



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

September 22, 2015 – 7:00 p.m.

Location: Assembly Chambers, City Hall

1. CALL TO ORDER

- a. PLEDGE OF ALLEGIANCE led by Assembly Member David Powell
- b. INVOCATION to be given by Clay Hammer
- 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. Item (*) 6a, 7a, 7b, 7c, and 7d

6. APPROVAL OF MINUTES

- *a. Minutes of the Public Hearing and Regular Assembly meetings held September 8, 2015

7. COMMUNICATIONS

- a. Gaming permit renewal from WHS
- b. School Board Minutes from the August 3, 2015 Regular meeting
- c. School Board Action from the September 9, 2015 Regular meeting
- d. Wrangell Medical Center Board minutes from the August 19, 2015 Regular meeting

8. BOROUGH MANAGER'S REPORT

9. BOROUGH CLERK'S FILE

10. MAYOR/ASSEMBLY REPORTS AND APPOINTMENTS

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

11. PERSONS TO BE HEARD

12. UNFINISHED BUSINESS

- a. **PROPOSED ORDINANCE No: 908: AN ORDINANCE OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, AMENDING SECTION 5.04.350 OF CHAPTER 5.04, PROPERTY TAX, OF THE WRANGELL MUNICIPAL CODE TO AMEND**

THE DUE DATE FOR PAYMENT OF PROPERTY TAXES BEGINNING WITH THE 2016
ASSESSMENT YEAR (*first reading*)

13. NEW BUSINESS

- a. Approval of a request to Vacate a Storage Easement, on Lot 3, Block A, Sortyard Subdivision, zoned Waterfront Development, requested by Charles Jenkins Jr., owned by Christine Jenkins
- b. Approval of draft RFP for the land development of the former Wrangell Institute Property
- c. Approval to move forward with an RFP for the Waterfront Industrial Property Assessment and Feasibility Study
- d. Approval of a revision to the Wrangell Medical Center Personnel Policy

14. ATTORNEY'S FILE

15. EXECUTIVE SESSION

Options for the possible purchase of the Mill Site property

16. ADJOURNMENT

Agenda Items 1 - 6

CITY & BOROUGH OF WRANGELL

BOROUGH ASSEMBLY

AGENDA ITEM

September 22, 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 David Powell
- b. Invocation to be given by Clay Hammer
- c. CEREMONIAL MATTERS – *Community Presentations, Proclamations, Certificates of Service, Guest Introductions*

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 (*) Item:

****6a, 7a, 7b, 7c, & 7d***

ITEM NO. 6 APPROVAL OF MINUTES:

INFORMATION:

6a *Minutes of the Public Hearing and Regular Assembly meetings held September 8, 2015*

**Minutes of Public Hearing
Held September 8, 2015**

Mayor David L. Jack called the Public Hearing to order at 6:30 p.m., September 8, 2015, in the Borough Assembly Chambers. Assembly Members Mitchell, Blake, Decker and Powell were present. Assembly Members Rooney and Prysunka were absent. Borough Manager Jeff Jabusch and Borough Clerk Lane were also in attendance.

Public Hearing Item:

- a. **PROPOSED ORDINANCE No. 906:** AN ORDINANCE OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, AMENDING CHAPTER 10.46(C), PROHIBITION OF CONSUMPTION OF MARIJUANA IN A PUBLIC PLACE, AMENDING THE VIOLATION OF SUCH OFFENCE *(second reading)*
- b. **PROPOSED ORDINANCE No. 907:** AN ORDINANCE OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, AMENDING THE MINOR OFFENSE FINE SCHEDULE IN CHAPTER 1.20, GENERAL PENALTY, OF THE WRANGELL MUNICIPAL CODE *(second reading)*

WRITTEN TESTIMONY - None

ORAL TESTIMONY - None

Public Hearing recessed at 6:32 p.m.

Public Hearing reconvened at 6:55 p.m.

Public Hearing Adjourned at 6:55 p.m.

David L. Jack, Mayor

ATTEST: _____
Kim Lane, MMC, Borough Clerk

**Minutes of Regular Assembly Meeting
Held on September 8, 2015**

Mayor David L. Jack called the Regular Assembly meeting to order at 7:00 p.m., September 8, 2015, in the Borough Assembly Chambers. Assembly Members Mitchell, Powell Blake, and Decker were present. Assembly Members Rooney and Prysunka were absent. Borough Manager Jeff Jabusch and Borough Clerk Lane were also in attendance.

Pledge of Allegiance was led by Assembly Member Daniel Blake.

Invocation was given by Kris Reed of the Baha'i Faith.

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

AMENDMENTS TO THE AGENDA

Manager Jabusch requested that an item be added to the agenda for discussion and possible action to consider having Mike Allen cut down additional timber next to Mr. Harold Bailey's house.

CONFLICT OF INTEREST - None

CONSENT AGENDA

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

APPROVAL OF MINUTES

The minutes of the Public Hearing and Regular Assembly meetings held August 25, 2015 were approved, as presented.

COMMUNICATIONS - None

BOROUGH MANAGER'S REPORT

Manager Jabusch's report was provided.

Marla Sanger, Wrangell Medical Center, CEO, 223 First Street, provided the Assembly with an update of the Wrangell Medical Center; problem with Medicaid payout system (only in Alaska); large amount of normal revenue; should start to get payments again within the week; cash on hand as of today is \$571,169.

Robert Rang, the new Wrangell Medical Center, CEO will be starting on October 12, 2015.

BOROUGH CLERK'S FILE

The Borough Clerk's Report was provided.

MAYOR/ASSEMBLY REPORTS AND APPOINTMENTS

10a Reports by Assembly Members - None

10b Appointment to fill the Vacancy on the Planning & Zoning Commission

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

10c Appointment to fill the Vacancy on the Hospital Board

There were no letters of interest filed for this vacancy. Mayor Jack appointed Hospital Board candidate, Maxlyn Wiederspohn to fill the vacancy on the Hospital Board. There were no objections from the Assembly.

Clerk Lane stated that she would contact Ms. Wiederspohn to come in and take her Oath of Office.

PERSONS TO BE HEARD - None

UNFINISHED BUSINESS

12a PROPOSED ORDINANCE No. 906: AN ORDINANCE OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, AMENDING CHAPTER 10.46(C), PROHIBITION OF CONSUMPTION OF MARIJUANA IN A PUBLIC PLACE, AMENDING THE VIOLATION OF SUCH OFFENCE (*second reading*)

M/S: Powell/Mitchell, to adopt Ordinance No. 906. Motion approved unanimously by polled vote.

12b PROPOSED ORDINANCE No. 907: AN ORDINANCE OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, AMENDING THE MINOR OFFENSE FINE SCHEDULE IN CHAPTER 1.20, GENERAL PENALTY, OF THE WRANGELL MUNICIPAL CODE (*second reading*)

M/S: Mitchell/Decker, to adopt Ordinance No. 907. Motion approved unanimously by polled vote.

12c Discussion and possible action to change the Property Tax payment due date, previously adopted by Ordinance No. 901 on May 26, 2015

Manager Jabusch explained the way the ordinance currently reads; starting in 2016, the property tax payment due date is September 15; if the ordinance was changed to October, there is no guarantee that there will be a PFD in the near future.

Assembly Member Mitchell stated that he had received public comments, saying that they would like there to be two payments.

Assembly Member Blake stated that with the way the ordinance reads, the taxpayer can still make two payments, they would just need to have it paid in full by the due date.

Jabusch added that if a taxpayer pays ahead of time, that would be a pre-tax payment; makes more sense to have a single payment due date.

Assembly Member Powell questioned if it were more cost effective to have a single payment due date.

Jabusch said that yes, it is more cost effective.

Powell stated that he would like to see the due date changed to October because it would help tax payers make their payment.

M/S: Blake/Decker, to keep it to one payment and to change the ordinance so that the one-time payment due date would be on October 15th each year.

Clerk Lane stated that if this motion passed, she would draft an ordinance with the assistance of the Borough Attorney and bring it back to the Assembly for consideration.

Mayor Jack requested that the ordinance address the provision for those who want to make multiple payments before the due date.

Motion approved unanimously by polled vote.

NEW BUSINESS

13a PROPOSED RESOLUTION No. 09-15-1329: RESOLUTION OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, DESIGNATING CANVASS BOARD DUTIES TO THREE ASSEMBLY MEMBERS FOR CANVASSING THE RESULTS OF THE REGULAR ELECTION TO BE HELD OCTOBER 6, 2015

M/S: Blake/Powell, to adopt Resolution No. 09-15-1329, designating three Assembly Members to Canvass the results of the Regular Borough Election. Motion approved unanimously by polled vote.

13b PROPOSED RESOLUTION No. 09-15-1330: A RESOLUTION OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, URGING THE STATE OF ALASKA TO FILE A PETITION FOR CERTIORARI IN THE US SUPREME COURT IN RESPONSE TO THE NINTH CIRCUIT EN BANC PANEL'S REVERSAL OF THE NINTH CIRCUIT REGULAR THREE-JUDGE PANEL'S DECISION ON THE TONGASS EXEMPTION FROM THE ROADLESS RULE

M/S: Decker/Blake to adopt Resolution No. 09-15-1330.

Assembly Member Decker explained the purpose for the Resolution. She said that this resolution would be to ask Governor Walker to petition the U.S. Supreme Court to review this issue and to make a ruling on if the Tongass National Forest was exempt from the Roadless Rule.

Motion approved unanimously by polled vote.

13c Approval to hold a Special Assembly Meeting on Monday, October 12, 2015, at 12:00 p.m. (noon) to Certify the Election Results from the Regular Election

M/S: Decker/Mitchell, to approve a Special Assembly Meeting to be held on Monday, October 12, 2015, at 12:00 p.m. (noon) to certify the Election Results from the Regular Election to be held on October 6, 2015.

