



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

May 24, 2016 – 7:00 p.m.

Location: Assembly Chambers, City Hall

1. CALL TO ORDER

- a. PLEDGE OF ALLEGIANCE led by Assembly Member Mark Mitchell
- b. INVOCATION to be given by Don McConachie
- c. CEREMONIAL MATTERS – *Community Presentations, Proclamations, Certificates of Service, Guest Introductions*
 - i. Presentation of an award for Kim Lane and Jeff Rooney and recognition of the Wrangellites that participated in the Ceremony to honor Constable Heathcote and Campbell, Canadian Constables who perished on the Stikine River
 - ii. Certificate of Service for Marlene Clarke – Nolan Museum/Civic Center Board

2. ROLL CALL

3. AMENDMENTS TO THE AGENDA

4. CONFLICT OF INTEREST

5. CONSENT AGENDA

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

6. APPROVAL OF MINUTES

- *a. Minutes of the Public Hearing and Regular Assembly meetings held April 26, 2016; Minutes of the Special Assembly meeting held May 2, 2016; Minutes of the Budget Public Hearing held May 9, 2016

7. COMMUNICATIONS

- a. 4-18-16 & 4-26-16 School Board Action
- b. Quarterly Expenditure Report for SE Senior Services' for the period of January 1 thru March 31, 2016
- c. Minutes of the Regular School Board meeting held 3-21-16
- d. WMC Board Minutes April 20, 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

13. NEW BUSINESS

- a. **PROPOSED ORDINANCE No. 917:** AN ORDINANCE OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, AMENDING SECTION 14.11.005, FEE SCHEDULE, OF THE WRANGELL MUNICIPAL CODE RELATING TO FEES FOR USE OF HARBORS AND PORT FACILITIES *(first reading)*
- b. Approval of a Facility Use Agreement between SEAPA and the Wrangell Volunteer Fire Department, a division of the City and Borough of Wrangell
- c. Approval of the FY 2016-17 Wrangell Medical Center Budget
- d. Approval of the proposal for the 911 Call Taking System

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

15. EXECUTIVE SESSION – None

16. ADJOURNMENT

Agenda Items 1 - 6

CITY & BOROUGH OF WRANGELL

BOROUGH ASSEMBLY

AGENDA ITEM

May 24, 2016

ITEM NO. 1 CALL TO ORDER:

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

RECOMMENDED ACTION:

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

- a. Pledge of Allegiance to be given by Assembly Member Mark Mitchell
- b. Invocation to be given by Don McConachie
- c. CEREMONIAL MATTERS – *Community Presentations, Proclamations, Certificates of Service, Guest Introductions*
 - i. Presentation of an award for Kim Lane and Jeff Rooney and recognition of the Wrangellites that participated in the Ceremony to honor Constable Heathcote, Canadian Constable who perished on the Stikine River
 - ii. Certificate of Service for Marlene Clarke – Nolan Museum/Civic Center Board

ITEM NO. 2 ROLL CALL – BOROUGH CLERK:

INFORMATION: *The Borough Clerk shall conduct a roll call of each elected and duly qualified Assembly Member. Such call shall result in an entry of those present or absent from the meeting. The roll call is primarily utilized in determining if sufficient member(s) are present to conduct a meeting. The Borough Clerk may randomly change the conduct of the roll to be fair to the members of the governing body unless the council determined an adopted procedure for roll call which is different than currently in use.*

RECOMMENDED ACTION:

Borough Clerk to conduct a roll call by voice vote. Each member to signify by saying here, present (or equal) to give evidence of attendance.

ITEM NO. 3 AMENDMENTS TO THE AGENDA:

INFORMATION: *The assembly may amend the agenda at the beginning of its meeting. The outline of the agenda shall be as from time to time prescribed and amended by resolution of the assembly. (WMC 3.04.100)*

RECOMMENDED ACTION:

The Mayor should request of the members if there are any amendments to the posted agenda. ***THE MAYOR MAY RULE ON ANY REQUEST OR THE ASSEMBLY MEMBERS MAY VOTE ON EACH AMENDMENT.***

ITEM NO. 4 CONFLICT OF INTEREST:

INFORMATION: *The purpose of this agenda item is to set reasonable standards of conduct for elected and appointed public officials and for city employees, so that the public may be assured that its trust in such persons is well placed and that the officials and employees themselves are aware of the high standards of conduct demanded of persons in like office and position.*

An elected city official may not participate in any official action in which he/she or a member of his/her household has a substantial financial interest.

