS AND APPOINTMENTS:

INFORMATION: This agenda item is reserved for the mayor and assembly to provide reports or comments and to introduce items not previously on the agenda which need to be brought to the attention of the entire assembly or the staff. Assembly members may hold limited discussion on these topics or ask the borough manager or the borough clerk for clarifying information. By majority consent of the assembly, the mayor or assembly may give direction to the borough manager or the borough clerk to add an item for consideration for the next regular assembly meeting. Other than as described in this subsection I, no action may be taken by the assembly under this agenda item.

<p align="center">CITY & BOROUGH OF WRANGELL, ALASKA</p> <p align="center">BOROUGH ASSEMBLY AGENDA STATEMENT</p>				
<u>AGENDA ITEM TITLE:</u>	<u>NO.</u>	10 a - b	<u>Date</u>	December 11, 2018
<p align="center">Mayor and Assembly Appointments</p>				
<u>SUBMITTED BY:</u>				
Kim Lane, Borough Clerk				

MAYOR/ASSEMBLY APPOINTMENTS:

➤ **10a: Boards/Commission Appointments**

Letters for Planning & Zoning Commission Appointment received from:

- **None** Planning & Zoning Commission (until 10/2021)

Recommended Action:

Mayor: If there are no objections, I will appoint _____ to fill the vacancy on the Planning & Zoning Commission until October 2021.

If there are seats that are left vacant (no letters received), the Borough Clerk will continue advertising for the vacancies.

Appointments to be filled by the Mayor with the consent of the assembly for the various seats with.

Recommended Action if not approved with the consent of the Assembly:

Motion: Move to appoint _____ to fill the vacancy on the _____ for the term up until October _____.

➤ **10b: SEAPA Board Appointments (1 voting member & 1 alternate member)**

Letters of Interest received from:

- **Stephen Prysunka** (voting or alternate member)
- **Lisa Von Bargaen** (voting or alternate member)
- **Loretto Jones** (voting or alternate member)

Appointments to be filled by the Mayor with the consent of the assembly for the SEAPA Board Seats.

Mayor: If there are no objections, I will appoint _____ to fill the vacancy of the Voting SEAPA Board Member, from December 1st thru December 31st, 2019.

Mayor: If there are no objections, I will appoint _____ to fill the vacancy of the Alternate SEAPA Board Member, from December 1st thru December 31st, 2019.

Recommended Action if not approved with the consent of the Assembly:

Motion: Move to appoint _____ to fill the vacancy of the voting member for the SEAPA Board with the term December 1st thru December 31, 2019.

Motion: Move to appoint _____ to fill the vacancy of the alternate member for the SEAPA Board with the term December 1st thru December 31, 2019.

For Item 10b (SEAPA Board Vacancy)

Kim,

Please accept this email as my respectful request of the Assembly to be reappointed to the SEAPA Board of Directors. I was initially appointed in February of 2018 as one of two alternate board members. Later in the spring of this year I was appointed to fill a full, voting position. Continuity on the board is very important given the complexity of electric issues and the need for a strategic approach to address significant infrastructure upgrade requirements in the near future. I look forward to serving the community on the SEAPA board. Thank you for your consideration. Lisa

Lisa Von Bargaen
Borough Manager
City & Borough of Wrangell

No roads...but all hearts, lead to Wrangell! ❤️

For Item 10b (SEAPA Board Vacancy)

Kim Lane

From: Stephen Prysunka
Sent: Wednesday, November 21, 2018 9:09 AM
To: Kim Lane
Subject: SEAPA

I would like to sit on the SEAPA board for the 2019 term.

Sincerely,

Stephen Prysunka

Sent from my iPhone

For Item 10b (SEAPA Board Vacancy)

SEAPA (Southeast Alaska Power Agency)
1900 First Avenue, Suite 318
Ketchikan, AK 99901

Loretto Lee Jones
523 Zimovia Highway
Wrangell, AK 99929
907-874-2355

October 26, 2018

RE: Letter of Intent

To Mayor Prysunka and Wrangell Assembly Members,

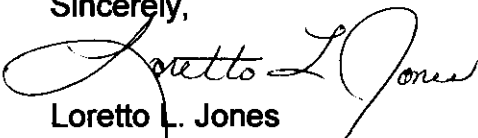
I was excited to see an opportunity to serve on the SEAPA board. I was at a Wrangell assembly meeting and heard SEAPA's presentation. I found myself fascinated with the interconnected power system that provides power to Wrangell, Petersburg, and Ketchikan.