M/S: Blake/Powell, to amend the main motion to change the time from 12:00 p.m. (noon) to 12:30 p.m. Amendment was approved unanimously by polled vote.

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

13d Authorization to have Mike Allen cut down additional timber next to Mr. Harold Bailey's house.

Manager Jabusch stated that Mike Allen had finished with the timber sale that he had with the City; Harold Bailey, who is an adjacent property owner, approached both Jabusch and Mike Allen and asked if Mike Allen could cut down the trees that were left next to his property; Mr. Bailey is concerned with blow-down and afraid that some of the trees might blow down onto his house.

Jabusch said that he had Clay Hammer go out and assess the property and take photos; there are power poles right up against some of the trees that he would like to see removed.

Jabusch said that he spoke with our insurance agent and they had told him that if there were healthy, sturdy trees that were in no danger of falling due to blow-down, there was not need to cut them down. However if we noticed that there were some weak or leaning trees, it is our responsibility to take care of that.

Jabusch also said that another citizen had complained that we were cutting too close to a creek and were possibly in violation of federal cutting practices; Jabusch went out and assessed the area and noticed that Mental Health had cut all along the creek and that they had stated that there was no violation since it's not a fish stream or a drinking water stream.

Jabusch said that there were a few harvestable trees that Mr. Allen could use; could exchange the labor of cutting for the harvestable trees; should break even.

M/S: Powell/Mitchell, to authorize the Borough Manager to contract with Mike Allen to remove the trees that need to be cut down next to Mr. Bailey's house.

Assembly Member Decker asked that the parameters that Manager Jabusch had outlined in the email be part of the agreement.

Assembly Member Mitchell stated that when he drove out to look at the area, he noticed a small belt of trees along the highway. Mitchell asked if those trees could possibly be left.

Mr. Allen stated that he didn't see a problem with leaving those trees.

ATTORNEY'S FILE – None

EXECUTIVE SESSION – None

Regular Assembly Meeting adjourned at 7:51 p.m.

David L. Jack, Mayor

ATTEST: _____
Kim Lane, MMC, Borough Clerk

Agenda Item 7

CITY & BOROUGH OF WRANGELL

BOROUGH ASSEMBLY AGENDA ITEM September 22, 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. Gaming permit renewal from WHS
- b. School Board Minutes from the August 3, 2015 Regular meeting
- c. School Board Action from the September 9, 2015 Regular meeting
- d. Wrangell Medical Center Board minutes from the August 19, 2015 Regular meeting

Form **826****Gaming Permittee Application****2015****Organization Information**

Federal EIN	If renewing, enter gaming permit # 638	Phone Number 907 874 3395	Fax Number 907-8743143
Organization Name Wrangell Public Schools	Website address	Email address mtalbuat@wpsd.us	
Mailing Address PO Box 651	City Wrangell	State AK	Zip Code 99929
Entity Type (check one)		Organization Type (check one) for definitions see AS 05.15.690 and 15 AAC 160.995.	
<input type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input checked="" type="checkbox"/> Association		<input type="checkbox"/> Charitable <input type="checkbox"/> Civic or service <input type="checkbox"/> Dog mushers' association <input checked="" type="checkbox"/> Educational <input type="checkbox"/> Fishing derby association <input type="checkbox"/> Fraternal <input type="checkbox"/> Labor <input type="checkbox"/> Municipality <input type="checkbox"/> Nonprofit trade association <input type="checkbox"/> Outboard motor association <input type="checkbox"/> Police or fire department <input type="checkbox"/> Political <input type="checkbox"/> Religious <input type="checkbox"/> Veterans <input type="checkbox"/> IRA/Native Village	
** Does the organization have 25 or more members, as defined in your articles of incorporation or bylaws, who are Alaska residents? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			

Members in Charge of Games*n/a for educational organizations*

Members in charge must be natural persons and active members of the organization or employees of the municipality and designated by the organization. Members in charge may not be licensed as an operator, be a registered pull-tab vendor or an employee of a vendor for this organization. If more than one alternate, attach a separate sheet.

Primary Member First Name Megan	M.I. C	Primary Member Last Name Talbuat	Alternate Member First Name Kendall	M.I.	Alternate Member Last Name Benson
		Email mtalbuat@wpsd.us			Email kbenson@wpsd.us
Daytime Phone Number (907) 874-3395	Cell Number (907) 305-0574	Fax Number (907) 874-3143	Daytime Phone Number 907 874-3395	Cell Number 435 592-3003	Fax Number 907 874-3143
Home Mailing Address PO Box 1162			Home Mailing Address P.O. Box 2106		
City Wrangell	State AK	Zip Code 99929	City Wrangell	State AK	Zip Code 99929
Has the primary member passed the test? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		Permit # under which test was taken: 638	Has the alternate member passed the test? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		Permit # under which test was taken:

Legal Questions ** These questions must be answered. If you answer Yes to either question, see instructions.

☐ Yes ☒ No Does any member of management, or any person who is responsible for gaming activities, have a prohibited conflict of interest as defined by 15 AAC 160.954?

☐ Yes ☒ No Has any member of management, or any person who is responsible for gaming activities, ever been convicted of a felony, extortion, or a violation of a law or ordinance of this state, or another jurisdiction, that is a crime involving theft or dishonesty, or a violation of gambling laws?

We declare, under penalty of unsworn falsification, that we have examined this application, including any attachments, and that, to the best of our knowledge and belief, it is true and complete. We understand that any false statement made on the application or any attachments is punishable by law. By our signatures below, we, the primary member, the alternate member, and if applicable, the manager of gaming, agree to allow the Department of Revenue to review any criminal history we may have, in accordance with 15 AAC 160.934.

Primary Member In Charge's Signature <i>Megan Talbuat</i>	Printed Name Megan Talbuat	Date 8/11/15
President or Other Officer's Signature (see instructions) <i>Susan Eagle</i>	Printed Name Susan Eagle	Date 8/31/15
Alternate Member In Charge's Signature <i>Kendall Benson</i>	Printed Name Kendall L. Benson	Date 08/20/15
Manager of Gaming Signature	Printed Name	Date

DEPARTMENT USE ONLY
Validation #

Pay online with OTIS at www.tax.alaska.gov or make check payable to State of Alaska.

Permit Fee

The permit fee is based on the 2014 estimated gross receipts. Check the appropriate box.

<input type="checkbox"/> New applicant	\$20
<input type="checkbox"/> \$0 - \$20,000	\$20
<input type="checkbox"/> \$20,001 - \$100,000	\$50
<input type="checkbox"/> \$100,001 or more	\$100

www.tax.alaska.gov • dor.tax.gaming@alaska.gov

Mail to: Alaska Department of Revenue, PO Box 110420, Juneau AK 99811-0420

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Gaming Permit # 638	Organization Name Wrangell Public Schools
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Facility-Based Games (self-directed) If more than two facilities, attach a separate sheet.

Facility Name	Physical Address	City	State AK	Zip Code
Facility Type (check one) <input type="checkbox"/> Owned <input type="checkbox"/> Leased <input type="checkbox"/> Donated	Game Type (check all that apply) <input type="checkbox"/> Bingo <input type="checkbox"/> Raffle <input type="checkbox"/> Pull-tabs <input type="checkbox"/> Animal classic (chicken)* <input type="checkbox"/> Animal classic (rat race)* <input type="checkbox"/> Calcutta pool**			
Facility Name	Physical Address	City	State AK	Zip Code
Facility Type (check one) <input type="checkbox"/> Owned <input type="checkbox"/> Leased <input type="checkbox"/> Donated	Game Type (check all that apply) <input type="checkbox"/> Bingo <input type="checkbox"/> Raffle <input type="checkbox"/> Pull-tabs <input type="checkbox"/> Animal classic (chicken)* <input type="checkbox"/> Animal classic (rat race)* <input type="checkbox"/> Calcutta pool**			

Area-Based Games If more than two areas, attach a separate sheet. *restricted game type **see instructions for mandatory attachments

Area Wrangell, AK	Game type (check all that apply) <input checked="" type="checkbox"/> Raffle <input checked="" type="checkbox"/> Contest of skill <input type="checkbox"/> Fish derby <input type="checkbox"/> Dog musher' contest <input type="checkbox"/> Special draw raffle ** <input type="checkbox"/> Big Bull Moose Derby <input type="checkbox"/> Classic/Other (specify) _____
Area	Game type (check all that apply) <input type="checkbox"/> Raffle <input type="checkbox"/> Contest of skill <input type="checkbox"/> Fish derby <input type="checkbox"/> Dog musher' contest <input type="checkbox"/> Special draw raffle ** <input type="checkbox"/> Big Bull Moose Derby <input type="checkbox"/> Classic/Other (specify) _____

Manager of Gaming Required only for self-directed pull-tabs and bingo.

Manager First Name	MI	Manager Last Name	Social Security Number	Daytime Phone Number
Home Mailing Address			Email	Mobile Phone
City	State	Zip Code	Has the manager of gaming passed the test? <input type="checkbox"/> Yes <input type="checkbox"/> No	Permit # under which test taken

Vendor Information Attach 2015 vendor registration form(s) and fee(s) for each vendor listed below.

Bar or Liquor Store Name	Physical Address	City	State AK	Zip Code
Bar or Liquor Store Name	Physical Address	City	State AK	Zip Code
Bar or Liquor Store Name	Physical Address	City	State AK	Zip Code
Bar or Liquor Store Name	Physical Address	City	State AK	Zip Code
Bar or Liquor Store Name	Physical Address	City	State AK	Zip Code

Operator Information

Designate operator who will conduct activities on the organization's behalf. Attach signed operating contract(s). If more than one operator, operator location, or game type, attach a separate sheet.

