



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

January 26, 2016 – 7:00 p.m.

Location: Assembly Chambers, City Hall

1. CALL TO ORDER

- a. PLEDGE OF ALLEGIANCE led by Assembly Member Mark Mitchell
- b. INVOCATION to be given by Nettie Covalt with the Presbyterian Church
- 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

6. APPROVAL OF MINUTES

- *a. Minutes of the Public Hearing and Regular Assembly meetings held January 12, 2016

7. COMMUNICATIONS

- a. Acknowledge receipt of the City and Borough of Wrangell's Year End 06-30-2015 Basic Financial Statements, Required Supplementary Information, Single Audit Reports
- b. Approval to set the 2016 Tax Free days for 2016 tax free on Saturday, May 7th and Saturday, October 8th, requested by the Wrangell Chamber of Commerce
- c. Minutes of the December 16, 2015 Regular Hospital Board meeting

8. BOROUGH MANAGER'S REPORT

- a. Wrangell Medical Center Update – Robert Rang, CEO

9. BOROUGH CLERK'S FILE

10. MAYOR/ASSEMBLY REPORTS AND APPOINTMENTS

- d. Reports by Assembly Members
- e. Appointment to fill the vacancies on various City Boards, Committees, and Commissions
- f. Appointment to fill the vacancy on the Wrangell Medical Center Hospital Board, Unexpired term ending October 2016

11. PERSONS TO BE HEARD

12. UNFINISHED BUSINESS

13. NEW BUSINESS

- a. Request for a Contract Zone for a Light Industrial use for a Transportation office, storage, and equipment maintenance area on a portion of Remainder Lot A-2, Torgramsen-Smith Subdivision, more specifically, on the lot area as described as proposed Remainder Lot A-2 in the proposed Torgramsen-Glasner Subdivision, zoned Single Family Residential, requested by Wrangell Cooperative Association Transportation Manager William Willard, owned by Lisa Torgramsen
- b. **PROPOSED RESOLUTION No. 01-16-1339:** A RESOLUTION OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, SUPPORTING THE ALASKA DEPARTMENT OF FISH AND GAME AND THE FISHERIES REPRESENTATIVES SERVING ON THE U.S./CANADA PACIFIC SALMON COMMISSION PROCESS
- c. Approval of the bid received from Island Contractors, LLC for the City Dock Float Procurement
- d. Approval for the Wrangell Medical Center to lease equipment from Siemens Healthcare Diagnostics
- e. Approval of the proposal received for the Government Accounting Software and Conversion from Prior System
- f. Approval of the FY 2016-17 Capital Budget Requests List

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

15. EXECUTIVE SESSION – None

16. ADJOURNMENT

Agenda Items 1 - 6

CITY & BOROUGH OF WRANGELL

BOROUGH ASSEMBLY

AGENDA ITEM

January 26, 2016

ITEM NO. 1 CALL TO ORDER:

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

RECOMMENDED ACTION:

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

- a. Pledge of Allegiance to be given by Assembly Member Mark Mitchell
- b. Invocation to be given by Nettie Covalt with the Presbyterian Church
- 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 and 7c***

ITEM NO. 6 APPROVAL OF MINUTES:

INFORMATION:

6a Minutes Public Hearing and Regular Assembly Meetings held on January 12, 2016

**Minutes of Public Hearing
Held January 12, 2016**

Mayor David L. Jack called the Public Hearing to order at 6:30 p.m., January 12, 2016, in the Borough Assembly Chambers. Assembly Members Mitchell, Decker, Powell, Prysunka and Rooney were present. Assembly Member Blake was absent. Borough Manager Jeff Jabusch was absent. Borough Clerk Kim Lane was in attendance

Public Hearing Items:

- a. **PROPOSED ORDINANCE No. 913:** AN ORDINANCE OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, AMENDING CHAPTER 14.09, PROHIBITED PRACTICES, AND CHAPTER 14.11, FEES AND PENALTIES, OF TITLE 14, HARBOR AND PORT FACILITIES, OF THE WRANGELL MUNICIPAL CODE, TO ADD A NEW SECTION 14.09.120 ON PENALTY FOR VIOLATION AND REFERENCE THE FINE SCHEDULE IN WMC 1.20.050, AND REPEAL SECTION 14.11.015 ON PENALTIES (*second reading*)
- b. **PROPOSED ORDINANCE No. 914:** 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 6:33 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 January 12, 2016

Mayor David L. Jack called the Regular Assembly meeting to order at 7:00 p.m., January 12, 2016, in the Borough Assembly Chambers. Assembly Members Mitchell, Decker, Powell, Prysunka and Rooney were present. Assembly Member Blake was absent. Borough Manager Jeff Jabusch was absent. Borough Clerk Kim Lane was in attendance.

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

The Invocation was given by Don McConachie.

CEREMONIAL MATTERS

Certificate of Service was presented for Beth Blake – Wrangell Medical Center Board

AMENDMENTS TO THE AGENDA - None

CONFLICT OF INTEREST - None

CONSENT AGENDA

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

APPROVAL OF MINUTES

Minutes of the Special (rescheduled from the December 8, 2015 Regular) Assembly meeting held December 17, 2015, and the minutes of the Special Assembly meeting held December 21, 2015 were approved as presented.

COMMUNICATIONS

- a. Liquor license renewals from:
 1. Totem Bar & Liquor Store (Beverage Dispensary)
 2. Totem Bar & Liquor Store (Package Store)
 3. Muskeg Meadows Golf Course (Golf Course-Seasonal)
 4. Bob's IGA (Package Store)
 5. Stikine Inn (Beverage Dispensary – Tourism)
- b. Gaming permit renewal application from Wrangell Public Schools
- c. Gaming permit renewal application from St. Rose Catholic Church
- d. Port Commission minutes from the Regular meetings held: May 7, 2015, May 26, 2015, August 6, 2015, and October 1, 2015
- e. Wrangell Medical Center minutes from the November 18, 2015 Regular mtg.
- f. Gaming permit renewal application from the Friends of the Irene Ingle Public Library
- g. School Board action from the Regular mtg. held December 17, 2015
- h. School Board minutes from the Regular mtg. held November 16, 2015

*13b Final Plat approval for Lot Line Adjustment, requested by Jeff Barlow

BOROUGH MANAGER'S REPORT

There was no Manager's Report for this meeting.

BOROUGH CLERK'S FILE

Clerk Lane's report was provided.

MAYOR/ASSEMBLY REPORTS AND APPOINTMENTS

10a Reports by Assembly Members

Assembly Member Prysunka reported that the next SEAPA Board meeting would be held in Wrangell in February. He said that if any members of the public had questions about SEAPA he encouraged them to come and speak to either him or Clay Hammer, representatives of SEAPA; this would allow clear communication and good information flowing out to the community.

10b Appointment to fill the vacancies on various City Boards, Committees, and Commissions

As there were no letters of interest received for the vacant seats, the Mayor directed the Clerk to continue advertising.

10c Appointment to fill the vacancy on the Wrangell Medical Center Hospital Board, Unexpired term ending October 2016

As there were no letters of interest received for the vacant seat, the Mayor directed the Clerk to continue advertising.

PERSONS TO BE HEARD

Jeanie Arnold, 525 Zimovia Hwy, introduced herself as a representative of KSTK and stated that she would be in the audience to answer questions on the Resolution that KSTK brought forward.

UNFINISHED BUSINESS

12a PROPOSED ORDINANCE No. 913: AN ORDINANCE OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, AMENDING CHAPTER 14.09, PROHIBITED PRACTICES, AND CHAPTER 14.11, FEES AND PENALTIES, OF TITLE 14, HARBOR AND PORT FACILITIES, OF THE WRANGELL MUNICIPAL CODE, TO ADD A NEW SECTION 14.09.120 ON PENALTY FOR VIOLATION AND REFERENCE THE FINE SCHEDULE IN WMC 1.20.050, AND REPEAL SECTION 14.11.015 ON PENALTIES *(second reading)*

M/S: Prysunka/Decker, to adopt Ordinance No. 913. Motion approved unanimously by polled vote.

12b PROPOSED ORDINANCE No. 914: 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: Decker/Powell, to adopt Ordinance No. 914. Motion approved unanimously by polled vote.

NEW BUSINESS

13a Approval to sell Harbor Surplus items

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

***13b** Final Plat approval for Lot Line Adjustment, requested by Jeff Barlow
This item was approved under the Consent Agenda.

13c Approval of a second amendment to the Facility Lease Agreement between the City of Wrangell and Charles Jenkins that extends the lease five years

M/S: Powell/Prysunka, to postpone this amendment to the Facility Lease Agreement for Yard Lot 2 between the City & Borough of Wrangell and Charles Jenkins, and to send it back to the Port Commission until they have made their modifications to the rate schedule, and to allow this lease to continue as is, month to month, until the Assembly receives the request to modify the term and possibly the rate of the lease.

Assembly Member Powell stated that he made this motion because the Port Commission was currently evaluating all of their rates; wanted to have the Port Commission look at this again and possibly reevaluate the other leases coming due this month to have them be consistent in the rate charges.

Assembly Member Mitchell said that Mr. Jenkins has a big investment in the business that he has at the Marine Service Center; believes that Mr. Jenkins would want the extra time to help pay for what he had put into it; believes that the Mr. Jenkins should stay at the current rate and then look at it again in five years.

Powell: there are other leases coming due in the near future; to make it fair for all lease holders, it would be fair to have the rates all be the same.

Mitchell: concerned that if we make the rates too high, people will not want to come to Wrangell for their marine services; will no longer be a bargain to come here; Sitka is building a new shipyard; if we have all of our rates the same, they will not come here.

Powell: stated that he was not looking at doing anything but send it back to the Port Commission so that they could reevaluate it; if the Port Commission sent it back to the Assembly with no changed, he would be okay with that; not trying to enact rate increases;

Assembly Member Decker stated that the Port Commission had approved this amendment in December and asked the Assembly to consider it. Decker requested that Harbormaster Meissner speak to this item.

Greg Meissner, Wrangell Harbormaster, stated that the Port Commission had approved the amendment and at the same meeting, the Port Commission started talking about possible rate increases; plan is to look at what Wrangell's rates are compared to other areas of our size; there is plenty of room for increases; Port Commission is also looking at their goals: what they want to put into the bank, the facility, and repair and maintenance.

Mr. Meissner stated that he believed that Assembly Member Powell's intent is that if there are going to possibly be changes to the rates, should we hold off on approving a lease for a five year term until that is established.

Assembly Member Rooney asked if the Port Commission had a target date for the possible rate changes.

Mr. Meissner stated that realistically, it would probably be mid-May. He also stated that there were four leases that are on dirt that went for the same rate about five years ago; there are three other's that which two are on concrete; those three went out to bid back in 2013 and there were five guys bidding on 3 leases; those are at a much higher rate.

Decker agreed with Assembly Member Mitchell that we need to be drawing people in to Wrangell; would have to be strongly convinced of the purpose of rate increases.

Mayor Jack stated that because of the State's funding issue, Wrangell and other communities will have to learn to stand on their own; funds will have to come from somewhere.

Powell stated that he is not asking for a rate increase; he is asking for the Assembly to send this back to the Port Commission so that they can work out the rates (increase or not) and apply the new rate (if there is an increase) to each lease that is coming due.

Rooney stated that it would be better to not have each leaseholder rate be different.

Mitchell asked Mr. Meissner to explain how these leases were bided on. Mitchell also stated that if we are going to be asking for more money by increasing rates, there had better be budget cuts in the departments as well.

Assembly Member Prysunka also stated that the level of service is important and the port is an asset that needs to be taken care of; would like to see us charge a fair price for the leases and/or services.

Motion was approved with Powell, Prysunka, Rooney, and Mayor Jack voting yes; Decker and Mitchell voted no.

13d PROPOSED RESOLUTION No. 01-16-1336: A RESOLUTION OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, ADOPTING AN ALTERNATIVE ALLOCATION METHOD FOR THE FY 2016 SHARED FISHERIES BUSINESS TAX PROGRAM AND CERTIFYING THAT THIS ALLOCATION METHOD FAIRLY REPRESENTS THE DISTRIBUTION OF

SIGNIFICANT EFFECTS OF FISHERIES BUSINESS ACTIVITY IN FISHERIES MANAGEMENT IN
FMA 18: CENTRAL SOUTHEAST

M/S: Prysunka/Decker, to adopt resolution no. 01-16-1336. Motion approved unanimously by polled vote.

13e PROPOSED RESOLUTION No. 01-16-1337: A RESOLUTION OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, SUPPORTING INTERNATIONAL JOINT COMMISSION (IJC) INVOLVEMENT IN THE ALASKA-BRITISH COLUMBIA TRANSBOUNDARY REGION

M/S: Powell/Decker, to adopt resolution no. 01-16-1337.

Assembly Member Decker stated that she supports this Resolution; this would try and urge the Federal level engagement with Canada; asked that this would be tasked with both our State and Federal Lobbyist. There were no objections from the Assembly.

Motion approved unanimously by polled vote.

13f Approval of the bid received from Topper Industries, Inc., for the City Dock Gangway Procurement project

M/S: Powell/Decker, to approve the bid received from Topper Industries, Inc., for the amount, not to exceed \$ 45,611.00, for the City Dock Gangway Procurement project, to come from Grant Funds designated for the City Dock project. Motion approved unanimously by polled vote.

13g Approval of the bid received from Jenkins Welding, LLC, for the City Dock Railing Procurement project

M/S: Prysunka/Mitchell, to approve the bid received from Jenkins Welding, LLC for the amount, not to exceed \$ 24,964.09, for the City Dock Railing Procurement project, to come from Grant Funds designated for the City Dock project. Motion approved unanimously by polled vote.

13h PROPOSED RESOLUTION No. 01-16-1338: A RESOLUTION OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, REQUESTING ALASKA LEGISLATURE TO CONSIDER LESS SEVERE CUTS TO THE ALASKA PUBLIC BROADCASTING COMMISSION

M/S: Powell/Decker, to adopt resolution no. 01-16-1338.

M/S: Decker/Rooney, to amend the resolution to add "and emergency alert systems" under the last Whereas clause at the end of the sentence; and to add "the Governor of Alaska" before the Alaska Legislature verbiage in the Now Be It Resolved clause. Amendment was approved unanimously by polled vote.

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

ATTORNEY'S FILE – There was no Attorney's file.

EXECUTIVE SESSION – There was no Executive Session.

Regular Assembly Meeting adjourned at 7:38 p.m.

ATTEST: _____
Kim Lane, MMC, Borough Clerk

David L. Jack, Mayor

Agenda Item 7

CITY & BOROUGH OF WRANGELL

BOROUGH ASSEMBLY AGENDA ITEM January 26, 2016

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. Acknowledge receipt of the City and Borough of Wrangell's Year End 06-30-2015 Basic Financial Statements, Required Supplementary Information, Single Audit Reports
- b. Approval to set the 2016 Tax Free days for 2016 tax free on Saturday, May 7th and Saturday, October 8th, requested by the Wrangell Chamber of Commerce
- c. Minutes of the December 16, 2015 Regular Hospital Board meeting

January 22, 2014

To: Mayor David Jack and Assembly

From: Lee Burgess, Finance Director

Subject: Financial Statements, Supplementary Information and Single Audit Reports for 2015 Fiscal Year

Our independent auditors, BDO USA, LLP, finalized and issued the 2015 Fiscal Year on December 21st. This is a fairly complicated, informationally dense financial document so hopefully the following will help explain the contents and purpose of its various sections.

What is included in this document?

The Financial Statement document can be divided into six parts. Each of these serves a different function and is meant as a whole to provide the reader a good understanding of the financial statements as a whole. The six sections are summarized as follows including where to find each section:

1. **Independent Auditor's Report** (Pages 1-3) - A letter from the auditor explaining what their role is in the audit and the guidelines they are required to follow to complete their audit.
2. **The Management's Discussion and Analysis of the Financial Statements** (Pages 5-18).
Produced primarily by the Finance Director, not the auditors, its purpose is to provide objective, more easily readable and understandable analysis of the financial activities and information contained in the rest of the document. There are government accounting standards and guidelines which include a number of requirements for this section which are included, and therefore its basic format and contents are typically the same from year to year, although figures and analysis will change.
3. **Basic Financial Statements** (Pages 19-29) –Consolidates borough financial information more so than typically presented in other formats. This section will refer to “Government Activities” which means the General Fund, Sales Tax Fund, Permanent Fund and other like Funds. “Business Type Activities” on the other hand refer to the Enterprise Funds which include the Light, Water, Sewer, Sanitation and Port Funds.
4. **Notes to the Basic Financial Statements** (Pages 30-61) – Greater depth and detail is contained in this section, including accounting concepts, standards and policies by which the government operates, how and when funds are accounted for, policies the Borough has adopted and follows, information about our long-term debt, investments, pension system and liabilities, and other information. This information is important but it is lengthy, and is separated from the basic financial statements to make the information easier to find and digest.
5. **Detail of all Borough Funds (Required Supplementary Information)** (Pages 60-127). This section has the detail where actual ending balances are compared to what was budgeted in all the governmental funds. This comparison is not done in the enterprise funds (Water, Sewer, Sanitation, Light and the Port funds).