ITEM NO. 5 CONSENT AGENDA:

INFORMATION: *Items listed on the Consent Agenda or marked with an asterisk (*) are considered part of the Consent Agenda and will be passed in one motion unless the item has been removed by an Assembly Member or the Mayor and placed on the regular agenda under Unfinished Business.*

RECOMMENDED ACTION:

Move to approve those Agenda items listed under the Consent Agenda and those marked with an asterisk (*) Items:

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

ITEM NO. 6 APPROVAL OF MINUTES:

INFORMATION:

- a. Minutes of the Public Hearing and Regular Assembly meetings held April 26, 2016; Minutes of the Special Assembly meeting held May 2, 2016; Minutes of the Budget Public Hearing held May 9, 2016



CERTIFICATE OF SERVICE

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

Marlene Clarke

for her service and dedication as a member on the Nolan Museum/Civic Center Board
from:

December 2013 to May 2016

David L. Jack, Mayor

ATTEST: Kim Lane, MMC, Borough Clerk

Dated this 24th day of May, 2016

**Minutes of Public Hearing
Held April 26, 2016**

Mayor David L. Jack called the Public Hearing to order at 6:30 p.m., April 26, 2016, in the Borough Assembly Chambers. Assembly Members Prysunka, Mitchell, Blake, Rooney, Decker, and Powell were present. Borough Manager Jeff Jabusch and Borough Clerk Kim Lane were also in attendance

Public Hearing Item:

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

WRITTEN TESTIMONY – There was no written testimony received.

ORAL TESTIMONY – There was no oral testimony received.

Public Hearing Meeting recessed at 6:33 p.m.

Public Hearing Meeting reconvened at 6:55 p.m.

Public Hearing Meeting adjourned at 6:56 p.m.

David L. Jack, Mayor

ATTEST: _____
Kim Lane, MMC, Borough Clerk

Minutes of Regular Assembly Meeting Held on April 26, 2016

Mayor David L. Jack called the Regular Assembly meeting to order at 7:00 p.m., April 26, 2016, in the Borough Assembly Chambers. Assembly Members Mitchell, Rooney, Prysunka, Decker, Powell, and Blake were present. Borough Manager Jeff Jabusch and Borough Clerk Kim Lane were also in attendance.

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

The Invocation was given by Kay Larson of the Baha'i Faith.

AMENDMENTS TO THE AGENDA

There were no amendments to the agenda.

CONFLICT OF INTEREST

Assembly Member Mitchell declared that he had a conflict of interest to Item 12b (*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)*), and that he would join the audience when that item came up. The Mayor concurred and there were no objections from the Assembly.

CONSENT AGENDA

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

APPROVAL OF MINUTES

The Minutes of the Regular Assembly meeting held April 12, 2016, were approved as presented.

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 Centers Board meeting held 3-16-2016

BOROUGH MANAGER'S REPORT

Manager Jabusch's verbal report was provided.

BOROUGH CLERK'S FILE

Clerk Lane's report was provided.

MAYOR/ASSEMBLY REPORTS AND APPOINTMENTS

10a Reports by Assembly Members

Rooney reported on the Wrangell Medical Center's meeting; promising that Wrangell would be getting a new permanent doctor; 33 days of cash reserve in the bank.

Prysunka requested that if there is information for the Assembly, that they receive it well in advance so that they could have time to review it; was not following the Wrangell Financial Advisor when he was here to report on the Permanent Fund for Wrangell; TSA had posted a position in the paper in Wrangell and no local applicants were considered for the position; requested that the Borough Manager write and send a letter to TSA to express the Assembly's displeasure at hiring outside of the community.

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

As there were no letters of interest received for the 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

Arnold Bakke, Reliance Harbor, voiced his concerns about the potential harbor rate increases, the deterioration of the harbor infrastructure, and requested information from the Borough Manager on where the revenues for the harbors and cruise ships went. Manager Jabusch responded that the revenues for the barge/dock, went back into that fund for repair and maintenance of those areas; the revenues for the marine service center went back into that fund for repair and maintenance of that area; and the revenues for the harbors went back into those funds for repair and maintenance of those areas.

UNFINISHED BUSINESS

12a 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*)

M/S: Prysunka/Blake, to adopt Ordinance No. 916. Motion approved unanimously by polled vote.

12b 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)

Pending Motion: 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.

Manager Jabusch stated that Maul Foster had said that Mr. Mitchell's plans would not affect the Mill Site property future development; the Army Corps would still issue a permit if the applicant did not own or lease the property.

Motion approved unanimously by polled vote. Mitchell did not vote.

Regular Assembly meeting recessed at 7:48 p.m.

Regular Assembly meeting reconvened at 7:53 p.m.