As a resident of Wrangell and Alaskan, I see the importance of long-term reliability and availability of hydropower to all our communities. I also believe in responsible development that will provide the maximum long-term benefit for residents and businesses in Wrangell.

Currently, I am a member of the Chamber of Commerce and a vendor for the City of Wrangell. This is my home and where many of my lifelong friends live. I do believe as a resident, I need to volunteer my time and education for our community and will act in good faith.

Thank you for this opportunity.

Sincerely,



Loretto L. Jones

CITY & BOROUGH OF WRANGELL, ALASKA
BOROUGH ASSEMBLY AGENDA STATEMENT

<u>AGENDA ITEM TITLE:</u>	<u>NO.</u>	13a	<u>DATE:</u>	December 11, 2018
<p>PROPOSED RESOLUTION NO. 12-18-1438 OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, AMENDING THE FY 2019 BUDGET IN THE WATER FUND BY \$14,000 FOR CAPITAL EXPENDITURES AND AUTHORIZING ITS EXPENDITURE</p>				
<u>SUBMITTED BY:</u> Amber Al-Haddad Capital Facilities Director (former Public Works Director)			<u>FISCAL NOTE:</u> Expenditure Required: \$14,000 Amount Budgeted: N/A Account Number(s): 72000 302 7900 Account Name(s): Capital Expenditures	
<u>Reviews/Approvals/Recommendations</u>			Unencumbered Balance(s) (prior to expenditure): \$804,176	
<input type="checkbox"/>	Attorney			
n/a	Insurance			
<u>ATTACHMENTS:</u>				
1. Resolution No. 12-18-1438				

RECOMMENDED MOTION:

Move to approve Resolution No. 12-18-1438.

SUMMARY STATEMENT:

Management recommends a budget amendment to increase the Water Budget's Capital Expenditures line item by \$14,000 to cover the expense of equipment to accommodate year-round sand filter cleaning by the plunging method and a snow plow, all of which has been procured to date.

A scheduled capital project is missing from the final FY 2019 Water Fund budget. The *Water Treatment Plant's Sand Filter Ventilation Improvements* project was discussed in FY19 budget development workshops, and \$30,000 should have been included in the Water Department's FY 2019 CIP budget, as

it is an improvement that the Alaska Occupational Safety and Health Office (AK OSHA) has recommended the Borough make in order to alleviate the carbon monoxide atmosphere hazard in the work place.

The Water Treatment Plant's Sand Filter Ventilation Improvements project was originally scheduled to include engineering design and construction to provide additional ventilation in the four sand filter bays, as a means to improve the hazardous atmosphere caused by use of the ATV and its carbon monoxide emissions during sand filter maintenance. Although sand plunging has been the preferred method of sand filter maintenance for the last two years, winter freeze-up and snowy conditions have affected our continued use of the sand plunging's equipment setup, so we have been reverting to using the ATV in the winter for sand cleaning.

Since development of the FY 2018 budget for the Water Fund, the plan to alleviate the carbon monoxide atmosphere hazard in the work place during sand filter maintenance operations has evolved as follows:

- Plan A (developed in early 2018, prior to final FY 2019 budget approval) was to provide for ventilation in the sand filters while using the ATV to perform filter maintenance. The planned work included engineering design and construction to provide ventilation by creating additional air flow in the four sand filter bays. This plan was estimated at \$30,000 and would have included mechanical and structural engineering design services, as well as construction services and equipment procurement as determined by the selected project design.

- Plan B (developed in August 2018) was for the water department to purchase our own pump and air compressor, as well as a snow plow, to allow our water treatment staff to be self-sufficient and continue sand filter maintenance with the plunging method throughout the year. By having a pump and an air compressor, we would be eliminating the equipment borrowing scenario from the fire department and the wastewater department. By having the snow plow, water treatment staff would be able to keep the grounds clear of snow and ice, according to the needs of their operations schedule, for transporting the compressor and pump to the outdoor work area. Considering this new plan to eliminate use of the ATV in order to completely remove the hazardous carbon monoxide work environment, we proceeded with the snow plow purchase while we continued further procurement of this plan's necessary pump and air compressor. Not only did this plan eliminate the work hazard all together, the continued plunging is the more effective and preferred sand filter cleaning method. The purchase price of the snow plow was \$9,000. The remainder of the equipment required to implement this plan was estimated to have cost \$25,000-\$30,000; however we did not pursue the purchase of this equipment before Plan B evolved into Plan C.