6. **Single Audit of Federal and State Funding** (Pages 129-139) - This section lists all sources of Federal and State funding. It includes a detailed listing of all grants active during the 2015 Fiscal Year, information about the audit requirements for federal and state sources, and includes a section of opinion about the city's administration of those federal and state funds. Near the end it lists any problems encountered with our grants and as you can see there were no problems or corrective actions needed.

Summary:

The Borough remained in a relatively strong financial position at the end of the 2015 fiscal year. A number of factors contributed:

- Sales tax revenue was higher than anticipated
- State Revenue Sharing was fully funded
- Most departments operated within their budgets
- A considerable amount of continued construction, particularly street construction and port/harbor construction, much of which had state or federal funding, occurred in 2015 or continued from the prior year
- The majority of the community jail budget was almost entirely funded by the State of Alaska in 2015

Two events related to the Public Employee Retirement System (PERS) in the 2015 fiscal year had an effect in this year's audited financial statements, particularly if compared with prior years. The first was the \$3 billion cash infusion bill passed by Governor Parnell which resulted in a significant increase to the PERS contribution by the state, which is recorded as revenue from the state. However, this results in a corresponding increase to the retirement expenses in both governmental and enterprise funds. The effect to the borough is essentially the same, as the increase to the expenditure is offset by greater revenue. This is just something to keep in mind when, in certain presentations, some departments or funds will show expenditures over-budget.

The second event was the implementation of a new governmental accounting standard for the reporting of pension liabilities. Prior to the implementation of this accounting standard, public pension liabilities were not explicitly reflected in participating employer financial statements. The new accounting standard changes that. Because the PERS system is structured such that current contributions must help pay down the unfunded liability for public employee pensions, this new accounting standard requires the liabilities to be reported and directly attributed to municipalities. These liabilities are significant, totaling \$8.23 million Borough-wide, therefore the effect they have on net positions of various funds will appear significant. The liabilities themselves are not new, only the manner in which they are now required to be reported, and every public employer where public pensions are underfunded is experiencing this change in accounting principle.

Enterprise Funds:

The general financial health of the utility enterprise funds are gradually improving, with the exception of the Sanitation Fund. Rate increases in these funds over the last several years are the primary factor helping to increase the positions of these funds. The last rate study showed these rate increases as necessary to maintain current infrastructure, assuming considerable grant funding continues to be available. If further grant funding were not available, further rate increases would almost certainly be

needed in all enterprise funds. In reviewing enterprise fund sections of the financial statements, keep in mind the changes to pension reporting requirements result in unrestricted net position decreases from the prior year in these funds. Nonetheless, the utility enterprise funds are generally doing better with the exception of Sanitation.

All enterprise fund expenses include depreciation in the financial statements, however this expenditure is generally not budgeted. Capital items in enterprise funds have historically been largely grant-funded, so the ending position of these funds may vary from year to year based on whether or not there were significant new capital additions offsetting the depreciation. This can be seen over the last several years in the Port Fund in particular, as significant grant-funded capital improvements have been made in ports and harbors in the last several years.

The Sanitation Fund's net position decreased \$106,290 as of June 30, 2015, due primarily to the fund's \$124,217 net pension liability. Other factors putting pressure on the Sanitation Fund's financial condition are basically that even with recent years' rate increases, so far the positive effects have not significantly outpaced the growth in departmental expenditures, the largest of which is disposal (shipping) costs.

The Sewer Fund had a \$54,879 net position decrease, again due mainly to the reporting of the net pension liability.

The Water Fund shows a substantial increase in cash and investments due to the maturity of a time deposit prior to June 30 that is used to pay a DEC loan that assisted in the construction of the Water Treatment Plant.

The Port Fund had an increase in total net position due mainly to continued construction adding to its property, plant and/or equipment in 2015. As with all other funds, the net pension liability decreased the part of the net position considered unrestricted.

Future Considerations:

As has been discussed over the past year, factors anticipated to negatively affect the Borough in the coming years, as we have learned during and after fiscal year 2015, include continued significantly reduced state funding to the community jail, significant cuts to State Revenue Sharing, and reduced or zero legislative capital appropriations. The two largest federal revenues, Payments In Lieu of Taxes and Secure Rural Schools program, have been renewed, however these renewals have essentially been on a short term, e.g. year-by-year, basis. There is little or no information from our federal lobbyist or other federal sources leading us to expect this funding to continue at recent levels for very long into the future.

Respectfully,

Lee Burgess
Finance Director



Wrangell Chamber of Commerce
P. O. Box 49
Wrangell, AK 99929
(907) 874-3901
www.wrangellchamber.org

January 15, 2016

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

Dear Assembly Members,

Re: 2016 Tax Free Days

The Wrangell Chamber of Commerce would respectfully request that the tax free days for 2016 be set for Saturday, **May 7th** and Saturday, **October 8th**.

Thank you for your consideration, and please feel free to contact the Chamber office with any questions.

Sincerely,

Wrangell Chamber of Commerce
cyni@wrangellchamber.org



WRANGELL MEDICAL CENTER
BOARD OF DIRECTORS MEETING MINUTES
December 16, 2015 - 5:30 p.m.
Location: Nolan Center

CALL TO ORDER: Meeting was called to order at 5:30 by President, Terri Henson

ROLL CALL:

Present: Terri Henson, Bernie Massin, Barb Conine, Marlene Messmer, and Maxi Wiederspohn
 Attending via Teleconference: Woody Wilson,
 Absent: Beth Spaulding, & Judy Allen
 Quorum established
 Assembly representative Becky Rooney was present

AMENDMENTS TO THE AGENDA: None

CONFLICT OF INTEREST: None

CONSENT ITEMS:

Motion made by Barb Conine to approve consent item 5.a minutes of the regular meeting held November 18, 2015; and item 5.b statistics: October & November 2015, Maxi Wiederspohn seconded, passed unanimously.

PERSONS TO BE HEARD: None

CORRESPONDENCE:

- a. Elizabeth (Beth) Spaulding: Resignation Letter

REPORTS AND COMMUNICATIONS FROM WMC STAFF:

- a. CEO Report: In addition to the written report:
 - Alice Rooney has been hired to help part-time with social work
 - The staff survey has now reached 66% response from staff, will keep it open until Dec 20
 - STAR of the month awards presented to: Linda Davidson & Mel Bjorge (nursing), Maureen Maxand and Ernie Bliss (imaging) and Jim DeBord (rehabilitation)
 - Aaron McPherson's responsibilities have been expanding and I have been delegating more to him in order to work on the new building project so, at the beginning of the year, so his title will become COO to reflect his increased responsibilities.
- b. Quality Report:
 - HCAHPS overview presented to the board, along with a printout of 'Hospital Compare'
 - Important to note that CMS is emphasizing that payments will be tied to patient satisfaction and that we also have a very small number of patients (for the purpose of statistics)
- c. CFO Report:
 - October and November volumes are down and, as a result, our cash on hand has gone down from \$800K to \$600K – but winter is a bit slower overall than the summer
 - Speaking with Tru Bridge to see if there is something that can be done to get the billing done faster (including working within the building to streamline processes). Once the bills go out, the payers are paying us faster.
 - Still need to keep an eye on expenses, but we're slightly below budget in that area.

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

WRANGELL MEDICAL CENTER
BOARD OF DIRECTORS MEETING:
December 16, 2015 - 5:30 p.m.

CFO Report: (continued)

- This is a new Medicaid basing year so next year should reflect an increase of about \$750K/year
- Currently at 30 days cash on hand – would like to be higher, will continue to work on it
- Thanks to Cathy & medical records for getting the statistics done through November
- Q: Our Directors' & Officers' insurance took a hit a few years back – do we know when those rates might go down again? A: I'll look into it and report back.

MEDICAL STAFF REPORT:

- Still a struggle to find permanent doctors, but Terri (Wagner) has changed recruiters and hopes that may help provide relief
- We have two full time doctors currently and a few locums who are familiar with the community, also two nurse practitioners that help take the load off – especially the ER doctor
- We're very pleased to have Sherri Austin here and look forward to working with her, other nursing positions are also going well, Laura Kim has taken on a huge amount of work and balances the paperwork well with the face-to-face time with staff and residents, also Katrina Ottesen has been very proactive in keeping tabs on the drug room and making sure – even with national shortages – that the proper drugs are on hand as needed.
- We're fortunate to have some excellent permanent and traveling nurses
- Solene Allen, Chelsie Ludwig, Nancy Opsal and Shaleen Kuntz helped provide the LTC residents and their families with a fabulous Thanksgiving dinner

ACTION ITEMS:

- a. Approve resignation of board member, Elizabeth Spaulding

DISCUSSION ITEMS: None

INFORMATION ITEMS:

- a. New Hospital Project Update: The Foraker Group application has been turned in and is being reviewed this month – we should have an answer back by the end of the month.
- b. Reporting back on the question from last board meeting regarding the customer service experience with billing: (Rose Shymanski) we have been asking our customers about their experience when they have a question about billing and all reports have been very positive – they are able to reach folks when they call and are able to get the help they need. Q: what about getting more detail in the invoices? A: the cost for that is really high – it takes re-writing the program that draws up the statements so, for now, we can't afford to do it – but work keeping in mind for the future.

BOARD COMMENTS: No Board comments this month.

ADJOURN: With no further business, the regular meeting adjourned at 5:57 p.m.

Maxi Wiederspohn

Kris Reed,

Date Certified:

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

There will not be a written
Borough Manager's Report for this
Agenda.

Agenda Item 9

CITY & BOROUGH OF WRANGELL

BOROUGH ASSEMBLY AGENDA ITEM

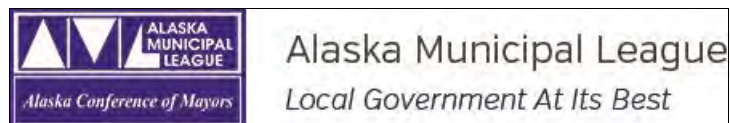
CLERK'S REPORT January 26, 2016

Mark Your Calendar:

- 2/3 Parks & Recreation Board Mtg. scheduled @ 7pm in the Assembly Chambers
- 2/9 Workshop (Energy) to be held @ 6pm in the Assembly Chambers
- 2/9 Regular Assembly Mtg. to be held @ 7pm in the Assembly Chambers
- 2/15 President's Day - City Hall Closed

- 3/1 Update on Commercial Marijuana Regulations - Cynthia Franklin at the Nolan Center, beginning at 5:30 pm

- 2/11-12 SEAPA Board Mtg. to be held in Wrangell, with times TBD



AML Legislative Conference will be from February 15th thru the 17th in Juneau.

Those attending are:

Mayor Jack and Assembly Member Rooney. Assembly Member Decker will be in Juneau and will attend when available.

Kim Lane, Borough Clerk

Agenda Items 10 a - c

CITY & BOROUGH OF WRANGELL

BOROUGH ASSEMBLY AGENDA ITEM January 26, 2016

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** City Boards and Committee Appointments

Letters for City Boards & Committee Appointments received from:

Planning & Zoning Commission (unexpired until 10-2018)

➤ **One Letter received from Rolland Howell**

Economic Development Committee (unexpired until 10-2018)

➤ **One Letter received from Rolland Howell**

- Planning & Zoning Commission (unexp until 10-2017)
- Economic Development Committee (unexp. until 10-2018)
- Nolan Museum/Civic Center Board (unexp. until 10-2018)
- Nolan Museum/Civic Center Board (unexp. until 10-2018)

Recommended Action:

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

There were two letters of interest received for the unexpired terms ending October 2018 from Rolland Howell for the Planning & Zoning Commission seat and the Economic Development Committee seat.

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 _____.

- **Item 10c** Appointment to fill the vacancy on the Wrangell Medical Center, Hospital Board, unexpired term ending October 2016.

Recommended Action:

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 Hospital Board for the unexpired term ending October 2016.

Agenda Item 13a

CITY & BOROUGH OF WRANGELL

BOROUGH ASSEMBLY AGENDA ITEM January 26, 2016

INFORMATION:

Request for a Contract Zone for a Light Industrial use for a Transportation office, storage, and equipment maintenance area on a portion of Remainder Lot A-2, Torgramsen-Smith Subdivision, more specifically, on the lot area as described as proposed Remainder Lot A-2 in the proposed Torgramsen-Glasner Subdivision, zoned Single Family Residential, requested by Wrangell Cooperative Association Transportation Manager William Willard, owned by Lisa Torgramsen

ATTACHMENTS:

1. Recommendation and Findings of Fact of the Planning and Zoning Commission
2. Staff report dated 11/9/15 on the initial WCA request
3. WCA Contract Zone request
4. Two plat maps – Torgramsen Smith Subdivision Plat 2015-8, the last recorded subdivision for the property, and a proposed Torgramsen Glasner Subdivision with the subject land area hash marked.
5. Staff report dated 12/18/15 for the Commission's review and approval of the Findings of Fact
6. Letter from owner Lisa Torgramsen requesting reconsideration of the buffer conditions
7. Letter from WCA Transportation Manager William Willard requesting reconsideration of the buffer conditions
8. Minutes of the November 2015 Planning and Zoning Commission public hearing and discussion
9. Minutes of the December 2015 Planning and Zoning Commission special meeting to approve Findings of Fact
10. Chapter 20.77 Contract Zoning code

RECOMMENDED ACTION:

Move to approve a Contract Zone for the Light Industrial use of a transportation office, storage and equipment maintenance area on a portion of Lot A-2, Torgramsen-Smith Subdivision with the following conditions to be added to the contract:

1. Planning and Zoning review and approve the Site Plan, and
2. Require indoor storage, and
3. 50' minimum green belt buffers on highway and adjacent properties,
and
4. Lighting that will not affect adjacent neighbors.

MEMORANDUM

DATE: JANUARY 14, 2016

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

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

SUBJECT: Request for a Contract Zone for a Light Industrial use for a Transportation office, storage, and equipment maintenance area on a portion of Remainder Lot A-2, Torgramsen-Smith Subdivision, more specifically, on the lot area as described as proposed Remainder Lot A-2 in the proposed Torgramsen-Glasner Subdivision, zoned Single Family Residential, requested by Wrangell Cooperative Association Transportation Manager William Willard, owned by Lisa Torgramsen.

BACKGROUND:

Wrangell Cooperative Association (WCA) has been looking for approximately 7 acres to develop and grow their transportation office and program. Ms Torgramsen has been trying to sell her land on Zimovia Highway just past Alpine Minimart. The land is zoned Single Family. WCA submitted a request for a contract zone for the last 7 acres of land that has not yet been sold. A contract zone (Ch.20.77) allows a zone change only for a very specific use in the new applied zone. Terms and conditions may be added by the Commission and Assembly as deemed necessary. The Planning and Zoning Commissions holds a public hearing and makes a recommendation to the Borough Assembly who makes the final decision after also holding another public hearing.

The Planning and Zoning Commission held a hearing in November 2015 to review the request and consider potential impacts. The Commission recommended 3-1 to forward to the Assembly an approval of the request with conditions and specific Findings of Fact. Staff had recommended denial of the request and presented findings that the used was not appropriate within the existing Single Family Residential zone. Based on the discussion in November, Staff developed draft Findings of Fact which the Commission approved at a Special December 2015 meeting.

After the review of the Contract Zone request, both the owner Ms. Torgramsen and WCA wrote letters to reconsider one of the conditions establishing a 50 foot buffer. For the Commission to reconsider the request, a new public hearing would need to be held which would delay further review and final decision of the request. The Commission chose to forward those letters and requests to the Assembly for their consideration during the hearing and discussion. The code requires minimum of a 25' site obscuring vegetation buffer for industrial activities adjacent to residential development (Ch. 20.52.200 Buffers). Because there was some concern regarding the potential impacts of the proposed use on adjacent residential property, the Commission increased the buffer requirement to 50' at the time of their approval.

RECOMMENDATION:

Please see attached the recommendation of the Planning and Zoning Commission and Findings of Fact.

ATTACHMENTS:

1. Recommendation and Findings of Fact of the Planning and Zoning Commission
2. Staff report dated 11/9/15 on the initial WCA request
3. WCA Contract Zone request
4. Two plat maps – Torgramsen Smith Subdivision Plat 2015-8, the last recorded subdivision for the property, and a proposed Torgramsen Glasner Subdivision with the subject land area hash marked.
5. Staff report dated 12/18/15 for the Commission's review and approval of the Findings of Fact
6. Letter from owner Lisa Torgramsen requesting reconsideration of the buffer conditions
7. Letter from WCA Transportation Manager William Willard requesting reconsideration of the buffer conditions
8. Minutes of the November 2015 Planning and Zoning Commission public hearing and discussion
9. Minutes of the December 2015 Planning and Zoning Commission special meeting to approve Findings of Fact
10. Chapter 20.77 Contract Zoning code

MEMORANDUM

ITEM 1 (Sp.)

