



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

**April 26, 2016 – 7:00 p.m.**

**Location: Assembly Chambers, City Hall**

**1. CALL TO ORDER**

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

**2. ROLL CALL**

**3. AMENDMENTS TO THE AGENDA**

**4. CONFLICT OF INTEREST**

**5. CONSENT AGENDA**

- a. Item (\*) 6a, 7a, 7b, and 7c

**6. APPROVAL OF MINUTES**

- \*a. Minutes of the Regular Assembly meeting held April 12, 2016

**7. COMMUNICATIONS**

- a. Minutes of the Parks & Recreation meeting held 1-6-2016
- b. Minutes of the Port Commission meetings held: 11-5-2015, 12-3-2015, 1-7-2016, 2-18-2016, and 3-7-2016
- c. Minutes of the Wrangell Medical Center Board meeting held 3-16-2016

**8. BOROUGH MANAGER'S REPORT**

**9. BOROUGH CLERK'S FILE**

**10. MAYOR/ASSEMBLY REPORTS AND APPOINTMENTS**

- a. Reports by Assembly Members
- b. Appointment to fill the vacancies on various City Boards, Committees, and Commissions
- c. 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**

- a. **PROPOSED ORDINANCE No. 916: AN ORDINANCE OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, AMENDING CHAPTER 3.32, MEDICAL CENTER AND LONG-TERM CARE FACILITY BOARD AND**

ADMINISTRATION, OF THE WRANGELL MUNICIPAL CODE, TO REDUCE THE NUMBER OF BOARD MEMBERS FROM NINE TO SEVEN AND PROVIDE FOR A TRANSITION PROVISION TO IMPLEMENT THIS ORDINANCE (*second reading*)

- b. POA-2014-109 for a request from Big Bites Fishing (Mark Mitchell) to construct a facility to moor boats and planes used for commercial activities associated with Big Bites Fishing (*Postponed from the April 12<sup>th</sup> meeting*)

**13. NEW BUSINESS**

- a. Approval of an agreement with Mike Allen Jr. for the purpose of harvesting blow down trees on Borough owned Institute property
- b. Approval of a request by Tony Massin, dba MassKills Seafoods to extend the leased lot described as Mill Dock, Lot 2
- c. Approval to schedule a Special Assembly meeting for May 2, 2016
- d. Approval of City Tidelands Annual Five-Year Reassessments
- e. Approval of the request from Vern Phillips of Sea Level Seafoods, LLC. to modify the existing City Tidelands Lease
- f. Request for a Contract Zone for a Transportation office, storage, and equipment maintenance area on Lot A and Lot A-1A Torgramsen-Prunella Subdivision, Zoned Commercial and Single Family Residential, requested by Wrangell Cooperative Association Transportation Manager, William Willard, owned by Steve Prunella

**14. ATTORNEY'S FILE – None**

**15. EXECUTIVE SESSION – None**

**16. ADJOURNMENT**

# Agenda Items 1 - 6

## CITY & BOROUGH OF WRANGELL

### BOROUGH ASSEMBLY

#### AGENDA ITEM

April 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 David Powell
- b. Invocation to be given by a member of the Baha'i Faith
- 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 (\*) Items:

***\*6a, 7a, 7b, and 7c***

### **ITEM NO. 6 APPROVAL OF MINUTES:**

**INFORMATION:**

**6a** Minutes of the Regular Assembly meeting held April 12, 2016



## **Minutes of Regular Assembly Meeting Held on April 12, 2016**

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

The Pledge of Allegiance was led by Assembly Member Julie Decker.

The Invocation was given by Don McConachie.

### **CEREMONIAL MATTERS**

A Proclamation was presented to Borough Clerk Lane for Municipal Clerk's Week (May 1-7, 2016).

### **AMENDMENTS TO THE AGENDA**

There were no amendments to the agenda.

### **CONFLICT OF INTEREST**

There were no conflicts of interest declared.

### **CONSENT AGENDA**

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

*M/S: Rooney/Powell, to amend to remove Item 7c from the Consent Agenda and move it to Unfinished Business for consideration.*

*Amendment was approved unanimously by polled vote.*

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

### **APPROVAL OF MINUTES**

The Minutes of the Public Hearing and Regular Assembly meetings held March 22, 2016, and the minutes of the Special Assembly meeting held March 31, 2016, were approved as presented.

### **COMMUNICATIONS**

- a. Minutes of the School Board meetings held February 15 and March 4, 2016
- b. School Board action from the meeting held March 21, 2016
- c. POA-2014-109 for a request from Big Bites Fishing (Mark Mitchell) to construct a facility to moor boats and planes used for commercial activities associated with Big Bites Fishing (*removed from Communications and placed under Unfinished Business*)

### **BOROUGH MANAGER'S REPORT**

Manager Jabusch's report was provided.

Prysunka requested that Jabusch lobby our support to retain the Health Center Nurse.

**Dan Rudy, Sentinel Reporter** stated that he had reported on this issue and that they were hiring for an itinerant position until they could hire a permanent position.

Manager Jabusch said that he would send word to our Lobbyist so that he could keep it on his radar.

## **BOROUGH CLERK'S FILE**

Clerk Lane's report was provided.

## **MAYOR/ASSEMBLY REPORTS AND APPOINTMENTS**

### **10a** Reports by Assembly Members

Decker stated that there had been a bill in the legislature to eliminate the Alaska Performance Scholarship; had been 100% in support of not moving forward with this; her understanding that the bill had been dropped.

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

As there were no letters of interest received for the remaining 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**

**Christie Jamieson, 612 Zimovia Hwy.,** spoke on two items:

1. As the Wrangell Chamber of Commerce President, she invited the Assembly and City Staff to attend the *rescheduled* Annual Chamber dinner on Friday, April, 2016.
2. She provided a brief background and additional information on the bill that was in the legislature now on the Wrangell Landless Natives

## **UNFINISHED BUSINESS**

**12a** POA-2014-109 for a request from Big Bites Fishing (Mark Mitchell) to construct a facility to moor boats and planes used for commercial activities associated with Big Bites Fishing (removed from the Consent Agenda – Communications)

***M/S: Blake/Decker, to approve POA-2014-109 for a request from Big Bites Fishing (Mark Mitchell) to construct a facility to moor boats and planes used for commercial activities associated with Big Bites Fishing***

Rooney voiced concern that the length of the breakwater was 500 plus feet; City is currently working on a plan to look at that area for future development; wondered if it was premature for the Assembly to approve the request for the permit until the decision was made on the Mill Site property; could impact the Mill Site area if a large ship were to come in to the port.

Clerk Lane stated that in 2014, the Assembly approved the classification of the tidelands and directed her to order the Survey and Assessment of the Tidelands once the fees had been paid by Mr. Mitchell. Lane stated that to date, the fees had not been paid by Mr. Mitchell; Lane also said that Carol Rushmore, Economic Development Director was planning on contacting the Army Corps to see if Mr. Mitchell would be able to obtain a permit if he didn't own or have a lease for the Tidelands; Lane also stated that it was her understanding that Mr. Mitchell had wanted to go through the process with the Corps before paying the required fees.

Powell stated that back in 2014, the Assembly was not looking at options for the Mill Site property; feels that it was premature to lease the Tidelands until the Assembly knows for sure that it would not impact the Mill Site area and future plans for the site.

Clerk Lane explained that the Assembly still had not approved the actual lease; the fees would need to be paid; once that was done, the survey would be ordered and then the assessment would be ordered (based on the survey); once those were done, the Assembly would then need to approve the Assessment and conditions of the lease.

Manager Jabusch stated that he could get in touch with the firm who was doing the assessment and feasibility study on the Mill Site property to see what they felt that it would or would not have an impact of future development.

***M/S: Powell/Blake, to postpone this item so that the Borough Manager could consult with the firm who is doing the assessment and feasibility study on the Mill Site to see if leasing these Tidelands would have an impact on the Mill Site property.***

***Motion approved unanimously by polled vote.***

## **NEW BUSINESS**

**13a PROPOSED ORDINANCE No. 916:** AN ORDINANCE OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, AMENDING CHAPTER 3.32, MEDICAL CENTER AND LONG-TERM CARE FACILITY BOARD AND ADMINISTRATION, OF THE WRANGELL MUNICIPAL CODE, TO REDUCE THE NUMBER OF BOARD MEMBERS FROM NINE TO SEVEN AND PROVIDE FOR A TRANSITION PROVISION TO IMPLEMENT THIS ORDINANCE (first reading)

***M/S: Prysunka/Decker, to approve the first reading of Ordinance No. 916 and move to a second with a Public Hearing on April 26, 2016. Motion approved unanimously by polled vote.***

**13b PROPOSED RESOLUTION No. 04-16-1341:** A RESOLUTION OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, SUPPORTING THE LANDLESS NATIVES OF WRANGELL

***M/S: Powell/Decker, to adopt Resolution No. 04-16-1341.***

At the request of Mayor Jack, Clerk Lane read the proposed Resolution for the public.

Christie Jamieson answered some questions from Decker regarding the current legislation and stated that she would send Clerk Lane the bills to forward to the Assembly.

***Motion approved unanimously by polled vote.***

**13c** Approval to surplus City equipment

***M/S: Decker/Rooney, 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.***

In response to Prysunka, Manager Jabusch stated that the State had given the City the “ok” to liquidate the fish processing equipment that had been procured with a grant as long as we followed our surplus policy; State had requested that the City use the proceeds go towards a similar cause (Harbor).

***Motion approved unanimously by polled vote.***

**13d** Approval of the bid received from Tyler Rental Inc for the purchase of a Genie Articulated Manlift

***M/S: Prysunka/Powell, to approve a contract award to Tyler Rental Inc. for the supply of a Genie Articulated Man Lift in the amount of \$42,500 with funding to come from the approved FY16 capital fund for Public Works. Motion approved unanimously by polled vote.***

#### **ATTORNEY’S FILE**

A summary of the attorney’s file was given to the Assembly.

**EXECUTIVE SESSION** – There was no Executive Session.

Regular Assembly Meeting adjourned at 7:48 p.m.

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David L. Jack, Mayor

ATTEST: \_\_\_\_\_  
Kim Lane, MMC, Borough Clerk

# Agenda Item 7

## CITY & BOROUGH OF WRANGELL

### BOROUGH ASSEMBLY AGENDA ITEM April 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. Minutes of the Parks & Recreation meeting held 1-6-2016
- b. Minutes of the Port Commission meetings held: 11-5-2015, 12-3-2015, 1-7-2016, 2-18-2016, and 3-7-2016
- c. Minutes of the Wrangell Medical Center: Board meeting held 3-16-2016

WRANGELL PARKS RECREATION BOARD  
REGULAR MEETING MINUTES JANUARY 6, 2016  
7:00 ASSEMBLY CHAMBERS

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

ROLL CALL: Board member in attendance were Cindy Martin, Holly Owens, and Alice Rooney. Demerjian was absent.

APPROVAL OF MINUTES:

December 2, 2015 Parks & Recreation Advisory Board meeting minutes were moved to approve.  
1<sup>st</sup> by Rooney 2<sup>nd</sup> by Owens. Motion passed.

CORRESPONDENCE- None

PERSON'S TO BE HEARD- None

BOARD MEMBER REPORTS

DIRECTOR'S REPORT (SEE ATTACHMENT)

Kate went to a web training and there will be a new feature on the website, (like a google maps feature). Putting all the amenities' that Parks and Recreation manages including beach front access fire pit, picnic tables so travels can understand what services are available through Parks. An additional feature is an access to be able to develop web forms.

The pool valve placement is being installed.

Still in limbo with TMI Sustainable Aquatics (pool consultants) that were offering an assurance plan and contract that would give discounts up to 30% off on larger aquatics systems, like chlorine, chemistry controller and also chemicals used throughout the year. It is being viewed by the cities attorney.

Pending approval from the lawyer and confirmation from the City Manager Jeff Jabusch.

It was suggested to remove the indoor shooting range from the Parks and Recreation responsibilities.

Kate will get with Police Chief Doug McCloskey to discuss this issue.

2016 Goals- Employee Manual -Policy & procedure, most the goals were in the director's report.

On Rooney's list is to upgrade city shelters at City Park and Shoemaker.

UNFINISHED BUSINESS

- A. Wrangell Trails Donor Program- a discussion was held on the trails and the budget amount of 3,000 part maintenance,

Rooney wanted to know why the city can't put the money in. Kate said the funding opportunity is no longer there from the state that previously existed. How would one ask for money from corporate owners and businesses when we just eliminated one of the only corporate benefits that our department offers? It was suggested by Rooney to get sponsors like the dog owners that do walk the trails. Another way is to have the community match what the municipal government is already providing so we could have even better trails. Matching funds like having the Friends of the trails a sign at the beginning of the trail with all the names on a board.

Celebrate" Party in the Park" to say thank you to all the donors at the end of every summer season. (Alice can sell her dog biscuits at this time.) Teach a chain saw class. A newsletter with facts and financial plans for the future. Get the interest first. Build a base of volunteers.

Owens volunteered to get literature for the community and businesses on getting information and meeting with people face to face about the program.  
Kate will do an outline on talking points of the trail and come up with a payment structure to propose all base on the discussion.

#### NEW BUSINESS

- A. Liability Waiver Policy- 2 patrons that were dissatisfied with the language that was in the liability waiver and ultimately did not sign. There was a question should they be allowed to use the facility. After talking to the legal team, Kate processed a new liability waiver and process for getting that into all the other programs. They sent her back a new basic liability waiver. It is diverse so that it covers all the programs and both adults and child. The legal team said they didn't recommend one way or another whether they did or didn't sign the document if they would not be allowed to play. It was suggested by the City Manager, Jeff Jabusch to talk to the board about it and they can make a recommendation to adopt a policy then this will become a policy. If it becomes an issue it can be taken to the assembly and get it protected at that level. More discussion on the liability waiver.
- B. Facility Tour-February 12<sup>th</sup> at 11:45, meet at pool.
- C. FY17 Budget-discussed how the budget worked.

#### CLOSING

- A. Next agenda-Feb. 17, 2016

The meeting was adjourned at 8:10

	
Chairman	Recording Secretary
Bob Lippert	Betsy McConachie

**WRANGELL PORT COMMISSION  
REGULAR MEETING MINUTES  
Thursday November 5, 2015 at 7:00 p.m.  
Wrangell Borough Assembly Chambers**

- 1. CALL TO ORDER 7:00 PM**
- 2. ROLL CALL**  
Silva-Y  
Martin-Y  
Moorhead-Y  
Hammer-N  
Yeager-Y
- 3. APPROVAL OF MINUTES**  
October 01, 2015 Regular Meeting Minutes  
Martin-Motioned  
Silva-2nd Motion  
Motion Approved
- 4. AMENDMENTS TO THE AGENDA**
- 5. CORRESPONDENCE**  
Don Sorric-Letter regarding purpose for Lot 7 Metal Building Office Area
- 6. PERSONS TO BE HEARD**  
Don Sorric-Superior Marine LLC  
Spoke to the Commissioners, informing them of the progress of his business.
- 7. REPORTS**
  - a. Harbormaster  
Meissner-Communicated with Commissioners:
    - 1) Shoemaker Bay Float Project
    - 2) City Doc
    - 3) Meyer's Chuck
    - 4) Marine Service Center
    - 5) Fish Expo
  - b. Commissioners  
Discussion of Drive down docks.
  - c. Port and harbor safety concerns  
Discussion of:
    - 1) Docks getting ready for winter
    - 2) Rest room facilities for handicap
    - 3) Safety of workers-wearables
- 8. UNFINISHED BUSINESS**
  - a. Mariner's Memorial  
Meissner discussed progress of project with Commissioners.
  - b. Rate Change to save for the future



Meissner gave documents to Commissioners of Rates from different areas in Alaska to take home and review for future discussion and workshop.

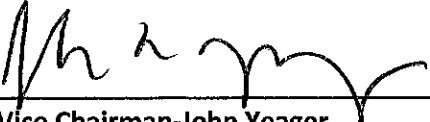
- d. Rainforest Ferry  
**Meissner and Commissioners-Discussion of the Rainforest Ferry.**
- d. Don Sorric-Intended purposes for the metal building office area  
**Commissioners-Discussion of Don Sorric's purpose of the metal building office area.**  
**Motion-Approval of Don Sorric's letter as proposed for use of the metal building office area in the Marine Service Center.**  
**Moorhead-Motioned**  
**Silva-2<sup>nd</sup> Motion**  
**Motioned Passed**

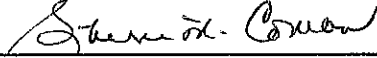
**9. NEW BUSINESS**

None

**10. CLOSING**

- a. Next Agenda Items  
**Elections of Chairman and Vice Chairman**  
**Workshop for Rates for the Future and Mariner's Memorial starting at 6:00 PM on 12-3-2015**  
**Mariners Memorial**  
**Rate Change for the future**  
**Adjourn meeting 8:04 PM**

  
Port Vice Chairman-John Yeager

  
Recording Secretary-Sherri D. Cowan

**WRANGELL PORT COMMISSION  
REGULAR MEETING MINUTES  
Thursday December 3, 2015 at 7:00 p.m.  
Wrangell Borough Assembly Chambers**

- 1. CALL TO ORDER 7:00PM**
- 2. ROLL CALL**  
Silva-Y  
Martin-Y  
Moorhead-Y  
Hammer-Y  
Yeager-Y
- 3. APPROVAL OF MINUTES**
  - a. November 5, 2015 Regular Meeting Minutes  
Unanimous Vote-Yes
- 4. AMENDMENTS TO THE AGENDA**  
Moving 9a to top-Election of Chairs  
Motion-Martin made motion for Election of Chair-Hammer and Yeager-Vice Chair  
Motion 2<sup>nd</sup>-Moorhead  
Poll Vote-Unanimous Vote-Yes
- 5. CORRESPONDENCE**  
Charles S. Jenkins  
Correspondence read with Item 9B
- 6. PERSONS TO BE HEARD**

During this section of the agenda, the Port Commission will invite and listen to topics not on the agenda. The Commission will note the topics and will not take any official action on any of the topics presented, but will refer items to the administration to be researched. Members of the public will be given the opportunity to speak on agenda items at the time the item is introduced for action and/or discussion.
- 7. REPORTS**
  - a. Harbormaster  
Meissner-Communicated with Commissioners:
    - 1) Shoemaker Float Project
    - 2) City Dock
    - 3) Marine Service Center
    - 4) Fish Expo
  - b. Commissioners  
Discussion of:  
Yards organization  
Marine Service Center  
Rainforest Island Ferry System  
Shoemaker Bay and Case Avenue Boat Launch

## **Led Lights Shoemaker Bay Harbor**

- c. Port and harbor safety concerns  
**Discussion of:**  
**Pressure Washing of Docks**  
**Boxes for Life Jackets**  
**Water Service for Marine Service Center**

### **8. UNFINISHED BUSINESS**



- a. Mariner's Memorial  
**Discussion of progress of project with Commissioners**
- b. Rate Change to save for the future  
**Meissner gave document to Commissioners**  
**1) 2015 Harbor Rate Comparisons breakdown of different areas in Alaska to take home and review for future discussion.**

### **9. NEW BUSINESS**

- a. Election of Chairman and Vice Chairman  
**Was moved up to Amendments to the Agenda item 4**
- b. Chuck Jenkins Lot 2 Request for Lease Renewal  
**Motioned by: Yeager motions to renew the 70'x80' piece of port property with same terms for another 5 years.**  
**2<sup>nd</sup> by: Moorhead**  
**Poll Vote-Unanimous Vote-Yes**

### **10. CLOSING**

- a. Next Agenda Items  
**Mariner's Memorial**  
**Rate Change to save for the future**  
**January 7<sup>th</sup> Meeting**  
**Public Workshop for Rates & Mariner's Memorial for 6:00 PM**  
**Adjourn meeting**  
**8:00 PM**

  
Chairman-Clay Hammer  
Recording Secretary-Sherri D. Cowan

**WRANGELL PORT COMMISSION  
REGULAR MEETING MINUTES  
Thursday January 7, 2016 at 7:00 p.m.  
Wrangell Borough Assembly Chambers**

**1. CALL TO ORDER 7:02 PM**

**2. ROLL CALL**

Sylvia-Y  
Martin-Y  
Moorhead-Y  
Hammer-Y  
Yeager-Y

**3. APPROVAL OF MINUTES**

December 3, 2015 Regular Meeting Minutes  
**Unanimous Vote-Yes**

**4. AMENDMENTS TO THE AGENDA**

None

**5. CORRESPONDENCE**

None

**6. PERSONS TO BE HEARD**

During this section of the agenda, the Port Commission will invite and listen to topics not on the agenda. The Commission will note the topics and will not take any official action on any of the topics presented, but will refer items to the administration to be researched. Members of the public will be given the opportunity to speak on agenda items at the time the item is introduced for action and/or discussion.

**Don Sorric-Superior Marine LLC**

**Spoke to Commissioners of progress in Marine Service Center.**

**Sorric also spoke to Commissioners about No Water situation, Fire Hoses and Ice in the Marine Service Center and his concerns.**

**He would also like to see longer lease agreements in the Marine Service Center.**

**Yeager-Proposes that we get Public Works Director here at next meeting and also to get the water situation fixed.**

**7. REPORTS**

**a. Harbormaster**

**Meissner-Communicated with Commissioners**

**1) Shoemaker Bay Project-Letters to Stedman, Ortiz and Governor**

**2) City Dock Projects-Bids of Handrail, Gangway and Floats. Electrical Work on Dock.**

**3) Marine Service Center**

**4) Seattle Boat Show**

**5) Fish Expo**

- b. Commissioners  
Discussion of:
  - 1) Encouraging Specialty People (Especially young kids here) to work in Wrangell.
  - 2) City Dock walk around today with Mark Morris Electrical Engineer
- c. Port and harbor safety concerns  
Discussion of:
  - 1) Write letter to City Manager and express concerns in regards to the Water situation in the Marine Service Center. Also have Public Works Director here at meeting to explain what is going on with the project.
  - 2) Fire situation in the Marine Service Center and Forklift pallet to be built for fire situations.
  - 3) Snow removal on the docks.

#### 8. UNFINISHED BUSINESS

- a. Mariner's Memorial  
Discussion of progress of project with Commissioners  
Proposed Motion:  
"I move to request Wrangell Borough Manager to enter into an agreement with Corvus Design to add electrical design work, pertaining to the site lighting for the Wrangell Mariner's Memorial Project".  
Motion-Martin  
Motion 2<sup>nd</sup>-Yeager  
Poll Vote-Unanimous vote-Yes
- b. Rate Change to save for the future  
Meissner gave documents to Commissioners
  - 1) 2015 Harbor Rate Comparison's breakdown of different areas in Alaska to take Home and review for future discussion. Meissner to get more documentation of Budget and Revenues to Commissioners to review.