Operator License #	Operator	Facility Name	Game Type(s)
Physical Address		City	State Zip Code

Multiple-Beneficiary Permittee Information (MBP)

Designate the MBP with which the organization has signed a partnership or joint venture agreement.

MBP Permit #	MBP Name	Facility Name	Game Type(s)
Physical Address		City	State Zip Code

Dedication of Net Proceeds Describe in detail how the organization will use the net proceeds from gaming activities.

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7b

PROCEEDINGS

MINUTES

WRANGELL SCHOOL BOARD REGULAR MEETING

August 3, 2015, 6:30 PM

Evergreen Elementary School Room 101-Intermediate

School Board President Susan Eagle called the regular meeting of the Wrangell Public School Board to order at 6:30 pm on Monday, August 3, 2015.

CALL TO ORDER

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

DETERMINE QUORUM

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

PLEDGE OF ALLEGIANCE

Diane O'Brien told the board that yesterday the community got together to honor the Mt. Polley disaster a year ago. Inside Passage Water Keepers is working to lobby the governor to stop the damaging mining that is taking place in British Columbia. She said that a gentleman visited Wrangell from the BC Tahltan Tribe who told us that his local group had successfully worked for ten years to stop two major developments at the headwaters of the Stikine River. She said the local group is collecting Xtra-tuff boots to send to the governor to make a statement against mining and the impact on the environment. She appreciates the opportunity to share this local grassroots effort.

GUESTS TO BE HEARD

Superintendent Patrick Mayer introduced Secondary Principal Kendall Benson to the School Board. Superintendent Mayer also introduced Matt Gore who has been selected as the District Technology Director.

The agenda was approved as presented by unanimous consent.

APPROVAL OF THE AGENDA

Motion to approve the minutes of the June 15, 2015 Regular School Board Meeting by Tammy Groshong, seconded by Aleisha Mollen. Poll vote: Aleisha Mollen: Yes; Tammy Groshong: Yes; Rinda Howell: Yes; Susan Eagle: Yes. Motion approved.

ACCEPTED THE MINUTES OF JUNE 15, 2015 REGULAR MEETING

Information & Reports were accepted by unanimous consent.

ACCEPTED INFORMATION & REPORTS

Motion to support the AASB Resolution areas of focus as presented by Aleisha Mollen, seconded by Rinda Howell. Poll vote: Tammy Groshong: Yes; Rinda Howell: Yes; Aleisha Mollen: Yes; Susan Eagle: Yes. Motion approved.

SUPPORTED THE AASB RESOLUTION AREAS OF FOCUS WITH A COMMENT ON SECTION 5.15, STUDENT ASSESSMENT

Motion to support the AASB Resolution areas of focus as presented adding a comment regarding Section 5.15, Student Assessment by Rinda Howell; seconded by Aleisha Mollen. Poll vote: Tammy Groshong: Yes; Rinda Howell: Yes; Aleisha Mollen: Yes; Susan Eagle: Yes. Motion approved.

Motion to accept the Alaska Migrant Education Literacy Grant Award in the amount of \$1,194.00 by Rinda Howell, seconded by Aleisha Mollen. Poll vote: Rinda Howell: Yes; Aleisha Mollen: Yes; Tammy Groshong: Yes; Susan Eagle: Yes. Motion approved.

ACCEPTED THE ALASKA MIGRANT EDUCATION LITERACY GRANT AWARD

Motion to offer Deidre Jenson a contract addendum in the amount of \$4,000.00 to serve as the district Special Education Coordinator during the 2015-2016 school year by Aleisha Mollen; seconded by Tammy Groshong. Poll vote: Aleisha Mollen: Yes; Tammy Groshong: Yes; Rinda Howell: Yes; Susan Eagle: Yes. Motion approved.

OFFERED DEIDRE JENSON A CONTRACT ADDENDUM TO SERVE AS THE DISTRICT SPECIAL EDUCATION COORDINATOR

Motion to offer Mrs. Jenna Turner a teaching contract for the 2015-2016 school year with appropriate placement on the salary schedule by Tammy Groshong; seconded by Rinda Howell. Poll vote: Tammy Groshong: Yes; Rinda Howell: Yes; Aleisha Mollen: Yes; Susan Eagle: Yes. Motion approved.

OFFERED JENNA TURNER A TEACHING CONTRACT

Motion to offer Mr. Matthew Nore a teaching contract for the 2015-2016 school year with appropriate placement on the salary schedule by Rinda Howell, seconded by Aleisha Mollen. Poll vote: Rinda Howell: Yes; Aleisha Mollen: Yes; Tammy Groshong: Yes; Susan Eagle: Yes. Motion approved.

OFFERED MATTHEW NORE A TEACHING CONTRACT

Motion to offer Mr. Matthew Gore a contract for the 2015-2016 school year to assume the responsibilities of Technology Director by Aleisha Mollen; seconded by Tammy Groshong. Poll vote: Aleisha Mollen: Yes; Tammy Groshong: Yes; Rinda Howell: Yes; Susan Eagle: Yes. Motion approved.

OFFERED MATTHEW GORE A CONTRACT TO SERVE AS TECHNOLOGY DIRECTOR

The resignation of Stephanie Smith (Cartwright), Cheer Coach was presented as an item of information.

PRESENTED THE RESIGNATION OF STEPHANIE SMITH FOR INFORMATION REVIEWED BOARD POLICY

Reviewed School Board Policy

- Board Policy #1230, Advisory Committee
- Board Policy #8163, Resource Materials

Motion to accept the first reading of Board Policy 6163.1, Library and Resource Materials Selection Policy by Aleisha Mollen; seconded by Rinda Howell. Poll vote: Tammy Groshong: Yes; Rinda Howell: Yes; Aleisha Mollen: Yes; Susan Eagle: Yes. Motion approved.

ACCEPTED THE FIRST READING OF BP-6163.1, LIBRARY AND RESOURCE MATERIALS SELECTION

Reviewed School Board Policy #6161.4, Student Technology Usage Policy.

REVIEWED BOARD POLICY

Motion to accept the first reading of Board Policy 6172, Special Education and Board Policy #8181, Charter School based on the AASB model policies by Tammy Groshong, seconded by Aleisha Mollen. Poll vote: Rinda Howell: Yes; Aleisha Mollen: Yes; Tammy Groshong: Yes; Susan Eagle: Yes. Motion approved.

ACCEPTED THE FIRST READING OF BP-6172, SPECIAL EDUCATION AND #8181, CHARTER SCHOOLS

Reviewed School Board Policy

- Board Policy #7222, School Board Resignation from Office
- Board Policy #7223, Vacancies

REVIEWED BOARD POLICY

Motion to accept the first reading of Board Policy #7323, Meeting Conduct by Rinda Howell; seconded by Aleisha Mollen. Poll vote: Aleisha Mollen: Yes; Tammy Groshong: Yes; Rinda Howell: Yes; Susan Eagle: Yes. Motion approved.

ACCEPTED THE FIRST READING OF BP-7323, MEETING CONDUCT

Motion to accept the resignation of Cyni Waddington from Wrangell School Board effective June 17, 2015 by Tammy Groshong; seconded by Aleisha Mollen. Poll vote: Tammy Groshong: Yes; Rinda Howell: Yes; Aleisha Mollen: Yes; Susan Eagle: Yes. Motion approved.

ACCEPTED THE RESIGNATION OF CYN WADDINGTON FROM THE SCHOOL BOARD

Reviewed the Upcoming Dates and Meeting Announcements

REVIEWED THE UPCOMING DATES

Reviewed Future Agenda Items


REVIEWED FUTURE AGENDA ITEMS

School Board Members welcomed Mr. Benson and Mr. Gore to their new positions. Board Member Mollen told the Board that she attended a meeting this afternoon regarding the UAS Tech Prep project. She is excited to see that take off and to have a UAS presence in town.

COMMENTS FROM BOARD MEMBERS

Meeting Adjourned at 7:31 P.M.

ADJOURNED AT 7:31 PM


SECRETARY/TREASURER

BOARD ACTION

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

**WRANGELL PUBLIC SCHOOL BOARD
 REGULAR MEETING
 SEPTEMBER 9, 2015**

- Approved the Agenda as Presented
- Accepted the Minutes of the August 3, 2015 Regular Board Meeting
- Discussed the AASB Nominations Packet
- Approved the 2015-2016 calendar as revised
- Reviewed the District Crisis Plan
- Offered Lisa Nikodym a Contract Addendum as Activities Director
- Offered Laurie Brown an extracurricular contract as HS Girls Assistant Basketball Coach
- Offered Jack Carney an extracurricular contract as MS Wrestling Head Coach
- Offered Cindy Martin and Barbara Neyman extracurricular contracts to work as co-advisors of the Middle School Yearbook Program
- Approved the Hire of Bridgette Andrews, Paraprofessional
- Approved the Hire of Cynthia Crary, IT Coordinator
- Approved the Hire of Laurie Stargel, Paraprofessional
- Approved the Hire of Megan Talburt, High School Secretary
- Reviewed the resignation of Mikki Angerman, Elementary Student Council Advisor and Bridget Davidson, Paraprofessional as an item of information
- Accepted the First Reading of Board Policy #6145.3, Concussion Policy
- Accepted the Second Reading of Board Policy:
 - Board Policy 6163.1, Library and Resource Materials Selection
 - Board Policy 6172, Special Education
 - Board Policy 6181, Charter School
 - Board Policy 7323, Meeting Conduct
- Reviewed Board Policy
 - Board Policy 6182, Correspondence Courses
 - Board Policy 6185, Homebound Instruction
- Adjourned



**WRANGELL MEDICAL CENTER
BOARD OF DIRECTORS MEETING MINUTES
August 19, 2015 - 5:30 p.m.
Location: Nolan Center**

CALL TO ORDER:

Meeting was called to order at 5:34 pm by President Terri Henson

ROLL CALL:

Present: Bernie Massin, Barb Conine, Cori Robinson, Terri Henson, Judy Allen, Marlene Messmer, Woody Wilson and Beth Spaulding

Absent: Dorothy Sweat

Quorum established

Assembly representative Stephen Prysunka was absent

AMENDMENTS TO THE AGENDA: Remove 'June & July 2015' Statistics from Consent Item 5.