DATE: DECEMBER 23, 2015

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

FROM: MS. CAROL RUSHMORE
ECONOMIC DEVELOPMENT DIRECTOR

Re: RECOMMENDATION AND FINDINGS OF FACT TO THE REQUEST OF A
CONTRACT ZONE FOR LIGHT INDUSTRIAL FOR A TRANSPORTATION
OFFICE, STORAGE, AND EQUIPMENT MAINTENANCE AREA ON A
PORTION OF REMAINDER OF LOT A-2, TORGRAMSEN-SMITH
SUBDIVISION ZONED SINGLE FAMILY RESIDENTIAL, REQUESTED BY
THE WRANGELL COOPERATIVE ASSOCIATION TRANSPORTATION
MANAGER WILLIAM WILLARD, OWNED BY LISA TORGRAMSEN.

RECOMMENDATION:

The Planning and Zoning Commission approved 3-1 to recommend to the Assembly to approve a contract zone for the Light Industrial use of a transportation office, storage and equipment maintenance area on a portion of Lot A-2, Torgramsen-Smith Subdivision with the following conditions to be added to the contract:

1. Planning and Zoning review and approval of the Site plan
2. Require indoor storage
3. 50' minimum green belt buffers on highway and adjacent properties
4. Lighting that will not affect adjacent neighbors

FINDINGS OF FACT:

1. **Justification for the proposed change, including the effect on the objectives of the comprehensive plan:** The Commission deems it in the best interest of the community to approve the requested contract zone change in Single Family Residential for the specific use of a Transportation office, storage, and equipment maintenance area on the specific land requested by WCA. The use will not be a construction company, per Mr. Willard, but will be a Transportation office with associated staging area. The activities of the proposed use provides positive benefits to the community. The proposed use may not meet the objectives of the Future Residential Growth of the Comprehensive Plan (Ch 6.8.2) nor does it fall within the Future Growth Map 6-18 for Residential development, but it does meet expectations of employment trends and opportunities. "Economic sectors showing the most growth (Table 4-1) are Local and Tribal Government..." The activities by the Transportation office to date have created jobs and built roads as well as conducted road and trail improvements for the USFS, and expectations are that the office will grow. The Activity meets Economic Development Policies and Actions, Policy

10: Maintain and support existing businesses and employers, including both private sector and the community's government jobs. The Commission feels it meets Land Use and Future Growth Policies and Actions Policy 32 Designating areas for commercial and industrial development in logical locations to promote economic opportunity and satisfy current and future needs.

2. **Effect of the proposed change on property owners, including traffic flow, population, density, parking, sewer and water:** The Commission finds that the impacts to adjacent property owners will be minimal and approved conditions to minimize further some of the potential concerns expressed by Commissioners and an adjacent resident. The concerns included noise, visual, and lighting impacts. Conditions approved by the Commission to minimize these were to approve the Site plan once the design is drafted by WCA; require indoor storage; require a 50 ' minimum green belt buffers on highway and adjacent property lines; and provide lighting that will not affect adjacent neighbors. The Commission did not believe that traffic flow issues on Zimovia Highway would increase significantly or that sewer and water services should be an issue.
3. **Approval or Disapproval:** The Commission moved to approve the Request for a Contract Zone for a Transportation office, storage, and equipment maintenance area on a portion of Remainder Lot A-2, Torgramsen-Smith Subdivision, more specifically, on the lot area as described as proposed Remainder Lot A-2 in the proposed Torgramsen-Glasner Subdivision, zoned Single Family Residential, requested by Wrangell Cooperative Association Transportation Manager William Willard, owned by Lisa Torgramsen, with the following conditions after amending the original motion:
 - a) Approval of the Site plan
 - b) Require indoor storage
 - c) 50 ' minimum green belt buffers on highway and adjacent properties
 - d) Lighting that will not affect adjacent neighbors

City and Borough of Wrangell

Agenda Items G5

Date: November 9, 2015

To: Planning and Zoning Commission

From: Carol Rushmore, Economic Development Director

Re: Request for a Contract Zone for a Transportation office, storage, and equipment maintenance area on a portion of Remainder Lot A-2, Torgramsen-Smith Subdivision, more specifically, on the lot area as described as proposed Remainder Lot A-2 in the proposed Torgramsen-Glasner Subdivision, zoned Single Family Residential, requested by Wrangell Cooperative Association Transportation Manager William Willard, owned by Lisa Torgramsen.

Background:

The Wrangell Cooperative Association has been in discussions with the Borough for lands on which to develop a Transportation office and equipment storage and maintenance area.

The Commission is reviewing the request of the WCA and is making a recommendation to the Assembly.

Findings:

WCA has been exploring opportunities to develop a Transportation office and yard area for their expanding Roads program and need for larger area for their activities. They have worked cooperatively with the Borough on several road projects, as well as the USFS, and the hope is that the transportation division of WCA will continue to grow, create local jobs, and benefit the community in a variety of ways.

WCA approached the City regarding any remaining lots in the Industrial Park, and any other additional lands that could work. Most sites looked at to date have some issues affecting further development – expensive utility extensions, land development costs due to muskeg, distance, size, and potential land use conflicts. Other areas looked at include the Industrial Park, portion of the Institute Property, Borough lands on the Spur Road and across the street from the Industrial Park and light Industrial lands on Pine Street/Wrangell Avenue. The Assembly, upon reviewing their request for land in the Industrial Park along with other interested parties, directed Staff to work with WCA to find suitable land.

The City has minimal land area available for Industrial or Light Industrial uses.

The WCA had investigated the Torgramsen property sales and inquired as to their zoning. They watched with interest the request for a zone change and subsequent approval of a Contract Zone for a storage unit facility requested by Mr. Glasner. The remaining land area meets their size requirements, utility availability, and surface composition, but needs

to have a zoning change to allow the use. Knowing that the Planning and Zoning Commission has already rejected a zone change to Light Industrial, they are seeking a Contract Zone for their specific use requirements.

WCA proposes to construct an office building, and use the site for storage and equipment maintenance, what normally is allowed in the Light Industrial district. WCA has not entered into purchase negotiations with Ms. Torgramsen because an offer and final purchase is contingent on the Contract Zone approval. Until that happens, they do not have a site plan. They have indicated that they would provide generous greenbelt buffers from the highway and the adjacent residential property and would build closer to proposed Lot C in the Proposed Torgramsen Glasner Subdivision and where the recently approved contract zone for a storage unit facility would be located. The last recorded subdivision for this property as of today is Torgramsen-Smith Subdivision, Plat 2015-8. (Both are attached for your reference).

The areas is zoned Single Family Residential to the north and across the street from the proposed project. Mr. Glasner's proposed Lot C will have a Storage Unit Facility located on the site which is a Light Industrial Use. The Trail Park is zoned Multi-Family and across the street from the Trailer Park where the City shop and yard is located is zoned Industrial. The RV Park area owned by the Leslie's is zoned Light Industrial. The Commission recently approved the storage unit by a contract zone because of the minimal impacts such a unit was expected to generate affecting adjacent residences.

Primary potential impacts from the proposed use of the WCA would include noise, traffic, and lighting. While the office building itself may not generate noise, depending on how much equipment, type of equipment and maintenance needs could generate additional noise. Having 5 to 15 employees would increase traffic and noise generated not only by employees coming and going to and from work, but during the day in the course of normal business by contractors and clients and business activities. Equipment would be moved to and from the site potentially on a regular basis which generates more traffic on site, but also along Zimovia Highway. The equipment use by Public Works would be similar in nature as to what WCA appears to be asking for.

While the WCA proposal meets the economic development criteria of the Comprehensive Plan, it does not necessarily meet the residential and land use requirements. Their proposal for job creation and benefits to the community is undeniable, but the Commission must review the proposal as to whether the location is appropriate for the proposed use and what the impacts could be.

Recommendation:

At this time, Staff's recommendation is based on land use issues, not on the economic potential of the proposed use, and staff recommends not to approve the contract zone for the Transportation office and equipment storage and maintenance as proposed. The land is zoned Single Family and while there are other Light Industrial uses near by, the proposed uses of WCA could very well generate enough impacts as to affect the Single Family residential nature of the existing residences and SFR zoned land.

Should the Commission move toward recommending approval of the Contract zone request, the Commission should consider conditions that might help minimize potential impacts:

Approval of final site plan

Requiring only indoor storage

25 foot minimum green belt buffers with the highway and adjacent properties

Lighting that will not affect adjacent neighbors

This aerial map displays property boundaries and owner information for a residential area. The map includes the following details:

- Streets:** Case Ave, Zimovia Hwy, and Wood St Extension.
- Property Owners:**
 - JOE & MOGENE PETTIGREWS
 - STEPHEN & NATALIE STRASBURGER
 - LISA ANN TORGERSEN
 - MARY SUSAN NELSON
 - WILLIAM K. & MICHELLE D. BLOOM
 - ROBERT & SHARRY ROONEY
 - JOANNA ANDERSON
 - FRED PHILIP THURSTON JR
 - MICHAEL P. & LEANNA D. SAGE
 - JOHN A. & KATHA GARBISCH
 - JOHN M. & KIM CHRISTIAN
 - ANNIE M. ARMSTRONG
 - STEPHEN GLENN PARNELL
- Parcel and Lot Identifiers:**
 - 10C, 10D, 10E
 - PAR 7
 - POR 7
 - 8A, 8B, 8C, 8D
 - 11
 - 10B
 - 10A
 - 10F
 - 10G
 - 10H
 - 10I
 - 10J
 - 10K
 - 10L
 - 10M
 - 10N
 - 10O
 - 10P
 - 10Q
 - 10R
 - 10S
 - 10T
 - 10U
 - 10V
 - 10W
 - 10X
 - 10Y
 - 10Z

WRANGELL COOPERATIVE ASSOCIATION

P.O. Box 2331 • Wrangell, Alaska 99929

Telephone: (907) 874-3077

Fax: (907) 874-4305

Email: wwillard@wca-t.com

ITEM 3 (6p.)

October 28, 2015

Planning and Zoning Committee
City and Borough of Wrangell
P.O. Box 531
Wrangell, AK 99929

Dear Planning and Zoning Committee:

The purpose of this letter is to request contract zoning for the "Torgramsen Prunella Subdivision, Remainder Lot A-2." The lot is currently zoned single family residential. We are writing to request a consideration of contract zoning to allow building a Wrangell Cooperative Association Transportation office, storage, and an equipment maintenance area per Chapter 20.77 of the Wrangell Municipal Code (WMC). It is important to note the proposed Wrangell Cooperative Association (WCA) office, storage, and maintenance space would not be utilized as a construction site and would follow WMC Noise 20.525.060 to ensure noise is not objectionable to surrounding properties. WCA is conscious of the issues surrounding contract zoning and will do everything possible to minimize impacts to adjacent lots.

Wrangell Cooperative Association has not yet started negotiations or purchased the Torgramsen Prunella Subdivision, Remainder Lot A-2. Our purchase of the property will be contingent on the contract zoning decision.

We would like to address:

1. Our need for land.
2. Additional information required for a contract zoning application (numbered per Wrangell Municipal Code):

- 20.77.020 A. The use to which the property will be put;
- 20.77.020 B. The term desired for the agreement;
- 20.77.020 C. The dimensions, square feet, and height of the improvements;
- 20.77.020 D. Site plan;
- 20.77.020 E. Estimated number of persons that will be employed;
- 20.77.020 F. Estimated solid waste generated and proposed method of disposal;
- 20.77.020 G. Amount of traffic generated;

20.77.020 H. Noise or odor generated; and

20.76.020 C. 3. Effect of proposed change on the objectives of the Comprehensive Plan.

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

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

WCA has made it a priority to complete projects which provide economic development and community benefit to the citizens of Wrangell under a model of collaboration. One such example is the Shtax-Heen Roadway Project. WCA, in partnership with the City and Borough of Wrangell, collaborated to provide improved access along this roadway for drivers and pedestrians. WCA funded the \$2 million project, which involved paving the roadway and installing pedestrian walkways. Prior to construction, only 400 of the 2,700 feet of roadway were paved. The Shtax-Heen Roadway project was a high-priority improvement, as many residents live along the corridor and benefitted from improved access and safety.

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

Under the model of collaboration, WCA also has the goal of economic development through job creation and job training. In 2013, WCA performed routine maintenance on U.S. Forest Service trails. The trail work expanded into road maintenance, and in 2014 and 2015, WCA replaced 25-year-old culverts on Nemo Loop Road, Pat's Lake Road, and McCormack Creek Road, which were critical to the lifespan of these transportation systems. The road maintenance project continued the trails goal of tangibly building capacity through workforce development. Both the trail work and the road work provided jobs to Wrangell residents and completed projects which otherwise would not have been possible given budgetary constraints of the U.S. Forest Service.

WCA is appreciative of the relationships built and fostered over the years, working together with the City and Borough of Wrangell, and other entities, to improve transportation and provide economic development opportunities for the residents of our community. The government-to-government

relationship between WCA and the City and Borough of Wrangell is a model of successful collaboration, which we anticipate continuing into the future.

1. Our need for land:

The next step in the development of the Tribal Transportation Program is to secure facilities to enable WCA to continue to provide economic development and community benefit. Currently, WCA is renting office space on Lynch Street and storing equipment for transportation projects at local storage facilities. With the lack of available industrial lots, we have searched for quite some time for land to build an office. We believe that, working under contract zoning, the Torgramsen Prunella subdivision would be an ideal location for WCA.

2. Additional information required for contract zoning application (numbered per Wrangell Municipal Code):

20.77.020 A. The use to which the property will be put

If approved, WCA will construct an office building, storage, and equipment maintenance area. All improvements to the property will be consistent with the guidelines specified in WMC Standards 20.51.050.

20.77.020 B. The term desired for the agreement

WCA has served the Wrangell community since 1942. As a local government, we request the most generous terms, specified in WMC Contract Zoning 20.77.020 B.: “the estimated useful life of the improvements that are or will be constructed on the property.”

20.77.020 C. The dimensions, square feet and height of the improvements

The construction of all buildings, including office space, storage facilities, and equipment maintenance, will consistently follow WMC Building Height 20.52.080. The square footage will follow the specifications in WMC Setbacks 20.52.110, and WMC Buffer 20.52.200 guidelines will be implemented.

20.77.020 D. Site plan

As we come closer to a resolution on contract zoning, WCA can begin the process of purchasing Lot A-2, Torgramsen Prunella Subdivision. After purchase, WCA will hire appropriate professionals to design buildings and landscape architecture.

We anticipate requesting the plan include buildings which are closer to Lot C, Torgramsen Prunella Subdivision, for which Mr. Glassner received zoning approval for a storage area. As this is not a residential area and has industrial characteristics, we plan on focusing on building closer to Lot C.

The property will have one Zimovia Highway entrance. We will utilize generous buffers, composed of natural terrain, vegetation, and a fence which is “aesthetically pleasing and compatible with the character of the area,” per WMC Buffers 20.52.200.

20.77.020 E. Estimated number of persons that will be employed

WCA currently has 5 full-time employees and 3 seasonal employees. We would like to build with the vision of eventually having 10 full-time and 6 seasonal employees.

20.77.020 F. Estimated solid waste generated and proposed method of disposal

WCA will connect with the City and Borough of Wrangell water, sewer, and electricity. We will not have any solid waste generated that would not be served by these utilities.

20.77.020 G. Amount of traffic generated

Traffic generated would primarily be composed of the employees, previously mentioned, driving to and from the office building.

20.77.020 H. Noise or odor generated

WCA will not allow “smoke, heat, odor, fumes, dust, glare, vibration or water pollution” to be “detectable beyond the boundaries” of the property for which the contract zoning applies, except as results from “occasional maintenance operations” per WMC Air, Land and Water Quality 20.52.040.

WCA will not allow noise to be objectionable to surrounding properties. In accordance with WMC Noise 20.525.060, the noise from the property will not “exceed 90 decibels between the hours of 7:00 a.m. and 8:00 p.m. weekdays and the hours of 10:00 a.m. and 8:00 p.m. weekends and holidays, and 40 decibels at other hours.” Normal WCA office hours are Monday through Friday, 8:00 a.m. to 4:00 p.m. WCA is very conscious of issues, such as noise, involved in contract zoning and will do everything possible to minimize impacts to adjacent lots.

20.76.020 C. 3. Effect of proposed change on the objectives of the Comprehensive Plan

Providing WCA with contract zoning for the remainder of Lot A-2 of the Torgramsen Prunella Subdivision will have tangible positive benefits to the objectives of the Comprehensive Plan.