#### 9. NEW BUSINESS

Request for Lease Time Extension

#### 10. CLOSING

- a. Next Agenda Items  
Mariner's Memorial  
Rate Change to save for the future  
Public Workshop for Rates & Mariner's Memorial. Get with Kim on dates 2/15/15 Rates workshop and 2/16/2015 Mariner's workshop and regular meeting to follow, no meeting 1<sup>st</sup> Thursday.  
Adjourn meeting  
8:07 PM

  
Port Chairman-Clay Hammer  
Recording Secretary-Sherri D. Cowan

**WRANGELL PORT COMMISSION  
REGULAR MEETING MINUTES  
Thursday February 18, 2016 at 7:00 p.m.  
Wrangell Borough Assembly Chambers**

- 1. CALL TO ORDER 7:00 pm**
- 2. ROLL CALL**  
Silva-Y  
Martin-Y  
Moorhead-Y  
Hammer-Y  
Yeager-N
- 3. APPROVAL OF MINUTES**
  - a. January 7, 2016 Regular Meeting Minutes  
Motioned-Martin  
Motion 2<sup>nd</sup> -Moorhead  
Unanimous-Motion Passed
- 4. AMENDMENTS TO THE AGENDA**  
None
- 5. CORRESPONDENCE**  
Jeff Jabusch-Response to Water Connection to Marine Service Center Leased Property  
Steve Keller-Marine Service Center Lot 4  
Tyler Thompson-Marine Service Center Lot 3
- 6. PERSONS TO BE HEARD**

During this section of the agenda, the Port Commission will invite and listen to topics not on the agenda. The Commission will note the topics and will not take any official action on any of the topics presented, but will refer items to the administration to be researched. Members of the public will be given the opportunity to speak on agenda items at the time the item is introduced for action and/or discussion.

**Amber AlHaddad-Public Works Director/Project Manager for the City and Borough of Wrangell-11.2 Mile Zimovia Hwy**  
Amber spoke to the Commissioners about the water situation regarding the Marine Service Center and has asked PND Contractors to help with this project. PND has committed to this the 2<sup>nd</sup> week in April. She also provided a schedule to the Commissioners.

**Don Sorric-Superior Marine LLC-Marine Service Center Lot 1**  
Spoke to the Commissioners of the progress in the Marine Service Center and how his business is progressing.  
He spoke in regards to extending long term Lease Agreements in the Marine Service Center.  
He spoke to the Commissioner about a TCLP Test and Waste Management Plan for sand.

## **7. REPORTS**

- a. Harbormaster  
**Meissner-Communicated with Commissioners**
  - 1) Staff is doing early maintenance**
  - 2) Decking in the Inner Harbor**
  - 3) Reliance loading zone**
  - 4) Myers Chuck-Go before April (light repair and washing of docks)**
  - 5) Shipyard Training Class he will be attending**
- b. Commissioners  
**Discussion of:**
  - 1) Vehicles in Shoemaker**
- c. Port and harbor safety concerns  
**Discussion of:**
  - 1) The vessels in the boat yard**
  - 2) Safety training**

## **8. UNFINISHED BUSINESS**

- a. Mariner's Memorial  
**Motion: Approve the amendment to the Professional Services Agreement, to include the cost estimate from Corvus Design, Inc., and to move this item to the Borough Assembly for final approval at their next Regular meeting.**  
**Motioned-Moorhead**  
**Motion 2<sup>nd</sup> -Silva**  
**Amend the motion to add \$4250 to include new electrical design work**  
**Moorhead-Y**  
**Martin-Y**  
**Silva-Y**  
**Hammer**  
**Unanimous Approval**
- b. Rate Change to save for the future  
**Recommended Motion #1:**  
Chuck Jenkins Lease Renewal-  
**"Move to allow this lease to continue as is, on a month to month basis until such time as the Port Commission has had a chance to review and possibly modify its rates".**  
  
**Motioned-Martin**  
**Motion 2<sup>nd</sup>-Silva**  
**Much Discussion of Commissioners**  
**Poll Vote**  
**Silva-N**  
**Martin-N**  
**Moorhead-N**  
**Hammer-N**  
**Motion Failed**

**Recommended Motion #2:**

**"Move to request that the Borough Assembly approve the lease for a five year term at the current rate of .08".**

**Motioned-Moorhead**

**Martin 2<sup>nd</sup>-Martin**

**Poll Vote**

**Hammer-Y**

**Moorhead-Y**

**Martin-Y**

**Silva-Y**

**Motion Passed**

**9. NEW BUSINESS**

Steve Keller-Marine Service Center Lot 4-Lease Agreement

**"Move to request that the Borough Assembly approve the lease for a five year term at the current rate.**

**Motioned-Moorhead**

**2<sup>nd</sup> Motion-Silva**

**Poll Vote**

**Silva-Y**

**Martin-Y**

**Moorhead-Y**

**Hammer-Y**

**Motion Passed**

Tyler Thompson-Marine Service Center Lot 3-Lease Agreement

**"Move to request that the Borough Assembly approve the lease for a five year term at the current rate.**

**Motioned-Silva**

**2<sup>nd</sup> Motion-Martin**

**Poll Vote**

**Moorhead-Y**

**Martin-Y**

**Silva-Y**

**Hammer-Y**

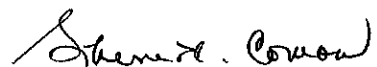
**Motion Passed**



**10. CLOSING**

- a. Next Agenda Items  
Workshop-Harbor Rates —same day as our regular meeting 6:00 PM  
Budget under New Business.  
Next Meeting March 3<sup>rd</sup>  
Mariner's Memorial  
New Business Long Term Lease Options

Adjourn meeting 9:15 PM

  
\_\_\_\_\_  
Port Chairman-Clay Hammer  
\_\_\_\_\_  
Recording Secretary-Sherri D. Cowan

**WRANGELL PORT COMMISSION  
REGULAR MEETING MINUTES  
Monday, March 07, 2016 at 7:00 p.m.  
Wrangell Borough Assembly Chambers**

**1. CALL TO ORDER 7:00 PM**

**2. ROLL CALL**

Yeager-N  
Hammer-Y  
Moorhead-N  
Martin-Y  
Silva-Y

**3. APPROVAL OF MINUTES**

- a. February 18, 2016 Regular Meeting Minutes  
Motioned-Martin  
Motion 2<sup>nd</sup>-Silva  
Unanimous-Motion Passed

**4. AMENDMENTS TO THE AGENDA**

None

**5. CORRESPONDENCE**

- a. Tony Massin Lease
- b. Sea Level Seafoods, Inc. Purchase/Lease from City of Wrangell
- c. Nick Bartlett

**6. PERSONS TO BE HEARD**

During this section of the agenda, the Port Commission will invite and listen to topics not on the agenda. The Commission will note the topics and will not take any official action on any of the topics presented, but will refer items to the administration to be researched. Members of the public will be given the opportunity to speak on agenda items at the time the item is introduced for action and/or discussion.

**Tony Massin-325 Front Street**

He speaks to Commissioners in regards to his lease Mill Dock, Lot 2, 40x45. He proposes to add another 16x16 piece of property to his existing 40x45 lot lease.

**Scott Bunes-1204 Zimovia Hwy**

He speaks to Commissioners for Sea Level to purchase/lease lot from the City of Wrangell.

**7. REPORTS**

- a. Harbormaster  
Meissner speaks to Commissioners
  - 1) Travel lift was down and had to modify and fix it.
  - 2) Heritage Harbor Water line broken.
  - 3) OSHA Training Course-Meissner attended.

- 4) **Reliance Loading Zone Dock broke.**
- b. Commissioners  
**Silva-N**  
**Martin-N**  
**Hammer-Vehicles at Shoemaker**
- c. Port and harbor safety concerns  
**Silva-N**  
**Martin-N**  
**Hammer-Progress of Kids Don't Float Program**  
**Sorric speaks to Commissioners about Fire Extinguishers**

**8. UNFINISHED BUSINESS**

- a. Mariner's Memorial  
**Commissioners-still on track**
- b. Rate Change to save for the future  
**Commissioners speak about Time schedule for Budget and Workshops**  
**Workshop-Monday 3-21<sup>st</sup>, April 7<sup>th</sup>**

**9. NEW BUSINESS**

- a. Budget
  - 1) **Meissner speaks to the Commissioners regards to rates.**
  - 2) **Hammer-Maintenance Budget.**
- b. Long Term Lease Options
  - 1) **Commissioners speak about having a few more workshops and defer till fall.**

**10. CLOSING**

- a. Next Agenda Items
  - 1) **Tony Massin and Sea Level under New Business**
  - 2) **Mariner's Memorial, Rates for the future, Long Term Lease Options under unfinished business.**

Adjourn meeting 7:48 PM

  
\_\_\_\_\_  
Port Chairman-Clay Hammer  
\_\_\_\_\_  
Recording Secretary-Sherri D. Cowan



**WRANGELL MEDICAL CENTER  
BOARD OF DIRECTORS MEETING MINUTES  
March 16, 2016 - 5:30 p.m.  
Location: Nolan Center**

CALL TO ORDER: Meeting was called to order at 5:31 by Vice President, Bernie Massin

**ROLL CALL:**

Present: Bernie Massin, Barb Conine, Judy Allen, Marlene Messmer and Woody Wilson

Attending by teleconference: Olinda White

Absent: Terri Henson, Maxi Wiederspohn

(one open seat)

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 February 17, 2016; and item 5.b statistics: February 2016, Woody Wilson seconded, passed unanimously.

PERSONS TO BE HEARD: None

CORRESPONDENCE: None

**REPORTS AND COMMUNICATIONS FROM WMC STAFF:**

a. Quality Report:

- The Long Term Care Survey was shared with the Board, and added the information that Residents have been taking more excursions this spring including going out for coffee, to some of the Tent City Days events and to the movies, etc..

b. CFO Report:

- Doran Hammett, CFO, reviewed the written financial report and added that "we are still waiting on the State to say what our new Medicaid rates will be." Marty Michaels estimates the rate should be \$75,000 higher/year after rebasing is complete
- There are roughly 32 days cash on hand and the amount of available cash has seemed to level out in the \$800,000 to \$900,000 range.
- Question: Has TruBridge caught up on all the old billing? A) Almost – we're hoping to have it cleared up in the next few months and will then have a better feel for what the 'normal' levels will be.

c. CEO Report: In addition to the written report:

- In regards to reviewing the CFO contract, added a "thanks" to Mary Jo (Pullman) for taking on the extra work (Doran Hammett added "I have worked in this field for 30 years and Mary Jo is the best controller that I have ever worked with.")
- Kudos to Ann Kramer and the rest of the radiology team for providing the high quality of work that allowed them to pass a random audit with flying colors.
- The hospital has been able to upgrade a number of items in the area of fetal and newborn care: the Hospital Auxiliary has purchased a new fetal monitor,

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WRANGELL MEDICAL CENTER  
BOARD OF DIRECTORS MEETING  
March 16, 2016 - 5:30 p.m.

REPORTS AND COMMUNICATIONS FROM WMC STAFF: (continued)

- (continued) and the nursing department has also acquired a new baby warmer and crib.
- The WMC Facebook page went online this week – when searching FB for the page, look for the version which has the WMC logo on it. This will be a place to get updates on happenings in the building and among the community (Q-will jobs be posted there? A- yes – and a link to the website “careers” page).
- CNO, Sherri Austin, gave an update on nursing staff and recruitment efforts: It will take time, but we’re really trying to focus more on quality and compatibility, we’re also working with a recruiter who has worked with WMC before. We’ve split the Long Term Care and Acute Care/Emergency room so that nurses who are more comfortable in one or the other can focus their energies there instead of moving back and forth).

SPECIAL PRESENTATION:

- Mark Walker, Executive Director of AICS, presented a history of growth and summary of services that AICS provides to Wrangell and a number of other service areas throughout the region.

ACTION ITEMS:

- a. Reduction of the size of the WMC Board from nine to seven members: There was a brief discussion regarding making a recommendation to the Assembly of the City and Borough of Wrangell to reduce the number of WMC Board Members from nine to seven. No one spoke against; many cited the difficulty in Wrangell of too many board seats, not enough folks wanting to serve and the difficulty in filling a quorum when one or more board seats remain open.

Motion: Barb Conine moved to approve the recommendation to the Assembly of the City and Borough of Wrangell to reduce the number of Wrangell Medical Center Board members from nine to seven, Woody Wilson seconded and the motion was passed by all 5 members in attendance.

DISCUSSION ITEMS: None

INFORMATION ITEMS:

- a. New Hospital Project Update: It was determined that the Certificate of Need has expired and will need to be re-applied for from scratch.

BOARD COMMENTS:

A discussion took place regarding Board Bylaws which cover attending meetings and voting via teleconference with a variety of views expressed. It was asked that this topic be added as a discussion item or action item to the April agenda – and to include the City Ordinance on the matter which is currently in the process of being changed.

Bernie Massin: We do a lot of medivacs in a year (and are already up to 20 for this year), it seems like a huge cost to the community, is there something we can do to look at the types of medivacs done and see if there is a service we can provide that would help some of these folks stay in town?

(Robert Rang: we need to use locums providers less so we have staff who know their patients and are comfortable treating them in town, it would also help to look into telemedicine”)

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WRANGELL MEDICAL CENTER  
BOARD OF DIRECTORS MEETING  
March 16, 2016 - 5:30 p.m.

BOARD COMMENTS: (continued)

Barb Conine: Those who have Medicare aren't paying the full price (Medicare doesn't pay the full price to the airlift company but patients also aren't asked to cover the difference) so not all of the medivacs are costing the \$20-\$50 thousand that the bill is for – nor is that money coming out of the community.

ADJOURN: With no further business, the meeting adjourned at 6:44 p.m.

Maxi Wiederspohn

Kris Reed,  
Date Certified:

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

# Agenda Item 9

## CITY & BOROUGH OF WRANGELL

### BOROUGH ASSEMBLY AGENDA ITEM

### CLERK'S REPORT April 26, 2016

#### Mark Your Calendar:

4/28 thru 5/1 Stikine River Birding Festival  
5/4 P&R Board meeting to be held at 7pm in the Assembly Chambers  
5/6 Port Commission meeting to be held at 7pm in the Assembly Chambers  
5/7 TAX FREE DAY  
5/9 Board of Equalization meeting to be held at 6pm in the Assembly Chambers  
5/9 Assembly Budget Workshop to begin at 6:30 pm in the Assembly Chambers  
5/10 Regular Borough Assembly meeting is CANCELED  
5/12 P&Z Public Hearing & Regular meeting to be held at 7pm in the Assembly Chambers  
5/13 & 5/14 Annual Hazardous Household Waste Event (see City's website for more info!)

4/28 SEAPA Board Mtg. to be held in Ketchikan, with times TBD



#### 2016 Competition Timeline:

- Tuesday March 1, 2016 – Open Application Period (Round 1)
- Tuesday April 5, 2016 – Applicants Webinar
- Sunday May 1, 2016 – Applications Due (Round 1)
- Tuesday June 7, 2016 – Announce top 12 Finalists
- September 23-25, 2016 – Boot Camp Weekend (Round 2)
- Thursday December 1, 2016 – Business Plan Submissions Due (Round 2)
- February 2017 – Two Winners Announced at Innovation Summit

Visit the website at: [www.p2pweb.org](http://www.p2pweb.org) for more information.

Kim Lane, Borough Clerk



# **AML Summer Legislative Conference**

To be held in Wasilla from August 16-19, 2016.

Assembly Member Rooney will be attending.

## **Upcoming Clerk travel:**

**May 3 - 13, 2016:** *Traveling to Tenn. to attend my oldest daughters College graduation.*

**May 19-20, 2016:** *May take some on May 19th off to prepare for my youngest daughters High School graduation; High School graduation is on May 20th.*

# Agenda Items 10 a - c

## CITY & BOROUGH OF WRANGELL

### BOROUGH ASSEMBLY AGENDA ITEM April 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 (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)

*There were no letters received for these vacancies.*

#### Recommended Action:

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

#### 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.

*There were no letters received for these vacancies.*

**Recommended Action:**

*Appointment is to be filled by the Mayor with the consent of the assembly for the vacant seat.*

**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 12a

## CITY & BOROUGH OF WRANGELL

### BOROUGH ASSEMBLY AGENDA ITEM April 26, 2016

#### INFORMATION:

**PROPOSED ORDINANCE No. 916:** AN ORDINANCE OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, AMENDING CHAPTER 3.32, MEDICAL CENTER AND LONG-TERM CARE FACILITY BOARD AND ADMINISTRATION, OF THE WRANGELL MUNICIPAL CODE, TO REDUCE THE NUMBER OF BOARD MEMBERS FROM NINE TO SEVEN AND PROVIDE FOR A TRANSITION PROVISION TO IMPLEMENT THIS ORDINANCE (*second reading*)

#### Information:

##### 1. Ordinance No. 916

#### Recommended Motion:

Move to adopt Ordinance No. 916.

CITY AND BOROUGH OF WRANGELL, ALASKA

ORDINANCE NO. 916

AN ORDINANCE OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, AMENDING CHAPTER 3.32, MEDICAL CENTER AND LONG-TERM CARE FACILITY BOARD AND ADMINISTRATION, OF THE WRANGELL MUNICIPAL CODE, TO REDUCE THE NUMBER OF BOARD MEMBERS FROM NINE TO SEVEN AND PROVIDE FOR A TRANSITION PROVISION TO IMPLEMENT THIS ORDINANCE

**WHEREAS**, at their regular board meeting held on March 16, 2016, the Wrangell Medical Center Board voted unanimously to approve a recommendation to the Assembly that the number of members on the Wrangell Medical Center Board be reduced from nine to seven, and

**WHEREAS**, the Wrangell Medical Center Board requested that this change be implemented by reducing from three to one the number of seats whose terms expire October 2016, thereby reducing the number of such seats available to be filled at the October 2016 regular election from three to one; and

**WHEREAS**, this ordinance will not impact the terms of the Board seats that expire in 2017 (two seats), 2018 (two seats) and 2019 (two seats); and

**WHEREAS**, the Borough Assembly approved moving forward with this ordinance to reduce the membership of the Wrangell Medical Center Board from nine to seven , and to include a Transition Provision to implement this change; and

**WHEREAS**, upon implementation of this ordinance, the staggered 4-year terms on the Board will rotate annually as follows: 1-2-2-2, instead of the current 3-2-2-2 rotation.

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

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

SEC. 1.        Action.    The purpose of this ordinance is to amend Sections 3.32.005, Established – Composition, and 3.32.007, Membership – Appointment - Terms, of the Wrangell Municipal Code, to reduce number of members on the Wrangell Medical Center Board from nine to seven and provide for a Transition Provision to implement this ordinance.

SEC. 2.        Amendment.    Section 3.32.005 of the Wrangell Municipal Code is amended to read:

### **3.32.005 Established – Composition.**

There is established a board, subject to the ordinances set out and adopted in this chapter, to be known as the “Wrangell Medical Center and Long-Term Care Facility board,” designated in this chapter as “board” or “hospital board[,.]” [**presently composed of nine members.**] Board members shall be qualified electors of the borough.

SEC. 3.        Amendment. Section 3.32.007 of the Wrangell Municipal Code is amended to read:

### **3.32.007 Membership – Appointment – Terms.**

The Wrangell Medical Center and Long-Term Care Facility board shall consist of [**nine**] seven members. No member of the board shall be an employee of the Wrangell Medical Center and Long-Term Care Facility, a tenant of that facility, a contractor that provides medical or health care services to that facility, or an employee of any such tenant or contractor. Members shall be elected by the voters to serve four-year terms. The term of each board member shall continue until his or her successor is elected and has qualified by taking the oath of office. The board shall be reduced from nine to seven members effective upon certification of the October 2016 regular election, this change to be implemented in accordance with the Transition Provision adopted in Section 4 of Ordinance No. 916.

SEC. 4.        Transition Provision. The transition from nine to seven Board members, as provided in Section 2 of this ordinance, shall be implemented as follows:

1.        The three members holding the three Board seats with terms expiring October 2016 shall continue to serve and fulfill their terms on the Board; and
2.        The Borough Clerk shall advertise for one seat with a 4-year term on the Board during the declaration for candidacy period for the upcoming October 4, 2016 regular election;
3.        Upon certification of the October 4, 2016 regular election, there shall be one successful candidate declared who will fill the one seat with a 4-year term expiring October 2020, and two of the seats that expire October 2016 shall be eliminated; and
4.        The terms of the Board seats that expire October 2017 (two seats), October 2018 (two seats), and October 2019 (two seats), and the election of candidates to fill those seats, shall not be affected by this ordinance.

SEC. 5.       Classification. Sections 2 and 3 of this ordinance is of a permanent nature and shall be codified in the Wrangell Municipal Code. Section 4 of this ordinance is a Transition Provision and shall not be codified in the Wrangell Municipal Code.

SEC. 6.       Severability. If any portion of this ordinance or any application thereof to any person or circumstance is held invalid, the remainder of this ordinance and the application to other persons or circumstances shall not be affected thereby.

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

PASSED IN FIRST READING: April 12, 2016.

PASSED IN SECOND READING: \_\_\_\_\_, 2016.

\_\_\_\_\_  
David L. Jack, Mayor

ATTEST:

\_\_\_\_\_  
Kim Lane, Borough Clerk

# Agenda Item 12b

## CITY & BOROUGH OF WRANGELL

### BOROUGH ASSEMBLY AGENDA ITEM April 26, 2016

#### INFORMATION:

Approval POA-2014-109 for a request from Big Bites Fishing (Mark Mitchell) to construct a facility to moor boats and planes used for commercial activities associated with Big Bites Fishing (Postponed from the April 12th meeting)

#### Attachments:

1. POA-2014-109
2. *Response from Maul Foster & Alongi, Inc.* (awaiting response)

#### **Information:**

This item was postponed from the April 12, 2016 Regular Assembly meeting so that the Borough Manager or Carol Rushmore could consult with Maul Foster & Alongi, Inc., (who is doing the assessment and feasibility study on the Mill Site) could comment on if the proposed plan for the Tidelands would have an impact on the potential City plans for the Mill Site property.

#### **The Motion on the floor is:**

#### **RECOMMENDED ACTION:**

Move to approve POA-2014-109 for a request from Big Bites Fishing (Mark Mitchell) to construct a facility to moor boats and planes used for commercial activities associated with Big Bites Fishing.





US Army Corps  
of Engineers  
Alaska District

# Public Notice of Application for Permit

Regulatory Division (1145)  
CEPOA-RD  
Post Office Box 6898  
JBER, Alaska 99506-0898

<b>Public Notice Date:</b>	<b>April 4, 2016</b>
<b>Expiration Date:</b>	<b>May 3 2016</b>
<b>Reference Number:</b>	<b>POA-2014-109</b>
<b>Waterway:</b>	<b>Zimovia Strait</b>

Interested parties are hereby notified that a Department of the Army permit application has been received for work in waters of the United States as described below and shown on the enclosed project drawings.

Comments on the described work, with the reference number, should reach this office no later than the expiration date of this Public Notice to become part of the record and be considered in the decision. Please contact Jack Hewitt at (907) 753-2708, toll free from within Alaska at (800) 478-2712, by fax at (907) 753-5567, or by email at jack.j.hewitt@usace.army.mil if further information is desired concerning this notice.