- Plan C (developed in October 2018) involves the purchase of an air compressor and the plumbing parts necessary to construct a manifold piping system that originates in the clear well, and distributes the piping system to each of the sand filters. The entire water/air delivery system will be located inside, and we will be able to continue with the sand filter maintenance, year round, by way of the plunging cleaning method. Plan C eliminates the hazardous atmospheric conditions from the carbon monoxide, and it also provides for the better sand cleaning option by way of plunging. This plan is estimated to cost \$5,000 for equipment and the CBW staff will install the system.

The snow plow was purchased under Plan B and while it is not now specifically needed to correct the ventilation problem, having it will enable the Water Department to independently maintain clear roadways to the water plant and the reservoirs and around the treatment facility to aid in their operations. During snow events, there are many competing snow removal priorities for the City's two snow primary plows. Although the Water Plant could be made a higher priority under the Public Works' snow plowing efforts, this would slow snow removal response for the rest of the roadways for which the Borough is responsible.

A budget amendment required for this item has been reduced from Plan A's \$30,000 to Plan C's \$14,000 (including the \$9,000 for the snow plow).

The above summary was provided by Capital Facilities Director, Amber Al-Haddad, as she was still acting as the Public Works Director during this timeframe. The following information is being written by the Borough Manager.

As the Manager, I need to apologize for the purchase of the plow without it first coming to the Assembly for approval. My spending authority is \$25,000 and so this purchase falls well within that realm. However, I know the Assembly prefers to take action on vehicles and equipment. As this was something that was a change to a previously discussed project, it also should have been brought to your attention. Additionally, the purchase never should have been made prior to the budget amendment being approved by the Assembly. Administration did not realize the funding had not made the final budget at the time the purchase was approved.

CITY AND BOROUGH OF WRANGELL, ALASKA

RESOLUTION NO. 12-18-1438

A RESOLUTION OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, AMENDING THE FY 2019 BUDGET IN THE WATER FUND IN THE AMOUNT OF \$14,000 FOR CAPITAL EXPENDITURE AND AUTHORIZING ITS EXPENDITURE

WHEREAS, the City and Borough of Wrangell, Alaska's Resolution No. 06-18-1415 adopted the budget for all funds of the City and Borough of Wrangell, Alaska for the fiscal year 2018-2019; and

WHEREAS, the Wrangell Municipal Code requires that the Borough Assembly approve any budget amendments over those amounts adopted; and

WHEREAS, staff recommends a budget amendment adding \$14,000 to Capital Expenditures from the Water Fund Reserves to purchase plumbing and mechanical equipment, and a snow plow, which have already been purchased to accommodate efforts to reduce workplace hazards by eliminating carbon monoxide atmospheric conditions caused by sand filter maintenance through use of an ATV. This project was originally planned for but not included in the final Water Fund FY 2019 budget; and

WHEREAS, the City and Borough of Wrangell will amend the FY 2019 budget for the Water Fund by transferring \$14,000 from the Water Fund Reserves Ending June 30, 2019 to the Water Fund Capital Expenditures Account 72000-302-7900.

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

Section 1: The FY 2019 Budget in the Water Fund is amended by transferring funds from the Water Fund Reserves Ending June 30, 2019 to the Water Fund Capital Expenditures Account 72000-302-7900 and authorizing its expenditure.

PASSED AND APPROVED BY THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA this 11th Day of December, 2018.