According to the Comprehensive Plan, the City and Borough of Wrangell would like to: “expand the industries and economic sectors currently providing employment and income.” The plan states that “economic sectors showing the most growth (Table 4.1) are Local and Tribal Government.” As one of the economic sectors showing the highest growth in Wrangell, providing the Tribal government the ability to build a Department of Transportation in order to expand and bring jobs and income to our community would uphold a core objective of the Comprehensive Plan.

In addition, in the last few years, WCA has helped the CBW meet Action Items of the Comprehensive Plan. The plan states: “Action: Team with WCA and others to jointly plan, fund and accomplish street maintenance and improvements. (CBW, WCA, ADOT&PF).” Another Action Item is: “Action: Reconstruct and pave Weber and Cassiar Streets. Pave all dirt roads in community (CBW, WCA).”

The following picture is included in the Comprehensive Plan:



“Weber Street – Example of a Wrangell street that needs paving”

As previously mentioned, WCA completed the Weber Street Reconstruction Project, which installed storm drain systems, curb and gutter, sidewalk, and concrete paving along Weber Street. Below are updated pictures of Weber Street, after the reconstruction project:



Another Action Item WCA helped accomplish is to “Work with the USFS on road management planning to ensure continued access to areas Wrangellites use for recreation, hunting, fishing and other harvesting activities. (CBW, USFS, WCA).” WCA hired employees and replaced deteriorating culverts along USFS roads, which lengthened the lifespan of the roads and guaranteed continued access. Through the Road Maintenance Project, 268 culverts were replaced in 2014 and 2015. WCA looks forward to continuing this work to ensure access on important USFS roads.

The Comprehensive Plan also includes information about rezoning land to ensure future development: "Wrangell municipal code Title 16 applies to Public Lands, Title 19 to Subdivisions, and Title 20 to Zoning. These sections of the municipal code should follow the vision and direction set out in the Wrangell Comprehensive Plan. Ensuring that this is so, **including rezoning as needed and ensuring future development approvals are compatible with the Comprehensive Plan**, is one of the major actions to implement the plan" (emphasis added). WCA is requesting a conservative approach to the property. As opposed to rezoning, we are requesting a contract zone to set parameters under which the WCA Department of Transportation would be built and operated.

In closing, we respectfully request the Planning and Zoning Committee consider contract zoning for the Torgramsen Prunella Subdivision, the remainder of Lot A-2 and enable WCA to build a much-needed office, storage, and maintenance area. The proposed areas would not be utilized as a construction site and would follow WMC Noise 20.525.060 to ensure noise is not objectionable to surrounding properties. WCA will work closely with the City and Borough of Wrangell and surrounding residents to ensure this development would be a positive use of the land, would not affect residents negatively, and will provide employment and economic development benefit for the community of Wrangell.

Thank you for considering our request.

Sincerely,



William J. Willard
WCA Transportation Program Manager



Lisa Torgramsen
Property Owner

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 DEDICATE ALL STREETS, ALLEYS, WALKS, PARKS AND OTHER OPEN SPACES TO PUBLIC OR PRIVATE USE AS NOTED.

DATE 6-11-15
[Signature]
 Notary Seal

NOTARY'S ACKNOWLEDGMENT
 U.S. OF AMERICA
 STATE OF ALASKA
 CITY AND BOROUGH OF WRANGELL
 THIS IS TO CERTIFY THAT ON THIS 11 day of June, 2015, BEFORE ME, THE UNDERSIGNED A NOTARY PUBLIC IN AND FOR THE STATE OF ALASKA, DULY COMMISSIONED AND SWORN, PERSONALLY APPEARED Gregory G. Schieff TO ME KNOWN TO BE THE IDENTICAL INDIVIDUAL(S) MENTIONED AND WHO EXECUTED THE WITHIN PLAT AND SHE ACKNOWLEDGED TO ME THAT SHE SIGNED THE SAME FREELY AND VOLUNTARILY FOR THE USES AND PURPOSES THEREIN SPECIFIED.

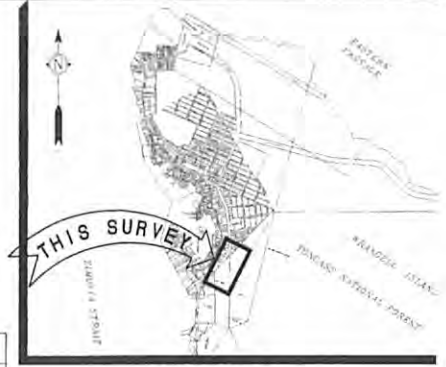
WITNESS MY HAND AND NOTARY SEAL THE DAY AND YEAR IN THIS CERTIFICATE FIRST HEREBY WRITTEN.
Schmitt, Connor
 NOTARY PUBLIC IN AND FOR THE STATE OF ALASKA
 MY COMMISSION EXPIRES 08-23-2017



CERTIFICATE STATE OF ALASKA (FIRST JUDICIAL DISTRICT)
 I, THE UNDERSIGNED, BEING DULY APPOINTED AND QUALIFIED, AND AN ACTING ASSESSOR FOR THE CITY AND BOROUGH OF WRANGELL, HEREBY CERTIFY THAT ACCORDING TO THE RECORDS IN MY POSSESSION, THE FOLLOWING DESCRIBED PROPERTY IS CARRIED ON THE TAX RECORDS OF THE CITY AND BOROUGH OF WRANGELL, IN THE NAME OF U.S. Ram Torgramsen AND THAT ACCORDING TO THE RECORDS IN MY POSSESSION, ALL TAXES ASSESSED AGAINST SAID LANDS ARE PAID IN FULL, THAT CURRENT TAXES FOR THE YEAR 2015 WILL BE DUE ON OR BEFORE AUGUST 15, 2015, DATED THIS 12 day of June 2015.
Gregory G. Schieff
 ASSESSOR CITY AND BOROUGH OF WRANGELL

CERTIFICATE OF APPROVAL BY THE PLANNING COMMISSION
 I HEREBY CERTIFY THAT THE SUBDIVISION PLAT SHOWN HEREON HAS BEEN FOUND TO COMPLY WITH THE SUBDIVISION REGULATIONS OF THE CITY AND BOROUGH OF WRANGELL PLANNING COMMISSION, AND THAT SAID PLAT HAS BEEN APPROVED BY THE COMMISSION BY PLAT RESOLUTION NO. 20 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.
Gregory G. Schieff
 SECRETARY

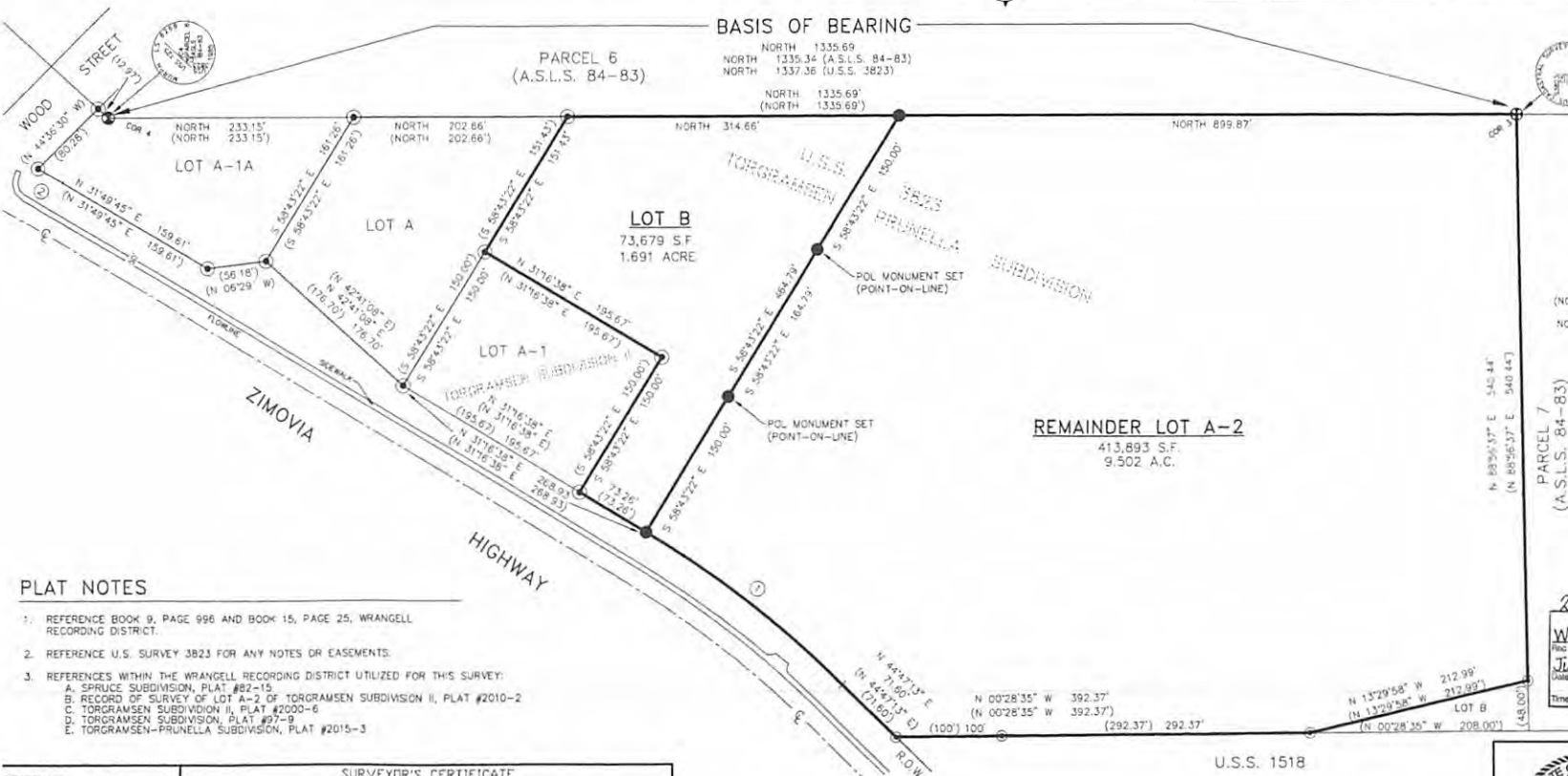
CERTIFICATE OF APPROVAL BY THE ASSEMBLY
 I HEREBY CERTIFY THAT THE SUBDIVISION PLAT SHOWN HEREON HAS BEEN FOUND TO COMPLY WITH THE SUBDIVISION REGULATIONS OF THE CITY AND BOROUGH OF WRANGELL AS RECORDED IN MINUTE BOOK 20 PAGE 20 DATED 20 AND THAT THE PLAT SHOWN HEREON HAS BEEN APPROVED FOR RECORDING IN THE OFFICE OF THE DISTRICT COURT, EX-OFFICIO RECORDER, WRANGELL, ALASKA.
Gregory G. Schieff
 MAYOR, CITY AND BOROUGH OF WRANGELL
 ATTEST:
Gregory G. Schieff
 CITY CLERK



VICINITY MAP
 NOT TO SCALE

RECORD CURVE DATA

①	②
$\Delta = 133^{\circ}55'$	$\Delta = 01^{\circ}33'18''$
$R = 1004.93'$	$R = 1004.92'$
$L = 236.95'$	$L = 27.28'$
$C = 236.40'$	$C = 27.27'$
CHD BRG = N38°01'55.11"E	CHD BRG = N31°03'06"E



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

- PLAT NOTES**
- REFERENCE BOOK 9, PAGE 996 AND BOOK 15, PAGE 25, WRANGELL RECORDING DISTRICT.
 - REFERENCE U.S. SURVEY 3823 FOR ANY NOTES OR EASEMENTS.
 - REFERENCES WITHIN THE WRANGELL RECORDING DISTRICT UTILIZED FOR THIS SURVEY:
 - A. SPRUCE SUBDIVISION, PLAT #82-15
 - B. RECORD OF SURVEY OF LOT A-2 OF TORGRAMSEN SUBDIVISION II, PLAT #2010-2
 - C. TORGRAMSEN SUBDIVISION II, PLAT #2000-6
 - D. TORGRAMSEN SUBDIVISION, PLAT #27-9
 - E. TORGRAMSEN-PRUNELLA SUBDIVISION, PLAT #2015-3

SURVEYOR'S CERTIFICATE
 I HEREBY CERTIFY THAT I AM A REGISTERED SURVEYOR, LICENSED IN THE STATE OF ALASKA, AND THAT IN APRIL-JUNE 2015 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.
Gregory G. Schieff
 DATE 6-8-15
 GREGORY G. SCHIEFF LS 6700



U.S.S. 1518
 CLIENT: BRUCE SMITH JR.
 BOX 1551
 WRANGELL, ALASKA 99929



WRANGELL RECORDING DISTRICT

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

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

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 DEDICATE ALL STREETS, ALLEYS, WALKS, PARKS AND OTHER OPEN SPACES TO PUBLIC OR PRIVATE USE AS NOTED.

DATE: _____
LISA ANNE TORGRAMSEN

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 SHOWN, PERSONALLY APPEARED _____
TO BE KNOWN TO BE THE CERTAIN INDIVIDUAL(S) MENTIONED AND WHO DECIDED 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 STATE OF ALASKA (FIRST JUDICIAL DISTRICT)

I, THE UNDERSIGNED, BEING DULY APPOINTED AND QUALIFIED, AND AN ACTING ASSESSOR FOR THE CITY AND BOROUGH OF WRANGELL, HEREBY CERTIFY, THAT ACCORDING TO THE RECORDS IN MY POSSESSION, THE FOLLOWING DESCRIBED PROPERTY IS CARRIED ON THE TAX RECORDS OF THE CITY AND BOROUGH OF WRANGELL, IN THE NAME OF _____

AND THAT ACCORDING TO THE RECORDS IN MY POSSESSION, ALL TAXES ASSESSED AGAINST SAID LANDS ARE PAID IN FULL; THAT CURRENT TAXES FOR THE YEAR 20____, WILL BE DUE ON OR BEFORE AUGUST 15, 20____, DATED THIS DAY OF _____

ASSESSOR CITY AND BOROUGH OF WRANGELL

CERTIFICATE OF APPROVAL BY THE PLANNING COMMISSION

I HEREBY CERTIFY THAT THE SUBDIVISION PLAT SHOWN HEREON HAS BEEN FOUND TO COMPLY WITH THE SUBDIVISION REGULATIONS OF THE CITY AND BOROUGH OF WRANGELL PLANNING COMMISSION, AND THAT SAID PLAT HAS BEEN APPROVED BY THE COMMISSION BY PLAT RESOLUTION NO. _____ DATED _____, 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: _____ CHAIRMAN, PLANNING COMMISSION

SECRETARY

CERTIFICATE OF APPROVAL BY THE ASSEMBLY

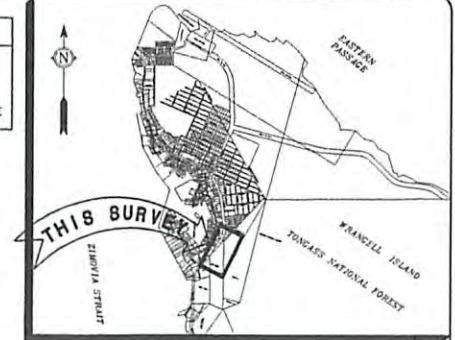
I HEREBY CERTIFY THAT THE SUBDIVISION PLAT SHOWN HEREON HAS BEEN FOUND TO COMPLY WITH THE SUBDIVISION REGULATIONS OF THE CITY AND BOROUGH OF WRANGELL AS RECORDED IN MINUTE BOOK _____ PAGE _____ DATED _____, 20____, AND THAT THE PLAT SHOWN HEREON HAS BEEN APPROVED FOR RECORDING IN THE OFFICE OF THE DISTRICT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