**APPLICANT:** Big Bites Fishing, Post Office Box 80, Wrangell, Alaska 99929.

**AGENT:** R&M Engineering-Ketchikan, Inc., 355 Carlanna Lake Road, Ketchikan, Alaska 99901.

**LOCATION:** The project site is located within Section 20, T. 63 S., R. 84 E., Copper River Meridian, USGS Quad Map: Petersburg B-2, Latitude 56.3984° N., Longitude 132.3388° W., 5.5 miles south of the Wrangell Airport on the Zimovia Highway, adjacent to the Silver Bay Mill Site property, in Wrangell, Alaska.

**SPECIAL AREA DESIGNATION:** The project is located within the Tongass National Forest.

**PURPOSE:** The applicant's stated purpose is to construct a facility to moor boats and planes used for commercial activities associated with Big Bites Fishing. The bulkhead would facilitate loading and unloading of commercial gear, and the harbor would provide moorage for the applicant's seaplane and vessels, as well as the vessels of the adjacent lodge.

**PROPOSED WORK:** Construct a 580' long causeway/breakwater with a 10' wide top and a base that varies in width from 46' at the high tide line (HTL) and 62' at the seaward end. The end of the breakwater would have a 20' wide by 100' long top surface, with a 50' wide base, to be used as a turn-around/loading/unloading area. The causeway would have a 1.5:1 slopes and be armored with rip rap, except on the seaward side which would have a vertical pile supported bulkhead. Dredge a 20' by 120' basin in front of the bulkhead, and a 120' by 180' boat basin with a 17' wide by 300' long entrance channel, to a depth of -6' mean low low water (MLLW). The dredged material would be used to construct the core of the causeway, which would then be capped with shot rock and armored with rip rap. Construct a 30' by 60' boat/seaplane ramp, and 60' by 80' pad adjacent to the ramp for vessel/aircraft maintenance and winter storage. Install a 5' wide by 70' long aluminum gangway, a 10' by 70' concrete float, and a 10' by 50' concrete t-float within the boat basin. The gangway and floats would be anchored with eight 12" diameter steel piles. A total of 11,345 cubic yards (cy) of substrate would be dredged from a 39,200 square feet (0.90 acre) area. All of the dredged material, 7,500 cy of shot rock, and 6,000 cy of rip rap, for a total fill volume of 24,845 cy, would be discharged into a 1.25 acre footprint below the HTL. All work would be performed in accordance with the enclosed plan, 8 sheets, dated 1-21-16.

**APPLICANT PROPOSED MITIGATION:** The applicant proposes the following mitigation measures to avoid, minimize, and compensate for impacts to waters of the United States from activities involving discharges of dredged or fill material.

a. Avoidance: The overall project footprint has been designed to be the smallest practicable area that fulfills the project purpose and need. The reduced footprint results in avoiding the placement of additional fill into waters of the U.S.

b. Minimization: The proposed fill footprint has been designed to be the smallest practicable area for the proposed operation. Fabric would be placed between the rip rap and shot rock to minimize movement of fine sediments. Construction activities would occur from the upland side of the project, during low tidal stages, to reduce the potential for disturbance beyond the fill area.

The breakwater has been designed to the minimum width necessary to allow access to the loading/unloading area. The dredged area adjacent to the loading/unloading area is the minimum size necessary to safely navigate vessels. The proposed harbor design minimizes the basin area and reduces impacts to aquatic resources. All dredging activities would be coordinated with ADF&G recommended work windows.

c. Compensatory Mitigation: No compensatory mitigation is proposed for this project.

**WATER QUALITY CERTIFICATION:** A permit for the described work will not be issued until a certification or waiver of certification, as required under Section 401 of the Clean Water Act (Public Law 95-217), has been received from the Alaska Department of Environmental Conservation.

**CULTURAL RESOURCES:** The latest published version of the Alaska Heritage Resources Survey (AHRs) has been consulted for the presence or absence of historic properties, including those listed in or eligible for inclusion in the National Register of Historic Places. There is a report of a petroglyph site at Shoemaker Bay, in the vicinity of the worksite. Because the property has been determined to lie within the project area, a determination of eligibility and, if needed, a determination of effect will be made in consultation with the State Historic Preservation Officer (SHPO).

Consultation of the AHRs constitutes the extent of cultural resource investigations by the District Commander at this time. This application is being coordinated with SHPO. Any comments SHPO may have concerning presently unknown archeological or historic data that may be lost or destroyed by work under the requested permit will be considered in our final assessment of the described work.

**ENDANGERED SPECIES:** The project area is within the known or historic range of humpback whales (*Megaptera novaeangliae*). We have determined the described activity may affect this threatened species and the appropriate consultation procedures under section 7 of the Endangered Species Act with the National Marine Fisheries Service (NMFS) will be initiated. Any comments they may have concerning endangered or threatened wildlife or plants or their critical habitat will be considered in our final assessment of the described work.

**ESSENTIAL FISH HABITAT:** The Magnuson-Stevens Fishery Conservation and Management Act, as amended by the Sustainable Fisheries Act of 1996, requires all Federal agencies to consult with the NMFS on all actions, or proposed actions, permitted, funded, or undertaken by the agency, that may adversely affect Essential Fish Habitat (EFH).

The project area is within the known range of Pacific salmon: pink salmon (*Oncorhynchus gorbuscha*), chum salmon (*Oncorhynchus keta*), coho salmon (*Oncorhynchus kisutch*), sockeye salmon (*Oncorhynchus nerka*), and chinook salmon (*Oncorhynchus tshawytscha*).

The Corps has determined that the described activity may adversely affect the species listed above. The project would place fill into 1.25 acres of intertidal and subtidal habitat, and the proposed dredging activity would alter bottom elevations over a 0.90 acre area. This work could affect migration patterns and survival rates of smolt within the project area. We will follow the appropriate course of action under Section 305(b)(2) of the Magnuson-Stevens Act. Any comments the National Marine Fisheries Service may have concerning essential fish habitat will be considered in our final assessment of the described work.

**TRIBAL CONSULTATION:** The Alaska District fully supports tribal self-governance and government-to-government relations between Federally recognized Tribes and the Federal government. Tribes with protected rights or resources that could be significantly affected by a proposed Federal action (e.g., a permit decision) have the right to consult with the Alaska District on a government-to-government basis. Views of each Tribe regarding protected rights and resources will be accorded due consideration in this process. This Public Notice serves as notification to the Tribes within the area potentially affected by the proposed work and invites their participation in the Federal decision-making process regarding the protected Tribal right or resource. Consultation may be initiated by the affected Tribe upon written request to the District Commander during the public comment period.

**PUBLIC HEARING:** Any person may request, in writing, within the comment period specified in this notice, that a public hearing be held to consider this application. Requests for public hearings shall state, with particularity, reasons for holding a public hearing.

**EVALUATION:** The decision whether to issue a permit will be based on an evaluation of the probable impacts, including cumulative impacts of the proposed activity and its intended use on the public interest. Evaluation of the probable impacts, which the proposed activity may have on the public interest, requires a careful weighing of all the factors that become relevant in each particular case. The benefits, which reasonably may be expected to accrue from the proposal, must be balanced against its reasonably foreseeable detriments.

The outcome of the general balancing process would determine whether to authorize a proposal, and if so, the conditions under which it will be allowed to occur. The decision should reflect the national concern for both protection and utilization of important resources. All factors, which may be relevant to the proposal, must be considered including the cumulative effects thereof. Among those are conservation, economics, aesthetics, general environmental concerns, wetlands, cultural values, fish and wildlife values, flood hazards, floodplain values, land use, navigation, shore erosion and accretion, recreation, water supply and conservation, water quality, energy needs, safety, food and fiber production, mineral needs, considerations of property ownership, and, in general, the needs and welfare of the people. For activities involving 404 discharges, a permit will be denied if the discharge that would be authorized by such permit would not comply with the Environmental Protection Agency's 404(b)(1) guidelines. Subject to the preceding sentence and any other applicable guidelines or criteria (see Sections 320.2 and 320.3), a permit will be granted unless the District Commander determines that it would be contrary to the public interest.

The Corps of Engineers is soliciting comments from the public; Federal, State, and local agencies and officials; Indian Tribes; and other interested parties in order to consider and evaluate the impacts of this proposed activity. Any comments received will be considered by the Corps of Engineers to determine whether to issue, modify, condition or deny a permit for this proposal. To make this decision, comments are used to assess impacts on endangered species, historic properties, water quality, general environmental effects, and the other public interest factors listed above. Comments are used in the preparation of an Environmental Assessment and/or an Environmental Impact Statement pursuant to the National Environmental Policy Act. Comments are also used to determine the need for a public hearing and to determine the overall public interest of the proposed activity.

**AUTHORITY:** This permit will be issued or denied under the following authorities:

(X) Perform work in or affecting navigable waters of the United States – Section 10 Rivers and Harbors Act 1899 (33 U.S.C. 403).

(X) Discharge dredged or fill material into waters of the United States – Section 404 Clean Water Act (33 U.S.C. 1344). Therefore, our public interest review will consider the guidelines set forth under Section 404(b) of the Clean Water Act (40 CFR 230).

District Commander  
U.S. Army, Corps of Engineers

Enclosures

# STATE OF ALASKA

DEPT. OF ENVIRONMENTAL CONSERVATION  
DIVISION OF WATER  
401 Certification Program  
Non-Point Source Water Pollution Control Program

DEPARTMENT OF ENVIRONMENTAL CONSERVATION  
WQM/401 CERTIFICATION  
555 CORDOVA STREET  
ANCHORAGE, ALASKA 99501-2617  
PHONE: (907) 269-7564/FAX: (907) 334-2415

## NOTICE OF APPLICATION FOR STATE WATER QUALITY CERTIFICATION

Any applicant for a federal license or permit to conduct an activity that might result in a discharge into navigable waters, in accordance with Section 401 of the Clean Water Act of 1977 (PL95-217), also must apply for and obtain certification from the Alaska Department of Environmental Conservation that the discharge will comply with the Clean Water Act, the Alaska Water Quality Standards, and other applicable State laws. By agreement between the U.S. Army Corps of Engineers and the Department of Environmental Conservation, application for a Department of the Army permit to discharge dredged or fill material into navigable waters under Section 404 of the Clean Water Act also may serve as application for State Water Quality Certification.

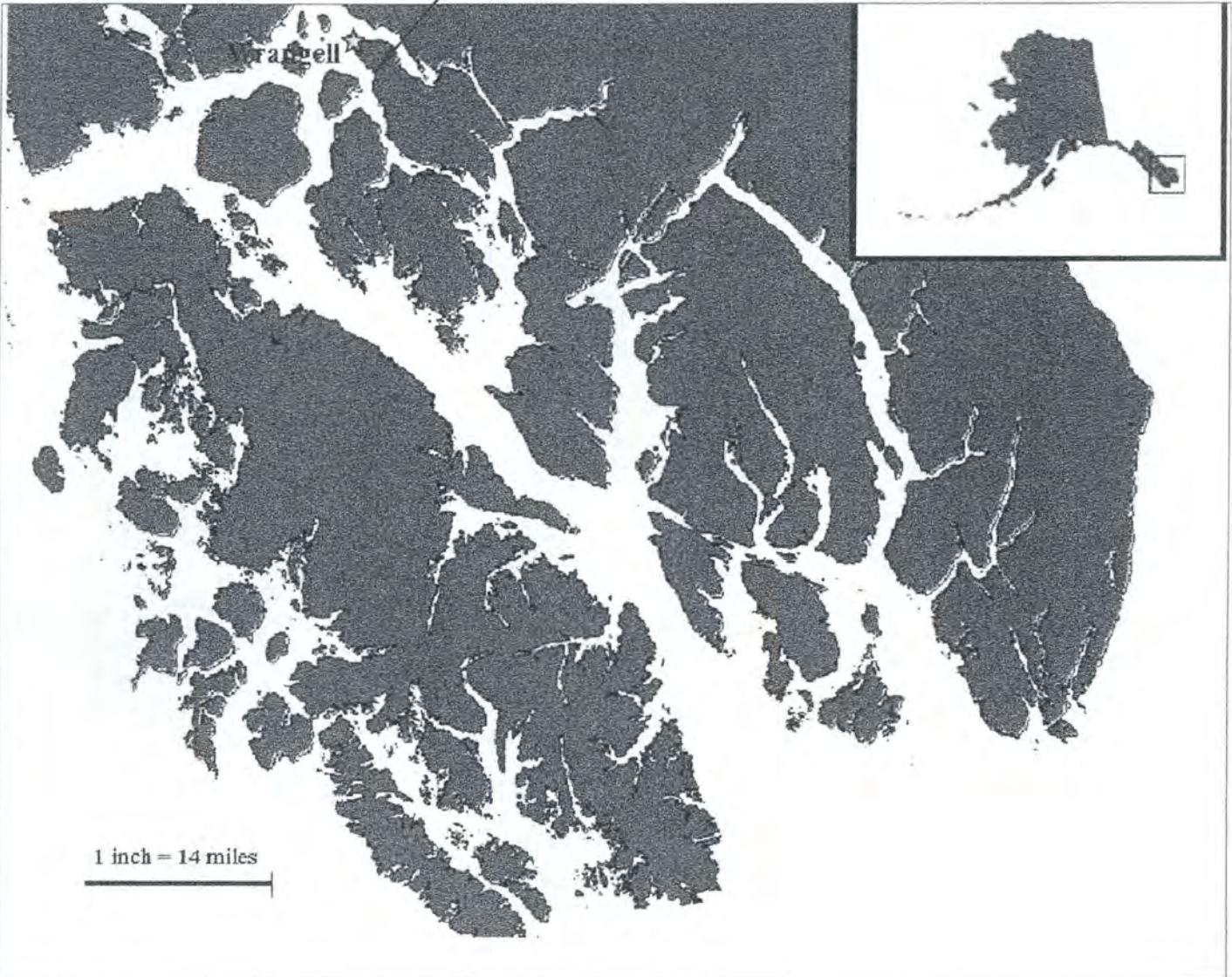
Notice is hereby given that the application for a Department of the Army Permit described in the Corps of Engineers' Public Notice No. **POA-2014-109, Zimovia Strait**, serves as application for State Water Quality Certification from the Department of Environmental Conservation.

After reviewing the application, the Department may certify there is reasonable assurance the activity, and any discharge that might result, will comply with the Clean Water Act, the Alaska Water Quality Standards, and other applicable State laws. The Department also may deny or waive certification.

Any person desiring to comment on the project, with respect to Water Quality Certification, may submit written comments to the address above by the expiration date of the Corps of Engineer's Public Notice.



PROJECT LOCATION



1 inch = 14 miles

**GENERAL MAP**

APPLICATION BY:  
Mark Mitchell P.O.  
Box 80 Wrangell,  
AK 99929

**MARK MITCHELL CAUSEWAY  
AND FLOAT PROJECT**

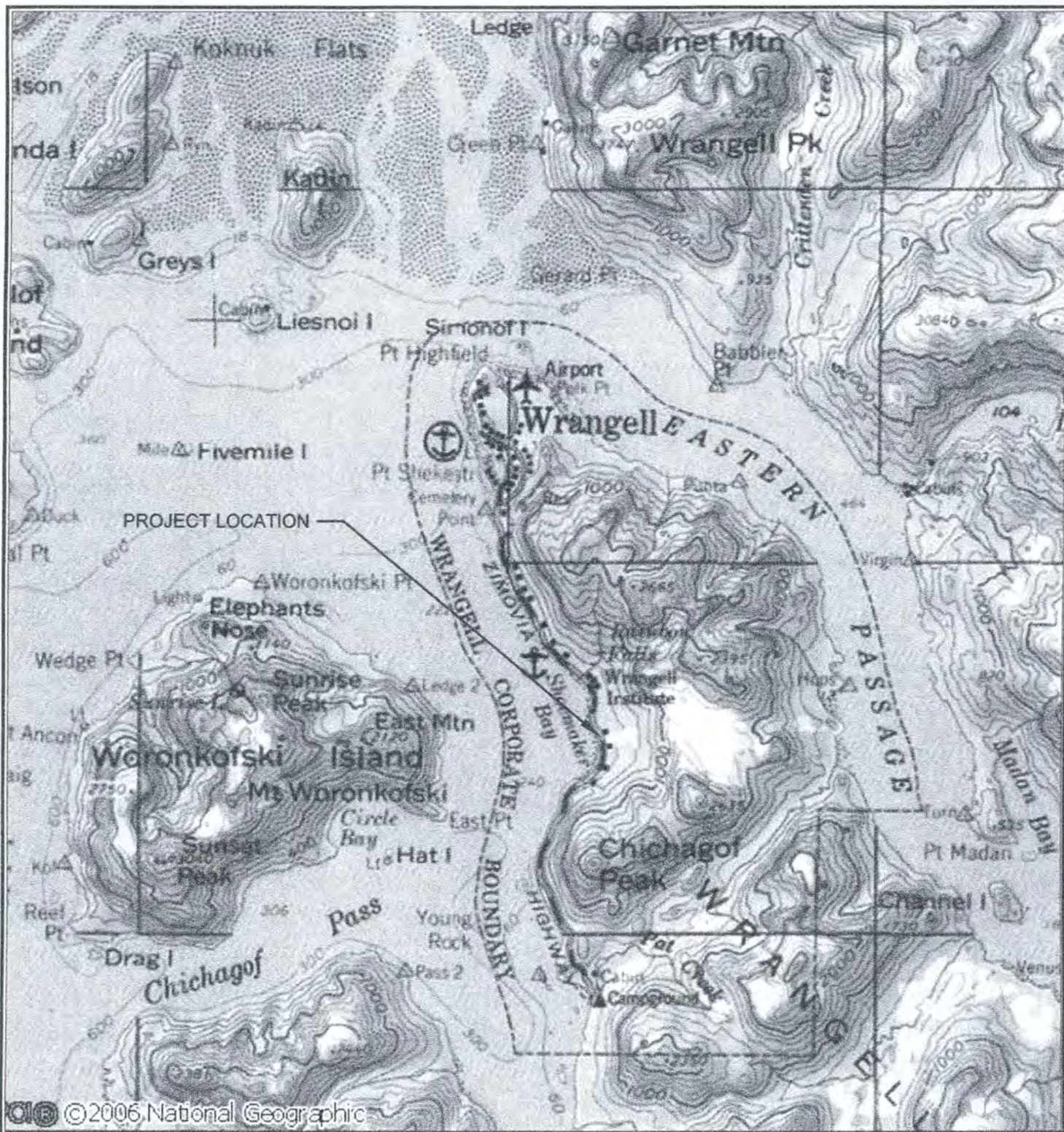
AT: WRANGELL

LOCATED IN: T.63S., R.84E., SECTION 20  
Lat 56°23'55.75"N, Long. 132°20'24.21"W

DATE: 1-21-16

SHEET **1** OF **8**





## VICINITY MAP

APPLICATION BY:  
Mark Mitchell P.O.  
Box 80 Wrangell,  
AK 99929

## MARK MITCHELL CAUSEWAY AND FLOAT PROJECT

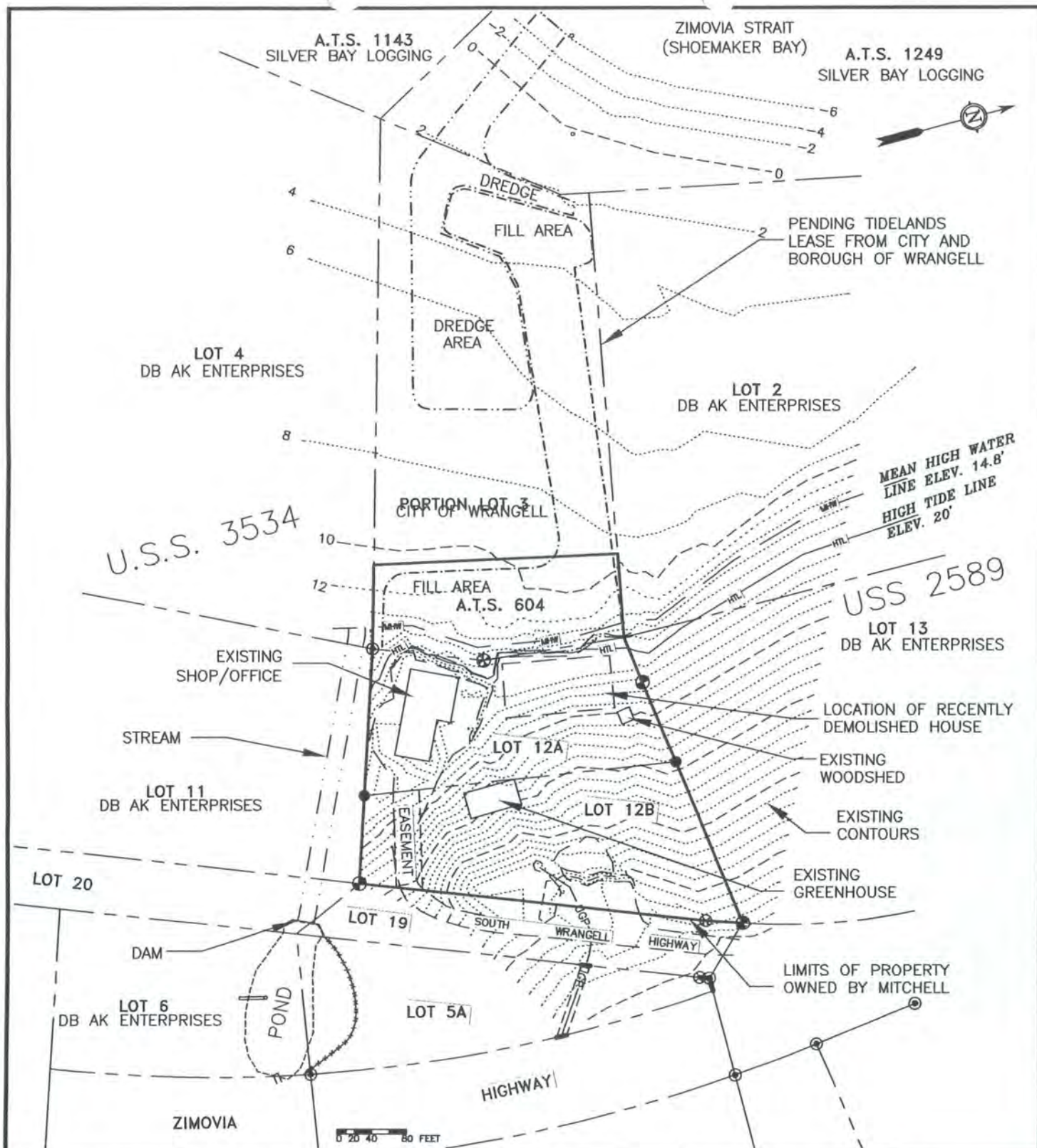
AT: WRANGELL

LOCATED IN: T.63S., R.84E., SECTION 20  
Lat 56°23'55.75"N, Long. 132°20'24.21"W

DATE: 1-21-16

SHEET **2** OF **8**





TIDAL DATA SOURCE:  
NOAA NAUTICAL CHART  
#17382 1981 REVISION  
SCALE: 1"=150'