CONFLICT OF INTEREST: None

CONSENT ITEMS:

Motion made by Barb Conine to approve consent item 5.a minutes of the regular meeting held July 15, 2015 and special meetings on July 22, July 29, seconded by Cori Robinson, passed unanimously.

PERSONS TO BE HEARD: None

CORRESPONDENCE: None

REPORTS AND COMMUNICATIONS FROM WMC STAFF:

- a. CEO's Report: In addition to the attached report, CEO Marla Sanger added the following observations and information:
 - Plans are in the works with PeaceHealth in Ketchikan to provide OB/GYN visiting physician services again soon.
 - The 'Go Live' with TruBridge's billing department took place, but also the final site visit and meeting for our risk assessment by TruBridge also took place this week.
 - Follow up survey went well – the surveyors mentioned that they really do like coming to Wrangell because the staff are so helpful.
- b. Doran Hammett, CFO
 - Received an email from the auditors with a draft report – the audit was clean due in great part to Olinda's work, along with Mary Jo and the remainder of the front office staff.
 - July Financials are fairly good and show WMC running ahead of last year and ahead of budget. Cashflow analysis: down from the beginning to the end of the month, but \$351,000 has been paid back to medicare and, as of today, it has ALL been paid back, so we may yet be able to avoid using that line of credit.
 - A 'Dashboard' was introduced which shows the measure of progress with the recent outsourcing of billing to TruBridge. Rose, Lora, Linda Sue and Diana have worked really hard to get the billing up to date and in 'taking up the slack'. As we get better at getting things to TruBridge, they'll be better able to collect.

OUR MISSION: To Enhance The Quality of Life For All We Serve!

WRANGELL MEDICAL CENTER
BOARD OF DIRECTORS MEETING:
August 19, 2015 - 5:30 p.m.

MEDICAL STAFF REPORT: None

ACTION ITEMS:

- 10.a. Barb Conine moved to reluctantly approve the resignation of Dorothy Hunt-Sweat from this board, motion seconded by Judy Allen, passed unanimously.
- 10.b. Woody Wilson moved to approve the Line of Credit offered by the City and Borough of Wrangell, Barb Conine seconded, passed unanimously.

DISCUSSION ITEMS: None

INFORMATION ITEMS:

- a. New Hospital Project update: The application to the Foraker group has been submitted, we are waiting to hear back from them as to its status.

BOARD COMMENTS:

- Barb Conine – Explained to the public about the CEO Comment forms (for the public reception to follow) and asked for another member of the board who might be interested in attending the Quality Meeting - Judy Allen volunteered when she is able and Bernie Massin is willing to serve as a backup.
- Judy Allen – Mentioned that community members continue to bring up the issue of advertising open positions in the hospital and wishing that they were advertised in the newspaper. Some discussion of the matter followed.

EXECUTIVE SESSION:

Barb Conine moved to recess into executive session for the purpose of discussing matters, the immediate knowledge of which could clearly have an adverse effect upon the finances of the Medical Center, specifically the CEO Contract, seconded by Cori Robinson, passed unanimously.

Meeting recessed into executive session at 6:00 pm,
Executive session recessed at 7:10 pm to be reconvened in the morning,
Executive session reconvened in same location on Thursday, August 20, 2015 at 10:15 am
Executive session reconvened into regular session at 2:40 pm

ACTION ITEM:

Barb Conine moved to offer Robert Rang a contract to become the CEO for Wrangell Medical Center, seconded by Woody Wilson, unanimously approved,

ADJOURN: With no further business, the meeting adjourned at 2:45 pm Thursday, Aug 20.

Cori Robinson

Kris Reed,
Date Certified:

OUR MISSION: To Enhance The Quality of Life For All We Serve!

MEMORANDUM

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

**FROM: JEFF JABUSCH
BOROUGH MANAGER**

SUBJECT: MANAGER'S REPORT

DATE: SEPTEMBER 18, 2015

Manager out of town:

I will be out of town Wednesday afternoon (September 23, 2015) through the following Wednesday morning (September 30th). During that time, I can be reached if anyone needs to talk to me. In my absence, Carol Rushmore will be the acting manager.

Mike Allen Timber Sale:

I am happy to say that Mike Allen Jr. has completed the timber sale for the city and cleared the danger trees requested by Harold Baily. In addition, Mike has stock piled the logs that he was not going to use for firewood. Lastly, Mental Health ask him to put in a culvert on their road so that wood cutters could access wood stock piled on their property. We put an ad in the paper and radio that citizens can access the fire wood at their risk anytime they like.

I think we learned some things in our first timber sale and certainly will have a better understanding how to proceed in the future. Overall, it went pretty well and we are happy with the result.

911 System:

We just found out and have received the paperwork for purchase of a new 911 system which is greatly needed. The grant is for \$235,000. This plus another \$45,000 we plan to put towards it when we sale the boat that was confiscated by the police should get us there. We have a buyer for the boat and they sale and paperwork should be completed on Friday, September 18, 2015.

Contractor Program:

We are disappointed in the turnout of contractors that have signed up and included for city work on the list. However, we have advertised to encourage others to sign up and sometimes it takes a while to make a new program a success. We have already had some questions and situations that don't fit the policy. We are making decisions as we see is in the best interest of the borough and then documenting these for future discussion and fine tuning of the policy.

Projects being worked on:

- **Cassiar Street Improvements**

A contract has been awarded to BW Enterprises for the Cassiar Phase II project. This is a small contract to clean up and add items we did not think we would have money to do in Phase I. We believe it should only take a month or so to be completed and will close out both the grant money and the project. We have tried to appease the residents that live along the road and address some of the concerns that were brought up after phase I was complete. Luckily, we had grant money left over and were able to address almost all of those concerns.

- **Evergreen Road Improvements**

Nothing new on this project that the State's DOT/PF is managing. They expect to have a community meeting in November to discuss mainly with the property owners what lands need to be purchase for the project.

- **Sewer Pump Station**

We received the extension on the main grant which will give us time to take advantage of the additional money we have received from USDA. We expect to be advertising by the first of October.

- **Court Room Remodel**

The bids are scheduled to go out next week on the court remodel. This will do work in the court area that the court has requested and have agreed to pay it back through their annual lease payments. It will provide some contractor some inside work this fall and winter. The project is expected to be completed (I believe) by January 2016.

Agenda Item 9

CITY & BOROUGH OF WRANGELL

BOROUGH ASSEMBLY AGENDA ITEM

CLERK'S REPORT September 22, 2015

What's coming up?

9/24 Wrangell Convention & Visitors Bureau mtg. @ 6:30 pm in the Assembly Chambers

10/1 Port Commission mtg. @ 7 pm in the Assembly Chambers

10/6 Election Day from 8 am to 8 pm at the Nolan Center



10/7 Parks & Recreation Board mtg. @ 7 pm in the Assembly Chambers

10/8 Canvass Board meets @ 1 pm in the Assembly Chambers

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

10/10 TAX FREE DAY!!!

10/12 Special Assembly mtg. @ 12:30 pm to certify the Election results

10/13 Regular Assembly mtg. @ 7 pm in the Assembly Chambers

10/26 Economic Development Committee mtg. @ 6:30 pm in the Assembly Chambers

10/27 Workshop between the WMC Staff and Board Members and the Wrangell Borough Assembly @ 5:30 pm
In the Assembly Chambers. Public Hearing (possible) and Regular Assembly meeting to follow

12/9-10 SEAPA Board Mtg. to be held in Ketchikan, with times TBD

Regular Borough Election - Tues., October 6, 2015

Absentee Voting begins Monday, September 21, 2015 from 9:00 am to 5:00 pm at City Hall. Voters may vote an absentee ballot until 5:00 pm, Monday, October 5, 2015.


Kim Lane, Borough Clerk

SAMPLE BALLOT FRONT

INSTRUCTIONS TO VOTER: To vote for the issue/candidate of your choice, **fill in the oval next to the issue/candidate you want to vote for.** Place your ballot inside the secrecy sleeve and then take your ballot to the ballot box.

If you make a mistake while voting, return the ballot to the election official for a new one.
A vote which has been erased or changed will not be counted.

**CITY AND BOROUGH OF WRANGELL
OFFICIAL BALLOT
REGULAR ELECTION
OCTOBER 6, 2015**

Completely fill in the oval opposite the name of each candidate for which you wish to vote as shown: 

**FOR ASSEMBLY MEMBER
THREE YEAR TERM**

VOTE FOR NO MORE THAN TWO

David Powell ☐
Rebecca Rooney ☐
_____☐
_____☐

**FOR PORT COMMISSION
THREE YEAR TERM**

VOTE FOR NO MORE THAN TWO

Clay Hammer ☐
John M. Martin ☐
_____☐
_____☐

**FOR SCHOOL BOARD
THREE YEAR TERM**

VOTE FOR NO MORE THAN TWO

Tamara J. Groshong ☐
Rolland C. Howell ☐
Aleisha Mollen ☐
_____☐
_____☐

**FOR SCHOOL BOARD
UNEXPIRED TERM
UNTIL OCTOBER 2016**

VOTE FOR NO MORE THAN ONE

Beth Comstock ☐
Pamella McCloskey ☐
_____☐

**FOR HOSPITAL BOARD
FOUR YEAR TERM**

VOTE FOR NO MORE THAN TWO

Maxlyn J. Wiederspohn ☐
Woody Wilson ☐
_____☐
_____☐

**TURN BALLOT OVER - VOTE BOTH SIDES
PROPOSITION NO. 1 AND 2 ON BACK**

SAMPLE BALLOT BACK

INSTRUCTIONS TO VOTER: To vote for the issue/candidate of your choice, **fill in the oval next to the issue/candidate you want to vote for.** Place your ballot inside the secrecy sleeve and then take your ballot to the ballot box.