DATE: _____ MAYOR, CITY AND BOROUGH OF WRANGELL

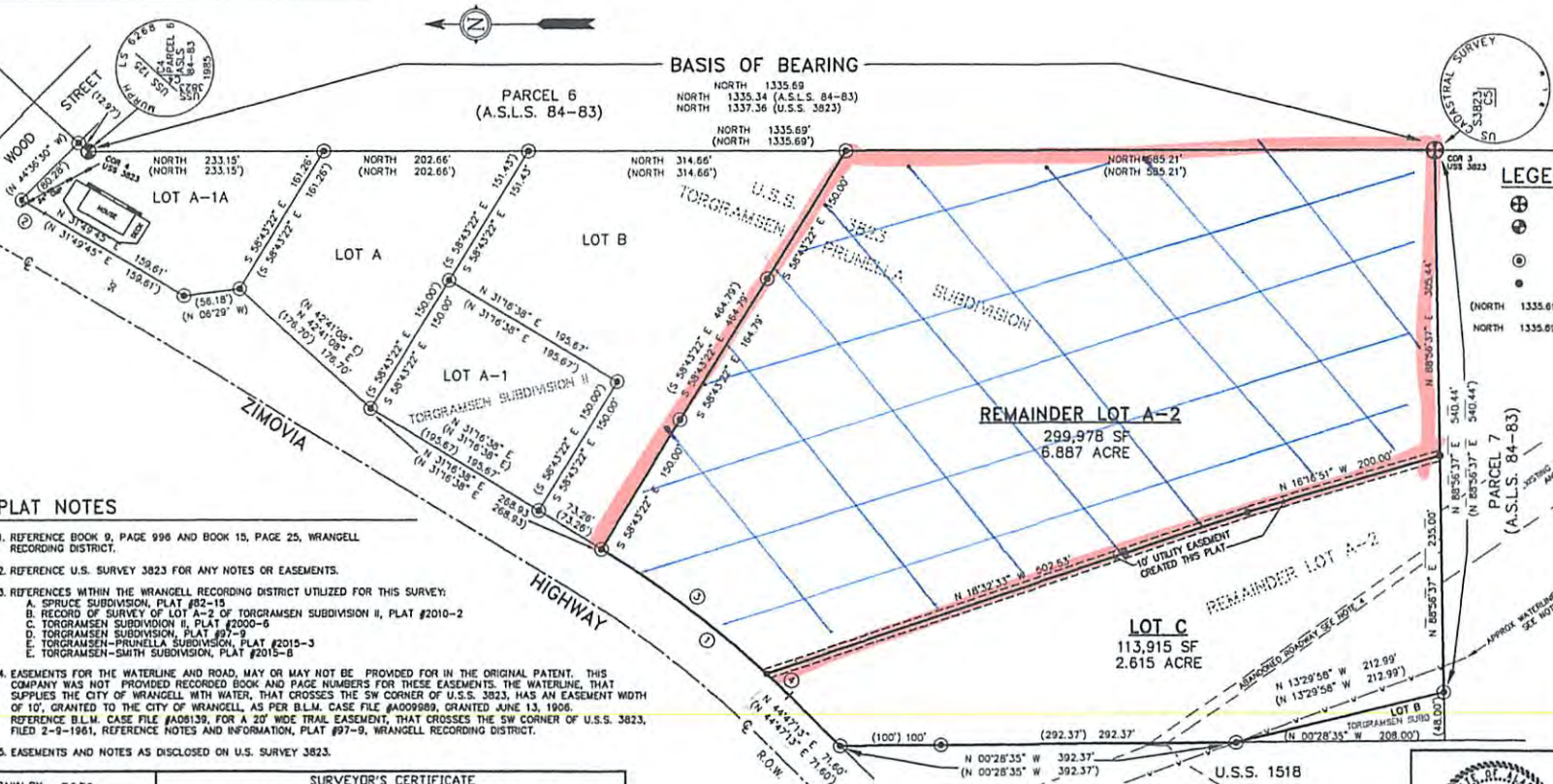
CITY CLERK

RECORD CURVE DATA

①	Δ = 11°43'54"	②	Δ = 01°46'41"
	R = 1004.93'		R = 1004.93'
	L = 205.764'		L = 31.188'
	C = 205.404'		C = 31.19'
CHD. BRG. = N37°08'34"E		CHD. BRG. = N43°53'51.95"E	



VICINITY MAP
NOT TO SCALE



PLAT NOTES

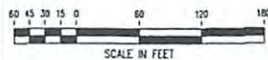
1. REFERENCE BOOK 9, PAGE 998 AND BOOK 13, PAGE 25, WRANGELL RECORDING DISTRICT.
2. REFERENCE U.S. SURVEY 3823 FOR ANY NOTES OR EASEMENTS.
3. REFERENCES WITHIN THE WRANGELL RECORDING DISTRICT UTILIZED FOR THIS SURVEY:
A. SPRUCE SUBDIVISION, PLAT #82-15
B. RECORD OF SURVEY OF LOT A-2 OF TORGRAMSEN SUBDIVISION II, PLAT #2010-2
C. TORGRAMSEN SUBDIVISION II, PLAT #2000-6
D. TORGRAMSEN-PRINELLA SUBDIVISION, PLAT #97-9
E. TORGRAMSEN-SMITH SUBDIVISION, PLAT #2015-8
4. EASEMENTS FOR THE WATERLINE AND ROAD, MAY OR MAY NOT BE PROVIDED FOR IN THE ORIGINAL PATENT. THIS COMPANY WAS NOT PROVIDED RECORDED BOOK AND PAGE NUMBERS FOR THESE EASEMENTS. THE WATERLINE, THAT SUPPLIES THE CITY OF WRANGELL WITH WATER, THAT CROSSES THE SW CORNER OF U.S.S. 3823, HAS AN EASEMENT WIDTH OF 10', GRANTED TO THE CITY OF WRANGELL, AS PER B.L.M. CASE FILE #A009089, GRANTED JUNE 13, 1906. REFERENCE B.L.M. CASE FILE #A00139, FOR A 20' WIDE TRAIL EASEMENT, THAT CROSSES THE SW CORNER OF U.S.S. 3823, FILED 2-9-1961, REFERENCE NOTES AND INFORMATION, PLAT #97-9, WRANGELL RECORDING DISTRICT.
5. EASEMENTS AND NOTES AS DISCLOSED ON U.S. SURVEY 3823.

SURVEYOR'S CERTIFICATE

I HEREBY CERTIFY THAT I AM A REGISTERED SURVEYOR, LICENSED IN THE STATE OF ALASKA, AND THAT IN _____, OCTOBER 2015, 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.

DRAWN BY: JLS/DC
CHECKED BY: GCS
DATE PLATTED: 07/20/2015
DATE SURVEYED: 08-OCT-2015
SCALE: 1"=60'
SURVEYED BY: GREGORY G. SCHEFF
PROJ NO.: 152728

DATE: _____ GREGORY G. SCHEFF LS 6700



CLIENT: DON CLASNER
BOX 192
HILLSDALE, NEW JERSEY 07842



WRANGELL RECORDING DISTRICT

No.	Date	Description
1	07/20/2015	RECORD CURVE DATA
2	07/20/2015	PLAT #2015-8
3	07/20/2015	PLAT #2010-2
4	07/20/2015	PLAT #2000-6
5	07/20/2015	PLAT #97-9
6	07/20/2015	PLAT #82-15

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

City and Borough of Wrangell

Date: December 18, 2015

To: Planning and Zoning Commission

From: Carol Rushmore, Economic Development Director

Re: Approval of Findings of Fact to the Request for a Contract Zone for a Transportation office, storage, and equipment maintenance area on a portion of Remainder Lot A-2, Torgramsen-Smith Subdivision, more specifically, on the lot area as described as proposed Remainder Lot A-2 in the proposed Torgramsen-Glasner Subdivision, zoned Single Family Residential, requested by Wrangell Cooperative Association Transportation Manager William Willard, owned by Lisa Torgramsen.

Background:

At the November Planning and Zoning Commission meeting, the Commission held a public hearing on the above request.

Staff had recommended denial of the request based on the land use of the proposed request with the surrounding uses and zoning designation.

The Commission moved to approve the Request for a Contract Zone for a Transportation office, storage, and equipment maintenance area on a portion of Remainder Lot A-2, Torgramsen-Smith Subdivision, more specifically, on the lot area as described as proposed Remainder Lot A-2 in the proposed Torgramsen-Glasner Subdivision, zoned Single Family Residential, requested by Wrangell Cooperative Association Transportation Manager William Willard, owned by Lisa Torgramsen, with the following conditions after amending the original motion:

- 1) Approval of the Site plan
- 2) Require indoor storage
- 3) 50 ' minimum green belt buffers on highway and adjacent properties
- 4) Lighting that will not affect adjacent neighbors

Both the amendment and the amended original motion passed 3-1. One Commissioner excused themselves from the discussion due to a conflict of interest.

Findings:

The recommendations of contract zones by the Commission must include the three findings (Amendments 20.76 WMC.030 (C) Commission Hearing and Report listed below. The Contract zone process follows the procedures in WMC 20, 76.020(C), 20.76.030 and 20.76.040 A and B for Zoning Amendments :

Within 45 days from the date of the hearing as set forth in this section, the commission shall

study the proposed change and shall make a report in writing to the borough assembly. The report shall include the following:

1. Justification for the proposed change, including the effect on the objectives of the comprehensive plan
2. Effect of the proposed change on property owners, including traffic flow, population, density, parking, sewer and water
3. Recommendation as to approval or disapproval

Below are draft Findings of Fact based on the discussion of the Commission. The Commission needs to modify and/or approve findings of fact prior the request moving forward to the Assembly.

The Commission has also received two letters that were under Correspondence on the November Agenda, from WCA and from the landowner requesting that the Commission reconsider the 50' buffer that was approved. For the Commission to act on this request, a new public hearing would need to be held. The Commission could schedule another public hearing or allow the letters to be forwarded to the Assembly for their consideration of the Contract Zoning Requirements.

DRAFT FINDINGS OF FACT:

1. **Justification for the proposed change, including the effect on the objectives of the comprehensive plan:** The Commission deems it in the best interest of the community to approve the requested contract zone change in Single Family Residential for the specific use of a Transportation office, storage, and equipment maintenance area on the specific land requested by WCA. The use will not be a construction company, per Mr. Willard, but will be a Transportation office with associated staging area. The activities of the proposed use provides positive benefits to the community. The proposed use may not meet the objectives of the Future Residential Growth of the Comprehensive Plan (Ch 6.8.2) nor does it fall within the Future Growth Map 6-18 for Residential development, but it does meet expectations of employment trends and opportunities. "Economic sectors showing the most growth (Table 4-1) are Local and Tribal Government...." The activities by the Transportation office to date have created jobs and built roads as well as conducted road and trail improvements for the USFS, and expectations are that the office will grow. The Activity meets Economic Development Policies and Actions, Policy 10: Maintain and support existing businesses and employers, including both private sector and the community's government jobs. The Commission feels it meets Land Use and Future Growth Policies and Actions Policy 32 Designating areas for commercial and industrial development in logical locations to promote economic opportunity and satisfy current and future needs.
2. **Effect of the proposed change on property owners, including traffic flow, population, density, parking, sewer and water:** The Commission finds that the impacts to adjacent property owners will be minimal and approved conditions to minimize further some of the potential concerns expressed by Commissioners and an adjacent resident. The concerns included noise, visual, and lighting impacts. Conditions approved by the Commission to minimize these were to approve the Site plan once the design is drafted by WCA; require indoor storage; require a 50 ' minimum green belt

buffers on highway and adjacent property lines; and provide lighting that will not affect adjacent neighbors. The Commission did not believe that traffic flow issues on Zimovia Highway would increase significantly or that sewer and water services should be an issue.

- 3. Approval or Disapproval:** The Commission moved to approve the Request for a Contract Zone for a Transportation office, storage, and equipment maintenance area on a portion of Remainder Lot A-2, Torgramsen-Smith Subdivision, more specifically, on the lot area as described as proposed Remainder Lot A-2 in the proposed Torgramsen-Glasner Subdivision, zoned Single Family Residential, requested by Wrangell Cooperative Association Transportation Manager William Willard, owned by Lisa Torgramsen, with the following conditions after amending the original motion:
- a) Approval of the Site plan
 - b) Require indoor storage
 - c) 50 ' minimum green belt buffers on highway and adjacent properties
 - d) Lighting that will not affect adjacent neighbors

revd
12/2/15

12/01/15

Lisa Torgramsen

PO Box 1959

Wrangell, AK 99929

907-305-0579

ITEM 6 (3p.)

To the Wrangell Planning & Zoning group,

I would like to respond to some remarks that were made at the 11/12/15 Wrangell P&Z meeting regarding Wrangell Cooperative Association, Transportation Dept. / Bill Willard's (*WCA for the rest of this letter*) request to build an office building and equipment storage facility on property currently owned by me & zoned as residential.

There was a concern voiced by Bruce Smith, who now owns the lot directly behind my house, about the possibility of his daytime sleep schedule being disturbed if WCA should build their facility on the lot that they are considering which adjoins both Bruce's lot and my home site. WCA's facility would be occupied & operate during normal business hours of 8 am to 4pm.

Bruce's concern was followed by statements made from the P&Z panel, one of whom was so opposed to WCA's proposal as to have made what I feel were extreme projections. This same commissioner, very inappropriately, went so far as to cross an ethical boundary by suggesting, at least twice, that Mr. Willard abandon his selection of my property and instead consider purchasing specific lots owned by the City of Wrangell. I do believe there are guidelines of propriety about government agencies competing against private enterprise, and I believe it was wrong for that line to have been crossed. So completely against allowing WCA's request for permits to build their facility on my residential zoned property that further remarks from this commissioner projected a litany of "out of control" scenarios, including, among others, excessive noise and traffic flow in & out of the property, a negative environmental impact, and visual detriment to the area and just a general all around disaster if allowed.

I ask that the P&Z commissioners, and ultimately the Wrangell City / Borough assembly please consider the following points.

My property, in its undivided state, is bordered on one side by a gas station/minimart, duplex rental, multi bay garage that once housed an auto repair shop, and a newly built Medical clinic. Directly behind the whole of the property is city owned property & Wrangell's reservoir. The entire other side of my property is a shared border with a large, fully occupied trailer court. Diagonally across the street from that corner is an electrical plant, the City of Wrangell shop / office complex and equipment storage. Sprinkled in here and

there on nearly all sides are single family residences. Somehow, enforcing strictly residential zoning doesn't seem quite the norm on any of the property directly adjacent to mine, which makes WCA's request all the more plausible and reasonable, and certainly not out of keeping with the entire area.

WCA is considering a lot that is just under 7 acres in size. If the same lot is sold to a developer of residential lots there could easily be as many as 25 lots, possibly more, constructed on that site. The impact of such a development, when compared to the same list of concerns voiced against WCA - of excessive noise, traffic flow in & out of the property, negative environmental impact, a visual detriment to the area, etc, and also the significant impact on existing water & sewer services, *would certainly be far greater* than what we would experience with WCA as a neighbor.

WCA's written proposal reflected a very thorough and thoughtful research of the ordinance requirements as determined and published by the government to be applied as the guideline for development by our community members. WCA, as part of their request for permission to build an office building & storage facility went line by line through each concern outlined within the ordinance for contract zoning and provided full disclosure & description of their intention to comply and how they would accomplish compliance on all points.

WCA submitted a clearly outlined construction plan, and also discussed details of their intentions with me in subsequent conversations. Their office building will be a beautifully & tastefully done structure with landscape that will reflect their respect for and unity with the environment. They do not intend to build a big noisy construction yard. Their equipment storage will be kept reasonably tidy and placed so as to have the least negative aspect as possible. A layout that will not be achievable if the P&Z's initial recommendation for twice or more of the standard greenbelt is adopted.

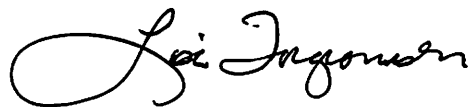
WCA is a genuine business entity with a verifiable record. They have several existing projects here in Wrangell that clearly demonstrate that they are an established organization, and have proven their experience and level of standard in the execution of their endeavors. When one considers WCA's historical integrity and their commitment to the betterment of the community they serve, their proposed use of this property should be welcomed, not discouraged. Nor should they be penalized with excessive greenbelt requirements & easements beyond the established zoning ordinance requirements that others are held to. A 25' greenbelt is completely acceptable to the development plan they are proposing, and is probably why that is the depth required by ordinance. It is certainly about 25' more than the buffer between the city shop equipment yard & the highway. The natural density of the trees & brush on my property would afford a more than adequate buffer at the 25' standard. If WCA were to choose to add an additional hedge the barrier would be solid. My personal experience is that one row of fairly closely spaced shrubbery across the front edge of my yard, with no brush, cuts the road noise

down by more than half & provides an adequate privacy screen between my home & the road.

I respectfully request that WCA be allowed the contract zoning they have asked for, without additional restrictions placed on them outside of the published ordinance requirements. They will fit unobtrusively into our existing neighborhood and continue as a greater asset to our community.

Thank you,

Lisa Torgramsen

A handwritten signature in black ink, reading "Lisa Torgramsen". The signature is written in a cursive style with a large, looping initial "L".

WRANGELL COOPERATIVE ASSOCIATION

P.O. Box 2331 • Wrangell, Alaska 99929
Telephone: (907) 874-3077
Fax: (907) 874-4305
Email: wwillard@wca-t.com

ITEM 7 (2p.)

December 3, 2015

Planning and Zoning Committee
City and Borough of Wrangell
P.O. Box 531
Wrangell, AK 99929

Dear Planning and Zoning Committee:

We would like to thank you for your consideration and approval of our contract zoning request regarding "Torgramsen Prunella Subdivision, the remainder Lot A-2." Wrangell Cooperative Association (WCA) has made it a priority to complete projects which provide economic development and community benefit to the citizens of Wrangell. We are very appreciative of Planning and Zoning's willingness to work with us as we continue to improve transportation corridors in our community.