## EXISTING CONDITIONS / WETLANDS MAP

APPLICATION BY:  
Mark Mitchell  
P.O. Box 80  
Wrangell, AK 99929

MARK MITCHELL  
CAUSEWAY AND FLOATS

AT: WRANGELL

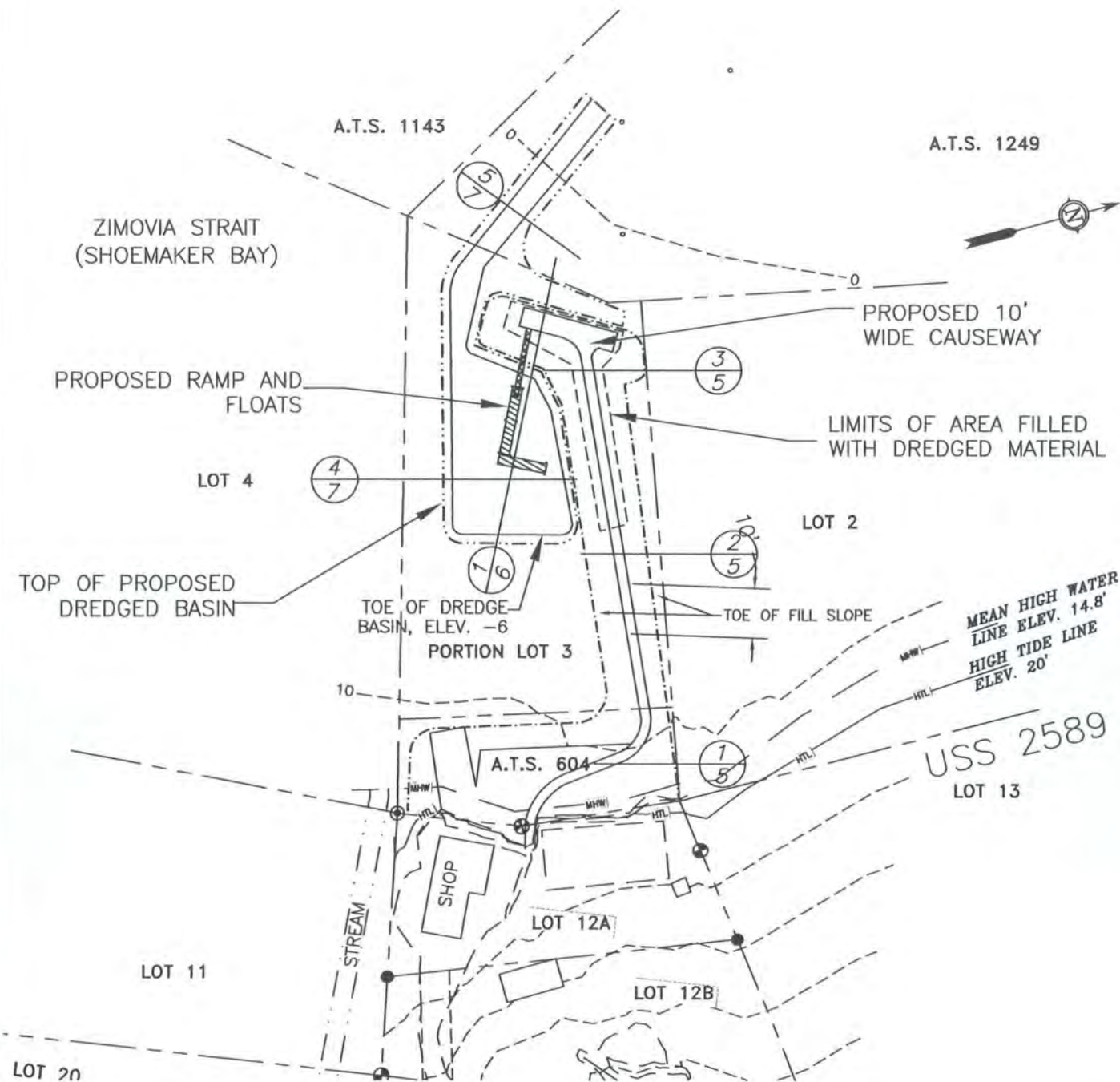
LOCATED IN: T.63S., R.84E., SECTION 20  
Lat 56°23'55.75"N, Long. 132°20'24.21"W

DATE: 1-21-16

SHEET **3** OF **8**



0 20 40 80 FEET



----- DREDGED AREA

## VICINITY MAP

MARK MITCHELL  
CAUSEWAY AND FLOATS

TIDAL DATA SOURCE:  
NOAA NAUTICAL CHART  
#17382 1981 REVISION  
SCALE: 1"=150'

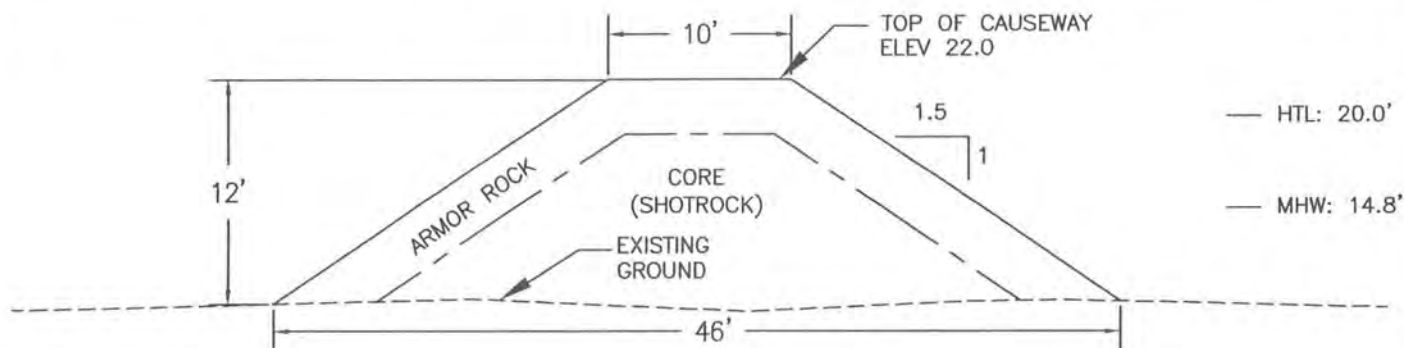
APPLICATION BY:  
Mark Mitchell  
P.O. Box 80  
Wrangell, AK 99929

AT: WRANGELL

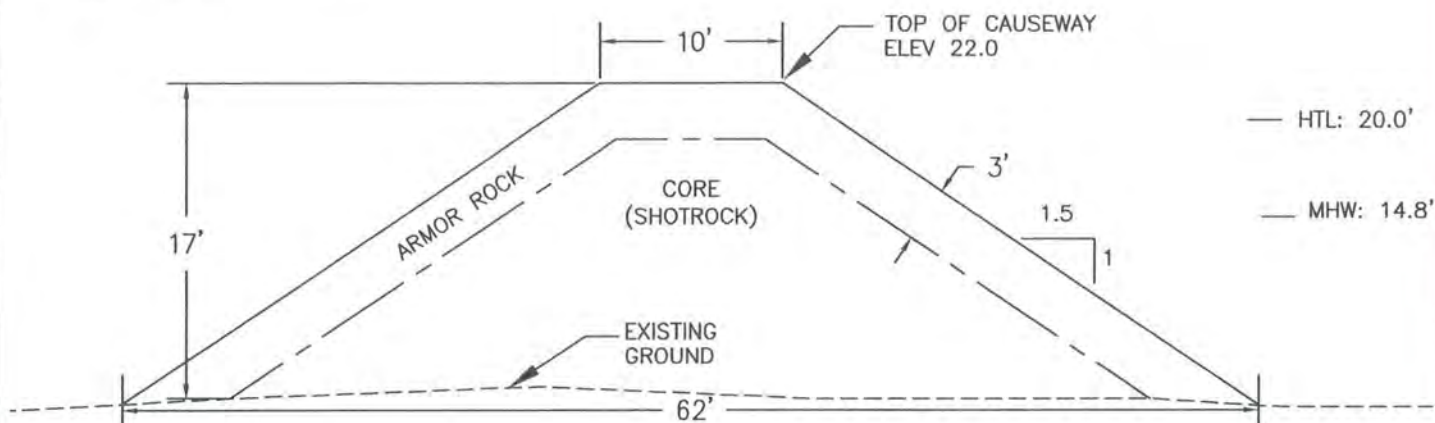
LOCATED IN: T.63S., R.84E., SECTION 20  
Lat 56°23'55.75"N, Long. 132°20'24.21"W

DATE: 1-21-16

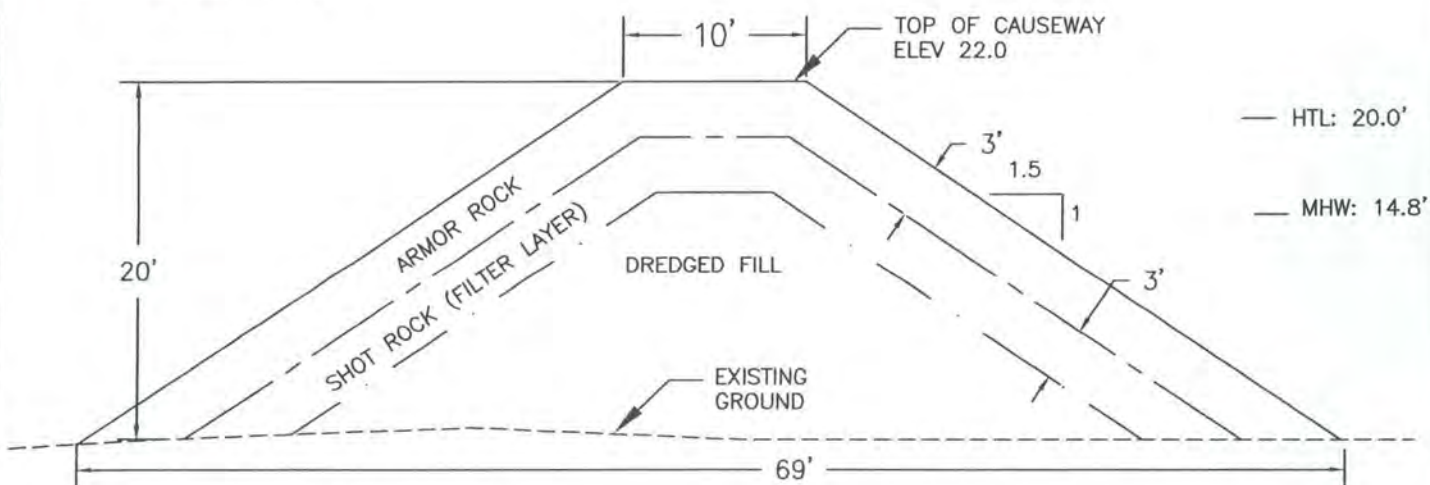
SHEET **4** OF **8**



①  
5 CAUSEWAY SECTION VIEW  
SCALE: 1":10'



②  
5 CAUSEWAY SECTION VIEW  
SCALE: 1":10'



③  
5 CAUSEWAY SECTION VIEW  
SCALE: 1":10'

TIDAL DATA SOURCE:  
NOAA NAUTICAL CHART  
#17382 1981 REVISION

## TYPICAL SECTIONS

APPLICATION BY:  
Mark Mitchell  
P.O. Box 80  
Wrangell, AK 99929

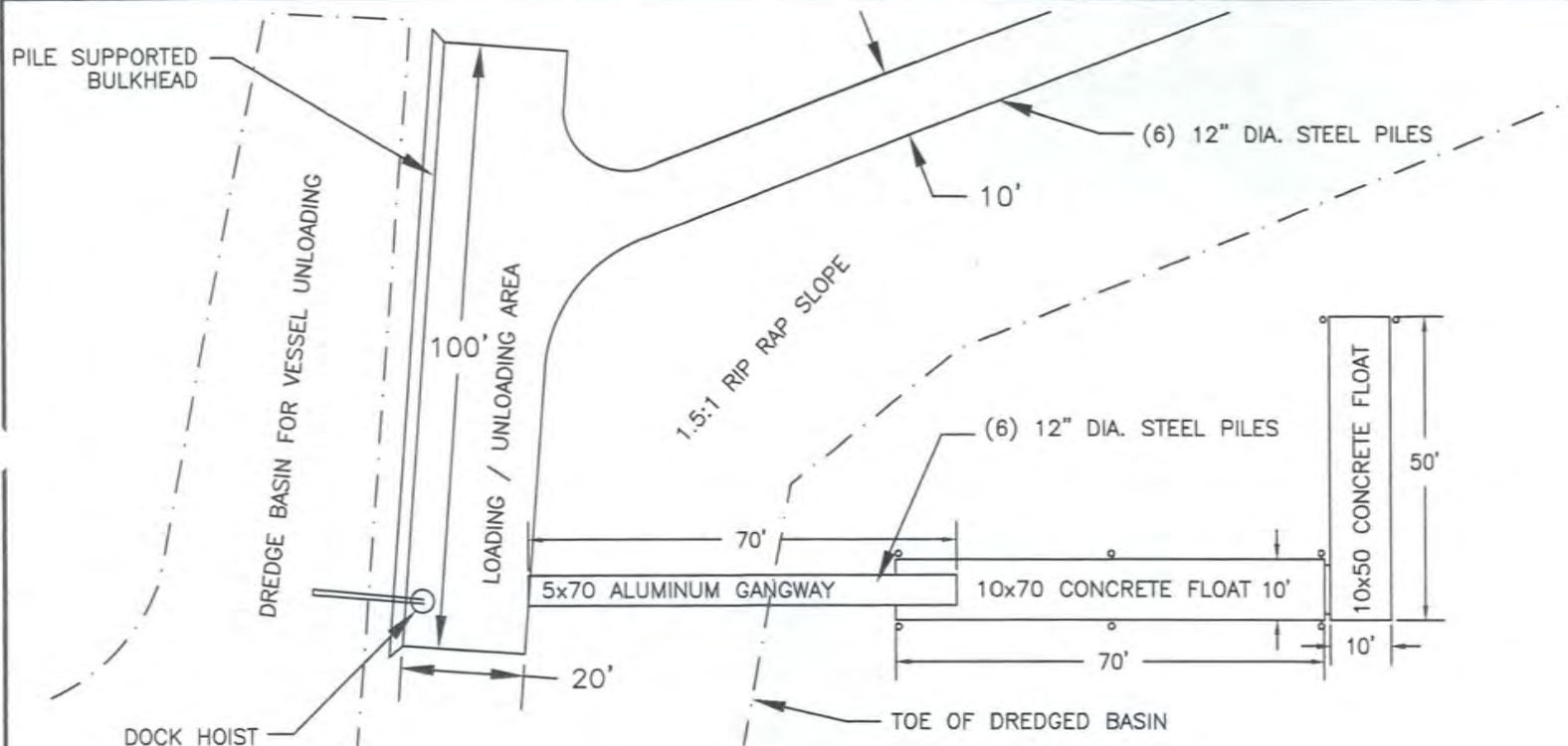
MARK MITCHELL  
CAUSEWAY AND FLOAT

AT: WRANGELL

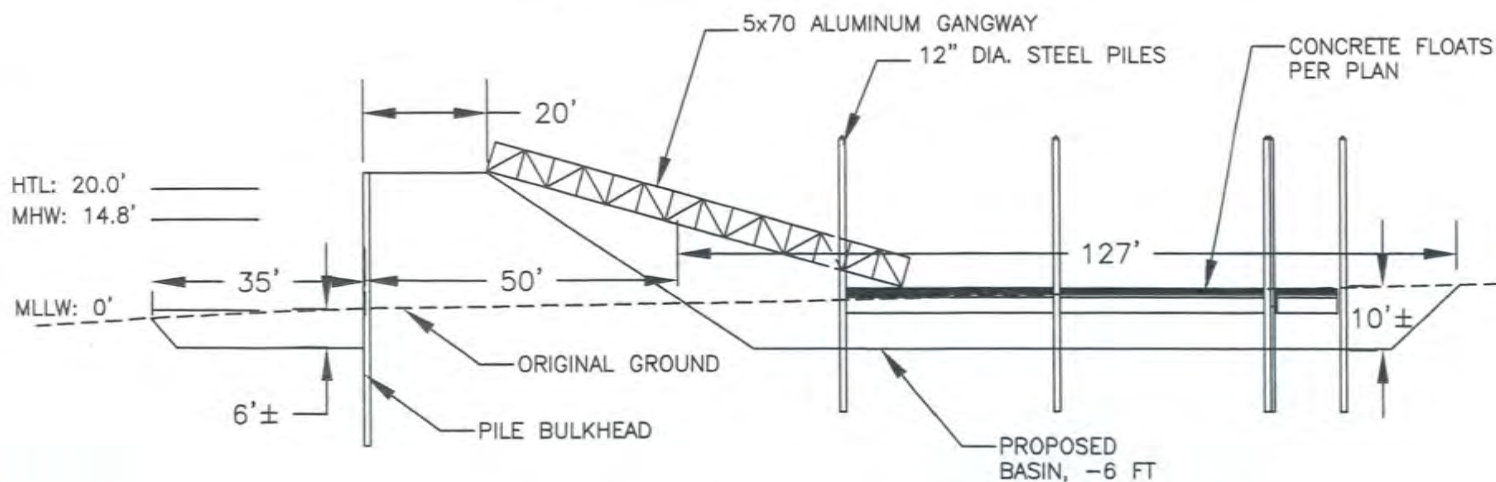
LOCATED IN: T.63S., R.84E., SECTION 20  
Lat 56°23'55.75"N, Long. 132°20'24.21"W