NEW BUSINESS

13a Approval of an agreement with Mike Allen Jr. for the purpose of harvesting blow down trees on Borough owned Institute property

M/S: Blake/Prysunka, 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.

In response to Prysunka, Mr. Allen stated that the majority of the timber would be shipped out to Ketchikan and would then be shipped overseas; Mr. Allen said that the processing of timber that was done in town was from the timber that he had harvested before.

In response to Blake, Jabusch stated that Mental Health had been contacted with regards to the blow-down and that they would not assume any responsibility.

Motion approved unanimously by polled vote.

13b Approval of a request by Tony Massin, dba MassKills Seafoods to extend the leased lot described as Mill Dock, Lot 2

M/S: Powell/Mitchell, 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. Motion approved unanimously by polled vote.

13c Approval to schedule a Special Assembly meeting for May 2, 2016

M/S: Rooney/Decker, 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. Motion approved unanimously by polled vote.

13d Approval of City Tidelands Annual Five-Year Reassessments

M/S: Prysunka/Rooney, to approve the five-year City Tideland Reassessments, as presented for 2016. Motion approved unanimously by polled vote.

13e Approval of the request from Vern Phillips of Sea Level Seafoods, LLC. to modify the existing City Tidelands Lease

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

Scott Bunes with Sealevel Seafoods stated that the reason why they wanted to lease the property was to allow for more control of the storage of others on the property.

Motion approved unanimously by polled vote.

13f 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

M/S: Prysunka/Blake, 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***

At the request of Decker, ***Carol Rushmore, Economic Development Director***, gave a summary of the process for applying and obtaining a Contract Zone.

Motion approved unanimously by polled vote.

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

EXECUTIVE SESSION – There was no Executive Session.

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

David L. Jack, Mayor

ATTEST: _____
Kim Lane, MMC, Borough Clerk

**Minutes of Special Assembly Meeting
Held May 2, 2016**

Mayor David L. Jack called the Special Assembly meeting to order at 12:00 p.m., May 2, 2016, in the Assembly Chambers. Assembly Members Decker, Powell, Prysunka, Rooney, and Mitchell were present. Assembly Member Blake was absent. Borough Manager Jeff Jabusch and Borough Clerk Kim Lane were also in attendance.

CONFLICT OF INTEREST

There were no conflicts of interest declared.

PERSONS TO BE HEARD

There were no persons to be heard.

ITEMS OF BUSINESS

5a Approval of a construction contract for the Wood Street Improvements project

M/S: Rooney/Mitchell, Move to approve a construction contract with Rock-N-Road for the construction of the Wood Street Improvement project in a total contract amount of \$902,745.00, which includes the Base Bid and Alternate A, and a construction contingency of \$45,000. Funding will come from a State of Alaska DCCED grant and from the City & Borough of Wrangell's Sales Tax Street Fund in the amount of \$90,000.

Manager Jabusch stated that with the additional \$22,000, we can do concrete over asphalt.

In response to Assembly Member Prysunka, Jabusch stated that the 5% construction contingency made since.

Motion approved unanimously by polled vote.

5b Approval of a contract amendment for construction administration and inspection services to PND Engineers for the Wood Street Improvements project

M/S: Powell/Rooney, to approve the Borough Manager to issue Contract Amendment #9 to PND Engineers, based on Time & Expense and in the amount, not to exceed \$105,860, for the Contract Administration and Inspection services, with funds to be paid from the State of Alaska DCCED project funds for the Wood Street Improvements project. Motion approved unanimously by polled vote.

5c Approval to Dispose of Remediated soil from the Byford Junkyard property at the Spur Road Rock Pit

M/S: Prysunka/Powell, to approve the Spur Road Rock Pit location for Disposing Remediated Soil from the Byford property location, as proposed by DEC.

Sally Schlichting with the Alaska Department of Economic Conservation provided the Assembly with some information on the ECOBOND, product which could be used to treat the contaminated soil. Ms. Schlichting also state the following:

- contaminated soil has expanded greatly
- a lot more material than originally anticipated
- requirements of having long-term monofilled land
- membrane on top of soil, then 2 ft. of topsoil on top
- shared the monitoring requirements
- would be the city's responsibility to monitor (State backing)
- monthly inspections for 5 years; annual inspections thereafter
- running track could be an option
- required signage

Assembly Member Rooney asked if the monofilled land could ever be sold and used for normal uses. Ms. Schlichting responded that no, it could not.

Assembly Member Prysunka stated that his preferred method would be to ship the contaminated soil out of town.