CITY & BOROUGH OF WRANGELL, ALASKA

Steve Prysunka, Mayor

ATTEST: _____
Kim Lane, Borough Clerk

CITY & BOROUGH OF WRANGELL, ALASKA
BOROUGH ASSEMBLY AGENDA STATEMENT

<u>AGENDA ITEM TITLE:</u>	<u>NO.</u>	13b	<u>DATE:</u>	December 11, 2018
Approval to Enter into an Agreement with Municode for Online Agenda Solutions for the Annual Cost of \$2,200				
<u>SUBMITTED BY:</u>			<u>FISCAL NOTE:</u>	
Kim Lane, Borough Clerk Lisa Von Bargaen, Borough Manager			Expenditure Required: \$2,200	
			Amount Budgeted: \$0	
			Account Number(s): 11000-001-7505	
			Account Name(s): Admin Travel & Training	
<u>Reviews/Approvals/Recommendations</u>			Funds to be transferred from this account.	
n/a			Unencumbered Balance(s) (prior to expenditure):	
Name(s)			\$11,958	
<input type="checkbox"/>	Attorney			
n/a	Insurance			
<u>ATTACHMENTS:</u> 1. Quote from Municode.				

RECOMMENDATION MOTION:

Approval to enter into an agreement with Municode for online Agenda Solutions for the annual cost of \$2,200.

SUMMARY STATEMENT:

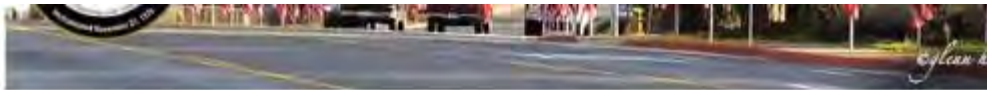
Our current Website provider is Municode. They are offering Agenda Management solutions that I believe will completely change the way we create and publish the Agenda and Agenda Packets not only for the Assembly, but for all other City Boards and Commissions as well. This platform provides a universal approach for all City Boards and Commissions so that not only will the members of the boards, commissions, and Assembly have access to the agenda and packet, but the public would have access as well. That means that for the Assembly, no more DropBox or iAnnotate! Yes, you can still

make notes right on the agenda item that only you will be able to see. The Assembly Members (Legislative User) would be given a user name and password to log into the system to view the packet.

Board/Commission members who use this platform would also have a “Legislative User” login. There is no limit to the number of users that can be assigned.

Some of the key elements of this solution:

- NO hardware or software to purchase.
- Would not live on our server and it's 100% Cloud based.
- Everything is included in the \$2,200 annual cost! This is a discounted price because we are customers of Municode already (our Website), otherwise the annual cost would have been \$3,400.
- Users and administrators can access the system from any device, all you need is an internet connection.
- No limit to the number of Users, no additional fees.
- Upgrades / Fixes are automatically done by Municode.
- Allows for public versions of the packet and a private version of the packet (i.e. if there is an Executive Session where files are confidential but need to be viewed before the meeting).
- Version Control!! We can put an end to the confusion of what version is the latest version (final version). Still, we can see the history of the changes to each modification.
- When a meeting is created, it will auto populate to our Website.
- With this Workflow system, we can properly approve items for the Agenda. This eliminates incorrect versions from being added to the packet.
- Electronic version and printed version (if selected) shows the same attachments. So, if a member prints out an agenda item and speaks to a certain page in the packet, it will be the same page for those who are viewing it electronically.
- Hyperlinks and bookmarks are automatic. That means that I don't have to create those hyperlinks or bookmarks.
- Assembly (or other board members) can take their individual notes on the packet and jump to and from those notes.
- Citizens can subscribe to receive updates via email when new items are added! This is a great feature to keep citizens informed. There is no additional cost to us for this integration.
- Citizens can view the meeting's Agenda, Packet, and Minutes in one place! It would look like this (but designed for our Website):



Meeting	Date	Time	Venue	Agenda	Packet	Minutes
Measure C Oversight Committee	10/23/2018	4:00 PM	767 Birch Street, Paradise, CA 95969			
Planning Commission	10/16/2018	6:00 PM	5555 Skyway, Paradise, CA 95969			
Town Council	10/9/2018	6:00 PM	5555 Skyway, Paradise, CA 95969			

- For the minutes, I won't bore you with the details, but this platform simplifies the process.
- If we ever chose a closed voting option for the Assembly, it's possible with this platform!
- We can add or delete sections of the Agenda, as needed.
- Easy to sign up and easy to cancel with a 60-day notice; The \$2,200 cost is locked in for five years, then increases 5% after that every five years. Competitors have increases at year two.
- This platform allows us to be more efficient and productive because we (Staff) are not shuffling files back and forth via email which ensures version control.
- Will soon provide integration to Laserfiche.
- We have an existing relationship with Municode (previously AHA Consulting) for our Website so integration is done easily.