We are writing to respectfully request that Planning and Zoning reconsider restrictions placed on the property for greenbelt requirements. At the November 12, 2015 meeting, a 50 foot buffer was required to be included in contract zoning for this property.

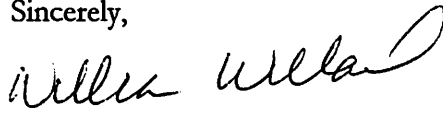
Per Wrangell Municipal Code (WMC) Buffers 20.52.200: "Buffers shall be 25 feet in width, and shall be 75 percent sight-obscuring. When composed of plants, buffers shall be 50 percent of full size within one year and average eight feet in height. Buffers shall be composed of natural terrain and vegetation where possible. If fences are used they should be aesthetically pleasing and compatible with the character of the area."

Due to the shape and size of the property, enacting a 50 foot buffer requirement would limit WCA's ability to develop the property. A buffer of this size would result in WCA purchasing property of which 38% is unusable. It would also apply a standard to WCA which is not required of others in a similar situation.

The Wrangell Municipal Code was written to prevent “smoke, noise, traffic, aesthetics and potential hazards” from industrial uses to “adjoining areas.” WCA respectfully requests that Planning and Zoning alter the contract zoning to the buffer specifications which were found to be sufficient in the Wrangell Municipal Code. We request the contract zoning be altered to reflect a 25 foot required buffer.

Thank you for your consideration.

Sincerely,



William Willard
Transportation Program Manager



Lisa Torgensen
Property Owner

City and Borough of Wrangell, Alaska

WRANGELL PLANNING AND ZONING COMMISSION REGULAR MEETING MINUTES

November 12, 2015

7:00 pm

ITEM

8 (4p.)

A. CALL TO ORDER/ROLL CALL

Chairperson Terri Henson called the regular meeting of the Wrangell Planning and Zoning Commission to order at 7:00 pm on November 12, 2015 in the Wrangell Borough Assembly Chambers. Commissioners' Don McConachie, Apryl Hutchinson, Duke Mitchell and Jim Shoemaker was in attendance via conference call.

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

B. AMENDMENTS TO THE AGENDA

Commission welcomes our new Commissioner Duke Mitchell to the P&Z Board.

McConachie moves to approve Jim Shoemaker attending by teleconference, Mitchell seconds, all approved via poll vote.

Lisa Torgramsen is attending via conference call regarding items G2.

C. APPROVAL OF MINUTES:

September 10, 2015; October 8, 2015; and Special October 16, 2015

No minutes submitted.

D. PERSONS TO BE HEARD

None

E. CORRESPONDENCE

None

F. OLD BUSINESS

G. NEW BUSINESS

1. Final plat review of the Meyer Family Subdivision, a subdivision of Lot 9 USS 2673, creating Lots 9-A and 9-B, zoned RMU-M, requested by Ronald and Cheryl Ann Meyer.

Moved by Mitchell, seconded by Hutchinson, motion passed by unanimous vote.

2. Final plat review of the Mitchell-Buhler Replat, a replat of Lots 6,7,8 and 9 USS 2589, creating lots 6A and 6B, 7A and 7B, 8A and 8B, 9A and 9B USS 2589, zoned Industrial and Waterfront Development, requested by Mark Mitchell, owned by Silver Bay Logging Inc.

Moved by McConachie, seconded by Hutchinson, motion passed by unanimous vote with Commissioner Mitchell excusing himself due to conflict of interest.

3. ~~WITHDRAWN: Temporary Use request to use the former "airplane pull out" at 4.5 Mile Zimovia Highway, within Tract D-1, ATS 1531, SBPL Subdivision, for the staging of equipment and short term containerized soil storage prior to shipping during the clean up of the nearby Junkyard, requested by City and Borough of Wrangell for Alaska Department of Environmental Conservation overseeing the clean up by NRC Alaska.~~

4. Vacation request of two easements, road and waterline easements, within the Remainder of Lot A-2, Torgramsen-Smith Subdivision, more specifically, within the lot area as described as the proposed Lot C of the proposed Torgramsen-Glasner Subdivision, zoned Single Family Residential, requested by Lisa Torgramsen.

Open Public Hearing

Lisa Torgramsen, PO Box 1959, Wrangell Alaska, confirms this is about the Torgramsen-Glasner subdivision. Ms. Torgramsen asked about Lot B and staff explained that the lot has since been combined into the bigger lot, but was an agreement between adjacent landowners resolving a encroachment issue. She also asked about the easements through the trailer park, if they were still open or if there had been construction on top of the easements. Staff indicated they would do more research to be able to provide an answer. She was questioning the life of the water line, if it had not been used for 15 years, was it still viable.

Close Public Hearing

Staff explained that the waterline easement belongs to the City but that it is a viable line and could utilized as a back up service if the primary line breaks. The road easement belongs to the USFS and was established in 1961. At the time, the USFS owned the reservoir parcels where easement goes to. Staff will provide USFS contact information to facilitate communication regarding the easement vacation request.

Item Tabled till future meeting to give Staff time to do further research.

X 5. Request for a Contract Zone for a Transportation office, storage, and equipment maintenance area on a portion of Remainder Lot A-2, Torgramsen-Smith Subdivision, more specifically, on the lot area as described as proposed Remainder Lot A-2 in the proposed Torgramsen-Glasner Subdivision, zoned Single Family Residential, requested by Wrangell Cooperative Association Transportation Manager William Willard, owned by Lisa Torgramsen.

Open Public Hearing

Esther Ashton, 727 Shax'teen Circle, Wrangell, Alaska. Read a letter summarizing their formal request for the Contract Zone Change into the record. Her comments summarizing the letter that was submitted by Bill Willard identifying the cooperative agreements with the tribe, positive impacts, jobs created, activities trying to grow – road development, trails, and their need for land.

She indicated they would take positive steps to not impact neighbors. Would have an office and storage of 2 trucks. Site plan would be done by a professional and willing to bring it back to Planning and Zoning Commission for approval. Will construct the buildings closer to the proposed Lot C where a contract zone for a storage unit will be constructed. Lighting will be designed specifically for the use, one entrance, buffers will be in place and there should be no noise or noise meeting the code requirements. Traffic would be to and from the office which currently has 5 employees. The comprehensive plan supports expanding economic opportunities.

Bruce Smith, 1.8 Mile Zimovia Hwy, just purchased a lot adjacent to the land in this request and has concerns of the area being changed from a Residential Zone to an Industrial Zone. Purchased the property with the understanding it was residential. I am concerned about the industrial nature of the use and noise. Maybe only two trucks now but if they grow and need new equipment noise and activity could grow. Not appropriate use in a residential area.

Bill Willard, 426 Front Street, part of Wrangell Co Operative, looking for future opportunities and to help build our community. Does not see the use as an industrial use. Not going into construction business to compete with construction businesses.

Close Public Hearing.

Mitchell moves to approve the Request for a Contract Zone for a Transportation office, storage, and equipment maintenance area on a portion of Remainder Lot A-2, Torgramsen-Smith Subdivision, more specifically, on the lot area as described as proposed Remainder Lot A-2 in the proposed Torgramsen-Glasner Subdivision, zoned Single Family Residential, requested by Wrangell Cooperative Association Transportation Manager William Willard, owned by Lisa Torgramsen. McConachie seconds.

Commissioner Shoemaker steps down due to possible Conflict of Interest regarding this item.

Henson feels this use should be directed more to the Industrial Area. There are lots there. City cannot enforce when a use does not abide by its approvals.

Willard indicated they had looked at the Industrial Lots and had a geotech person from Federal Highways tell them they would have to dig out the muskeg, maybe up to 25 foot deep. Extension of utilities would all add too much to the cost.

Staff indicated that they had been working with WCA trying to identify sites, such as corner of Spur Road, Institute, LI on Wrangell Avenue, Industrial Park but sites were too small or needed infrastructure extensions.

Commission's responsibility to make sure uses of property meet requirements, or try and address impacts.

Henson suggests 75' buffer.

McConachie moves to amend motion to add staff's recommendations with one change:

- 1) Approval Of final site plan
- 2) Require indoor storage
- 3) 50' minimum green belt buffers on highway and adjacent properties
- 4) Lighting that will not affect adjacent neighbors

Mitchell seconds.

Amendment: Mitchell – yes, McConachie – yes, Hutchinson – Yes, Henson – no

Amended Motion: McConachie – yes, Hutchinson – yes, Mitchell – yes, Henson – no

6. Discussion of Zoning of Entitlement Lands and other remote areas of the Borough: Earl West Cove, Wrangell Island East

Potential land uses to consider for Earl West Cove – home sites, commercial recreation/lodges, recreational, habitat, selective harvesting when state does adjacent sale,

Potential land uses to consider for Wrangell Island East – access issues, residential settlement, commercial recreational, larger lots, steep slopes, recreation, timber harvesting in select areas

Shoemaker – we discuss potential uses of lodges, but they have specific criteria. They need large land areas, potable water, discharge/mixing zones, prevailing winds, access to fishing areas.

Should also consider remote land areas for Land Banks – potential revenue generation

H. PUBLIC COMMENT

I. COMMISSIONERS' REPORTS AND ANNOUNCEMENTS

Rushmore explained to the Commission that there are some disagreements on Farm Island between a few land owners regarding use of easements. The City is trying work with landowners where possible.

J. ADJOURNMENT

City and Borough of Wrangell, Alaska

ITEM 9 (2p.)

Wrangell Planning and Zoning Commission

SPECIAL MEETING MINUTES

December 23, 2015

12:00pm Assembly Chambers

1. CALL TO ORDER/ROLL CALL

Chairperson Terri Henson called the Special Meeting of the Wrangell Planning and Zoning Commission to order at 12:00 pm on December 23, 2015 in the Wrangell Borough Assembly Chambers. Commissioners' Don McConachie, April Hutchinson, Duke Mitchell and Jim Shoemaker was in attendance.

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

Public Comment:

Lisa Torgramsen, 1048 Zimovia Hwy,

Ms. Torgramsen read into the record a letter regarding her concerns with the 50' buffer requirement, her letter is attached to these minutes.

Bill Willard transportation manager for WCA, concerned with the 50' buffer requirement also, letter attached.

Jim Nelson, 1055 Zimovia Hwy asks if the 50' buffer has been approved, Staff confirms that this has been approved by the Commission with their recommendation to the Assembly. Mr. Nelson feels that the 50' requirement is extreme and that the 25' buffer is a bit better, but wants to make sure that the 25' is monitored closely to make sure that the 25' is adhered to.

2. Approval of Findings of Fact to the Request for a Contract Zone for a Transportation office, storage, and equipment maintenance area on a portion of Remainder Lot A-2, Torgramsen-Smith Subdivision, more specifically, on the lot area as described as proposed Remainder Lot A-2 in the proposed Torgramsen-Glasner Subdivision, zoned Single Family Residential, requested by Wrangell Cooperative Association Transportation Manager William Willard, owned by Lisa Torgramsen.

Jim Shoemaker steps down due to conflict of interest.

McConachie moves to approve Findings of Fact as noted in the Staff Report for the Contract Zone for a Transportation office, storage, and equipment maintenance area on a portion of

Remainder Lot A-2, Torgramsen-Smith Subdivision, more specifically, on the lot area as described as proposed Remainder Lot A-2 in the proposed Torgramsen-Glasner Subdivision, zoned Single Family Residential, requested by Wrangell Cooperative Association Transportation Manager William Willard, owned by Lisa Torgramsen, Mitchell seconds.

McConachie was the one to suggest the 50' which was more than the original requirement. Commissioner McConachie would like to amend the original motion to reduce to 25', but would want to make sure that the P&Z Commission come back and revisit in the future.

Staff states that there is requirement to have another public hearing if changing the decision, and would have to re-notice the public hearing.

Henson is still not in favor of putting industrial within the residential zone. Henson states to leave as is and then have the final decision be the Assembly's decision. McConachie states that this is probably the way to go with consensus by Commission. The Commission can only send to the Assembly what is currently approved, with the Assembly making the final decision, unless a public hearing renoticed.

Staff states that as far as the process, if Ms. Torgramsen wants the issue to come back to the Commission, this would not happen until February 2016. But if move it forward with the 50' setback as it is now, and the supporting information, it would speed up the decision process.

McConachie moves to send the P&Z recommendation to the Assembly as it is proposed now with the 50' Easement and the findings of fact, 2nd approval received, motion passed by unanimous vote.

3. ADJOURNMENT 12:20 pm

Chapter 20.77 CONTRACT ZONING

ITEM 10 (2p.)

Sections:

- 20.77.010 Contract zoning – Definition and purpose.
- 20.77.020 Initiation.
- 20.77.030 Agreement.

20.77.010 Contract zoning – Definition and purpose.

In this chapter, “contract zoning” means a zoning reclassification to a less restricted use when the owner of the rezoned property, through an agreement with the borough assembly, places restrictions on the use of the land beyond the zoning requirements generally attaching to the new district in which the property has been placed. Contract zoning shall follow the same procedures as set forth in WMC 20.76.020(C), 20.76.030 and 20.76.040(A) and (B). [Ord. 867 § 1, 2013; Ord. 485 § 7, 1985.]

20.77.020 Initiation.

Contract zoning shall be initiated by petition signed by the owners of the property to be rezoned. In addition to the information required in WMC 20.76.020(C), the petition shall include the following:

- A. The use to which the property will be put;
- B. The term desired for the agreement, which term shall not exceed the estimated useful life of the improvements that are or will be constructed on the property;
- C. The dimensions, square feet and height of the improvements;
- D. A detailed site plan, which shall include the location of improvements and provisions for off-street parking spaces and loading/unloading space(s);
- E. The estimated number of persons that will be employed;
- F. A statement as to the type and volume of solid waste that will be generated and the proposed method of disposal;
- G. A statement as to the amount of traffic that will be generated; and
- H. A statement as to the noise or odor that may be generated. [Ord. 867 § 1, 2013; Ord. 485 § 7, 1985.]

20.77.030 Agreement.

If the borough assembly finds that it is in the best interest of the public to approve the

proposed contract zone, the borough assembly shall prepare an agreement, including such terms and limitations as the assembly deems necessary to protect neighboring properties, for approval by ordinance. The agreement shall include covenants as follows:

A. That the property shall be developed for the proposed use within a specified period of time;

B. That if the owner ceases to use the property as agreed for a specified period of time the classification of the property will revert to the former zone; and

C. That should the property subject to the agreement be zoned to a zoning classification which permits the use set forth in the agreement, the provisions of the agreement restricting said property use shall be null and void. [Ord. 867 § 1, 2013; Ord. 485 § 7, 1985.]

Agenda Item 13b

CITY & BOROUGH OF WRANGELL

BOROUGH ASSEMBLY AGENDA ITEM January 26, 2016

INFORMATION:

PROPOSED RESOLUTION No. 01-16-1339: A RESOLUTION OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, SUPPORTING THE ALASKA DEPARTMENT OF FISH AND GAME AND THE FISHERIES REPRESENTATIVES SERVING ON THE U.S./CANADA PACIFIC SALMON COMMISSION PROCESS

1. **Proposed Resolution No. 01-16-1339**
2. Letter from the Pacific Salmon Treaty Coalition
3. Distribution list (requested)

RECOMMENDED ACTION:

Move to adopt Resolution No. 01-16-1339.

CITY AND BOROUGH OF WRANGELL

RESOLUTION No. 01-16-1339

A RESOLUTION OF THE ASSEMBLY OF THE CITY
AND BOROUGH OF WRANGELL, ALASKA,
SUPPORTING THE ALASKA DEPARTMENT OF FISH
AND GAME AND THE FISHERIES
REPRESENTATIVES SERVING ON THE
U.S./CANADA PACIFIC SALMON COMMISSION

Whereas, The recreational, commercial and subsistence fisheries of Southeast Alaska are critically important to the economic and personal well-being of our citizens and our communities, and

Whereas, The management of Southeastern Alaskan Chinook, Pink, Coho, and Sockeye fisheries, and the allowable salmon harvest and corresponding economic benefit or loss to the region, is dependent upon fishing regimes conducted by agreement with Canada, the States of Washington and Oregon and the Pacific Northwest Tribes under the Annexes of the Pacific Salmon Treaty, and

Whereas, The terms of the current Treaty Annexes are being renegotiated for a ten year period beginning in 2019 and the State of Alaska Department of Fish and Game and the Southeast Alaska recreational, commercial and subsistence fishery representatives serving on the Pacific Salmon Commission Panels are now working to develop the terms of the next ten year agreement in order to:

- Restore and continue commitments of financial support from the Federal Governments of the United States and Canada and the State of Alaska to the programs that support accurate and reliable data for management of the fisheries, assist with enhancement programs, and share the cost of managing the fisheries to meet the Treaty commitments.
- Resolve current deficiencies in the performance of the Pacific Salmon Commission Chinook Technical Committee (CTC) to eliminate the erratic and unreliable estimates of Chinook salmon abundance that cause difficulty setting bag limits and marketing the guided recreational fishery and undermines the ability of the processing sector to maximize the value of the commercial harvest.
- Secure greater access by Alaska fisheries to hatchery stocks produced by Federally-funded programs for the express purpose of mitigating lost harvest opportunities that were the result of diminished salmon populations that were the initial result of hydropower projects on the Columbia River.
- Work with the US Section of the Salmon Commission, the National Marine Fisheries Service and the US Department of State to assure fair treatment of the

Alaska fisheries within the Commission process to prevent abuses in the application of the Endangered Species Act and to recognize the dependence of the rural Alaska communities upon the fisheries.