If you make a mistake while voting, return the ballot to the election official for a new one.
A vote which has been erased or changed will not be counted.

PROPOSITION 1

CHARTER AMENDMENT

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

YES ☐

NO ☐

PROPOSITION 2

EXEMPTION FROM ALASKA'S PUBLIC OFFICIAL FINANCIAL DISCLOSURE LAW

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

YES ☐

NO ☐

Below is the list of those who will appear on the October 6th Regular Borough Election Ballot:

Letters of interest are being accepted for the following Boards and Committee vacancies:

- Planning & Zoning Commission two– (three year terms)
- Parks & Recreation two – (three year terms)
- Wrangell Convention & Visitors Bureau one – (three year term)
- Economic Development Committee three - (three year terms)
- Nolan Museum/Civic Center Board three – (three year terms)

Deadline for Letters of Interest is 5:00 p.m., Wednesday, October 7, 2015.

Agenda Items 10a & b

CITY & BOROUGH OF WRANGELL

BOROUGH ASSEMBLY
AGENDA ITEM
September 22, 2015

MAYOR/ASSEMBLY REPORTS AND APPOINTMENTS:

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

- **Item 10a** Reports by Assembly Members

- **Item 10b** Appointment to fill the vacancy on the Planning & Zoning Commission

There were no letters of interest received for this vacancy.

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

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

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

Agenda Item 12a

CITY & BOROUGH OF WRANGELL

BOROUGH ASSEMBLY AGENDA ITEM September 22, 2015

INFORMATION:

PROPOSED ORDINANCE No: 908: AN ORDINANCE OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, AMENDING SECTION 5.04.350 OF CHAPTER 5.04, PROPERTY TAX, OF THE WRANGELL MUNICIPAL CODE TO AMEND THE DUE DATE FOR PAYMENT OF PROPERTY TAXES BEGINNING WITH THE 2016 ASSESSMENT YEAR *(first reading)*

Attachments:

- 1. Proposed Ordinance No. 908**

RECOMMENDED ACTION:

Move to approve the first reading of Ordinance No. 908, and move to a second reading with a Public Hearing to be held on October 13, 2015.

CITY AND BOROUGH OF WRANGELL, ALASKA

ORDINANCE NO. 908

AN ORDINANCE OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, AMENDING SECTION 5.04.350 OF CHAPTER 5.04, PROPERTY TAX, OF THE WRANGELL MUNICIPAL CODE TO AMEND THE DUE DATE FOR PAYMENT OF PROPERTY TAXES BEGINNING WITH THE 2016 ASSESSMENT YEAR

WHEREAS, the Assembly adopted Ordinance No. 901 on May 26, 2015; and

WHEREAS, Ordinance No. 901 amended Section 5.04.350 of Chapter 5.04, Property Tax, of the Wrangell Municipal Code to change the due date for the payment of property taxes from a two payment date system, under which the taxpayer could choose to pay the taxes in two equal installments with due dates of August 15 and December 15 of the assessment year, to a new single payment system with one due date of September 15 of the assessment year, and Section 5.04.360 to change the penalty and interest on late payments to remove reference to installment payments and change the interest rate; and

WHEREAS, on August 25, 2015, the Assembly adopted Ordinance No. 905 as non-code transitional measure to establish a due date for the payment of 2015 property taxes of September 15, provided the taxpayer may opt to pay the 2015 property taxes in two equal installments with due dates of September 15, 2015 and December 15, 2015; and

WHEREAS, Section 3 of Ordinance No. 905 further provided that beginning with the 2016 assessment year, all property taxes would be due on September 15 as provided in Section 5.04.350 as amended by Ordinance No. 901; and

WHEREAS, numerous citizens have expressed concerns about the September 15th due date; and

WHEREAS, this Ordinance No. 908 changes the due date for the payment of property taxes from September 15th to October 15th beginning with the 2016 assessment year, and supersedes Section 3 of Ordinance No. 905; and

WHEREAS, in enacting this ordinance, it is the desire of the Assembly to emphasize that the property tax due date of October 15 does not prohibit or in any way restrict taxpayers from making one or more payments of all or any part of property taxes owed for the current assessment year before the October 15 due date.

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

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

SEC. 1. Action. The purpose of this ordinance is to amend Section 5.04.350 of the Wrangell Municipal Code relating to the delinquent date for payment of property taxes and the penalty and interest for late payments of property taxes beginning with the 2016 assessment year. This ordinance supersedes Section 3 of Ordinance No. 905 adopted on August 25, 2015.

SEC. 2. Amendment. Section 5.04.350 of the Wrangell Municipal Code is amended to read:

5.04.350 Delinquent date for payment of taxes.

All taxes levied in accordance with this chapter shall be due and payable on or before **[September 15]** October 15 of the assessment year and shall become delinquent if not paid before 5:00 p.m. on said date, or, if payment is received through the mail after said date, when the mailed payment is postmarked after said date. One or more payments of all or any part of the property taxes owed for the current assessment year can be made on or before the October 15 due date.

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

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

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

PASSED IN FIRST READING: _____, 2015.

PASSED IN SECOND READING: _____, 2015.

David L. Jack, Mayor

ATTEST:

Kim Lane, Borough Clerk

Agenda Item 13a

CITY & BOROUGH OF WRANGELL

BOROUGH ASSEMBLY AGENDA ITEM September 22, 2015

INFORMATION:

Approval of a request to Vacate a Storage Easement, on Lot 3, Block A, Sortyard Subdivision, zoned Waterfront Development, requested by Charles Jenkins Jr., owned by Christine Jenkins

Attachments:

1. Memo from ED Director, Carol Rushmore
2. Preliminary Plat Map

RECOMMENDED ACTION:

Move to approve a request to vacate a storage easement on Lot 3, Block A, Sortyard Subdivision, zoned Waterfront Development, requested by Charles Jenkins Jr., owned by Christine Jenkins.

City and Borough of Wrangell, Alaska

Date: September 9, 2015

To: Jeff Jabusch, Borough Manager

From: Carol Rushmore, Economic Development Director

Re: Request to Vacate a Storage Easement, on Lot 3 Block A Sortyard Subdivision. zoned Waterfront Development, requested by Charles Jenkins Jr., owned by Christine Jenkins.

At the August meeting of the Planning and Zoning Commission, Mr. Jenkins, on behalf of his mother, submitted a preliminary plat request, replatting 4 lots into 2 lots to create a lot with frontage on Front Street and a lot that fronts Silvernail Work Road. Both lots would be zoned Waterfront Development.

Mr. Jenkins is also seeking to vacate a storage easement across what is now Lot 3 Block A Sortyard Subdivision. The easement was granted to Mr. Jenkins when the land was unfilled tidelands owned by the City, prior to the area being filled. After it was filled, the City subdivided the land and sold off several parcels on the east side of Silvernail Work Road. The land is now owned by Christine Jenkins and the storage easement is no longer necessary.

The request to vacate must go to the Assembly for approval prior to completion of the final plat.

The Commission at their regular August meeting voted to recommend to the Assembly to approve the storage easement vacation.

THEY CERTAINLY HAVE THE RIGHT TO BE HEARD, BUT THE OWNERS OF THE PROPERTY SHOWN AND DESCRIBED ABOVE HAVE THE RIGHT TO BE HEARD FIRST. THE OWNERS OF THE PROPERTY SHOWN AND DESCRIBED ABOVE HAVE THE RIGHT TO BE HEARD FIRST. THE OWNERS OF THE PROPERTY SHOWN AND DESCRIBED ABOVE HAVE THE RIGHT TO BE HEARD FIRST.

CERTIFICATE OF APPROVAL BY THE PLANNING COMMISSION

I HEREBY CERTIFY THAT THE SUBDIVISION PLAT SUBMITTED HAS BEEN FOUND TO COMPLY WITH THE SUBDIVISION REGULATIONS OF THE CITY AND APPROVED FOR RECORDATION. THE PLAT IS BEING FILED FOR RECORDATION IN THE CITY CLERK'S OFFICE AND THAT THE PLAT SUBMITTED HAS BEEN APPROVED FOR RECORDING IN THE OFFICE OF THE DISTRICT REGISTRAR, DEPT-OF-RECORDS, WASHINGTON, D.C. 20540.

DATE _____

CHAIRMAN, PLANNING COMMISSION

SECRETARY

FIRST JUDICIAL DISTRICT

[illegible]

CERTIFY THAT THE MENTIONED PLAT SHOWN HEREON HAS BEEN FOUND TO CONFORM WITH THE ZONING AND SUBDIVISION REGULATIONS OF THE CITY AND BOROUGH OF MINNEAPOLIS, MINNESOTA, AND THAT THE PLAT SHOWN HEREON HAS BEEN APPROVED FOR RECORDING IN THE CITY AND BOROUGH OF MINNEAPOLIS, MINNESOTA, ON THIS _____ DAY OF _____, 20____.