To outline what we do currently for just Assembly meetings:

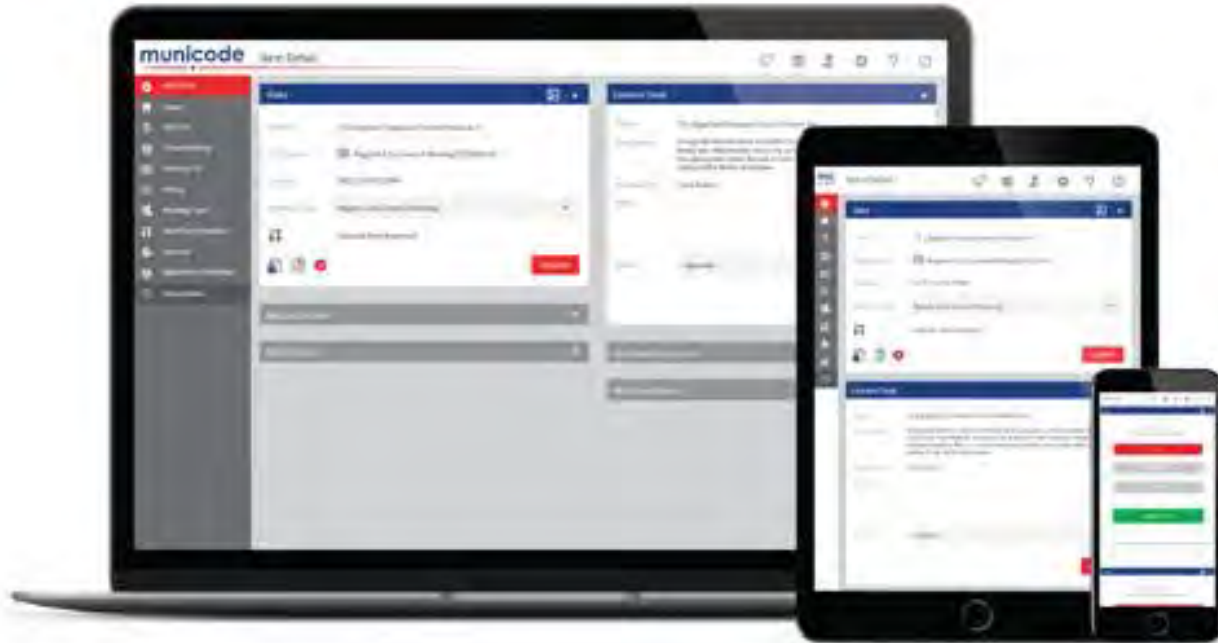
- All documents start out as a Word document.
- Me (Clerk), Lisa (Manager), & Carol all have folders on a shared drive that we work in.
- When Lisa is done with an agenda item, she moves it within her folder to a "completed" folder.
- I then go in there and combine all items into a PDF (of course I have to number or alpha them so that they don't get mixed up).
- I create a folder that is named "Completed Agenda Items" and when each item is transferred into a PDF document, I move it to the folder (again... alphabetizing each item so that when I pdf the entire packet, they will go into the correct place).
- So, once I pdf the entire packet, I then have to go in and bookmark the Agenda Items and link them throughout the packet.
- I also rename and correct the bookmarks if they do not transfer over.
- Before saving the pdf, I have to make it so that the "view" is set so that the viewer can see the bookmarks.
- Then when it's complete, I have to password protect it so that when I put it in their DropBox and view it through iAnnotate, they don't compromise the document with annotations.
- I then upload it onto our website (along with the Agenda).

- If there are changes to the agenda packet, I have to unprotect the document, make the change, re-link and add the bookmark, protect it, replace it in DropBox and the Website (which doesn't always work).

This purchase is obviously within the Manager's spending authority but it is being brought to the Assembly because it is an unbudgeted item and is something that will be used by the Assembly. This year's funding for the platform will come from the Manager's travel budget. She did not attend the fall ICMA conference and so there is some savings in that budget line-item. The funds will be transferred to the Dues & Subscriptions account in the Admin Budget. In subsequent years this line item expense will be included in this same account for consistency in budgeting.