NOW, BE IT RESOLVED BY THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA is requesting that the Governor's office of the State of Alaska, the Alaska State Legislature and the Alaska Congressional delegation:

- recognize the critical need for support over the next three years for the Alaska representatives to the Pacific Salmon Commission; and
- use all means available to provide assistance to help assure a successful outcome to the current negotiations in order to provide continued access to salmon stocks for our citizens after 2019.

ADOPTED: _____, 2016

David L. Jack, Mayor

ATTEST: _____
Kim Lane, MMC, Borough Clerk

PACIFIC SALMON TREATY COALITION



1308 Sawmill Creek Road Sitka, Alaska 99835

Mayor David. L Jack
City and Borough of Wrangell
PO Box 531
Wrangell, AK 99929

January 19, 2016

RE: Resolution of support for the Alaska Department of Fish and Game and the Southeast Alaska fisheries representatives serving in the U.S./Canada Pacific Salmon Commission process.

Dear Mayor David L. Jack and the Assembly of the City and Borough of Wrangell,

Attached is a Resolution of Support regarding the Pacific Salmon Treaty. The language of the Resolution is plain and speaks for itself.

This Resolution was developed by the Pacific Salmon Treaty Coalition, Inc., a 501 ©(6) Incorporated in March of 2015. From the PSTC Bylaws; "PSTC exists to protect Alaska's sport and commercial salmon fishermen from additional cuts to its treaty allocation within the Pacific Salmon Treaty (PST) process. The organization will educate and lobby respective regulatory agencies and political bodies to ensure Alaska's PST allocation is not further leveraged away for political purposes that serve interests outside of Alaska."

PSTC has begun a region-wide fundraising campaign to position Alaska for success in the 2018-renegotiation efforts and is planning a trip to Washington, DC in late February to meet with Alaska's Congressional delegation. Adoption of this Resolution will highlight the importance of this issue to Southeast Alaska. NSRAA, SSRAA, DIPAC and Trident Seafoods have made meaningful financial contributions in support of our mission and additional donations have been pledged. The PSTC Board of Directors is composed of Recreational, Troll, Gillnet, Seine, and Aquaculture representatives currently serving as members of the industry panels.

We respectfully request the Municipality adopt the attached Resolution and distribute as suggested in the attachment; including your local legislators and municipal lobbyists, or email a signed copy to the Executive Director and it will be distributed by PSTC.

Deborah A. Lyons
Executive Director, Pacific Salmon Treaty Coalition, Inc.

Attachments: Draft Resolution, Distribution list

Distribution List for Municipal Resolution of Support for Pacific Salmon Treaty Negotiations

Please email the signed Resolution directly to these Congressional and State offices and copy PSTC, dlyons@gci.net. OR send a single signed Resolution to PSTC and we will follow up with distribution.

THE HONORABLE DAN SULLIVAN
United States Senate
702 Hart Senate Office Building
Washington, D.C. 20510-0201

Phone: 202-224-3004 Juneau: 907-586-7277
Fax: 202-224-6501 Toll Free from Alaska: 1-877-501-6275
Email: <http://www.sullivan.senate.gov/content/contact-dan>
Web: www.sullivan.senate.gov

THE HONORABLE LISA MURKOWSKI
United States Senate
709 Hart Senate Office Building
Washington, D.C. 20510-0202

Phone: 202-224-6665 Toll Free from Alaska: 1-877-829-6030
Fax: 202-224-5301 Toll Free fax from Alaska: 1-877-857-0322
Email: <http://murkowski.senate.gov/> (click on Contact)
Web: <http://murkowski.senate.gov/>

THE HONORABLE DON YOUNG
United States House of Representatives
2314 Rayburn House Office Building
Washington, D.C. 20515-0201

Phone: 202-225-5765 Toll Free from Alaska: 1-866-990-5979
Fax: 202-225-0425
Email: <https://donyoung.house.gov/Contact/default.aspx>
Web: <http://donyoung.house.gov>

THE HONORABLE BILL WALKER
Governor of Alaska
P.O. Box 110001
Juneau, AK 99811-0001

Phone: 907-465-3500
Fax: 907-465-3532
Email: <http://gov.alaska.gov/Walker/contact/email-the-governor.html>
Web: <http://gov.alaska.gov>

THE HONORABLE BYRON MALLOTT
Lieutenant Governor of Alaska
P. O. Box 110015
Juneau, AK 99811-0015

Phone: 907-465-3520
Fax: 907-465-5400
Email: <http://ltgov.alaska.gov/Mallott/contact/email.html>
Web: <http://ltgov.alaska.gov/>

This Resolution will also be copied to the Alaska State Legislature Fisheries Committee. We suggest a copy to the Southeast Legislators for your District. Questions? Please contact Deborah Lyons, Executive Director. 907-738-3362 or dlyons@gci.net

Agenda Item 13c

CITY & BOROUGH OF WRANGELL

BOROUGH ASSEMBLY AGENDA ITEM January 26, 2016

INFORMATION:

Approval of the bid received from Island Contractors, LLC for the City Dock Float Procurement

Attachments:

1. Memo from Ruby McMurren, Projects Manager
2. Bid received from Island Contractors, LLC
3. Preliminary Bid Tab

RECOMMENDED ACTION:

Move to approve the bid received from Island Contractors, LLC for the amount, not to exceed \$44,100.00, for the City Dock Float Procurement project, to come from Grant Funds designated for the City Dock project.

MEMORANDUM

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

**FROM: RUBY MCMURREN
PROEJCTS MANAGER**

SUBJECT: Responses to the Notice Inviting Bids for the City Dock Float
Procurement

DATE: January 20, 2016

BACKGROUND:

The City and Borough of Wrangell applied for and received a grant from the State of Alaska Department of Commerce, Community and Economic Development and Division of Community and Regional Affairs (DCCED/DCRA) for the Commercial Passenger Vessel Facility Projects.

If approved, this procurement would be scheduled to be paid from grant funds provided by this grant.

RECOMMENDATIONS:

1. Staff recommends the Assembly authorize to issue a contract to Island Contractors, LLC in the amount of \$44,100.00 for the City Dock Float Procurement.

ATTACHMENTS:

1. Island Contractors, LLC fee proposal dated January 20, 2016
2. Bid Tab for the City Dock Float Procurement

INVITATION TO BID
City and Borough of Wrangell
City Dock Float Procurement

BID SCHEDULE

CITY DOCK FLOAT PROCUREMENT

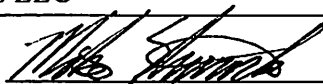
1. The undersigned Bidder offers and agrees, if this Bid is accepted, to enter into an Agreement with the Owner to perform the work as described in the contract documents entitled *Invitation to Bid, City and Borough of Wrangell, City Dock Float Procurement*.
2. Bidder accepts all of the terms and conditions of the contract documents, including without limitations, those in the Invitation to Bid.
3. The Bid will remain open for 30 days, as stipulated in the Invitation to Bid.
4. The Bidder has familiarized itself with the nature and extent of the contract documents, the work, the site, and locality where the work is to be performed, the legal requirements, and the conditions affecting cost and performance of the work.
5. The Bidder agrees to complete the work required under the contract documents within the time stipulated and accepts payment in full based on the contract price named in the Bid.
6. Bidder has examined the contract documents in full, including the following Addenda, receipt of which is hereby acknowledged by the undersigned:

Addenda No.	Date Issued	Addendum No.	Date Issued
<u>1</u>	<u>12/17/15</u>	<u>2</u>	<u>12/30/15</u>

7. The Bidder has read this Bid and agrees to the conditions as stated herein by providing their signature in the space provided below.

<u>Item</u>	<u>Description of Work</u>	<u>Amount</u>
1 (One)	130' x 10' Float, FOB, Port of Seattle WA	\$ <u>200,000.00</u>

Bidder's Name: Island Contractors LLC

Bidder's Representative's Signature: 

Bidder's Address: PO Box 241036, Douglas, AK 99824

Bidder's Telephone / Fax Numbers: P: (907) 500-9041 F: (907) 500-9051

Bidder's Email Address: sturrockm@hotmail.com

Date: 01/20/16

Is the Bidder's Business License Attached? Yes X No

Island Contractors, LLC

PO Box 241036 Douglas, AK 99824-0748

Phone: 907-500-9041 Fax: 907-500-9051

FAX COVER SHEET

RECEIVED
JAN 20 2016
WRANGELL CITY HALL

To: City and Borough of Wrangell Attn: Borough Clerk
Date: January 20, 2016 Fax: 907-874-3952
From: Mike Sturrock Pages: 1 (Including Cover)
RE: Wrangell City Dock Float Procurement - BID MODIFICATION

☐ Urgent

☐ For Review

☐ Please Comment

☐ Please Reply

☐ Please Recycle

Notes:

Figures below shown as a deduct to the Base Bid.
\$(155,900.00)

Acknowledge Addenda 1, 2, 3

Signed:



cc: clerk@wrangell.com

City and Borough of Wrangell, Alaska

Wrangell City Dock Float Procurement
Bid Opening Checklist and Tabulations

Preliminary

Bid Opening Date: January 20, 2016 @ 2:30 p.m. - Assembly Chambers

Bidder's Name	Signed Bid	Bid Schedule	Contractors License	Addenda Acknowledged			Bid Amount	Bid Modification	Total Project
				#1	#2	#3			
DAE Construction	✓	✓	✓	✓	✓	✓	117,460. ⁰⁰		117,460. ⁰⁰
Ranier Welding	✓	✓		✓	✓	✓	80,747. ⁰⁰		80,747. ⁰⁰
Island Contractors	✓	✓		✓	✓	✓	200,000. ⁰⁰	<155,900. ⁰⁰ >	44,100. ⁰⁰
Richards Pipe & Steel	✓	no		no	no	no	66,000. ⁰⁰		66,000. ⁰⁰
Topper Industries	✓	✓		✓	✓	✓	124,837. ⁰⁰		124,837. ⁰⁰

Verified By: *Kim Lane*

Witnessed By: *[Signature]*

Agenda Item 13d

CITY & BOROUGH OF WRANGELL

BOROUGH ASSEMBLY AGENDA ITEM January 26, 2016

INFORMATION:

Approval for the Wrangell Medical Center to lease equipment from Siemens Healthcare Diagnostics

Attachments:

1. Memo and proposal from Robert Rang, Wrangell Medical Center CEO

Per Wrangell Municipal Code 3.32.020, the Board respectfully requests that this decision be forwarded to the Assembly for their review and approval.

RECOMMENDED ACTION:

Move that we give approval to enter into a 60 month lease with \$1.00 buyout at the end of the lease, with Siemens Healthcare Diagnostics for the monthly amount of \$2,635.96 for the Wrangell Medical Center's Laboratory department, with funding to come from the current budget for this year and from Capital Funds for each year thereafter.



Date: January 20, 2016

To: Wrangell Medical Center Hospital Board members

From: Robert Rang, CEO

Re: Laboratory equipment needs for Wrangell Medical Center

In accordance with WRANGELL MUNICIPAL CODE: 3.32.020, a request for the purchase or possible lease of needed replacement Laboratory equipment is being presented to the Hospital Board and, if approved, then to the Borough Assembly for their review and approval.

Summary:

Wrangell Medical Center has 2 key pieces of laboratory equipment that are in need of replacement. Both items are utilized for the care of patients in the long term care setting, our acute care setting, as well as for clinic clients. Most importantly, they are used for diagnostic testing with our emergency room patients. These 2 pieces of equipment account for approximately 90 % of the revenue generated by the Laboratory department, as well as its affect on the revenue and care provided by the other departments that lab supports.

Over the past 2 years there has been a noted increase in the number of incidents in which the equipment has been out of service for a period of time due to computer errors and the breakdown of internal parts. And, these occurrences are increasing with frequency as time passes. Both items are "old" by industry standards, resulting in limited support from the vendor and other outside resources. Item 1 (Chemistry Analyzer) was purchased in 2008 and item #2 (Coagulation Analyzer) was purchased back in 2006.

In the near future, support for troubleshooting and repair of the equipment will no longer be available. Due to the importance of this equipment and their affect on the overall operations of the facility, we are requesting permission to replace both items before they are no longer operational and repairable.

Below are 3 options available for the replacement of these items:

OPTION 1: Purchase both items:

Total purchase price:

Item 1: 111,115.00

Item 2: 25,605.00

Total: 136,720.00

OPTION 2: Purchase the less expensive piece of equipment and lease to buy the other item:

Purchase of \$25,605.000 and lease the balance of \$111,115.00 at \$2,142.30/month for 60 months with a \$1 buyout at the end of the 60 month lease term.

***OPTION 3:** Lease to buy both items:

This will result in lease payments of \$2,635.96/month for 60 months with a \$1 buyout at the end of the 60 month lease term.

In either leasing scenario the effective interest rate is 5.9%.

Hospital Board recommendations:

Signed: _____ Title: _____

Date: _____

1-34EEIX

SIEMENS HEALTHCARE DIAGNOSTICS INC.

Siemens Healthcare
Diagnostics Inc.
Glasgow Business Community
Building 500 Mailbox 540
P.O. Box 6101
Newark, DE 19714-6101

EQUIPMENT SALE AGREEMENT

Customer Name:	WRANGELL MEDICAL CENTER	Group Purchasing Organization:	NOVATION
		Federal ID #:	92-0005700
Legal Name:	CITY OF WRANGELL, AK	Ship To Customer #:	112803
Address:	310 BENNETT ST	Sold To Customer #:	73702
City, State, Zip:	WRANGELL, AK 99929	Payment Terms:	Net 30 days from date of invoice
Phone:	(907) 874-7000	Shipping & Handling:	Prepaid and added
Date:	10/28/2015		

CITY OF WRANGELL, AK ("Buyer") agrees to purchase and Siemens Healthcare Diagnostics Inc. ("Seller") agrees to sell the equipment listed below ("Equipment") at the price(s) listed below.

QTY	Catalog Number	Description	Price	Extended Price
1	778041.911	EXL 200	\$116,115.00	\$116,115.00
1		Millipore System	Included	Included

QTY	Description	Adjustment	Price	Extended Price
1	Trading in Xpand w/ HM SN: 2004081773	Trade-In Allowance	-\$5,000.00	-\$5,000.00

			Total:	\$111,115.00
			Shipping & Handling:	Included
			Total Price:	\$111,115.00

1-34S5VU

**SIEMENS
HEALTHCARE
DIAGNOSTICS INC.**

Siemens Healthcare
Diagnostics Inc.
Glasgow Business Community
Building 500 Mailbox 540
P.O. Box 6101
Newark, DE 19714-6101

**EQUIPMENT
SALE
AGREEMENT**

Customer Name:	WRANGELL MEDICAL CENTER	Group Purchasing Organization:	NOVATION
		Federal ID #:	92-0005700
Legal Name:	CITY OF WRANGELL, AK	Ship To Customer #:	112803
Address:	310 BENNETT ST	Sold To Customer #:	73702
City, State, Zip:	WRANGELL, AK 99929	Payment Terms:	Net 30 days from date of invoice
Phone:	(907) 874-7000	Shipping & Handling:	Prepaid and added
Date:	11/30/2015		

CITY OF WRANGELL, AK ("Buyer") agrees to purchase and Siemens Healthcare Diagnostics Inc. ("Seller") agrees to sell the equipment listed below ("Equipment") at the price(s) listed below.

QTY	Catalog Number	Description	Price	Extended Price
1	OVKF03	BFT II	\$3,105.00	\$3,105.00
1	10713447	CA-660 Coagulation Analyzer System	\$22,500.00	\$22,500.00

	Total:	\$25,605.00
	Shipping & Handling:	Included
	Total Price:	\$25,605.00

Agenda Item 13e

CITY & BOROUGH OF WRANGELL

BOROUGH ASSEMBLY AGENDA ITEM January 26, 2016

INFORMATION:

Approval of the proposal received for the Government Accounting Software and Conversion from Prior System

Attachments:

1. Memo from Lee Burgess, Finance Director
2. *Proposals are available to view in the Assembly's Dropbox*

RECOMMENDED ACTION:

Move to authorize the Borough Manager to enter into an agreement with ComputerWorks NFP Solution for the Government Accounting Software and Conversion from Prior System to convert the City's accounting system to the AccuFund Pro Accounting Suite, for the average annual cost of \$30,297.