DATE _____
TOWNSHIP, CITY AND BOROUGH OF NEWELL

ALASKA
DEPT. OF ALASKA

[illegible]

PROPERTY THAT WE ARE THE OWNERS OF THE PROPERTY SHOWN AND DESCRIBED
AND THAT WE HEREBY ADMIT THIS PLAN OF SUBDIVISION WITH OUR FREE CONSENT
AND THAT WE HEREBY ADMIT THIS PLAN OF SUBDIVISION WITH OUR FREE CONSENT
EDICATE ALL STREETS, ALLEYS, WALKS, PARKS AND OTHER OPEN SPACES TO
FOR PRIVATE USE AS NOTED.

PRINTED NAME AND TITLE _____

OF ALASKA
DEPARTMENT OF REVENUE
DIVISION OF REVENUE

TO CERTIFY THAT ON THE 20 DAY OF NOVEMBER, 1964, BEFORE ME,
A NOTARY PUBLIC IN AND FOR THE STATE OF ALASKA, DULY
QUALIFIED AND SOLEMNLY SWORN, PERSONALLY APPEARED
_____ KNOWN TO BE THE PERSONAL PERSON(S) MENTIONED AND WHO DECLARED THE
FOREGOING TO BE THE FACTS AND CONTENTS OF THE FOREGOING
DEED AND ACKNOWLEDGED TO ME THAT _____ SIGNED THE SAME
AND VALIDATED FOR THE USES AND PURPOSES HEREON SPECIFIED.

AM A REGISTERED SURVEYOR, LICENSED IN THE STATE OF ALASKA,
A SURVEY OF THE HEREIN DESCRIBED LANDS WAS
DIRECT SUPERVISION AND THAT THIS PLAT IS A TRUE AND ACCURATE

R: 9.5001
152726

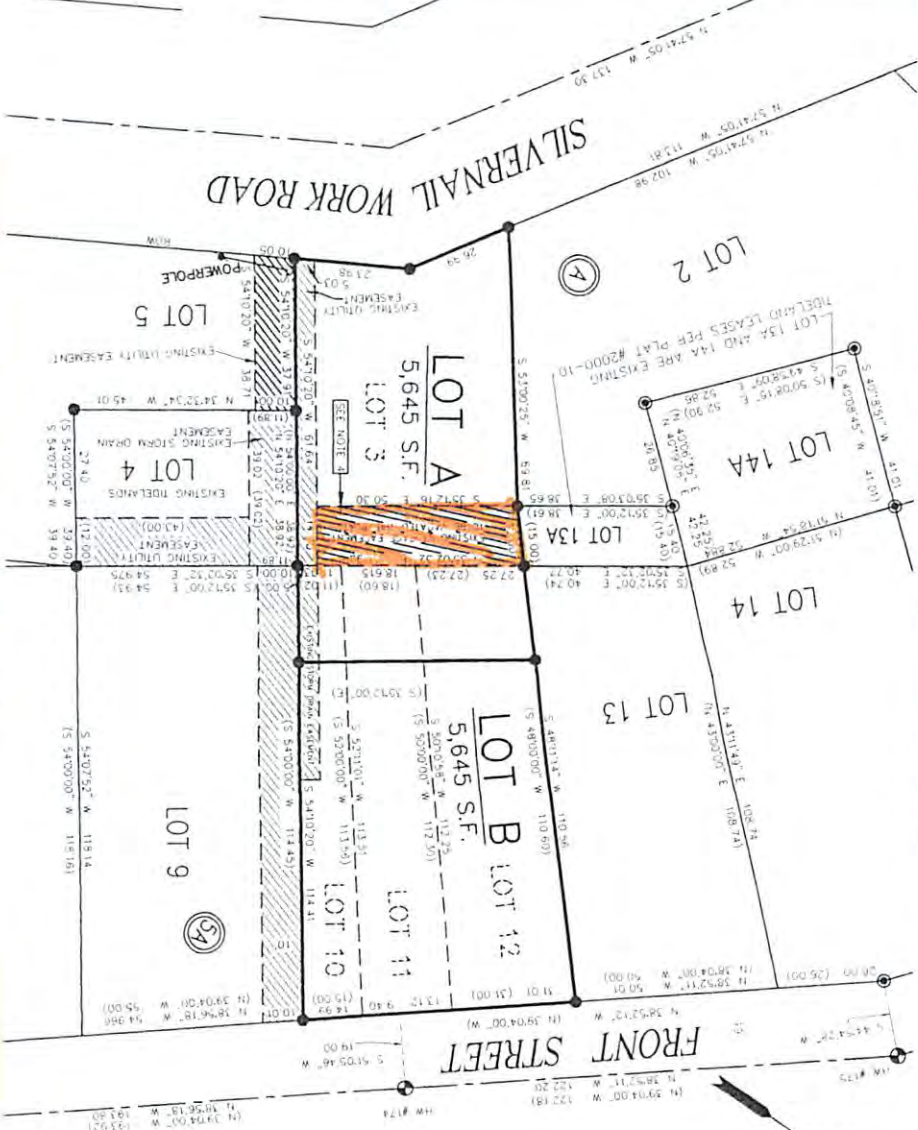
I HEREBY CERTIFY THAT THE SUBMISSION PLAT SHOWN HEREON HAS BEEN FOUND TO COMPLY WITH THE SUBMISSION REGULATIONS OF THE CITY AND BOROUGH OF WAHLEIGH PLANNING COMMISSION, AND THAT SAID PLAT HAS BEEN APPROVED BY THE COMMISSION.
PLAT REGISTRATION NO. _____ DATED _____ 20____ AND THAT THE PLAT

FIRST JUDICIAL DISTRICT

AGAINST SAID LANDS ARE PAID IN FULL: THAT CURRENT TAXES FOR THE YEAR

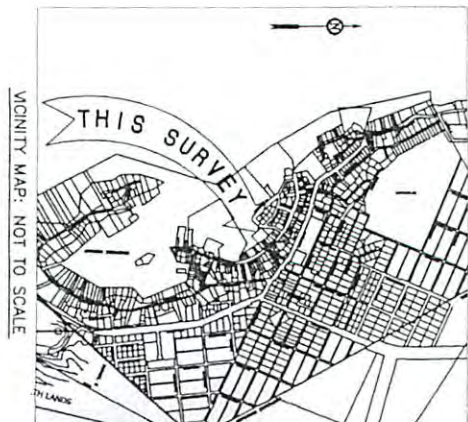
CERTIFY THAT THE MENTIONED PLAT SHOWN HEREON HAS BEEN FOUND TO CONFORM WITH THE ZONING AND SUBDIVISION REGULATIONS OF THE CITY AND BOROUGH OF MINNEAPOLIS, MINNESOTA, AND THAT THE PLAT SHOWN HEREON HAS BEEN APPROVED FOR RECORDING IN THE CITY AND BOROUGH OF MINNEAPOLIS, MINNESOTA, ON THIS _____ DAY OF _____, 20____.

TAYLOR CITY AND TOWN OF MEADOWS



1. PROPERTY ZONED WATERFRONT DEVELOPMENT
2. RECORDED WITHIN THE WRANGELL RECORDING DISTRICT.

1. SORT/RYD SUBE PLAT# 2001-3
2. A. BOOK 32 PAGE 803
3. B. BOOK 32 PAGE 803
4. C. BOOK 26 PAGE 363
5. D. BOOK 19 PAGE 411
6. E. BOOK 15 PAGE 998
7. PROPOSED 45'x80' BUILDING, NO TALLER THAN 35'
8. EXISTING STORAGE EASEMENT, PER BOOK 32 PAGE 803, TO BE VACATED THIS PLAT.



27

PRELIMINARY

REPLANT AND STORAGE EASEMENT VACATING
WHIN LOT 3, BLOCK A SORTYARD
SUBD. & LOTS 10, 11, & 12 BLK.
5A, ATS 83 WRANGELL, AK.

PROJECT:

SEASIDE PROPERTIES ACQUISITION, INC.
3555 CHIPPING LAKE DRIVE
VANCOUVER, BC V6V 3G9
CANADA
Tel: (604) 273-1111
Fax: (604) 273-1112

Phone: (907) 814-2177
Fax: (907) 814-2158

S-1987
-SABT

Agenda Item 13b

CITY & BOROUGH OF WRANGELL

BOROUGH ASSEMBLY AGENDA ITEM September 22, 2015

INFORMATION:

Approval of draft RFP for the land development of the former Wrangell Institute Property

Attachments:

1. Memo from Carol Rushmore, Economic Development Director
2. **DRAFT** RFP

RECOMMENDED ACTION:

Move to approve the Draft RFP for the land development of the former Wrangell Institute Property.

City and Borough of Wrangell, Alaska

Date: September 16, 2015/9/16/2015

To: Jeff Jabusch, Borough Manager

From: Carol Rushmore, Economic Development Director

Re: **DRAFT** RFP for the Shoemaker Bay Master Plan

Attached is a DRAFT RFP for consideration by the Assembly. This is still being worked on and an updated draft may be available when I return to the office next week.

As part of the RFP, the previously developed Land Prospectus, maps and previous reports, including the Master Plan (2000) with conceptual designs will also be provided.

I have several questions:

- 1) What do you want to name this effort? Currently, I have named it the Shoemaker Bay Master Plan and Subdivision.
- 2) Is the CBW the developer? That is how this is currently written. The CBW is overseeing the subdivision and then also the sale of the lots and development of the property, asking the contractors to advise how best to develop the site in phases and affordably. Another option is that the RFP is changed to seek a developer that would be interested in developing all or a portion of the property for residential or mixed use. Design the Master Plan and develop. Less control, although there is some control during the platting process, but the developer would assume a lot of the risk and cost to construct.
- 3) The Borough received \$100,000 for this project so I have in the RFP an amount not to exceed of \$97,000.