MEETING & AGENDA MANAGEMENT

Quote: City and Borough of Wrangell Alaska



municode

★

CONNECTING YOU & YOUR COMMUNITY



Leon Rogers

PO Box 2235 Tallahassee, FL 32316
850.692.7708 leon@municode.com

INTRODUCTION LETTER

December 1, 2018

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

Dear Kim:

Thank you for the opportunity to present Wrangell with our quote for online meeting and agenda management services. Our Municode MEETINGS solution will streamline your process to create, approve and post meeting agendas and minutes.

Municode has developed a portfolio of online services that are tailored for local government agencies. We have worked with cities, towns, villages, counties and other local government agencies for over sixty-five years continually striving to make your job easier. When it comes to the meeting management process, our solution is simple and straight-forward, yet robust enough to satisfy the needs of our largest municipalities.

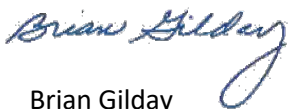
We are also working on an exciting product roadmap to seamlessly integrate Municode MEETINGS with our suite of online municipal solutions. In the not-too-distant-future, our Municode MEETINGS solution will integrate with Municode WEB. Meetings created in Municode MEETINGS will auto-post to your Municode WEB website calendar. This integration will also include unified search – your meeting agendas and minutes will be searchable directly from the website, with our industry leading search engine. This feature will make it easy and simple for your citizens and staff to find the information they need.

We are also building a powerful integration that will enable you to mark ordinance agenda items as ‘approved’ within Municode MEETINGS and have them auto-scheduled for supplementation and publishing to your Municode NEXT Online Code of Ordinances.

These are just a few of the innovative integrations and features that we will be rolling out over the coming months.

We are thrilled at the opportunity to partner with Wrangell on such an important initiative.

Sincerely,



Brian Gilday
President, Municode WEB

MEETING MANAGEMENT FEATURES

Base Features

- ★ Unlimited Meetings
- ★ Unlimited Meeting Agenda Templates
- ★ Unlimited Users
- ★ Meeting Storage for 10 years
- ★ Create Meetings
- ★ Submit/Add Agenda Items
- ★ Attach agenda item files
- ★ Create Agendas
- ★ Create Agenda Packets
- ★ Approve Items with Approval Workflow
- ★ Create Meeting Minutes
- ★ Automatically Publishing to the Web – Agenda, Agenda Packet, Minutes
- ★ Self-service video time stamping – you can add timestamps of your meeting agenda items to your YouTube meeting videos
- ★ Voting/Roll Call
- ★ Integration with Municode Web website calendar (coming soon)
- ★ 99.9% up-time guarantee, telephone support 8AM-8PM Eastern
- ★ Email support with one-hour response time during working hours
- ★ Emergency 24x7 support
- ★ Up to 3 hours of webinar refresher training per year

SERVICE AND SUPPORT

🏆 Guaranteed Uptime

We will guarantee service uptime of 99.95%. In the event this service level is not met within a given month, you will receive a credit for that month's service.

📞 24x7 Customer support:

We will provide you contact numbers to reach us 24x7x365 for catastrophic site issues. We will also be available from Monday to Friday 8AM-8PM EST via email and phone to handle routine questions from staff.

🔒 Security upgrades:

We will perform security upgrades and other optimizations during off-hours, typically between the hours of 12-3AM PST, if such work requires your meetings to be off-line. We will provide at least 14 days' notice for any non-emergency maintenance that requires down-time.

❤️ Site Monitoring and Site Recovery:

Our auto-monitoring software continually monitors performance and instantly alerts us when problems occur. We act as soon as possible and no later than two hours after problems are detected.

FEES

Annual Subscription

\$2,200 per year

One-time Project Setup

no charge

- Configure Boards/Committees/Commissions
- Configure Meeting Agenda Templates
- Setup Users, Roles, and Permissions
- Conduct initial training – web teleconference

Additional Options

- ☐ “Hands free” YouTube Video time stamping (up to 36 meetings) \$1,800 per year

PAYMENT SCHEDULE

Year 1

- | | |
|--|----------------|
| • Sign contract | \$0 |
| • Configure system – ready for training (annual subscription begins) | <u>\$2,200</u> |
| Total | \$2,200 |

Years 2-4

- \$2,200 per year

Years 5+

- Annual subscription increases in year 5 by five percent. It increases in subsequent years according to the prevailing consumer price index (CPI).