DATE: 1-21-16

SHEET **5** OF **8**



**RAMP AND FLOAT PLAN VIEW**  
1"=30'



**RAMP AND FLOAT ELEVATION VIEW**  
1"=30'

TIDAL DATA SOURCE:  
NOAA NAUTICAL CHART  
#17382 1981 REVISION

## TYPICAL SECTIONS

APPLICATION BY:  
Mark Mitchell  
P.O. Box 80  
Wrangell, AK 99929

MARK MITCHELL  
CAUSEWAY AND FLOAT

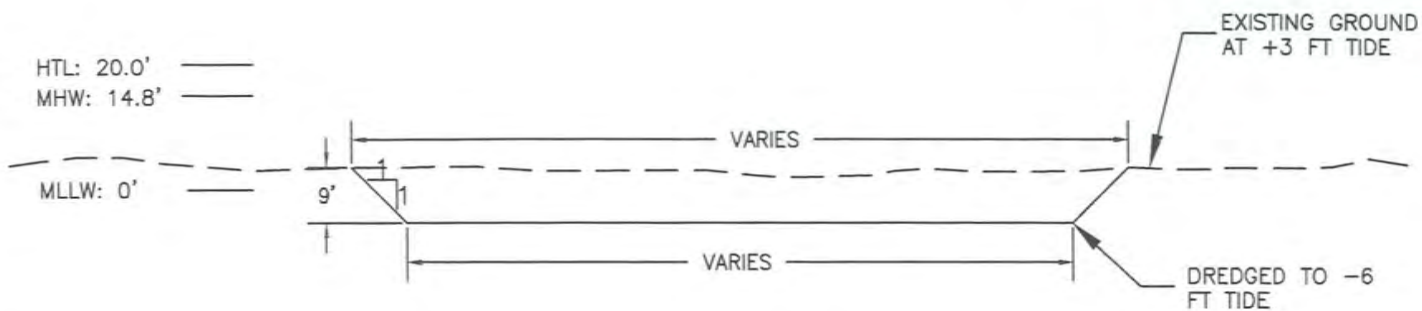
AT: WRANGELL

LOCATED IN: T.63S., R.84E., SECTION 20  
Lat 56°23'55.75"N, Long. 132°20'24.21"W

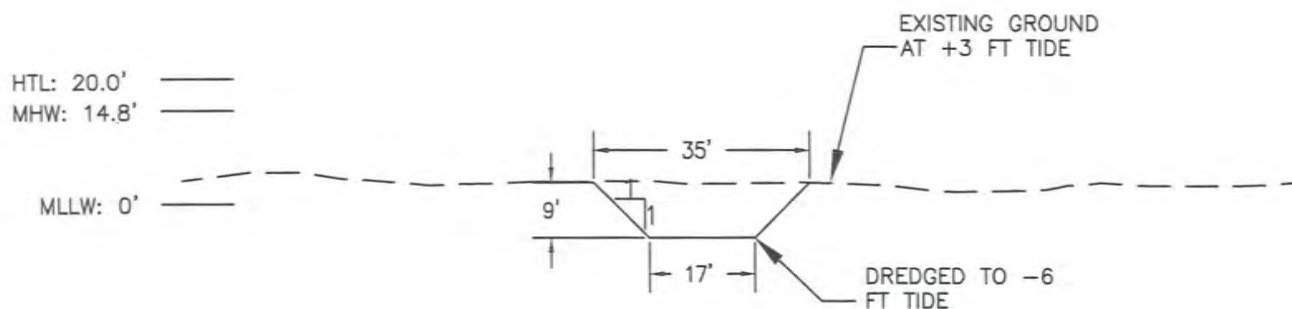
DATE: 1-21-16

SHEET **6** OF **8**





**4**  
**7** DREDGED BASIN TYPICAL SECTION  
SCALE: 1":30'



**5**  
**7** DREDGED BASIN OUTLET TYPICAL SECTION  
SCALE: 1":30'

MARK MITCHELL  
CAUSEWAY AND FLOAT

AT: WRANGELL

LOCATED IN: T.63S., R.84E., SECTION 20  
Lat 56°23'55.75"N, Long. 132°20'24.21"W

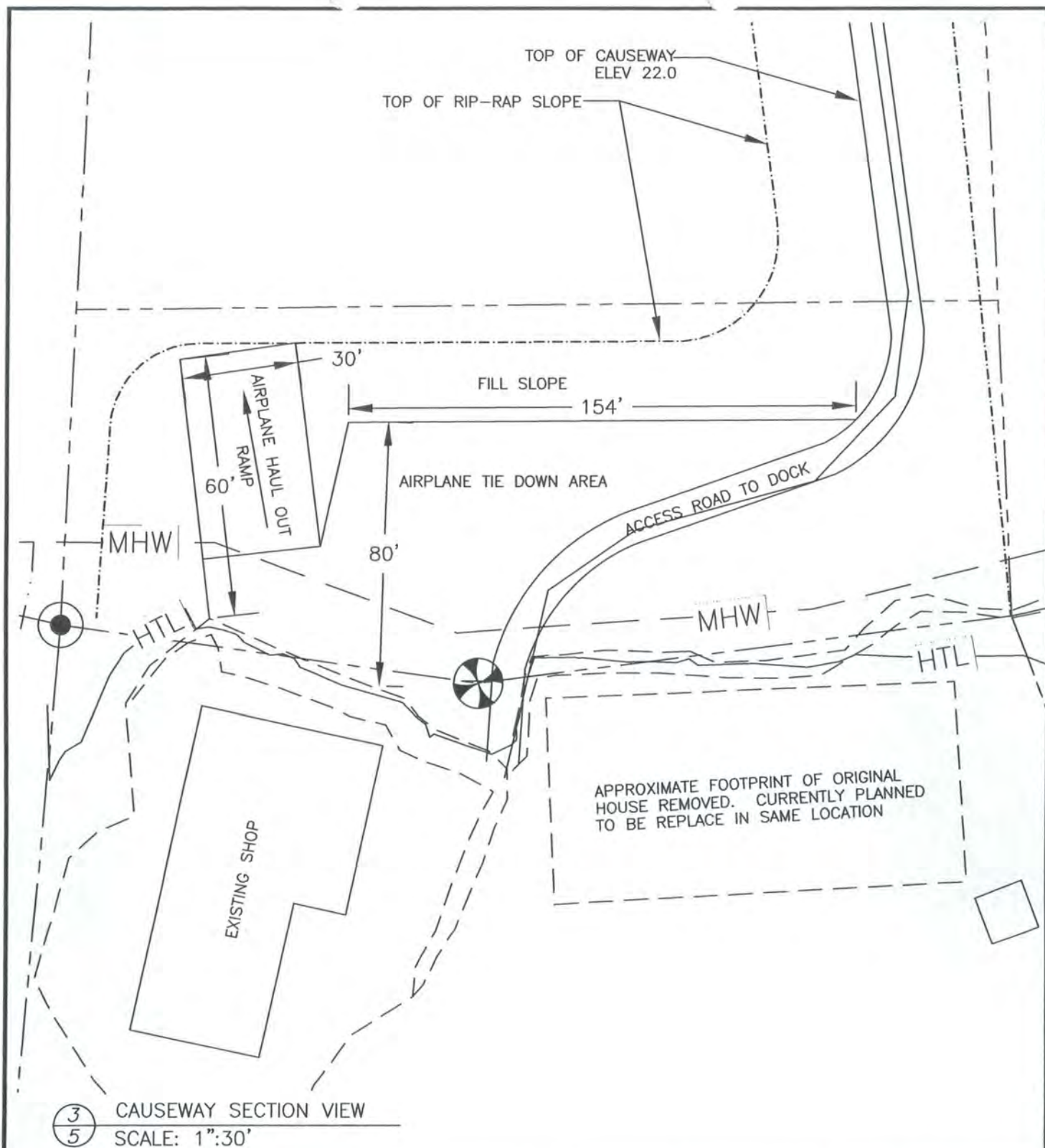
DATE: 1-21-16

SHEET **7** OF **8**

## TYPICAL SECTIONS

APPLICATION BY:  
Mark Mitchell  
P.O. Box 80  
Wrangell, AK 99929

TIDAL DATA SOURCE:  
NOAA NAUTICAL CHART  
#17382 1981 REVISION



TIDAL DATA SOURCE:  
NOAA NAUTICAL CHART  
#17382 1981 REVISION

## AIRPLANE HAUL OUT & TIE DOWN

APPLICATION BY:  
Mark Mitchell  
P.O. Box 80  
Wrangell, AK 99929

MARK MITCHELL  
CAUSEWAY AND FLOAT

AT: WRANGELL

LOCATED IN: T.63S., R.84E., SECTION 20  
Lat 56°23'55.75"N, Long. 132°20'24.21"W

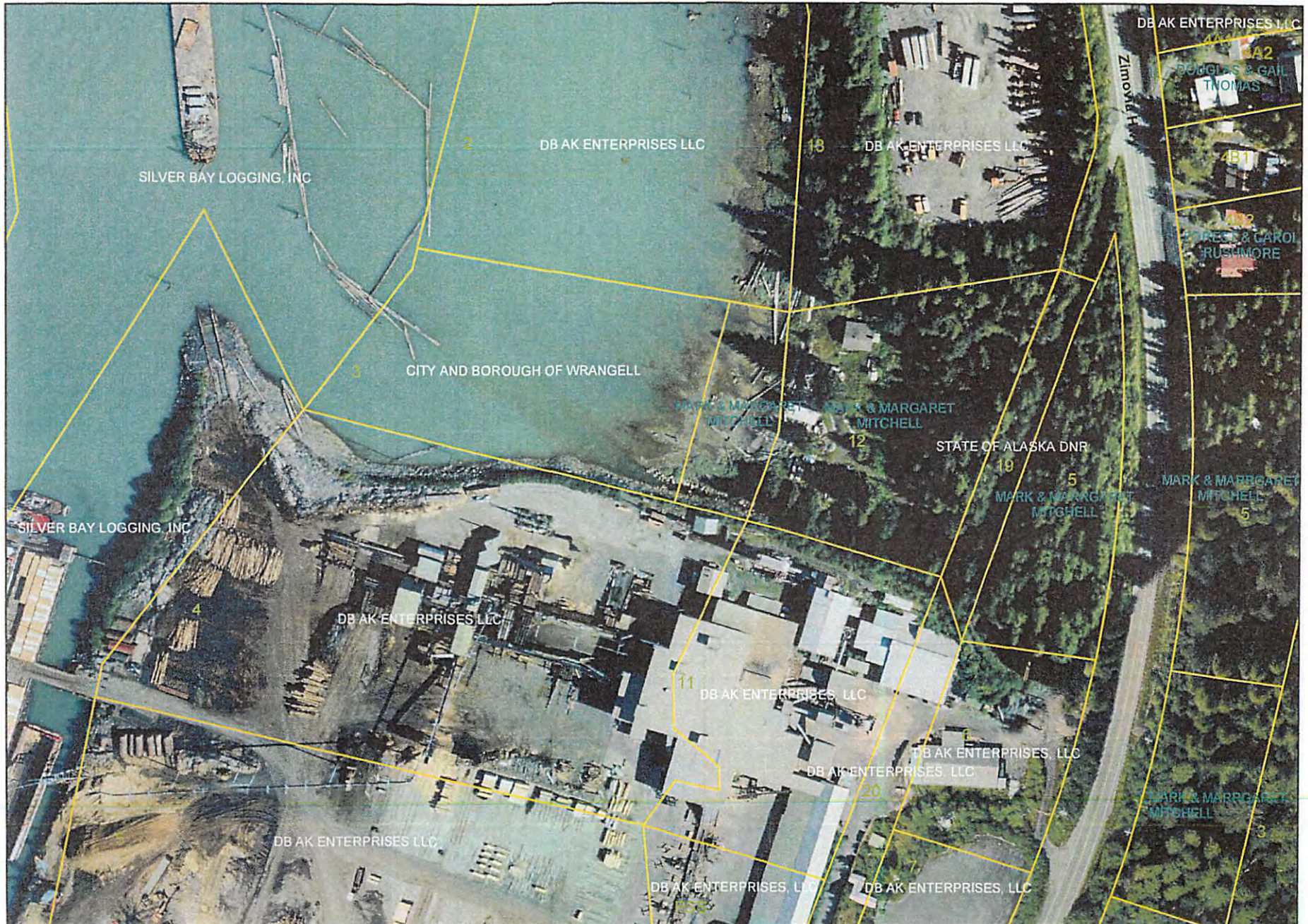
DATE: 1-21-16

SHEET **8** OF **8**



# CITY OF WRANGELL, ALASKA

for Item 126.



1 inch = 183.333333 feet  
Date: 4/12/2016



DISCLAIMER: THESE MAPS ARE FOR PLANNING PURPOSES ONLY.  
PROPERTY LINES ARE APPROXIMATE.





# **Agenda Item 13a**

## **CITY & BOROUGH OF WRANGELL**

### **BOROUGH ASSEMBLY AGENDA ITEM April 26, 2016**

#### **INFORMATION:**

Approval of an agreement with Mike Allen Jr. for the purpose of harvesting blow down trees on Borough owned Institute property

#### **Attachments:**

1. Memo from Manager Jabusch
2. Proposal from Mr. Allen
3. Proposed Contract with conditions

#### **RECOMMENDED ACTION:**

Move to approve the Borough Manager to execute the Agreement between the City and Borough of Wrangell and Mike Allen for the purpose of harvesting blow down trees on the Borough owned Institute property.

## **MEMORANDUM**

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

**FROM: JEFF JABUSCH  
BOROUGH MANAGER**

**SUBJECT: Approval of Contract with Mike Allen to Harvest City Timber**

**DATE: April 5, 2016**

### **Previous actions**

- 1.** The planning and zoning approved a temporary use permit for harvesting timber at the city owned institute sight. Although this is a new timber harvest, it is all blow down timber already on the ground.
- 2.** The assembly has previously permitted the sale of timber to Mike Allen without public bid for economic purposes allowed in our code.
- 3.** During our previous process, a concerned citizen contacted us and had some concerns that we were not going about our valuation correctly. Although originally we had talked to the US Forest Service about how they would value the timber and came up with a fair price, we felt it was prudent to expand our knowledge base and have a second opinion. We contacted the State of Alaska's forestry division and they did the survey and came up with a little more value but it cost us to have them perform this service. The net effect was about the same.
- 4.** As we did in the previous sale, we are asking Mike to stock pile any utility trees on the ground that he can't use for firewood once the project is complete.

### **Current Offer**

Mr. Allen has proposed an amount of \$20,000 to harvest the timber on the ground. We have talked to Mike and we feel it is reasonable. During the last harvest, Mike's offer came in close to what the surveyor came up with so we feel comfortable with his estimate and do not plan to have a survey done. The cost of the survey was about \$3,000 to \$4,000.

#### **Attachments:**

1. Contract
2. Offer from Mike Allen
3. Copy of Wrangell Municipal Code relating to sale without public bid

### **Recommended Motion:**

Move to approve the Borough Manager to execute the Agreement between the City and Borough of Wrangell and Mike Allen for the purpose of harvesting blow down trees on the Borough owned Institute property.



CITY CLERK  
MAR 21 2016  
RECEIVED

Mike Allen Enterprizes  
PO Box 158  
Wrangell, AK 99929

March 21, 2016

Jeff Jabusch, Borough City Manager  
City and Borough of Wrangell

Dear Jeff,

I would like to submit an offer of \$20,000.00 for the blow down timber at the 5 mile Institute Site. No new roads would be built, access would be feasible on existing roads.

Mike Allen

Mike Allen Enterprizes

Mike Allen Enterprizes

## **Agreement for the sale of Timber**

The City and Borough of Wrangell has authorized the sale of downed timer at the 5 mile Institute property to Mike Allen.

It was determined that there is substantial downed timer on the institute site in the same general area that Mr. Allen was contracted to log in 2015. It is the desire of the Borough to have the downed timber salvaged before there is no value to it. The Borough is selling this personal property under Wrangell Municipal Code 5.10.062 Disposition of personal property for economic development purposes. A summary of this section was presented to the assembly at their April 12, 2016 regular meeting. A public hearing as required was also conducted on April 12, 2016.

Term: The term of this agreement will begin when both parties have signed this agreement and will end on \_\_\_\_\_, or when all trees have been removed and all conditions are meet, whichever comes first.

### **Terms and Conditions:**

1. The Borough will allow the removal of blow down timer from the 5 mile institute property.
2. The parties agree that the amount due to the borough for the downed timer will be \$20,000.00, due to the Borough before work begins.
3. The parties agree that when there will be no new roads built and that access would be feasible on existing roads on the institute (Borough) property.
4. The Borough shall not be responsible for any loss of property, damage to property or loss of personal articles. The Borough shall not be liable for any loss or damages resulting from fire, theft, accident, vandalism, spray painting, sanding, grinding or any other activity conducted by any other person, regardless of who causes the loss or damages. Mr. Allen, by signing this Agreement, specifically agrees to this provision and specifically agrees to not make any claim against the Borough of any kind or any nature relating to or claiming any loss of or damage to any property.
5. The Borough shall not be responsible for any costs associated with this agreement.
6. Mr. Allen shall provide proof of insurance prior to starting any part of the operation. This will include Workers Compensation Insurance and General Liability insurance in the amount of at least one million dollars (\$1,000,000). The Certificate of Insurance shall name the Borough as an additional insured. Mr. Allen shall not be permitted to begin any part of the operation at all until he has provided the Borough with the General Liability Certificate of Insurance showing the Borough as an additional insured.
7. Mr. Allen shall defend, indemnify, and hold harmless the City and Borough of Wrangell from and against any action or claim of any kind and of any nature, and

from and against all damages of any kind and of any nature to persons or property, including death, and including all administrative claims, penalties, fees, and costs, resulting from or arising out of any actions or omissions by Mr. Allen, or the employees, invitees, representatives, or independent contractors of Mr. Allen.

8. Mr. Allen agrees to stack unwanted utility logs on the side of the access road in a location that is both safe and accessible to the Borough.
9. Mr. Allen agrees and acknowledges that he has had a full opportunity to consult with counsel of his choice and that he is not relying on any statements or representations by the City and Borough of Wrangell or its attorneys in entering this Agreement.
10. Mr. Allen agrees and acknowledges that this Agreement shall not be modified or amended except in writing and that no employee, assembly member, officer, the mayor, representative or volunteer of the Borough has any actual or apparent authority to orally agree to amend or modify this Agreement.

By signing below both parties agree to the terms of the agreement:

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 2016.

---

Mike Allen

---

Jeff Jabusch  
Borough Manager  
The City and Borough of Wrangell

# **Agenda Item 13b**

## **CITY & BOROUGH OF WRANGELL**

### **BOROUGH ASSEMBLY AGENDA ITEM April 26, 2016**

#### **INFORMATION:**

Approval of a request by Tony Massin, dba MassKills Seafoods to extend the leased lot described as Mill Dock, Lot 2

#### **Attachments:**

1. Request from Mr. Massin (6 pages)
2. Summary of existing lease (1 page)
3. Memo from Port Commission (1 page)

#### **RECOMMENDED ACTION:**

Move to approve an extension to the existing leased Mill Dock, Lot 2, from 1800 square feet to 2440 square feet, and to raise the monthly fee based on the .08 per square foot rate.

**WRANGELL MARINE SERVICE CENTER (WMSC)  
FACILITY LEASE AGREEMENT**

This Lease is entered into on the 9<sup>th</sup> day of May, 2013, by and between the City and Borough of Wrangell (hereinafter "Lessor"), a municipal corporation, and Tony Massin, dba MassKills Seafoods (hereinafter "Lessee"), a business owner, doing business in the State of Alaska, for purpose of leasing borough-owned land in Wrangell. The parties hereby agree to the following conditions:

**1. DURATION**

This Lease shall be in effect for a five year term, more specifically, from the date above until the 9<sup>th</sup> day of May, 2018.

**2. LEASED PROPERTY**

The property subject to this Lease is described as: Mill Dock Lot 2, 40' x 45'

**3. PERMISSIBLE USES**

A. Lessee shall utilize the property only for the purpose of conducting a seafood processing business. Accessory uses of the property are allowed if pre-approved in advance in writing by the Borough Assembly and/or Port Commission.

B. Lessee agrees to abide by all Federal, State, and local laws in the operation and maintenance of the permitted commercial activity.

C. The Lessor does not warrant that the property is suitable for the purposes sought. Lessee assumes all risks associated with the location of the leased premises.

**4. CONDITIONS OF LEASING**

A. Lease payments shall be in the amount of \$144.00, payable in advance on the 10<sup>th</sup> day of each month.

B. Lessee shall comply with all rules and yard Best Management Practices as set forth by the Harbor Department or Port Commission.

C. Lessee must sign and agree to fully comply with the WRANGELL MARINE SERVICE CENTER (WMSC) FACILITY USE AGREEMENT.

**5. RENEWAL**

A. The Lease may be renewed at the option of the Lessor upon written request by the Lessee within at least sixty (60) days of the expiration of the current term, provided that the Lessee is current in the payment of all fees, and that the Lessee has been compliant with all yard rules and all provisions of this agreement as determined by the Port Commission.

B. The terms and conditions of this Lease for each renewal term shall be identical with the original term except for the lease payment.

**6. OPERATION AND MAINTENANCE**

A. Lessee shall at all times provide sufficient personnel to operate and maintain the leased premises. Lessee shall keep and maintain the leased premises in good, clean, safe, and sanitary condition.

B. Items stored on the leased premises must be directly related to the commercial business operating on the property.

C. Lessee shall be responsible for any and all special assessments for public improvements which may be made against the leased premises during the term of this Lease or any option to renew by the Lessee.

To: The Wrangell Assembly  
February 29, 2016

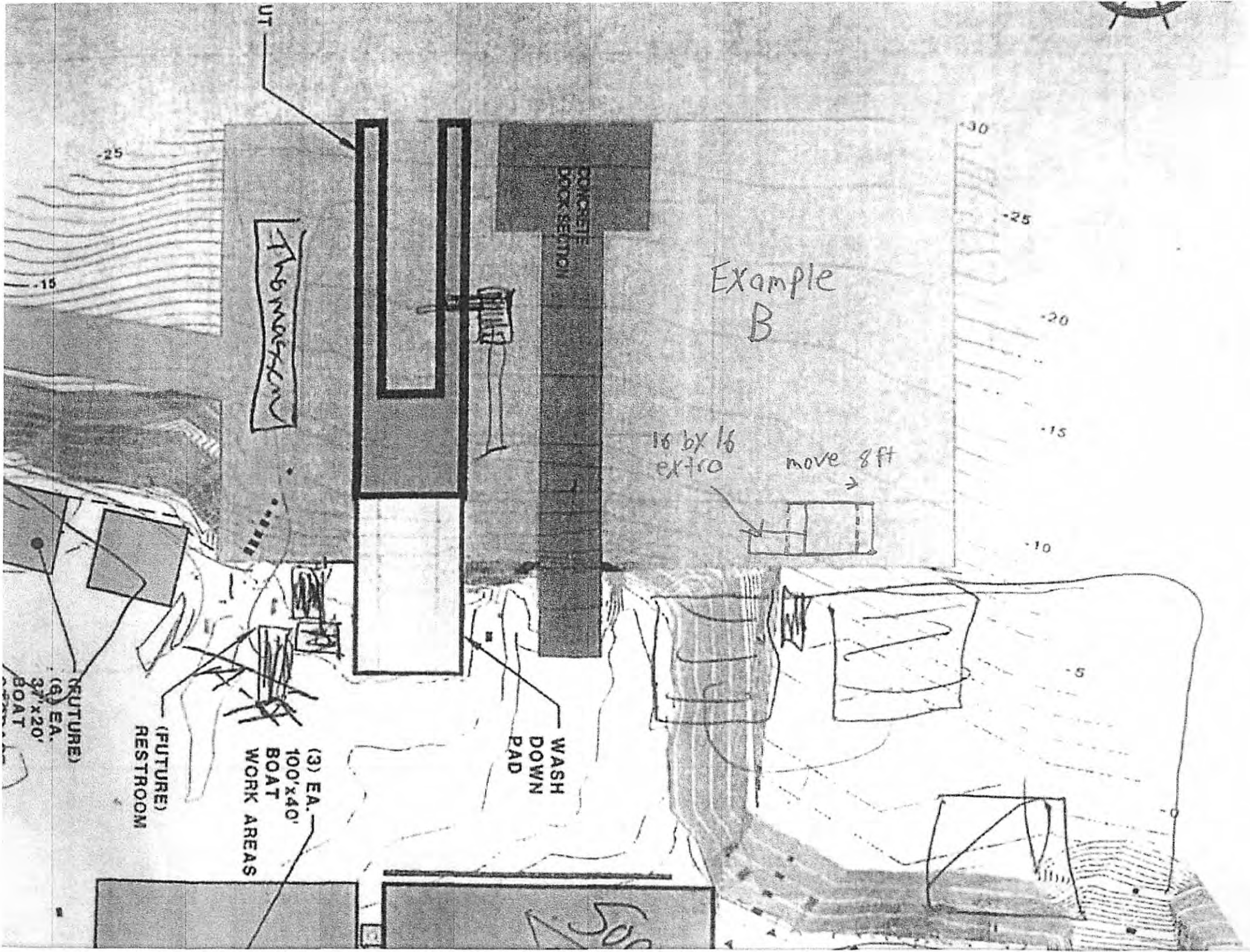
What I need is to add another 16 by 16 foot piece of property to my existing 40 by 45.

**Example A**

I propose to reach this goal by moving the part that sticks out 40 feet over eight feet to the left if you are on the dock looking at the mill yard. This will allow enough room for the extra 16 by 16 foot space that is closest to the travel lift by only coming out 8 feet more than I am now without moving it see example B.