City and Borough of Wrangell, Alaska
Request for Proposals for
Shoemaker Bay Master Plan Development and
Subdivision

Submittal Deadline: October X, 2015; 4:00pm Alaska Time

City and Borough of Wrangell
PO Box 531
Wrangell, Alaska 99929
www.wrangell.com/rfps
907-874-2381

INTRODUCTION

The City and Borough of Wrangell (CBW) is seeking to develop a Shoemaker Bay Master Plan and subdivision for 134 acres of CBW owned land adjacent to residential property and the Shoemaker Bay Recreation Area. The property is located at approximately 5 Mile Zimovia Highway near Shoemaker Bay Harbor. Approximately 12 acres along the highway of the 134 acre site were previously subdivided and developed, but only the fill of the previous development remains. The rest of the property is forested, undeveloped land. The CBW is interested in developing the land for residential development, or possibly a mixed-use development of small commercial and residential. The Master Plan is proposed to include multiple elements including residential and possibly some commercial, but also development consideration for natural drainages and trails, access, storm water infrastructure, and forestry resources.

SCOPE OF WORK

The CBW is seeking to contract for professional services with one or multiple firms/individuals for the development of the Shoemaker Bay Master Plan. This Request for Proposals seeks qualified firms with a combination of experience and expertise in, new residential, commercial, and recreational facility construction, public-private partnerships and innovative funding mechanisms.

The Shoemaker Bay Master Plan will cover the area of the CBW owned property at 5 mile Zimovia Highway, but will also take into consideration future expansion opportunities onto adjacent State owned property if feasible. The Master Plan should serve potential local housing growth needs creating a unique development functioning in harmony with the surrounding uses including single family residential and recreation.

The Master Plan is proposed to include residential development, green belts, potential trail network, utility infrastructure, storm water infrastructure, and road and pedestrian access. The Master Plan will assess and identify utility and storm water infrastructure needs, use and protection of wetlands, access to and through the site, other land uses, potential development and financial partnerships, and fiscal impact analysis.

The development of the Shoemaker Bay Master Plan and Subdivision will require engagement with multiple stakeholders including residents, Planning and Zoning Commission, Parks and Recreation Board, Economic Development Committee, CBW staff, CBW elected officials and Alaska Mental Health Trust Land Office.

Basic property information:

The site is located at 5 Mile Zimovia Highway adjacent to the US Forest Service maintained Rainbow Falls Trail, across the street from Shoemaker Bay Park and adjacent to residential property as well as lands owned by the Alaska Mental Health Trust Land Office. The property is comprised of approximately 134 acres, including 12 acres of filled previously developed and subdivided lots. Tyee Hydro electric lines cross the northeast corner of the property. Zimovia Highway separates the property from beach access. Please see the attached land prospectus for more detailed information.

Currently the CBW's interest in the site would be for residential or mixed use residential and commercial, with greenspace for trails and surface drainage. The CBW has up to \$97,000 available for this project.

Detailed Scope of Project:

1. Identify and assess utility infrastructure requirements for serving the site, including water, sewer, storm water, electrical, alternative power generation if necessary, cable, internet and telephone/cell services.
2. Perform a site and engineering analysis, assessing site characteristics, soil conditions, geotechnical, topography, roads and property access, potential wetland mitigation and corridors, streams, trails and green space opportunities.
3. Develop subdivision proposal for preliminary design approval, including site mapping considering utility needs, internal circulation and access, possible commercial areas, green space and trails, creeks, police and fire protection access.
4. Prepare a fiscal impact analysis estimating the costs and revenues associated with land use decisions, infrastructure needs, improvements costs, and project future CBW budget requirements.
5. Identify possible funding sources and financing strategies, including private investment partnerships, external funding opportunities such as government or private grants, loans, local improvement districts.
6. Determine the financial feasibility of the CBW purchase of the site considering sale revenues, grant/loans, local improvement districts and site and infrastructure investment.
7. Provide a final report that will a) detail all findings above, including background review, assessment of existing conditions, infrastructure needs, economic and land use and development profiles and development costs; b) subdivision developed for phased construction; c) identify of negative factors or barriers to development of the site and for desirable types of uses
8. Provide digital GIS versions of mapped data and subdivision designs as well as final report and data inclusions.

ZONING AND PREFERRED PROPERTY USE

The CBW rezoned the entire 134 acres to Holding several years ago in order to be flexible and entertain any type of development proposal based on the merits for economic opportunity and benefits to the community. Currently, the CBW is now striving to get more lands out for residential development and is currently looking to all or a portion of this tract to fill this need. A zone change would be required as part of the Master Plan Development process.

A map showing the location of the parcel of property is included in the Prospectus in Attachment A, along with additional property information and previous reports.

EVALUATION AND SELECTION PROCESS

Proposals will be screened and the top candidates will be selected by a review committee appointed by the Borough Manager. The Borough Assembly may interview the candidate(s) recommended by the subcommittee. The selection will be based on a combination of the criteria included in the Criteria for Proposal Evaluation section of this proposal.

TENTATIVE PROJECT SCHEDULE

- Request for proposals distributed September 2015
- Proposals due by 5:00p.m. October X, 2015
- Contract Awarded November 2015
- Borough Assembly considers final deliverables and findings by June 2016. The CBW requires all work associated with this study to be completed within a 6-month time frame. Proposers must describe their ability to deliver the requested products within this window.

CRITERIA FOR PROPOSAL EVALUATION:

Criteria used in evaluating proposals will include:

1. The consultant's demonstrated understanding of the project's purpose and intended outcomes;
2. The consultant's proposed work plan and the degree to which it meets the requirements of this RFP;
3. The qualifications of the firm and assigned personnel relating to this project;
4. Experience with similar projects;
5. Estimated Cost for the site assessment, subdivision, and development plan.

SUBMITTAL REQUIREMENTS

Firms/individuals interested in submitting a proposal to provide the necessary assessment for development potential shall submit a response to this Request for Proposal by 5:00p.m. Alaska time, on October X, 2015.

The proposals may be delivered electronically to the Borough Clerk (contact information listed below) with "Wrangell Shoemaker Bay Master Plan Development Proposal, Submittal Deadline: October X, 2015" listed in the subject line. It is requested that at least one hard copy is submitted along with the electronic copy for proper formatting and print effects. If the electronic version is in by the deadline date, the hard copy can arrive within 5 days of the submittal deadline. If the document is exceedingly large, please contact the Clerk to establish an alternative means to submit the document (via dropbox or other similar system).

Proposals may also be delivered by mail to the address below. If mailed, please mail one hard copy and one digital version, in a sealed envelope bearing the caption on the envelope, "Wrangell Shoemaker Bay Master Plan Development Proposal, Submittal Deadline: October X, 2015." Please note that mail delivery by UPS or FED EX can be delayed in Anchorage or mail could be delayed due to weather, please plan accordingly. The envelope should be delivered to:

Kim Lane, Borough Clerk
Wrangell City Hall
P.O. Box 531

205 Brueger Street
Wrangell, AK 99929
907-874-2381
Electronic Delivery: clerk@wrangell.com

ADDITIONAL SUBMITTAL INFORMATION

The CBW will not reimburse for any expenses incurred in preparing and submitting a proposal, or for attendance at any interviews or meetings.

All responders should include descriptions of three similar type of projects that have been successfully completed with references and contact information.

If you should have questions regarding the land and request, please put them in writing and email to ecodev@wrangell.com. Staff will respond to them in writing as quickly as possible and post on the RFP website (<http://www.wrangell.com/rfps>). Any other updates will also be posted on the website. It is the responsibility of any interested responder to check the website regularly for an updates. Notification of any posted updates will be emailed, IF staff are notified by email of your interest in submitting a proposal and a contact name and email is provided.

The Borough Assembly reserves the right to reject any or all proposals, to request additional information concerning a proposal for purposes of clarification, to accept or negotiate any modification to any proposal following the deadline for receipt of all proposals, and to waive any irregularities if such would serve the best interests of the Borough as determined by the Borough Assembly.

CONTACT INFORMATION

Jeff Jabusch, Borough Manager
Carol Rushmore, Economic Development Director
P.O. Box 531
205 Brueger Street
Wrangell, AK 99929
907-874-2381
ecodev@wrangell.com

Agenda Item 13c

CITY & BOROUGH OF WRANGELL

BOROUGH ASSEMBLY AGENDA ITEM September 22, 2015

INFORMATION:

Approval to move forward with an RFP for the Waterfront Industrial Property Assessment and Feasibility Study

Attachments:

1. Memo from Carol Rushmore, Economic Development Director
2. ***DRAFT*** RFP

RECOMMENDED ACTION:

Move to approve the Draft RFP for the Waterfront Industrial Property Assessment and Feasibility Study

City and Borough of Wrangell, Alaska

Date: September 16, 2015/17/2015

To: Jeff Jabusch, Borough Manager

From: Carol Rushmore, Economic Development Director

Re: **DRAFT** RFP for the Waterfront Industrial Property Assessment and Feasibility Study

Attached is a draft RFP for the former mill site property. A draft went to the Economic Development Committee for review and am still discussing some suggested modifications with some other individuals as well. If the Assembly wants to take a different approach, please let me know.