This quote is valid for a period of ninety (90) days.

If we were not an existing customer of Municode, the annual charge would be \$3,400.

SERVICES AGREEMENT

This agreement ("AGREEMENT") is entered between The City and Borough of Wrangell Alaska ("CLIENT") and Municipal Code Corporation ("CONSULTANT").

1. Term of AGREEMENT. This AGREEMENT shall commence effective the date signed by the CLIENT. It shall automatically renew annually. This AGREEMENT shall terminate upon the CLIENT's providing CONSULTANT with sixty (60) days' advance written notice

2. Compensation. It is understood and agreed by and between the parties hereto, that the CLIENT shall pay the CONSULTANT for services based on the payment schedule provided as set forth in the section marked "Payment Schedule". Payment will be made to CONSULTANT within thirty (30) days of the receipt of approved invoices for services rendered.

3. Scope of Services. CONSULTANT's services under this AGREEMENT shall consist of services as detailed in the attached proposal including appendices ("SERVICES"). SERVICES may be amended or modified upon the mutual written AGREEMENT of the parties.

4. Integration. This AGREEMENT, along with the SERVICES to be performed contain the entire agreement between and among the parties, integrate all the terms and conditions mentioned herein or incidental hereto, and supersede all prior written or oral discussions or agreements between the parties or their predecessors-in-interest with respect to all or any part of the subject matter hereof.

5. Warranty. CONSULTANT warrants that any services provided hereunder will be performed in a professional and workmanlike manner and the functionality of the services will not be materially decreased during the term.

6. Liability. CONSULTANT's total liability arising out of any acts, omissions, errors, events, or default of CONSULTANT and/or any of its employees or contractors shall be limited by the provisions of the AGREEMENT and further limited to a maximum amount equal to the fees received by CONSULTANT from CLIENT under this AGREEMENT.

7. Termination. This AGREEMENT shall terminate upon the CLIENT's providing CONSULTANT with sixty (60) days' advance written notice. In the event the AGREEMENT is terminated by the CLIENT's issuance of said written notice of intent to terminate, the CONSULTANT shall pay CLIENT a pro-rated refund of any prepaid service fees (for the period from the date of the termination through to the end of the term). If, however, CONSULTANT has substantially or materially breached the standards and terms of this AGREEMENT, the CLIENT shall have any remedy or right of set-off available at law and equity.

8. Independent Contractor. CONSULTANT is an independent contractor. Notwithstanding any provision appearing in this AGREEMENT, all personnel assigned by CONSULTANT to perform services under the terms of this AGREEMENT shall be employees or agents of CONSULTANT for all purposes. CONSULTANT shall make no representation that it is the employee of the CLIENT for any purposes.

9. Confidentiality. (a) Confidential Information. For purposes of this AGREEMENT, the term "Confidential Information" means all information that is not generally known by the public and that: is obtained by CONSULTANT from CLIENT, or that is learned, discovered, developed, conceived, originated, or prepared by CONSULTANT during the process of performing this AGREEMENT, and relates directly to the business or assets of CLIENT. The term "Confidential Information" shall include, but shall not be limited to: inventions, discoveries, trade secrets, and know-how; computer software code, designs, routines, algorithms, and structures; product information; research and development information; lists of clients and other information relating thereto; financial data and information; business plans and processes; and any other information of CLIENT that CLIENT informs CONSULTANT, or that CONSULTANT should know by virtue of its position, is to be kept confidential.

(b) **Obligation of Confidentiality.** During the term of this AGREEMENT, and always thereafter, CONSULTANT agrees that it will not disclose to others, use for its own benefit or for the benefit of anyone other than CLIENT, or otherwise appropriate or copy, any Confidential Information except as required in the performance of its obligations to CLIENT hereunder. The obligations of CONSULTANT under this paragraph shall not apply to any information that becomes public knowledge through no fault of CONSULTANT.

10. Assignment. Neither party may assign or subcontract its rights or obligations under this AGREEMENT without prior written consent of the other party, which shall not be unreasonably withheld. Notwithstanding the foregoing, either party may assign this AGREEMENT in its entirety, without consent of the other party, in connection with a merger, acquisition, corporate reorganization, or sale of its assets.