January 22, 2014

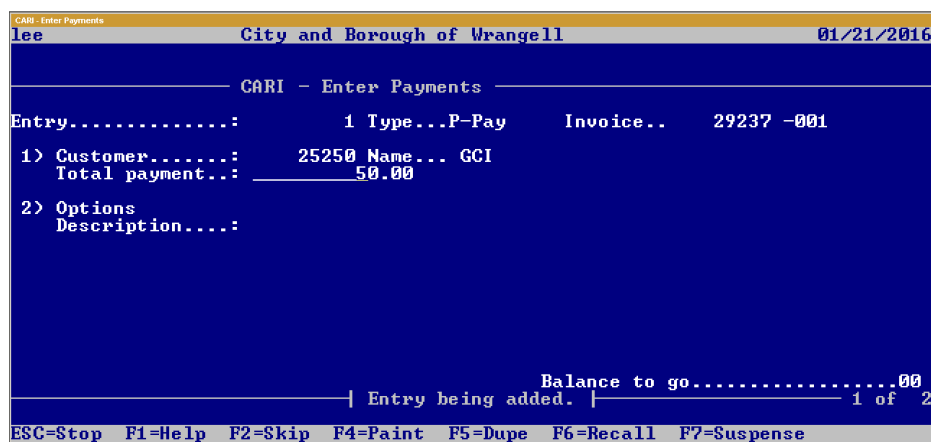
To: Mayor David Jack and Assembly

From: Lee Burgess, Finance Director

Subject: New Borough Accounting Software Requests for Proposals

Background:

As has been discussed in recent meetings, the support and maintenance of the government accounting software that the Borough has used for over 20 years will be discontinued in 2017, requiring that we find new accounting software. While the process of converting to a new system will be a challenge, and expensive, the Borough's current software is obsolete. Some of its critical functions are still based in MS-DOS technology that was originally developed in the 1980s:



Over time this has resulted in problems and inefficiencies, with relatively simple tasks requiring much more staff time to complete via manual entry and paper processes than is normal for most municipalities and other organizations today. This is all to say that the need to change software is also based on the software itself being very outdated, not only because of a parent company's decision to discontinue it. It is evident the new software will be a major upgrade.

The City and Borough of Wrangell issued a Request for Proposals for new software in December. Three proposals were received, each from the companies that, at the request of the Finance Director, have given live web demonstrations of their products to finance department staff and the Borough Manager over the past year.

One of the software proposals is for software is still somewhat in development stages toward a cloud-based accounting platform (where accounting functions and data are accessed through a web browser). This company's proposal did not include client references as requested, stating it was to respect client confidentiality and that it would share references only once an agreement was reached. To our knowledge there are no other Alaska municipalities that utilize this software. The product itself appears marketed a bit more toward non-profit organizations than governmental entities. In light of this and several other factors, we are not recommending this software.

The other two proposals appear similarly capable of providing a high level of service and enhanced functionality for all Borough financial and accounting functions. Each has multiple small Alaska municipalities

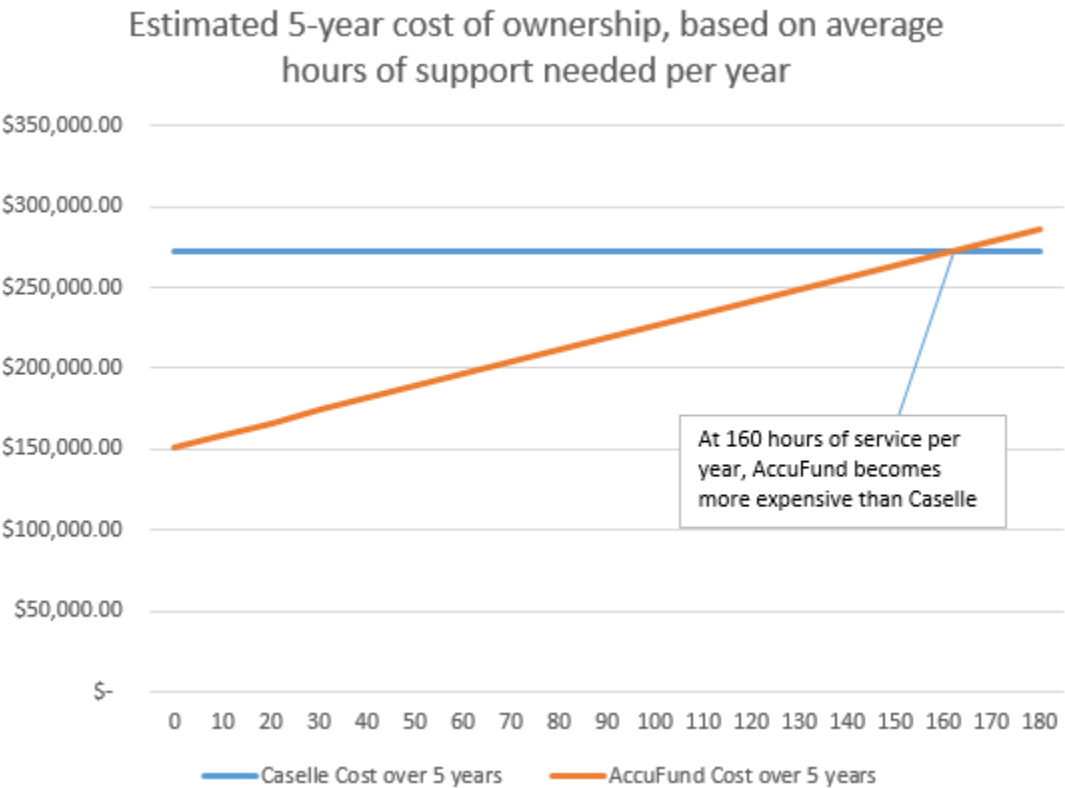
using its software and support services, and I have contacted each one (a total of 10 between the two companies) and all report that their experience with the software has been very positive and that they have all experienced a great deal of improved and more efficient workflow processes with this software.

One is called Caselle, and it is an all-inclusive package of software licenses, annual maintenance and support services, and includes all future system upgrades, enhancements and training in its annual fees. Other communities that use this software include Haines, Valdez, Soldotna, Kenai, Bethel, and Nome. 100% of this company’s business is in municipal government.

The other software is called AccuFund, which provides some of its own support as well as works with a reseller consulting company called ComputerWorks, based in California, to provide conversion services and some of the ongoing technical support. Ongoing support is billed at an hourly rate, rather than built into a fixed annual fee. AccuFund is used by Craig, Seward and Dillingham, however only Seward and Dillingham also work with the reseller company, ComputerWorks.

The sticker price for Caselle is much higher (see the attached Comparison Sheet), but promises all support and future improvements and updates will be provided at no extra cost. Everything is included in the annual support fees, but these fees are much higher. In other words, the estimated difference in cost between the two options depends on how much technical support services the Finance Department ends up needing and using. This is difficult to precisely estimate because each community is different and our historical use of technical support with the older software is not a good gauge for what our needs will be with new software.

However, the following chart shows where the two proposals would basically break even in terms of total cost over a 5-year period, based on how much support is needed.



We do not expect to average 160 or more hours of technical support needs per year over the next five years and beyond, and so our expectation is that AccuFund is likely to be the more affordable option. During and soon after the conversion process the need for support will be greater but, over time, the need is expected to diminish significantly.

We did not identify any critical areas of functionality that either Caselle or AccuFund appears to lack. All other Alaska municipalities that have used either of these company's software for years gave very positive reviews and did not share any red flags or negative opinions of any of the features, usability or functionality of the software or the technical support. Both appear highly capable of handling the City and Borough's accounting needs, and therefore, especially in light of Alaska's and the Borough's anticipated financial and economic challenges, price is perhaps the most important differentiating factor.

Recommendation:

Move to approve entering into agreement with ComputerWorks NFP Solutions to convert City and Borough of Wrangell's accounting system to the AccuFund Pro Accounting Suite.

**COMPARISON SHEET
REQUEST FOR PROPOSALS
FOR ACCOUNTING SOFTWARE
AND CONVERSION FROM PRIOR SYSTEM**

Includes:	Caselle®	AccuFund® Pro*	Blackbaud® Financial Edge®
General Ledger/Budgeting/Bank Rec	Yes	Yes	Yes
Excel exporting/importing	Yes	Yes	Yes
Payroll/direct deposit	Yes	Yes	Yes
Electronic W2/1099	Yes	Yes	No
Human Resources	Yes	Yes	No
Accounts Payable	Yes	Yes	Yes
AP Direct Pay	Yes	No	No
Purchases & Requisitions	Yes	Yes	Yes
Accounts Receivable	Yes	Yes	Yes
Utility Management	Yes	Yes	No
Cash Receipting	Yes	Yes	Yes
Affordable Care Act Reporting	Yes	Yes	No
Online/Electronic Payments	Yes	Yes	Yes
Fixed Assets / Asset Management	Yes	Yes	Yes
Business Tax Collection	Yes	Yes	No
Property Tax Collection	Yes	Yes	No
Timekeeping/electronic	Optional	Yes	Unknown
Online pay stubs/W2	Optional	Yes	Unknown
Utility Electronic Reading	Optional	Optional	No
Utility Energy Assistance	Optional	Optional	No
Electronic Document Management	Optional	Yes	Yes
Future module releases included	Yes	No	No
	Caselle	AccuFund Pro*	Blackbaud Financial Edge
Software license (net of discounts)	69,573	34,385	15,600 per year
Setup, training & conversion	44,260	56,200	22,300
Plus on-site costs	29,250	12,250	Unknown/TBD
Total Onsite Training, conversion, setup	73,510	68,450	22,300+
Total Software & Implementation	143,083	102,835	22,300+
1st year maintenance and support	24,660	9,770	Included
Years 2-5 (unlimited)	104,962	38,879	Included
Years 2-5 (per use)	104,962	23,327	Included
Total cost, Year 1	167,743	112,605	37,900+
Total cost, First Five Years	272,705	151,484	115,900
Average cost per year	54,541	30,297	Unknown/TBD
Due upon order	56,916	48,649	Unknown/TBD

Agenda Item 13f

CITY & BOROUGH OF WRANGELL

BOROUGH ASSEMBLY AGENDA ITEM January 26, 2016

INFORMATION:

Approval of the FY 2016-17 Capital Budget Requests List

Attachments:

1. Proposed CIP List for FY 2016-17

RECOMMENDED ACTION:

Move to approve the Capital Budget Requests List for FY 2016-17, as presented.

DRAFT*DRAFT*DRAFT

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

	Town/Org	Project	State Request Amount	Total Project Amount	State or Federal	Status
1	Wrangell	Shoemaker Bay Float - Construction	5,000,000	10,000,000	State	Priority #2 on State Harbor funding list for FY 2017
2	Wrangell	Water Main Distribution System Replacement, Phase 1 (Design all	459,891	656,987	State/Federal	DEC Loan papwork underway; application in for DEC MMG
3	Wrangell	Pool Facility Improvements (Pool Roof, Mechanical, Remodel) Phase I		2,000,000	State/Federal	Assessment completed
4	Wrangell	Wrangell Medical Center Design and Construction		35,000,000	State	
5	Wrangell	Wrangell Boat Yard Improvements - Final Improvements	4,200,000	4,200,000	State/Fed	
6	Wrangell	Public Safety Building Renovations	950,000	950,000	State/Federal	
7	Wrangell	Ozone Generator Replacement	300,000	300,000	Sate/Federal	DEC Loan papwork underway
8	Wrangell	Water Main Distribution System Replacement, Phase 2 (Zimovia Highway)	1,583,560	2,262,229	State	
9	Wrangell	Back-up Diesel Generation	2,700, 000	2,700, 000		
10	Wrangell	Ash Street/Lemiux Watermain Replacement	875,000	875,000		AK Rural Water Utilities completed assessment; DEC loan application 1/16
11	Wrangell	Community Center Life & Safety Improvements (phase II) Fire System upgrades	250,000	2,715,000	State/Federal	Phase I design is underway now. Condition Assessment completed
12	Wrangell	SCBA's for personal Protective Equipment	60,000	83,700		
13	Wrangell	Industrial Park Expansion - Road and Utilities Expansion	400,000	2,500,000	Federal	
14	KSTK	KSTK Radio Group Inc. Flood Cessation	19,000	19,000		
15	Wrangell	Wrangell Road Resurfacing Phase I	2,250,000	2,500,000	State	
16	Wrangell	Storm Drain Plan	175,000	175,000		
17	Wrangell	Elementary School Parking Lots	500,000	500,000		WCA Tribal Roads Priority
18	Wrangell	Fire Engine/Pumper	275,000	275,000		
19	Wrangell	Two Police Vehicles	70,000	70,000	State/Federal	Rural Development application to be resubmitted.
20	Wrangell	Pneumatic Control Systems Phase I (Pool Facility)	55,000	55,000		
	Wrangell	School Fire Alarm System	490,226	490,226		
	Wrangell	Library Recarpeting	55,000	55,000		
	Wrangell	Shoemaker Bay Breakwater Feasibility Study		4,000,000	Federal	DEC Clean Water Fund; Received 750k FY2015
	Wrangell	Power Plant Roof Replacement	200,000			
	WRG/PRG	South Mitkof Island Improvements - Banana Point Improvements	1,250,000	1,250,000	State	
	Wrangell	Dam Replacement		50,000,000	Federal	
	Wrangell	Pool Facility Improvements (Pool Roof, Mechanical, Remodel) Phase II				
	Wrangell	Mt. Dewey Trail Extension (to Petroglyph Beach State Park	200,000	200,000		
	Wrangell	Reliance Harbor - Design and Construction	2,500,000	2,500,000	State/Federal	
	Wrangell	Inner Harbor - Design and Construction	2,500,000	2,500,000	State/Federal	
	Wrangell	Standard Oil Float - Design and Construction	2,000,000	2,000,000	State	
	WCA	Wrangell Totem Pole Carving		1,000,000		

DRAFT*DRAFT*DRAFT

	Town/Org	Project	State Request Amount	Total Project Amount	State or Federal	Status
	Wrangell	Volunteer Park Trail Extension to Etolin Ave.	100,000	100,000		
	Wrangell	Pool Locker Replacements	55,000	55,000	State	
	Wrangell	Power Infrastructure Improvements - Mission and First Avenue	150,000			
	Wrangell	Volunteer Park Ball Fields' Improvements	250,000	250,000		
	Wrangell	Meridian Street Extension (North End of Cassiar)				
	Wrangell	Shoemaker Bay Park and Rainbow Falls Trailhead Improvements	250,000	1,000,000	State	
	Wrangell	First and Second Avenue Improvements (Elementary School)	2,000,000			
	Wrangell	Public Works Storage Building, Phase II	50,000			Phase I pad to be completed 2016 by City
	Wrangell	Airplane Float Redecking				
	Wrangell	Fire Hose Replacement	25,000	25,000		
	Wrangell	Volunteer Park Plan	25,000	25,000		
	Wrangell	Multipurpose Field Improvements	100,000	100,000		
	Wrangell	Mariners Memorial				
	Wrangell	Biomass Heating District			State/Federal	
	Wrangell	Stikine Avenue Safety Issues				
	Wrangell	Mitigation/Restoration Plan for Public/Private Development	75,000	150,000		
	Wrangell	Sewer Pumping Truck	100,000	100,000		
	Wrangell	Capacitor Bank for Water Treatment Plant	60,000	60,000		
	Wrangell	Sunrise Lake - Alternative Water Source (Monitoring, Design, NEPA, etc.)	3,000,000	BG	State/Federal	

Listed as priority on main list	Town or Org	<u>Prioritized Projects Under \$100,000</u>	Request Amount	Total Project Amount	State or Federal	Status
12	Wrangell	SCBA's for personal Protective Equipment	60,000	83,700		
14	Wrangell	KSTK Radio Group Inc. Flood Cessation	19,000	19,000		
19	Wrangell	Two Police Vehicles	70,000	70,000	State/Federal	Rural Development application to be resubmitted.
20	Wrangell	Pneumatic Control Systems Phase I (Pool Facility)	55,000	55,000		
	Wrangell	Library Recarpeting	55,000	55,000		
	Wrangell	Pool Locker Replacements	55,000	55,000	State	
	Wrangell	Public Works Storage Building, Phase II	50,000	50,000		Phase I pad to be completed 2016 by City
	Wrangell	Fire Hose Replacement	25,000	25,000		

Agenda Item 14

CITY & BOROUGH OF WRANGELL

**BOROUGH ASSEMBLY
AGENDA ITEM
January 26, 2016**

INFORMATION:

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

Agenda Item 15

CITY & BOROUGH OF WRANGELL

**BOROUGH ASSEMBLY
AGENDA ITEM
January 26, 2016**

Executive Session – None.