1. As of now, the RFP is seeking assessment of the mill property and Sealy mountain land area. The land across the highway is not being considered. Should the RFP include Sealy Mt. area or not. It is possible that this could be a great area for storage, but knowing the geotech capability of the site would be worthwhile for any sort of building construction.
2. The amount of funding available is included in the RFP and will be up to the responder to identify what tasks can be completed and how for the available funds. The CBW received \$90,000, but we usually incur advertising and other expenses so currently \$87,000 is the amount in the RFP available.
3. Maps, aerals and photos will be part of the final RFP

Areas of Concern:

1. Environmental Contamination that could be discovered beyond what was discovered in the recent clean up
2. 3-4 sunken barges within the tidelands
3. Electrical service restrictions
4. Selling portions of the property:
 - a. The “mill site” is comprised of numerous small lots, some of which are illegal because there is no guaranteed access to them. Previously, they were accessed by the Old Highway until it was moved. The parcel was always considered as one parcel for purposes of taxing. There could be issues if Mr. Buhler starts to sell of lots individually, especially if those lots provide the access to the site.
 - b. Mr. Tullis has said that the lot with the office was sold or committed for sale.
 - c. Another individual has indicated they have purchased the lots on the upland side of the current Highway.

REQUEST FOR PROPOSALS

Waterfront Industrial Property Assessment and Feasibility Study

Wrangell, Alaska

INTRODUCTION

The City and Borough of Wrangell (CBW) is considering the purchase of privately owned waterfront industrial property to further economic development opportunities within the community. The property is comprised of approximately 110 acres of uplands and tidelands located 6.2 miles from downtown Wrangell. The site was the former site of the Alaska Pulp Corporation Sawmill and more recently the Silver Bay Logging Mill. Prior to further purchase negotiations with the landowner, the CBW needs to conduct a site analysis, real estate assessment and feasibility study as part of the due diligence for investing public dollars.

SCOPE OF WORK

The CBW is seeking to contract for professional services with one or multiple firms/individuals to provide the land assessment and evaluation required prior to investing public dollars into the purchase and site development of the property. The land assessment and analysis would assess and identify infrastructure needs, surface and marine improvements necessary for development, access, potential land uses, potential development and financial partnerships, fiscal impact analysis and conceptual development plan. This is a critical first step for the CBW prior to further consideration of the purchase of the property and success in making this property economically viable again.

Basic property information:

The site is located at 6.2 Mile Zimovia Highway in the Shoemaker Bay area. The total property consists of approximately X acres of uplands and X acres of tidelands (Maps in Appendix A). The property has been used as a saw mill since 19XX. The saw mill was recently scrapped and only a few buildings and sawmill support infrastructure remain on the property. In 2014, the Alaska Department of Environmental Conservation removed the site from the contaminated properties list (on the list mostly due to petroleum), citing that the property no longer posed an unacceptable risk to human health or the environment.

The property can be broken down into 2 different areas: 1) the primary upland development area, dock, and associated tidelands; 2) a fill parcel and its tidelands just south of the primary upland area which is level with and accessed from Zimovia Highway and previously used for equipment storage and staging. There is a single parcel of private property and tidelands located between the primary upland

development area and the fill parcel to the south. Access between the two properties is only available via Zimovia Highway, or by boat.

City sewer and water currently terminate at the top of the hill at 6 mile Zimovia Highway. No sewer service runs to the property. A 2" water connector runs to the property and services the existing office building. Electrical is provided by a dedicated line from the Tyee Hydro switch yard at 4.5 mile Zimovia Highway. Alternative electrical generation could be required on the property for site development depending on the proposed use of the property. Electrical distribution lines across the property have all been removed.

The property surface itself is mixed with areas unfilled, concrete, rock fill, and woodwaste fill. There is a bulkhead along the waterfront and a dock with the condition of each unknown.

Currently the CBW's interest in the site would be for marine industrial or mixed use marine and industrial developments. The assessment and feasibility analysis should be conducted for these types of land uses. The CBW has up to \$87,000 available for this project.

Detailed Scope of Project:

1. Identify and assess utility infrastructure requirements for serving the site, including water, sewer, storm water, electrical, alternative power generation if necessary, cable, internet and telephone/cell services.
2. Perform a site and engineering analysis, assessing site characteristics, soil conditions, geotechnical and on-site infrastructure condition and needs, including bulk head, dock, buildings, potential development areas, roads, and property access.
3. Estimate the cost of removing 3-4 sunken barges from the tidelands.
4. Develop site mapping and two conceptual site plans for the property, considering utility needs, lease/sale lot areas, internal circulation and access to waterfront, parking, police and fire protection access.
5. Prepare a fiscal impact analysis estimating the costs and revenues associated with land use decisions, infrastructure needs, improvements costs, and project future CBW budget requirements.
6. Identify possible funding sources and financing strategies, including private investment partnerships, external funding opportunities such as government or private grants, loans, and improvement districts.
7. Determine the financial feasibility of the CBW purchase of the site considering lease/sale revenues, grant/loans, industry partnerships, and site and infrastructure investment.
8. Provide a final report that will a) detail all findings above, including background review, assessment of existing conditions, infrastructure needs, economic and land use and development profiles and development costs; b) make recommendations regarding conceptual design options, including the amount, size, and configuration of various types of development lots; c) identify potential synergies or combinations of uses and activities that would reinforce each other and increase their market viability; d) identify of negative factors or barriers to development of the site and for desirable types of uses, including the potential discovery of additional environmental contamination.
9. Provide digital GIS versions of mapped data and schematic designs as well as final report and data inclusions.

OTHER PROPERTY INFORMATION

The contractor hired may or may not have direct access to the property. A request by the CBW for unlimited access was not granted, so permission will need to be requested by the selected firm with the land owner or owner's representative when desired.

EVALUATION AND SELECTION PROCESS

Proposals will be screened and the top candidates will be selected by a review committee appointed by the Borough Manager. The Borough Assembly may interview the candidate(s) recommended by the subcommittee. The selection will be based on a combination of the criteria included in the Criteria for Proposal Evaluation section of this proposal.

TENTATIVE PROJECT SCHEDULE

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Criteria used in evaluating proposals will include:

1. The consultant's demonstrated understanding of the project's purpose and intended outcomes;
2. The consultant's proposed work plan and the degree to which it meets the requirements of this RFP;
3. The qualifications of the firm and assigned personnel relating to this project;
4. Experience with similar projects;
5. Estimated Cost for the site assessment, analysis and feasibility study.

SUBMITTAL REQUIREMENTS

Firms/individuals interested in submitting a proposal to provide the necessary assessment for development potential shall submit a response to this Request for Proposal by 5:00p.m. Alaska time, on October X, 2015.

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If you should have questions regarding the property and this project request, please put them in writing and email to ecodev@wrangell.com. Staff will respond to them in writing as quickly as possible and post on the RFP website (<http://www.wrangell.com/rfps>). Any other updates will also be posted on the website. It is the responsibility of any interested responder to check the website regularly for updates. Notification of any posted updates will be emailed, IF staff are notified by email of your interest in submitting a proposal and a contact name and email is provided.

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CONTACT INFORMATION

Jeff Jabusch, Borough Manager
Carol Rushmore, Economic Development Director
P.O. Box 531
205 Brueger Street
Wrangell, AK 99929
907-874-2381
ecodev@wrangell.com

Agenda Item 13d

CITY & BOROUGH OF WRANGELL

BOROUGH ASSEMBLY AGENDA ITEM September 22, 2015

INFORMATION:

Approval of a revision to the Wrangell Medical Center Personnel Policy

Attachments:

1. Memo from Kris Reed, WMC Board Secretary
2. Proposed WMC Policy Change

RECOMMENDED ACTION:

Move to approve a change to the Wrangell Medical Center Personnel Policy manual in the sections called "Recruitment".

Mission:

To enhance the quality of
life for all we serve

Vision:

Honor our heritage and be
the pride of the community

Values:

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

September 17, 2015

Mayor Dave Jack,
City & Borough Assembly
PO Box 503
Wrangell, AK 99929

Dear Mayor Jack and Assembly Members of the City and Borough of
Wrangell,

The WMC Board of Directors, at their regular meeting last night, voted
to approve an amendment to our Personnel Policy Manual
(RECRUITMENT section).

I respectfully bring this amendment to the Borough Assembly for
review as required per Wrangell Municipal Code 3.32.020 (A)

Sincerely,



Kris Reed,
Recording Secretary,
Wrangell Medical Center Board

*Caring for
Southeast*

RECRUITMENT

Prior approval from the Chief Executive Officer is required before establishing a new position or filling an existing position.

Any position that opens or is created at Wrangell Medical Center will be advertised for five working days. The position and its qualifications will be posted publicly in the staff dining room, and on all standard door entrances into the Medical Center. The position may be advertised out of house concurrently with in-house posting; **out of house advertising will include at least one ad in the Sentinel and on KSTK and may include other postings such as on the bulletin board at the Post Office.**

Applicants will complete the application forms provided by Wrangell Medical Center. The written application will be reviewed by the supervisor. Upon review, the supervisor will select those applicants to interview, check references, and all other processing of the application. All employees will be required to have a drug and alcohol screen and a criminal background check performed prior to hire.

Successful applicants will be hired at the proper grade established for the position, and at a step depending on experience, but not to exceed the median step on the established pay grid.

Any present employee of WMC who is successful in being hired for a new position or promotion will be subject to a six-month probation period with the exception that all present benefits will continue. The date of promotion to a new position will become the anniversary date of the employee for annual step increases.

Agenda Item 14

CITY & BOROUGH OF WRANGELL

**BOROUGH ASSEMBLY
AGENDA ITEM
September 22, 2015**

INFORMATION:

ATTORNEY'S FILE – Summary Report provided to the assembly

Agenda Item 15

CITY & BOROUGH OF WRANGELL

**BOROUGH ASSEMBLY
AGENDA ITEM
September 22, 2015**

Executive Session -

Options for the possible purchase of the Mill Site property

RECOMMENDED MOTION:

I move, pursuant to AS 44.62.310 (c) (1), that we recess into executive session to discuss matters the immediate knowledge of which would clearly have an adverse effect upon the finances of this public entity, specifically to discuss the options for the Possible Purchase of the Mill Site property by the City & Borough of Wrangell.