Tony Massin





-30  
-25  
-20  
-15  
-10  
-5

Mill Dock  
exp A  
what I have now

Masskills

45' 0"

CONCRETE  
DOCK SECTION

WASH  
DOWN  
PAD

(3) EA.  
100'x40'  
BOAT  
WORK AREAS

(FUTURE)  
RESTROOM

(FUTURE)  
(6) EA.  
37'x20'  
BOAT

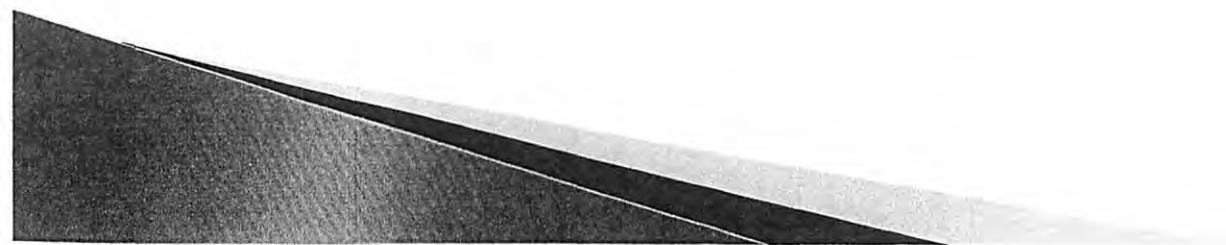
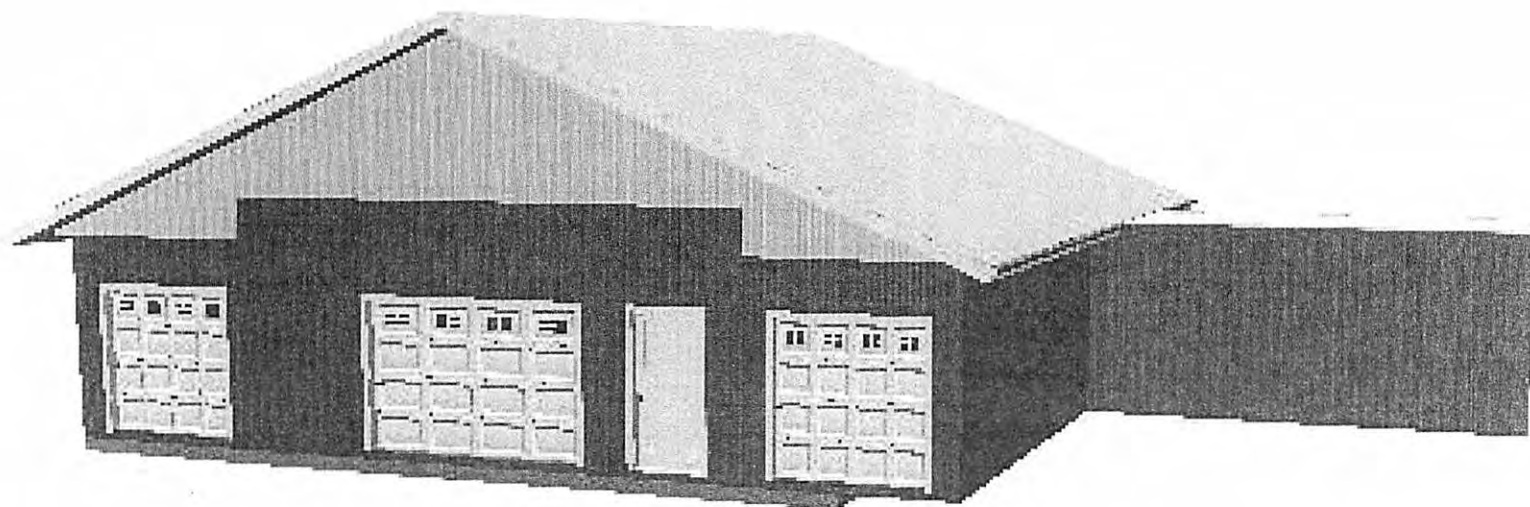
Thomassen

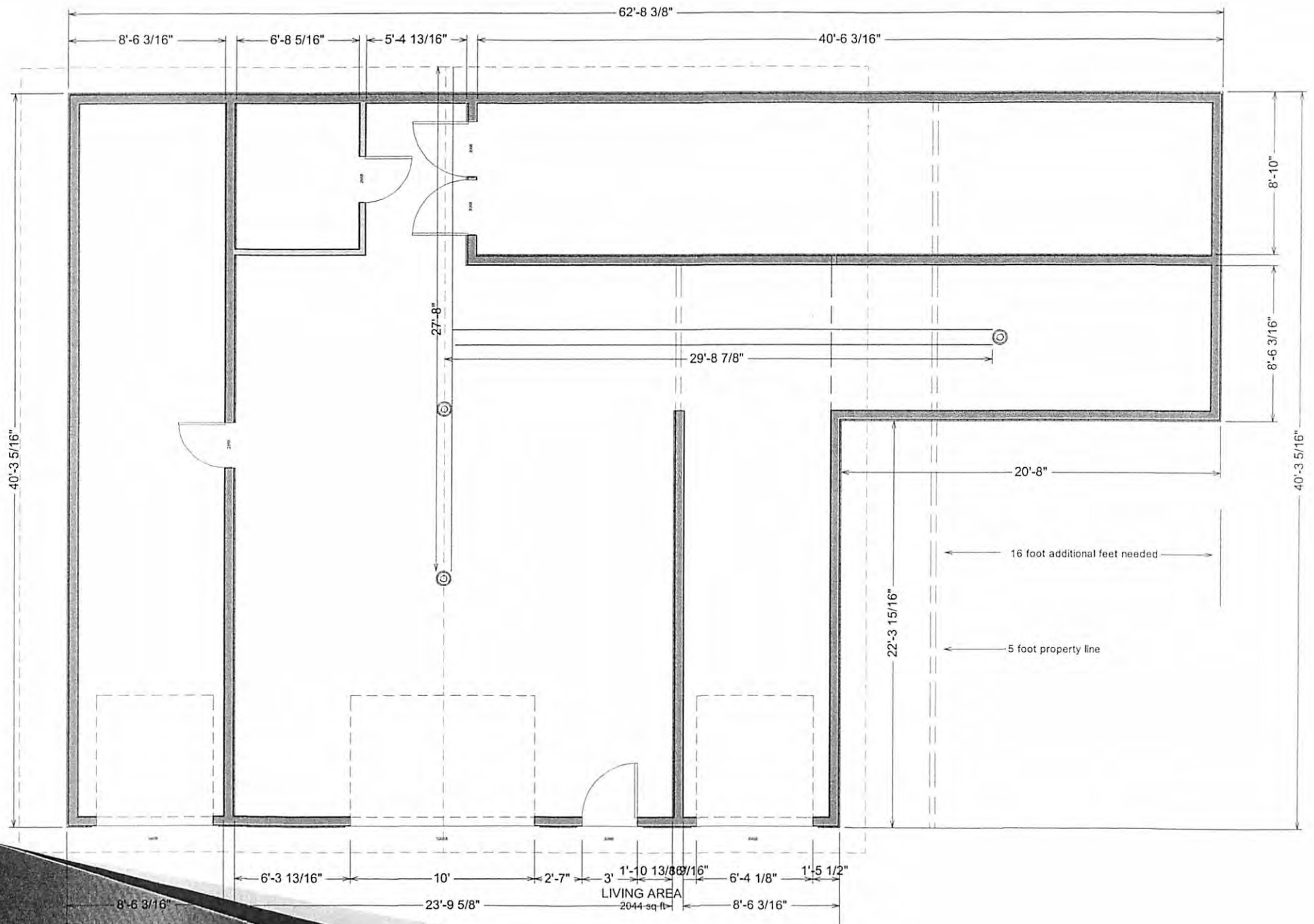
UT

-25

-15



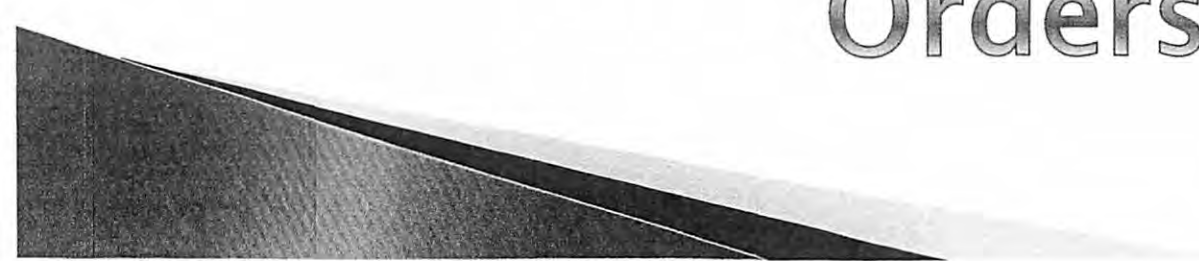




Masskills custom fillet  
And processing  
Proposal.

(907)305-0175

For scheduling and  
Orders.



## Wrangell Port Commission

# Memo

To: City and Borough of Wrangell Assembly

From: Sherri Cowan, Recording Secretary

Date: 04-07-16

Re: **Toni Massin Extension to Existing Lease Mill Dock, Lot 2**

---

The Port Meeting held April 7, 2016, made the "Motion to approve an extension to the existing leased Mill Dock, Lot 2, from 1800 Sq. feet to 2440 square feet, and to raise the monthly fee based on the .08 cents per square foot rate".

# **Agenda Item 13c**

## **CITY & BOROUGH OF WRANGELL**

### **BOROUGH ASSEMBLY AGENDA ITEM April 26, 2016**

#### **INFORMATION:**

Approval to schedule a Special Assembly meeting for May 2, 2016

#### **RECOMMENDED ACTION:**

Move to approve scheduling a Special Assembly meeting for May 2, 2016 at noon, for the purpose of approving a contract and an amendment, associated with the Wood Street project, and the consideration to approve the Spur Road Rock Pit Location for Disposing Remediated Soil from the Byford property location.

# Agenda Item 13d

## CITY & BOROUGH OF WRANGELL

### BOROUGH ASSEMBLY AGENDA ITEM April 26, 2016

#### INFORMATION:

#### Approval of City Tideland Annual Five-Year Reassessments

#### Attachments:

#### 1. Annual Reassessments from Michael Renfro, Borough Assessor

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

Additional Information: These four Tideland Leases were not reassessed 5 years ago in 2011. Therefore, that is why there is the jump in the rental fee. The rental fee is based off of the new assessment value.

- #9 (Lot 13, Block 7A) (Susan Ramsey) - new fee value \$2,900 = \$174.00 + tax, per year (was \$136.43 per year from 2006)
- #10 (Lot 16, Block 1A) (AICS) - new fee value \$55,100 = \$3,306.00 + tax, per year (was \$2,687.40 per year from 2006)
- #11 (Lot 4, Block 2A) (Samson Tug & Barge) - new fee value \$70,580 = \$4,234.80 + tax, per year (was \$3,492.60 per year from 2006)
- #32 (Lots 14 & 15, Block 7A) (Hungry Beaver) - new fee value \$720 = \$43.20 + tax, per year (was \$38.39 per year from 2006)

#### RECOMMENDED ACTION:

Move to approve the five-year City Tideland Reassessments, as presented for 2016.

**APPRAISAL OF  
FOUR CITY AND BOROUGH OF WRANGELL  
TIDELAND LEASE SITES  
WRANGELL, ALASKA**

FOR  
Kim Lane  
CITY AND BOROUGH OF WRANGELL  
P.O. BOX 531  
WRANGELL, ALASKA 99929

VALUATION DATE  
APRIL 13, 2016

FILE 16-3373

BY  
MICHAEL C. RENFRO, PARTNER  
ASSESSOR CITY AND BOROUGH OF WRANGELL

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



Fax  
(907) 563-1368

Telephone  
(907) 562-2424

# Appraisal Company of Alaska

3940 ARCTIC BOULEVARD, SUITE 103  
ANCHORAGE, ALASKA 99503  
mrenfro@appraisalalaska.com

APRIL 13, 2016

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

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

Dear Ms. Lane:

Pursuant to your request, I have prepared a limited appraisal report on the fair market value of the above parcels as if vacant. The appraisal date is April 13, 2016. The purpose of the report is to determine the fair market value for lease purposes. A description and current status of each site is facing the valuation section of each lease by lease number.

The reader is referred to the City and Borough of Wrangell comparable lease and sales book for a complete description of the comparable leases and sales utilized in this report.

A summary of the leases to be valued are as follows:

<u>No</u>	<u>Lessee</u>	<u>Legal</u>	<u>Area Sq. Ft.</u>	<u>Filled Tidelands</u>	<u>Fee Value</u>
9	Susan Ramsey	Lot 13, Blk 7A, WTS	3,865	No	\$2,900
10	Wrangell Community Services	Lot 16, Blk 1A, WTS	5,563	Yes	\$55,100
11	Samson Tug & Barge	Lot 4, Blk 2A, WTS	7,058	Yes	\$70, 580
32	Hungry Beaver	Adj. Lots 14, 15, Blk 7A, WTS	720	No	\$720



A description of each site and the analyses which lead to the fair market value conclusion follows by lease number in this report. The comparable market data is contained in a separate report in the appraiser's work file.

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

Sincerely,

A handwritten signature in black ink, appearing to read "Michael C. Renfro". The signature is fluid and cursive, with the first name "Michael" written in a larger, more prominent script than the last name "Renfro".

Michael C. Renfro  
Assessor  
City and Borough of Wrangell

WRANGELL TIDELANDS LEASE

Lease No. 9

Current Status

LOCATION: Off of Shakes Avenue on the north side of the inner harbor

LEGAL DESCRIPTION: Lot 13, Block 7-A, City and Borough of Wrangell

LESSOR: City and Borough of Wrangell      INSTRUMENT: Lease

LESSEE: Susan Ramsey

FEE VALUE: \$2,900

DATE OF LEASE: June, 1986, 1991,  
1996, 2001, 2006, 2016

TERMS: 6% of fee value per year

ZONING: WFD

AREA: 3,865 sq.ft.

USE AT LEASE: Grid site

ANTICIPATED USE: Grid

ACCESS: Across adjoining lots

ASSESSMENTS: None noted

UTILITIES: None

EASEMENTS/RESTRICTIONS: Typical

CONFIRMED WITH: City and Borough of Wrangell      BY/DATE: MCR/4-2016

PROPERTY DESCRIPTION: Submerged tidelands inside the harbor.

ANALYSIS:    2016    \$2,900 / 3,865 sq.ft. = \$.75/sq.ft.

$\$2,900 \times .06 = \$174.00/\text{year}$

WRANGELL TIDELANDS LEASE

Lease No. 10

Current Status

LOCATION: On the southeast corner of Lynch Street and Brueger Streets

LEGAL DESCRIPTION: Lot 16, Block 1-A, City and Borough of Wrangell

LESSOR: City and Borough of Wrangell

INSTRUMENT: Lease

LESSEE: Wrangell Community Services

FEE VALUE: \$55,100

DATE OF LEASE: August, 1976  
REVALUE: 1981, 1986, 1991, 1996,  
2001, 2006, 2016

TERMS: 6% of fee value per year  
55 years from 8-76, 5 yr. revalue

ZONING: WFD

AREA: 5,563 sq.ft.

USE AT LEASE: Commercial  
building

ANTICIPATED USE: Commercial building

ACCESS: Very good

ASSESSMENTS: None noted

UTILITIES: All available

EASEMENTS/RESTRICTIONS: Typical

CONFIRMED WITH: City and Borough of Wrangell BY/DATE: MCR/4-2016

PROPERTY DESCRIPTION: Level filled tidelands lot improved with a two story commercial building.

ANALYSIS: 2016 \$55,100 / 5,563 sq.ft. = \$9.90/sq.ft.

$\$55,100 \times .06 = \$3,306\text{year}$

WRANGELL TIDELANDS LEASE

Lease No. 11

Current Status

LOCATION: South side of Front Street at the southwest corner of Outer Drive

LEGAL DESCRIPTION: Lot 4, Block 2-A, City and Borough of Wrangell

LESSOR: City and Borough of Wrangell

INSTRUMENT: Lease

LESSEE: Samson Tug & Barge

FEE VALUE: \$70,580

DATE OF LEASE: July, 1981

REVALUE: 1986, 1991, 1996, 2001, 2006,  
2016

TERMS: 6% of fee value per year  
55 year from 7-81, 5 year revalue

ZONING: WFD

AREA: 7,058 sq.ft.

USE AT LEASE: Retail building

ANTICIPATED USE: Retail store

ACCESS: Very good

ASSESSMENTS: None noted

UTILITIES: All available

EASEMENTS/RESTRICTIONS: Typical

CONFIRMED WITH: City and Borough of Wrangell BY/DATE: MCR/4-2016

PROPERTY DESCRIPTION: Filled level tidelands lot with good road frontage.

ANALYSIS: 2016 \$70,580 / 7,058 sq.ft. = \$10.00/sq.ft.

$\$70,580 \times .06 = \$4,234.80/\text{year}$

WRANGELL TIDELANDS LEASE

Lease No. 32

Current Status

LOCATION: Off of Shakes Street on the harbor side of Lot 15, Block 7A, Wrangell  
Tidelands

LEGAL DESCRIPTION: Long Legal (see next page), adjacent of Lots 14 and 15, Block  
7A Wrangell Tidelands Addition

LESSOR: City and Borough of Wrangell

INSTRUMENT: Lease

LESSEE: Hungry Beaver

FEE VALUE: \$720

DATE OF LEASE: Sept. 30 1986  
1991, 2001, 2006, 2011, 2016

TERMS: 6% of fee value per year  
5 year for 9/86, 5 yr. revalue

ZONING: WFD

AREA: 720 sq.ft.

USE AT LEASE: Residential,  
Commercial

ANTICIPATED USE: Residential/Commercial

ACCESS: Good

ASSESSMENTS: None

UTILITIES: All available

EASEMENTS/RESTRICTIONS: None Noted

CONFIRMED WITH: City and Borough of Wrangell BY/DATE: MCR/4-2016

PROPERTY DESCRIPTION: Submerged tidelands on the harbor side of lots 14 and  
15, Block 7A Wrangell Tidelands Addition

ANALYSIS: 2006 \$720 / 720 sq.ft. = \$1.00/sq.ft.

$\$720 \times .06 = \$43.20 \text{ /year}$

# **Agenda Item 13e**

## **CITY & BOROUGH OF WRANGELL**

### **BOROUGH ASSEMBLY AGENDA ITEM April 26, 2016**

#### **INFORMATION:**

Approval of the request from Vern Phillips of Sea Level Seafoods, LLC. to modify the existing City Tidelands Lease

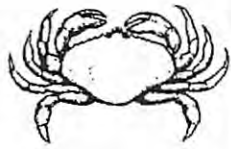
#### **Attachments:**

1. Request from Mr. Phillips to modify his existing Tidelands Lease
2. Memo from the Port Commission
3. Memo from the Planning & Zoning Commission
4. Map of the Proposed Area (maps)

#### **RECOMMENDED ACTION:**

Move to approve moving forward with the necessary steps of modifying the existing Tidelands Lease Agreement, requested by Vern Phillips of Sea Level Seafoods, LLC. to include an additional unsubdivided portion of ATS 81, adjoining Lot 1, Sea Level Subdivision II with the following conditions:

1. A reduced square footage so that the area is at least 15 feet from the entrance to the parking lot, and
2. That the Lease only be for surface storage and parking, not for the construction of a building.



# Sea Level Seafoods, LLC

SHRIMP • SALMON • CRAB • HALIBUT • BOTTOMFISH  
FRESH • FROZEN • LIVE



P.O. BOX 2085  
WRANGELL, ALASKA 99929

(907) 874-2401, 874-2274, 874-3530  
FACSIMILE (907) 874-2158, 874-3526

March 1, 2016

City of Wrangell  
Box 531  
Wrangell, Alaska 99929

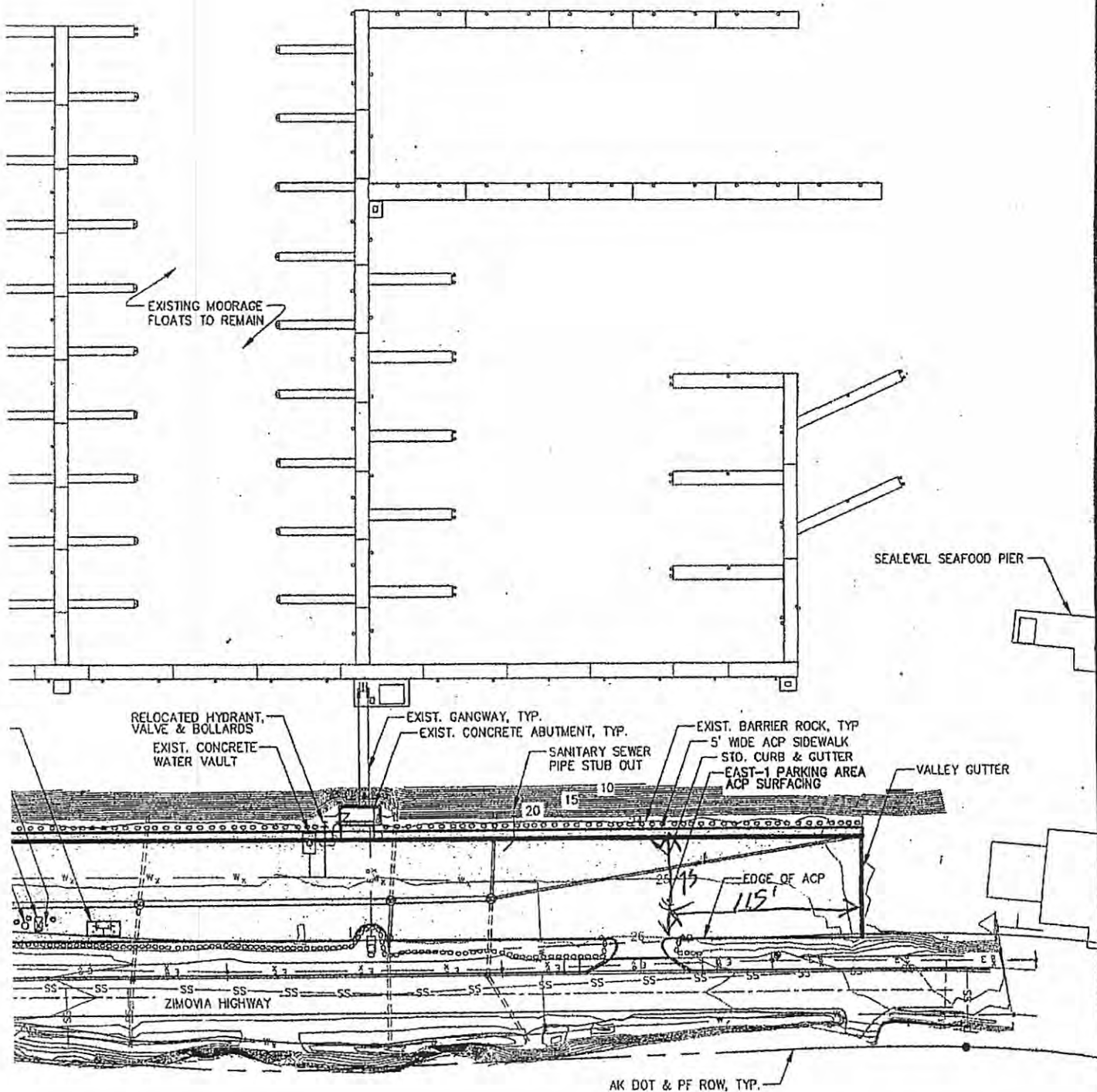
To Whom it May Concern:

Enclosed please find drawings of area of Heritage Harbor Parking lot that Sea Level Seafoods would like to purchase/lease from the City of Wrangell. Please forward to the appropriate committees for consideration. Thank you.

Sincerely,

A handwritten signature in black ink, appearing to read "Vern Phillips".

Vern Phillips  
General Manager



DKD. APP.

**P N D**

ENGINEERS, INC.

9360 Glacier Highway Ste 100  
Juneau, Alaska 99801

Phone: 907-585-2093

Fax: 907-586-2099

www.pnd-inc.com



**CITY & BOROUGH OF WRANGELL, ALASKA  
HERITAGE HARBOR PHASE III  
UPLAND IMPROVEMENTS**

SHEET TITLE:

**GENERAL SITE PLAN**

**1.04**

SHEET  
4 OF 18

DESIGN: BMI  
DRAWN: BMI

CHECKED: AWS  
APPROVED: CRS

SCALE: SCALE IN FEET  
0 50 100 FT.