11. Cooperative Purchasing. CONSULTANT and CLIENT agree that other public agencies may purchase goods and services under this solicitation or contract at their own cost and without CONSULTANT or CLIENT incurring any financial or legal liability for such purchases.

12. Governing Law. This AGREEMENT shall be governed and construed in accordance with the laws of the State of Alaska without resort to any jurisdiction's conflicts of law, rules or doctrines.

Submitted by:

Municipal Code Corporation

By: Brian Gilder

Title: President, Website Division

Accepted by:

By: _____

Title: _____

Date: _____

CITY & BOROUGH OF WRANGELL, ALASKA
BOROUGH ASSEMBLY AGENDA STATEMENT

<u>AGENDA ITEM TITLE:</u>	<u>NO.</u>	13c	<u>DATE:</u>	December 11, 2018
Discussion Item: Flood & Earthquake Insurance for All CBW Facilities				
<u>SUBMITTED BY:</u>			<u>FISCAL NOTE:</u>	
Lisa Von Bargaen, Borough Manager			Expenditure Required:	
			Amount Budgeted:	
			Account Number(s):	
			Account Name(s):	
<u>Reviews/Approvals/Recommendations</u>				
<input type="checkbox"/>	Commission, Board or Committee		Unencumbered Balance(s) (prior to expenditure):	
Name(s)				
<input type="checkbox"/>	Attorney			
<input type="checkbox"/>	Insurance			
<u>ATTACHMENTS:</u>				
None				

RECOMMENDATION MOTION:

None. Discussion Item only.

SUMMARY STATEMENT:

In preparation for the transfer of ownership of Wrangell Medical Center from the Borough to SEARHC, the CBW had to obtain a property liability insurance policy for the existing hospital building. At the time the quote was obtained, the option was given to take out an additional policy for earthquake and flood insurance. However, the earthquake and flood policy could only be issued for all Borough facilities, including the hospital. The policy could not be issued just for the hospital. Currently, Administration has declined the earthquake and flood policy.

Staff wanted to revisit this with the Assembly so a decision about the additional insurance can be made. The additional cost in premiums for earthquake and flood insurance for all Borough facilities is approximately \$13,500 per year.

Important information to help in the consideration process:

1. Current "Stated" Value of Our Property Insured Infrastructure = \$65,515,600
2. Current Annual Premium for Property – All Risk Coverage = \$44,860
3. The Earthquake & Flood Insurance would cover us at the same stated value of our infrastructure (and contents) of \$65,515,600 and the hospital for \$18,618,000 plus \$1,925,000 for the contents.

CITY & BOROUGH OF WRANGELL, ALASKA				
BOROUGH ASSEMBLY AGENDA STATEMENT				

<u>AGENDA ITEM TITLE:</u>	<u>NO.</u>	14	<u>Date</u>	December 11, 2018
<u>SUBMITTED BY:</u>				
Kim Lane, Borough Clerk				

INFORMATION:

ATTORNEY'S FILE – The latest attorney's billing is available for the Borough Assembly to view in the Clerk's office.

CITY & BOROUGH OF WRANGELL, ALASKA
BOROUGH ASSEMBLY AGENDA STATEMENT

<u>AGENDA ITEM TITLE:</u>	<u>NO.</u>	14a	<u>DATE:</u>	December 11, 2018
Executive Session: Purchase of Mill Property				
<u>SUBMITTED BY:</u>		<u>FISCAL NOTE:</u>		
Lisa Von Bargaen, Borough Manager		Expenditure Required:		
		N/A		
		Amount Budgeted:		
		N/A		
		Account Number(s):		
		N/A		
		Account Name(s):		
<u>Reviews/Approvals/Recommendations</u>		N/A		
<input type="checkbox"/>	Commission, Board or Committee	Unencumbered Balance(s) (prior to expenditure):		
Name(s)		N/A		
<input type="checkbox"/>	Attorney			
<input type="checkbox"/>	Insurance			
<u>ATTACHMENTS:</u>				

RECOMMENDATION MOTION:

I move, pursuant to AS 44.62.310 (c)(1), that we recess into executive session to discuss matters in which the immediate knowledge would clearly have an adverse effect upon the finances of the borough, specifically the proposed purchase of the Mill Site property.