DATE: 2/16/11

PHD PROJECT NO.: 052045.08 DWG. FILE: 1.04.DWG



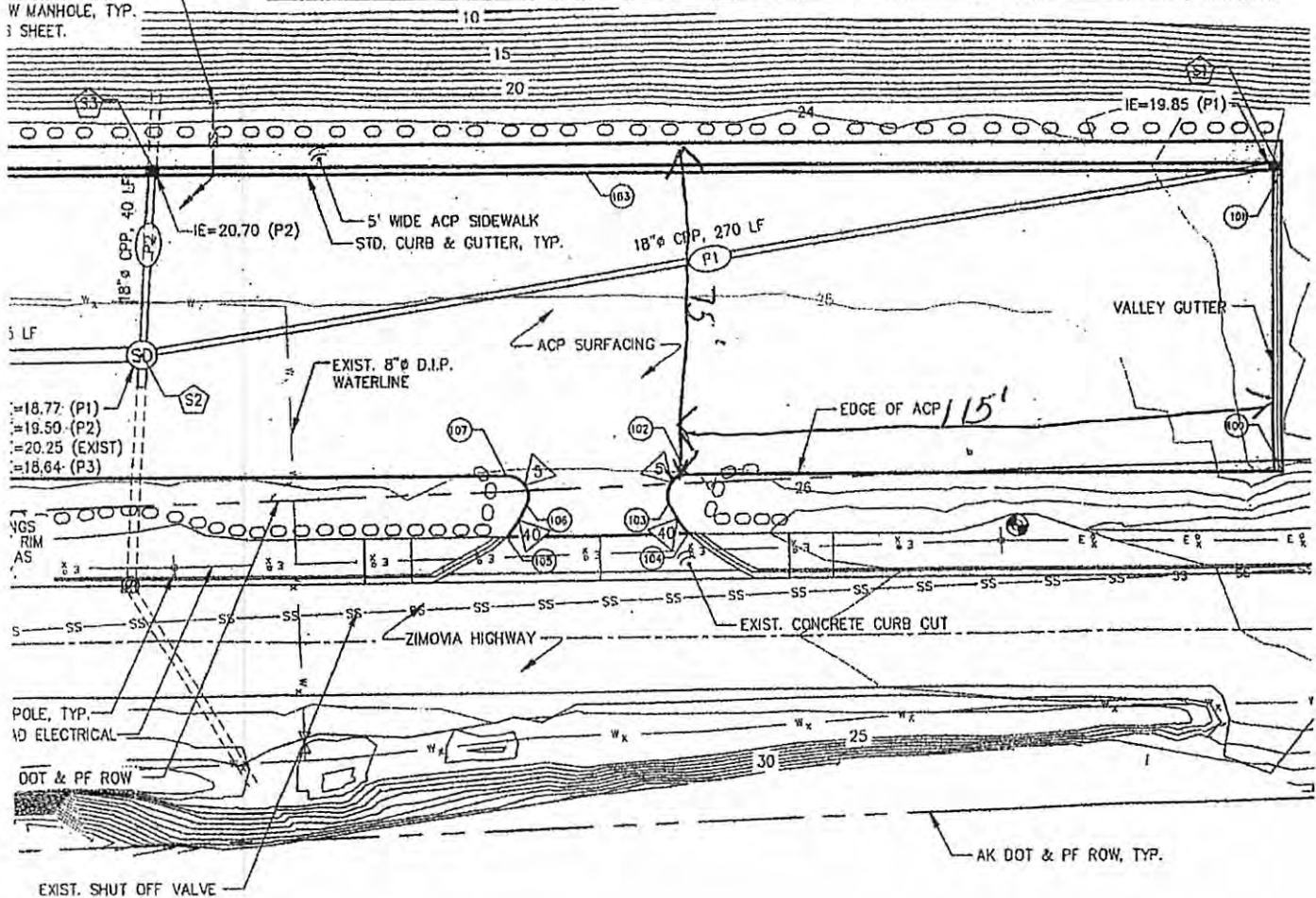
ST. MOORAGE FLOATS

STORM SEWER STRUCTURE SUMMARY						
STRUCTURE	LOCATION			TYPE	CASTING	REMARKS
	NORTH	EAST	RIM ELEV			
S1	1691305.69	2945783.71	23.93	CB	CBIFG	XXXX
S2	1691036.14	2945811.63	25.05	SDMH	MHFSL	CONCRETE COLLAR
S3	1691041.48	2945767.31	23.75	CB	CBIFG	XXXX
S4	1690963.94	2945808.02	25.33	SDMH	MHFSL	CONCRETE COLLAR
S5	-	-	25.42	SDMH	-	EXIST. STRUCTURE TO REMAIN
S6	1690784.09	2945798.42	25.16	SDMH	MHFSL	CONCRETE COLLAR

STUB OUT w/  
SHT. 1.14.

JTMENT

AND DISPOSE  
18" DRAIN PIPE  
W/ MANHOLE, TYP.  
3 SHEET.



D. APP.

**P N D**  
ENGINEERS, INC.

9360 Glacier Highway Ste 100  
Juneau, Alaska 99801  
Phone: 907-586-2093  
Fax: 907-586-2099  
www.pnd-inc.com



CITY & BOROUGH OF WRANGELL, ALASKA  
HERITAGE HARBOR PHASE III  
UPLAND IMPROVEMENTS

SHEET TITLE:

EAST - 1 SITE PLAN

1.05

SHEET  
5 OF 10

DESIGN: GMI  
CHECKED: AWS  
DRAWN: RMI  
APPROVED: CRS

SCALE: SCALE IN FEET  
0 20 40 FT

1/16/11

75-1  
115-1

NOT - REPORT THAT ARE NOT  
OWNED BY & SUBJECT TO ANNUAL  
LEASE. SEVERAL PERIODS ARE

101 1

**Wrangell Port Commission**

# Memo

To: City and Borough of Wrangell Assembly

From: Sherri Cowan, Recording Secretary

Date: 04-07-16

Re: **Sea Level Seafood Lease of Heritage Harbor Parking Lot**

---

The Port Meeting held April 7, 2016, made the motion to "Move to forward to the City and Borough Assembly the lease of Heritage Harbor Parking Lot to Sea Level Seafood's, LLC."

# Memo

To: Kim Lane, City Clerk  
From: Lavonne Klinke, Planning & Zoning Secretary  
CC: Assembly Members  
Date: 4/19/2016  
RE: Consideration of request from Sea Level Seafoods requesting to purchase land in the Heritage Harbor parking lot.

---

The Planning and Zoning Commission at their regular meeting of April 14, 2016 unanimously recommend to the Assembly to approve a lease to Sea Level Seafoods for additional tidelands adjacent to Lot 1, Sea Level Subdivision II with a reduced square footage so that the area is at least 15 feet from the entrance to the parking lot.

Further recommendations are that the lease be only for surface storage and parking, not for the construction of a building.

# *City of Wrangell, Alaska*

## AGENDA ITEM G1

Date: April 13, 2016

To: Planning and Zoning Commission

From: Carol Rushmore, Economic Development Director

Re: Request from Sea Level Seafoods to lease additional tidelands, an unsubdivided portion of ATS 81 adjoining Lot 1, Sea Level Subdivision II

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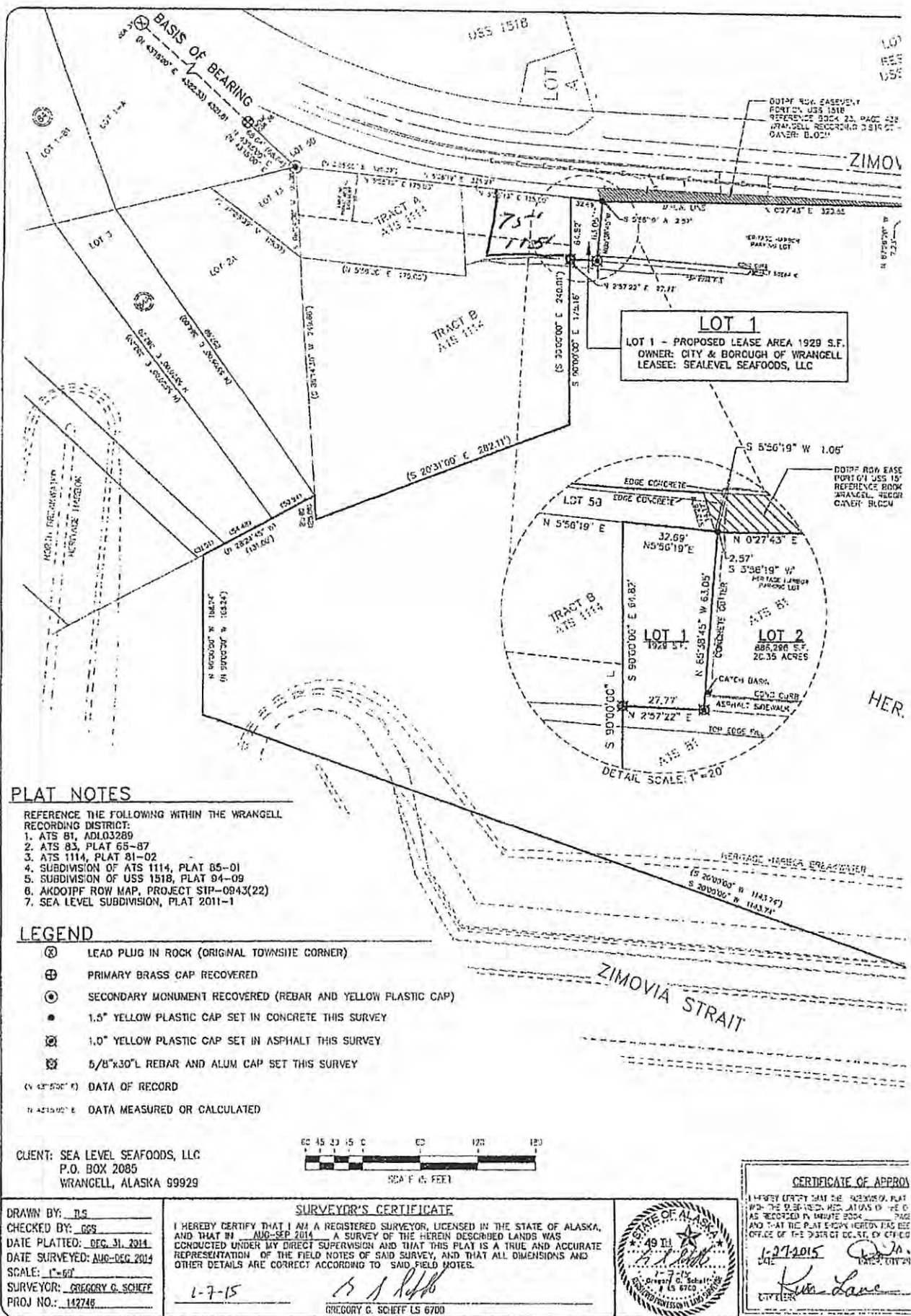
Sea Level Seafoods is requesting to lease additional tidelands adjacent to Lot 1, Sea Level Subdivision II they recently purchased for construction of a building.

The Planning and Zoning Commission is making a recommendation to the Assembly. The Port Commission moved forward to recommend to lease to Sea Level the additional land at their meeting on April 7, 2016.

Sea Level's proposal is to lease a 75' X 115' area and use the land for storage of their gear, equipment and parking. The lease area, according to their picture, goes right up to the northern entrance area of the harbor parking lot. A long term lease would allow future construction of another building without having to return to the City for approval. For safety, effective land use, and planning for other future alternative uses of the lease area, pulling the lease area back 15 to 25 feet will provide site distance needed for exiting the lot, for access to a building if permitted.

A subdivision plat of the lease area and an appraisal establishing the lease price will need to be conducted.

Staff recommends a lease area with a reduced square footage so that the area is at least 15 feet from the entrance to the parking lot. Further staff recommends that the lease be only for surface storage and parking, not for the construction of a building. Staff recommends the Planning and Zoning Commission recommend to the Assembly to move forward with the necessary steps to lease the tidelands with the above conditions, to Sea Level Seafoods and modify the tideland lease agreement.







GREGORY G. SCHEFF LS 6700

Tim Lane

DATE 11/10/15  
NAME Christopher J. Jensen

THOMPSON ON IDENTICAL FORM AND MISTAKE

THE SUEDMON OF ATS #61  
CREATING LOT 1 AND LOT 2,  
SEA LEVEL, SUEDMON II  
WRANGELL RECORDING DISTRICT

WRANGELL RECORDING DISTRICT



# CITY AND BOROUGH OF WRANGELL, ALASKA

- NOT EXACT -



1 inch = 166.666667 feet  
Date: 4/14/2016



DISCLAIMER: THESE MAPS ARE FOR PLANNING PURPOSES ONLY.  
PROPERTY LINES ARE APPROXIMATE.





# **Agenda Item 13f**

## **CITY & BOROUGH OF WRANGELL**

### **BOROUGH ASSEMBLY AGENDA ITEM April 26, 2016**

#### **INFORMATION:**

Request for a Contract Zone for a Transportation office, storage, and equipment maintenance area on Lot A and Lot A-1A Torgramsen-Prunella Subdivision, Zoned Commercial and Single Family Residential, requested by Wrangell Cooperative Association Transportation Manager, William Willard, owned by Steve Prunella

#### **Attachments:**

1. Recommendation and Findings of Fact of the P&Z Commission
2. Staff Report dated April 12, 2016
3. WCA Contract Zone Request
4. Proposed Schematic Site Plan by Corvus Design
5. Letter from Steve Prunella (owner)
6. Plat Maps of the area
7. Minutes excerpt of the April 14, 2016 P&Z PH and Regular Meetings
8. Chapter 20.77 – Contract Zoning

#### **RECOMMENDED ACTION:**

Move to approve a Contract Zone from Single Family Residential to Light Industrial for a Transportation office, maintenance area, and warehouse facility on Lot A and Lot A-1A Torgramsen-Prunella Subdivision zoned Commercial and Single Family Residential, requested by Wrangell Cooperative Association, potential buyers of said property, once the sale is finalized, with the following conditions:

1. Approval of site plan should the final design differ from the schematic presented, and
2. 25 foot minimum green belt buffers to adjacent properties, and
3. Lighting that will not affect adjacent properties

# Memo

To: Kim Lane, City Clerk  
 From: Lavonne Klinke, Planning & Zoning Secretary  
 CC: Assembly Members  
 Date: 4/19/2016  
 RE: Request for a Contract Zone for a Transportation office, maintenance area, and warehouse on Lot A and Lot A-1A Torgramsen-Prunella Subdivision, Zoned Commercial and Single Family Residential, requested by Bill Willard, WCA Transportation Manager, owned by Steve Prunella.

---

The Planning and Zoning Commission at their regular meeting of April 14, 2016 unanimously recommend to the Assembly to approve a Contract Zone for a Transportation office, maintenance area and warehouse on Lot A and Lot A-1A Torgramsen-Prunella Subdivision zone Commercial and Single Family Residential.

The following conditions were approved:

1. Approval of site plan should the final design differ from the schematic presented.
2. 25 foot minimum green belt buffers to adjacent properties
3. Lighting that will not affect adjacent properties.

The Commission made the following Findings of Fact, pursuant to WMC 20.76.030 (C):

**1. Justification for the proposed change, including the effect on the objectives of the comprehensive plan:** The proposed use is an asset to the community, providing work, opportunity for new positions. The Commission deems it in the best interest of the community to approve the requested contract zone change in Single Family Residential to Light Industrial for the specific use of a Transportation office, maintenance and warehouse facility on the specific land requested by WCA, owned by Steve Prunella. The use will not be a construction company, per Mr. Willard's letter request, but will be a Transportation office with associated maintenance warehouse and 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. The Commission believes the proposed transportation related development located in the small commercial nucleus at Wood Street is appropriate.

**2.Effect of the proposed change on property owners, including traffic flow, population, density, parking, sewer and water.** The proposed project should not impact adjacent property owners from traffic or noise. The Commission finds that the impacts to adjacent property owners will be minimal and approved conditions to minimize further some of the potential impacts. Potential concerns include noise, visual, and lighting impacts. The schematic site plan identifies access for employees and equipment via Zimovia Highway on an access road shared between the two lots. Conditions approved by the Commission to minimize other potential impacts include further review of a final Site plan should the final differ from the schematic; require a 25 ' minimum green belt buffers along property lines; and provide lighting that will not affect adjacent properties. The Commission does 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 from Single Family Residential to Light Industrial for a Transportation office, and maintenance warehouse facility on Lot A-1A and Lot A, Torgramsen-Prunella Subdivision, as requested by Wrangell Cooperative Association Transportation Manager William Willard, owned by Steve Prunella with the following conditions:

1. Approval of site plan should the final design differ from the schematic presented.
2. 25 foot minimum green belt buffers to adjacent properties
3. Lighting that will not affect adjacent properties

# *City and Borough of Wrangell*

## Agenda Items G2

Date: April 12, 2016

To: Planning and Zoning Commission

From: Carol Rushmore, Economic Development Director

Re: Request for a Contract Zone to Light Industrial for a Transportation office and maintenance warehouse facility on Lot A and Lot A-1A Torgramsen-Prunella Subdivision, Zoned Commercial and Single Family Residential, requested by Wrangell Cooperative Association Transportation Manager William Willard, owned by Steve Prunella.

---

### **Background:**

The WCA applied to the Commission in November of 2015 requesting a Contract Zone for the same use on property owned by Lisa Torgramsen just south of the property as part of this request. They are now seeking to do the same activities on properties currently owned by Steve Prunella, and because a portion of the lot is zoned residential, must go through the Contract Zone process for this parcel.

### **Findings:**

The Commission is making a recommendation to the Assembly for review.

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 on adjacent property.

The remaining land area met their size requirements, utility availability, and surface composition, but needed to have a zoning change to allow the use. WCA sought and received from the Planning and Zoning Commission and the Assembly an approval for a contract zone for an office and maintenance facility on a portion of Lot A-2 Torgramsen – Smith Subdivision.

WCA proposes to utilize the existing building on Lot A-1A as an office building, and develop the remainder of the site for storage and equipment maintenance, what normally is allowed in the Light Industrial district. WCA approached Corvus Design to prepare a schematic site plan to show access, parking, buffers and the maintenance/warehouse facility. The schematic shows the required 25 foot buffer (WMC 20.52.200) to residential and adjacent property.

Lot A-1A of the Torgramsen-Prunella Subdivision is a mixed zone. The original lot area that includes the building is zoned Commercial, but the remainder of Lot A-1A is zoned Single Family Residential. The adjacent lot, Lot A, is zoned Single Family Residential and is the site for the proposed warehouse/maintenance facility.

WCA is requesting the contract zone for Lot A, but should the Commission and the Assembly approve the request, staff would recommend that Lot A-1A be a part of the Contract Zoning Agreement. This will also modify the residential portion of Lot A-1A per their request for a transportation facility including an office and maintenance/warehouse facility. In the future, should the transportation program be dissolved and if the property is sold separately, the dissolution of the Contract Zone could require further review of potential uses on either property.

Primary potential impacts from the proposed use of the WCA would include noise, traffic, and lighting. The facility is adjacent to residential, as well as a potential new Hospital, a medical clinic and a gas station and mini-mart. 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 could 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 commercial uses near by, and light industrial further, 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 and approved locations of medical facilities..

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

1. Approval of site plan should the final design differ from the schematic presented.
2. At least a 3- walled structure for ongoing maintenance and mechanical work activities.
3. 25 foot minimum green belt buffers to adjacent properties
4. Lighting that will not affect adjacent properties

The Commission needs to make Findings of Fact regarding the request whether the Commission recommends to the Assembly to approve or reject the request. This can be done at the meeting with the public hearing or at a subsequent meeting.

Findings must address per WMC 20.76.030 (C):

- 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) Approval or Disapproval

# WRANGELL COOPERATIVE ASSOCIATION

P.O. Box 2331 • Wrangell, Alaska 99929

Telephone: (907) 874-3077

Fax: (907) 874-4305

Email: [wwillard@wca-t.com](mailto:wwillard@wca-t.com)

March 30, 2016

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, Lot A." 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 maintenance and warehouse facility per Chapter 20.77 of the Wrangell Municipal Code (WMC). If approved, Wrangell Cooperative Association (WCA) would purchase Torgramsen Prunella Subdivision Lot A and Lot A-1A. Lot A-1A has an existing structure, which would be utilized as an office building and is appropriately zoned commercial.

It is important to note the proposed Wrangell Cooperative Association (WCA) maintenance and warehouse facility 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.

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. Currently, the 2016 construction season is expanding in timeframe and scope of work to include both trails and road maintenance in the same season. Through these projects, WCA has provided jobs to Wrangell residents and completed maintenance 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 searched for quite some time for an area for the Wrangell Cooperative Association Department of Transportation. We believe that, working under contract zoning for Lot A, the two lots located at the Torgramsen Prunella subdivision, Lot A-1A and Lot A would be an ideal location for WCA.

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

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

If approved, WCA will construct a maintenance and warehouse facility. 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 community since 1942. As a local government, we request the most generous term, specified in WMC 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**

Please refer to submitted site plan and project narrative.

**20.77.020 D. Site plan**

Please refer to submitted site plan and project narrative.

**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 employees 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 and maintenance buildings.

### **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 Lot A 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**



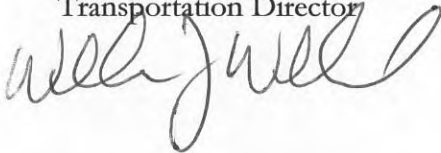
**needed and ensuring future development approvals are compatible with the Comprehensive Plan**, is one of the major actions to implement the plan” (emphasis added). WCA is requesting a more conservative approach to the property. As opposed to rezoning, we are requesting a contract zone to set parameters under which the maintenance and warehouse facility would be constructed.

In closing, we respectfully request the Planning and Zoning Committee consider contract zoning for Torgramsen Prunella Subdivision, Lot A and enable WCA to build a much-needed maintenance and warehouse facility. This facility would be adjacent to the building on Lot A-1A, which would be utilized as WCA office space. The proposed area would not be 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  
Transportation Director

A handwritten signature in dark ink, appearing to read "Willard", with a large, sweeping flourish extending from the end of the name.

Steve Prunella  
Property Owner

A handwritten signature in dark ink, appearing to read "Steve Prunella", with a long, horizontal flourish extending from the end of the name.



Landscape Architects  
www.corvus-design.com

2506-B Fairbanks Street  
Anchorage, AK 99503  
907.222.2859

119 Seward Street, Suite 15  
Juneau, AK 99801  
907.988.9000

## PROJECT NARRATIVE

---

Date: March 30, 2016

To: William Willard, Wrangell Cooperative Association, Transportation Program Manager

From: Christopher Mertl, Landscape Architect

Subject: Torgamsen Prunella Subdivision, Lots A and A-1A

---

Corvus Design is pleased to submit the attached site plan for the Wrangell Cooperative Association Transportation Program and the development of a new Tribal Administration Office and Maintenance/Warehouse Facility.

The new tribal offices would be a remodel of the existing residential units on Lot A-1A and would include a new accessible entrance to the building provided from the Wood Street side of the building. The existing parking off Wood Street would be reduced to five accessible stalls and would be located on the property. Staff parking would be to the rear of the offices and accessed by a single shared driveway for both the offices and maintenance facility. The driveway off Zimovia Highway would be approximately 220 feet from Wood Street and is expected to meet ADOT&PF requirements for a new driveway permit.

The main focus of this project is the maintenance and warehouse facility located on Lot A and the subject of the contract zoning for this project. The maintenance and warehouse facility would be a new metal building approximately 44 feet by 64 feet that would include three vehicle bays and a small storage, office and workshop space. A 32 foot canopy would extend off the building to provide two additional outdoor covered vehicle/storage bays without walls. The most outer bay would include a concrete pad and oil/water separator within a wash down

pad to contain any pollutants. The building would be surrounded by a large gravel pad to allow vehicle access around the building and storage of materials and equipment. The site would be secured by a gate at the driveway.

Surrounding the maintenance and warehouse facility would be the requested 25 foot wide buffer while meeting the requirements for Buffers 20.52.200. The buffer shall be the existing semi-mature native forested spruce and hemlock vegetation that is to remain in place and would be composed of undisturbed "natural terrain and vegetation" as called out in the code. Utilizing the existing native vegetation on site will be the most effective and quickly maturing landscape buffer for the site.

Should you have any questions, please do not hesitate to contact me.

Sincerely,

A handwritten signature in blue ink, appearing to read "CHRISTOPHER MERTL". The signature is stylized with some overlapping strokes.

Christopher Mertl, ASLA  
Principal Landscape Architect  
Corvus Design, Juneau, Alaska





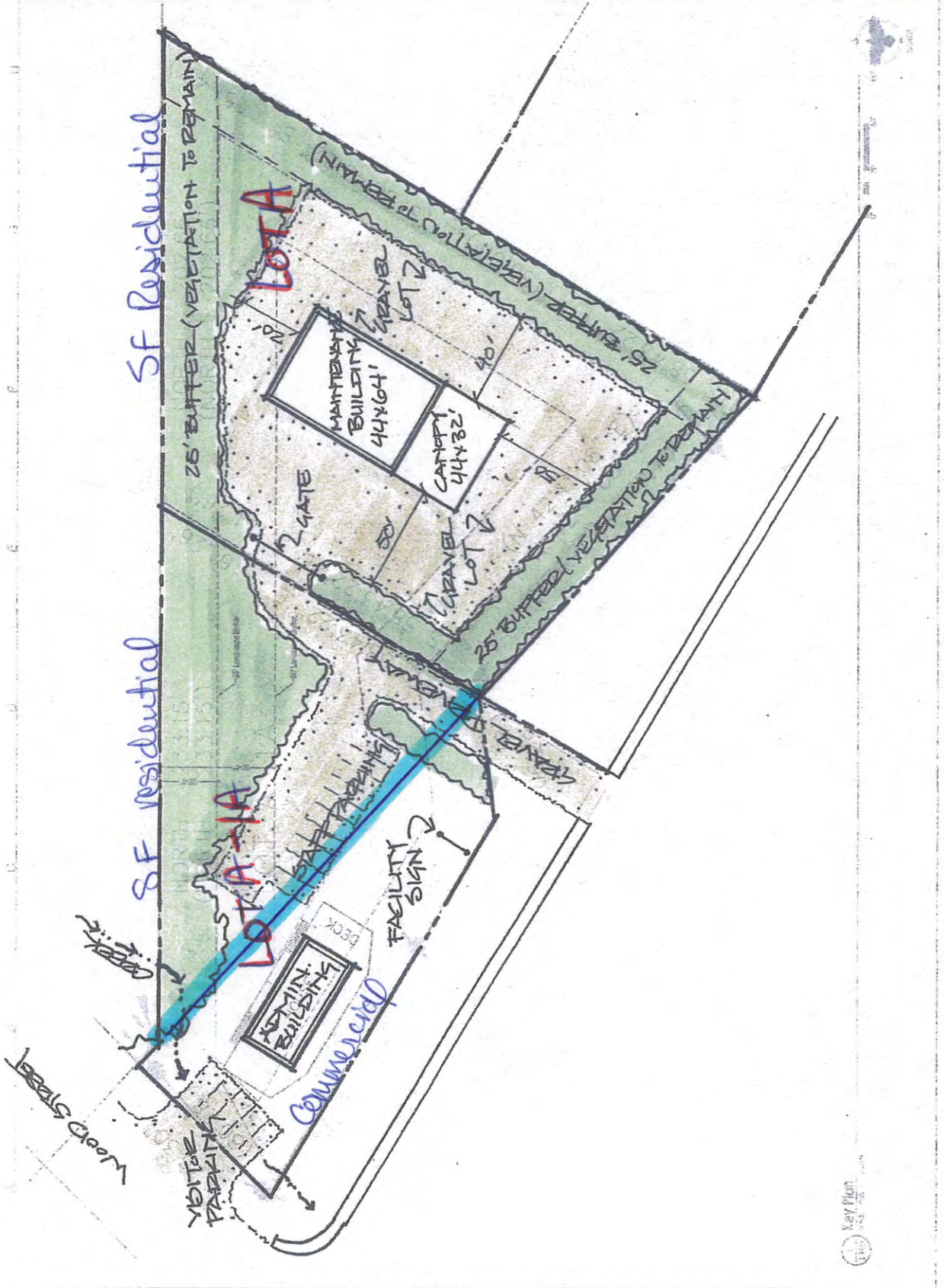
SEAL

Wrangell Cooperative Association  
 Tribal Offices  
 & Maintenance Facility  
 Planning & Zoning Submittal  
 Wrangell, Alaska

DATE: 03/20/16  
 NUMBER: WCA-16-01  
 DRAWN BY: EJ  
 CHECKED BY: CM

Key Plan  
 SHEET #  
**L101**

ALL RIGHTS RESERVED



Steve Prunella

DbA Alpine Mini Mart

928 Zimovia Highway

Wrangell AK 99929

Planning and Zoning Committee

City/Borough of Wrangell

PO Box 531

Wrangell AK 99929

April 2, 2016

To Whom It May Concern:

I am in support of having WCA adjacent to my current business along with them having the contract zoning they will need to build a maintenance/warehouse facility.

WCA performs a lot of work for the community as well as bringing in business to Wrangell and I feel they will be a good neighbor.

Respectfully,

A handwritten signature in cursive script that reads "Steve Prunella".

Steve Prunella

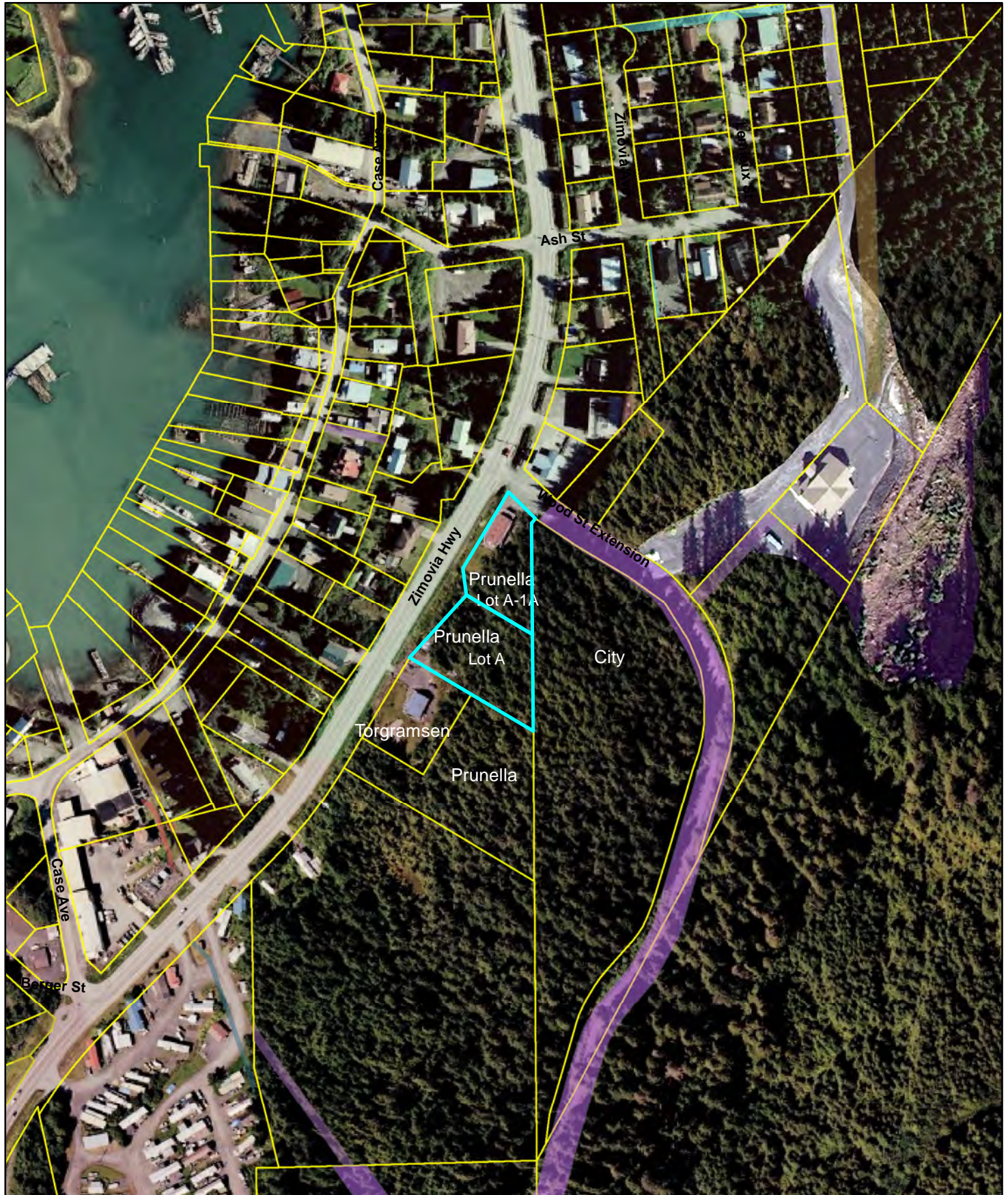
Alpine Mini Mart

RECEIVED  
APR - 5 2016  
WRANGELL CITY HALL

<p><b>CERTIFICATE OF OWNERSHIP AND DEDICATION</b></p> <p>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.</p> <p>DATE: <u>1/20/15</u> <u>Stephen G. Prunella</u> STEPHEN G. PRUNELLA</p> <p><b>NOTARY'S ACKNOWLEDGMENT</b></p> <p>U.S. OF AMERICA STATE OF ALASKA CITY AND BOROUGH OF WRANGELL</p> <p>THIS IS TO CERTIFY THAT ON THIS <u>30</u> DAY OF <u>January</u>, 20<u>15</u>, BEFORE ME, THE UNDERSIGNED A NOTARY PUBLIC IN AND FOR THE STATE OF ALASKA, DULY COMMISSIONED AND SWORN, PERSONALLY APPEARED <u>Stephen G. Prunella</u> TO ME KNOWN TO BE THE IDENTICAL INDIVIDUAL(S) MENTIONED AND WHO DECIDED THE WITHIN PLAT AND <u>HE</u> ACKNOWLEDGED TO ME THAT <u>HE</u> SIGNED THE SAME FREELY AND VOLUNTARILY FOR THE USES AND PURPOSES THEREIN SPECIFIED.</p> <p>WITNESS MY HAND AND NOTARY SEAL THE DAY AND YEAR IN THIS CERTIFICATE FIRST HEREIN WRITTEN.</p> <p><u>Jarvonne Klinka</u> NOTARY PUBLIC IN AND FOR THE STATE OF ALASKA MY COMMISSION EXPIRES <u>4-13-2015</u></p>	<p><b>CERTIFICATE OF OWNERSHIP AND DEDICATION</b></p> <p>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.</p> <p>DATE: <u>2-11-15</u> <u>Stephen G. Prunella</u> STEPHEN G. PRUNELLA</p> <p><b>NOTARY'S ACKNOWLEDGMENT</b></p> <p>U.S. OF AMERICA STATE OF ALASKA CITY AND BOROUGH OF WRANGELL</p> <p>THIS IS TO CERTIFY THAT ON THIS <u>11</u> DAY OF <u>February</u>, 20<u>15</u>, BEFORE ME, THE UNDERSIGNED A NOTARY PUBLIC IN AND FOR THE STATE OF ALASKA, DULY COMMISSIONED AND SWORN, PERSONALLY APPEARED <u>Stephen G. Prunella</u> TO ME KNOWN TO BE THE IDENTICAL INDIVIDUAL(S) MENTIONED AND WHO DECIDED THE WITHIN PLAT AND <u>HE</u> ACKNOWLEDGED TO ME THAT <u>HE</u> SIGNED THE SAME FREELY AND VOLUNTARILY FOR THE USES AND PURPOSES THEREIN SPECIFIED.</p> <p>WITNESS MY HAND AND NOTARY SEAL THE DAY AND YEAR IN THIS CERTIFICATE FIRST HEREIN WRITTEN.</p> <p><u>Jarvonne Klinka</u> NOTARY PUBLIC IN AND FOR THE STATE OF ALASKA MY COMMISSION EXPIRES <u>4-13-2015</u></p>	<p><b>CERTIFICATE STATE OF ALASKA (FIRST JUDICIAL DISTRICT)</b></p> <p>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>Stephen G. Prunella</u> A U.S.S. 3823</p> <p>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<u>15</u> WILL BE DUE ON OR BEFORE AUGUST 15, 20<u>15</u>, DATED THIS <u>23</u> DAY OF <u>February</u> 20<u>15</u>.</p> <p><u>Jarvonne Klinka</u> ASSESSOR CITY AND BOROUGH OF WRANGELL</p> <p><b>CERTIFICATE OF APPROVAL BY THE PLANNING COMMISSION</b></p> <p>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. <u>2015-3</u> DATED <u>2015-01-20</u> AND THAT THE PLAT SHOWN HEREON HAS BEEN APPROVED FOR RECORDING IN THE OFFICE OF THE DISTRICT MAGISTRATE, EX-OFFICIO RECORDER, WRANGELL, ALASKA.</p> <p>DATE: <u>2/11/15</u> <u>Jarvonne Klinka</u> CITY CLERK</p>	<p><b>CERTIFICATE OF APPROVAL BY THE ASSEMBLY</b></p> <p>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 <u>2015-3</u> PAGE <u>20</u> DATED <u>2015-01-20</u> AND THAT THE PLAT SHOWN HEREON HAS BEEN APPROVED FOR RECORDING IN THE OFFICE OF THE DISTRICT COURT EX-OFFICIO RECORDER, WRANGELL, ALASKA.</p> <p>DATE: <u>2/11/15</u> <u>Paul J. Lane</u> ATTEST: <u>Paul J. Lane</u> CITY CLERK</p> <p><b>RECORD CURVE DATA</b></p> <table border="1"> <tr> <td>①</td> <td>Δ = 13°30'55"</td> <td>②</td> <td>Δ = 01°33'18"</td> </tr> <tr> <td></td> <td>R = 1004.93'</td> <td></td> <td>R = 1004.92'</td> </tr> <tr> <td></td> <td>L = 236.95'</td> <td></td> <td>L = 27.28'</td> </tr> <tr> <td></td> <td>C = 236.40'</td> <td></td> <td>C = 27.27'</td> </tr> <tr> <td colspan="2">CHD. BRG. = N38°01'55.11"E</td> <td colspan="2">CHD. BRG. = N31°03'06"E</td> </tr> </table>	①	Δ = 13°30'55"	②	Δ = 01°33'18"		R = 1004.93'		R = 1004.92'		L = 236.95'		L = 27.28'		C = 236.40'		C = 27.27'	CHD. BRG. = N38°01'55.11"E		CHD. BRG. = N31°03'06"E		<p><b>VICINITY MAP:</b> SCALE: NOT TO SCALE</p>
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<p><b>PLAT NOTES</b></p> <ol style="list-style-type: none"> <li>REFERENCE BOOK 9, PAGE 996 AND BOOK 15, PAGE 25, WRANGELL RECORDING DISTRICT.</li> <li>REFERENCE U.S. SURVEY 3823 FOR ANY NOTES OR EASEMENTS.</li> <li>REFERENCES WITHIN THE WRANGELL RECORDING DISTRICT UTILIZED FOR THIS SURVEY:             <ol style="list-style-type: none"> <li>SPRUCE SUBDIVISION, PLAT #92-15</li> <li>RECORD OF SURVEY OF LOT A-2 OF TORGRAMSEN SUBDIVISION II, PLAT #2010-2</li> <li>TORGRAMSEN SUBDIVISION II, PLAT #2000-6</li> <li>TORGRAMSEN SUBDIVISION, PLAT #97-9</li> </ol> </li> <li>THE PORTION OF LOT A-2, TORGRAMSEN SUBDIVISION II, TO BE COMBINED WITH LOT 2, SPRUCE SUBDIVISION, CREATING LOT A-1A, TORGRAMSEN/PRUNELLA SUBDIVISION, IS 16,067 S.F.</li> <li>AT THE TIME OF THIS PLAT, THE LOTS ARE ZONED AS FOLLOWS:             <ul style="list-style-type: none"> <li>PORTION OF LOT A-1A THAT WAS LOT 2, SPRUCE SUBDIVISION (COMMERCIAL)</li> <li>LOTS A, A-1, A-2, AND REMAINING PORTION OF LOT A-1A (SINGLE FAMILY)</li> </ul> </li> </ol> <p><b>SURVEYOR'S CERTIFICATE</b></p> <p>I HEREBY CERTIFY THAT I AM A REGISTERED SURVEYOR, LICENSED IN THE STATE OF ALASKA, AND THAT IN <u>2014/2015</u> 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.</p> <p>DATE: <u>1-20-15</u> <u>Gregory G. Schöff</u> DATE: <u>1-20-15</u> <u>Gregory G. Schöff</u> DATE: <u>1-20-15</u> <u>Gregory G. Schöff</u></p> <p><b>LEGEND</b></p> <ul style="list-style-type: none"> <li>⊕ BLM/GLO BRASS CAP MONUMENT RECOVERED THIS SURVEY</li> <li>⊙ PRIMARY ALUM. CAP PIPE MONUMENT MURPH LS 6268 RECOVERED THIS SURVEY</li> <li>⊙ SECONDARY MONUMENT RECOVERED THIS SURVEY</li> <li>● 30" REBAR AND 2" ALUM. CAP SET THIS SURVEY</li> <li>(R) DATA OF RECORD</li> <li>--- PREVIOUS PROPERTY LINE</li> </ul> <p><b>DETAIL A</b> NOT TO SCALE</p> <p><b>WRANGELL RECORDING DISTRICT</b></p> <table border="1"> <thead> <tr> <th>No.</th> <th>Date</th> <th>Description</th> <th>Revisions</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>2015-3</td> <td>Plat # Wrangell</td> <td></td> </tr> <tr> <td>2</td> <td>2015-3</td> <td>Mar 31 2015</td> <td></td> </tr> <tr> <td>3</td> <td>2015-3</td> <td>Time 1:54 P.M.</td> <td></td> </tr> </tbody> </table> <p><b>TORGRAMSEN / PRUNELLA SUBD.</b> A SUBDIVISION OF LOT A-2, TORGRAMSEN SUBDIVISION II, CREATING LOTS A-1A, LOT A, &amp; REMAINDER LOT A-2 WITHIN U.S. SURVEY 3823, WRANGELL RECORDING DISTRICT</p>					No.	Date	Description	Revisions	1	2015-3	Plat # Wrangell		2	2015-3	Mar 31 2015		3	2015-3	Time 1:54 P.M.					
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# CITY AND BOROUGH OF WRANGELL, ALASKA



1 inch = 275 feet  
Date: 4/19/2016



DISCLAIMER: THESE MAPS ARE FOR PLANNING PURPOSES ONLY.  
PROPERTY LINES ARE APPROXIMATE.





# *City and Borough of Wrangell, Alaska*

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

**April 14, 2016**

**7:00 pm**

### **DRAFT Excerpts of Minutes**

#### **A. CALL TO ORDER/ROLL CALL**

#### **MCCONACHIE, HOWELL, HUTCHINSON, MITCHELL, SHOEMAKER HENSON**

Chairperson Terri Henson called the regular meeting of the Wrangell Planning and Zoning Commission to order at 7:00 pm on April 14, 2016 in the Wrangell Borough Assembly Chambers. Commissioners' Don McConachie, Duke Mitchell, Roland Howell, Jim Shoemaker were present, April Hutchinson was absent.

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

#### **G. NEW BUSINESS**

2. Request for a Contract Zone for a Transportation office, maintenance and warehouse area on Lot A and Lot A-1A Torgramsen-Prunella Subdivision, Zoned Commercial and Single Family Residential, requested by Wrangell Cooperative Association Transportation Manager William Willard, owned by Steve Prunella.

Henson states that after the previous WCA Contract Zone application for another lot on just the other side of this parcel it was brought to her attention that she may have a perceived conflict of interest. She states that her son owns the lot adjacent to where this activity is proposed. Vice Chair McConachie asks if she can be objective, Henson says yes, he says he does not see there is a conflict and asks the Commission to confirm. Chairperson Henson asks Commission if anyone else may have a conflict of interest – no one declares.

#### **Open public hearing**

Bill Willard, 426 Front Street, manager of WCA Transportation. This is just a different piece of property in the same area. Mr. Willard went to the residents in the area, to get the input regarding noise issues and he was told by all he talked to that they didn't think there would be an issue.

Paul Rettinger, lives in Vancouver and works with the WCA, was involved with the Webber Street Project, the transportation program is not a grant program and they will be here for a time, and they want to build partnerships in the community.

#### **Close public hearing**

McConachie moves to approve Request for a Contract Zone for a Transportation office, maintenance and warehouse area on Lot A and Lot A-1A Torgramsen-Prunella Subdivision, Zoned Commercial and Single Family Residential, requested by Wrangell Cooperative Association Transportation Manager William Willard, owned by Steve Prunella. with staff recommendations. Mitchell seconds.

Mr. Willard states that the warehouse will be enclosed so the condition requiring a 3-sided building is not necessary. Commission agrees.

The Commission made the following Findings of Fact, pursuant to WMC 20.76.030 (C):

**1. Justification for the proposed change, including the effect on the objectives of the comprehensive plan:**

The proposed use is an asset to the community, providing work, opportunity for new positions. The Commission deems it in the best interest of the community to approve the requested contract zone change in Single Family Residential to Light Industrial for the specific use of a Transportation office, maintenance and warehouse facility on the specific land requested by WCA, owned by Steve Prunella. The use will not be a construction company, per Mr. Willard's letter request, but will be a Transportation office with associated maintenance warehouse and 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. The Commission believes the proposed transportation related development located in the small commercial nucleus at Wood Street is appropriate.

**2. Effect of the proposed change on property owners, including traffic flow, population, density, parking, sewer and water.**

The proposed project should not impact adjacent property owners from traffic or noise. The Commission finds that the impacts to adjacent property owners will be minimal and approved conditions to minimize further some of the potential impacts. Potential concerns include noise, visual, and lighting impacts. The schematic site plan identifies access for employees and equipment via Zimovia Highway on an access road shared between the two lots. Conditions approved by the Commission to minimize other potential impacts include further review of a final Site plan should the final differ from the schematic; require a 25' minimum green belt buffers along property lines; and provide lighting that will not affect adjacent properties. The Commission does 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 from Single Family Residential to Light Industrial for a Transportation office, and maintenance warehouse facility on Lot A-1A and Lot A, Torgramsen-Prunella Subdivision, as

requested by Wrangell Cooperative Association Transportation Manager William Willard, owned by Steve Prunella with the following conditions:

1. Approval of site plan should the final design differ from the schematic presented.
2. 25 foot minimum green belt buffers to adjacent properties
3. Lighting that will not affect adjacent properties

Motion Passes with unanimous vote.

DRAFT



TEM.

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 14**

## **CITY & BOROUGH OF WRANGELL**

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

INFORMATION:

ATTORNEY'S FILE – None.

# **Agenda Item 15**

## **CITY & BOROUGH OF WRANGELL**

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

Executive Session – None.