Shane O'Neill, NRC, stated that they have found no PCB's in the soil as originally reported by DEC. Mr. O'Neill explained the effectiveness of the Ecobond and how it worked.

In response to Assembly Member Mitchell, Mr. O'Neill stated that there was primarily lead and petroleum in the soil; in the process of excavating the more heavily contaminated soil.

Mr. Schlichting explained that if the process for disposing of the soil moved forward, there would be an engineer who would come up with the plan.

In response to Assembly Member Powell, Mr. O'Neill stated that the company who produced the Ecobond had been around for at least 15 years.

In response to Assembly Member Decker, Mr. Schlichting stated that it would be good to make a decision on this before early August since the emergency is in place now; the soil could sit for up to 2 years at the site however, the urgency would not exist after that time.

There was extensive discussion from the Assembly about the possibility of disposing of the soil in rock pits out by Pat's Lake (possibly on State land).

Ms. Schlichting stated that if the soil was disposed at the Spur Road Rock Pit, the site could not be re-opened in the future.

Ms. Schlichting also said that she would see about visiting the Pat's Lake Rock pits so that she could possibly make a recommendation to the State & DNR.

Motion failed unanimously by polled vote.

Special meeting adjourned at 12:49 p.m.

David L. Jack, Mayor

ATTEST: _____
Kim Lane, MMC, Borough Clerk

**Minutes of Public Hearing
Held May 9, 2016**

Mayor David L. Jack called the Public Hearing to order at 6:30 p.m., May 9, 2016, in the Borough Assembly Chambers. Assembly Members Mitchell, Blake, and Powell were present. Assembly Members Decker, Rooney, and Prysunka were absent. Borough Manager Jeff Jabusch and Deputy Clerk Lavonne Klinke were also in attendance

Public Hearing Item:

- a. Introduction of the FY 2016-2017 Budget

WRITTEN TESTIMONY:

- a. Letter from the Wrangell Chamber of Commerce
- b. Letter from Southeast Senior Services
- c. Letter from KSTK

ORAL TESTIMONY:

Cyni Creary, Wrangell Chamber of Commerce, gave a brief statement on behalf of the Chamber; requested the continued funding from the City and explained the need for the funding.

Public Hearing Meeting recessed at 6:33 p.m.

Public Hearing Meeting reconvened at 6:55 p.m.

Public Hearing Meeting adjourned at 6:56 p.m.

David L. Jack, Mayor

ATTEST: _____
Kim Lane, MMC, Borough Clerk

Agenda Item 7

CITY & BOROUGH OF WRANGELL

BOROUGH ASSEMBLY AGENDA ITEM May 24, 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 Public Hearing and Regular Assembly meetings held April 26, 2016; Minutes of the Special Assembly meeting held May 2, 2016
- *b. Quarterly Expenditure Report for SE Senior Services' for the period of January 1 thru March 31, 2016
- *c. Minutes of the Regular School Board meeting held 3-21-16
- *d. WMC Board Minutes April 20, 2016

BOARD ACTION**WRANGELL PUBLIC SCHOOL BOARD
REGULAR MEETING
APRIL 18, 2016**

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

- Meeting called to order at 6:30 PM, April 18, 2016
- Meeting adjourned at 6:31 PM due to a lack of a quorum; postponed until April 26, 2016
- Meeting called to order at 7:27 PM, April 26, 2016
- Accepted the Minutes of March 21, 2016 Regular School Board Meeting
- Approved removal of inventory items, that are no longer in the district, from the data base
- Appointed School and IEA Advisory Committee Members
- Approved the application of the 2015-2016 APEI Safety Equipment & Training Grant
- Adopted the Elementary School Report Card as presented
- Offered Erik Gile a pro-rated extracurricular contract as Baseball Assistant Coach
- Offered Patrick Mayer a two-year contract, beginning July 1, 2016 as presented
- Offered a contract to Laurie Brown for the 2016-2017 school year, as presented
- Offered a contract to Michelle Jenkins for the 2016-2017 school year, as presented
- Offered a contract to Patty Gilbert for the 2016-2017 school year, as presented
- Offered a contract to Matthew Nore for the 2016-2017 school year, as presented
- Offered a contract to Jenna Turner for the 2016-2017 school year, as presented
- Offered Matthew Gore, Technology Director, a contract for the 2016-2017 school year
- Reviewed Board Policy
 - #2123, Evaluation of the Superintendent
 - #7210, Qualification of Members
 - #7224, Oath or Affirmation
 - #7231, School Board Technology Usage
 - #7250, Board Member Compensation and Expenses
- Adjourned

**FOR RELEASE: 9:00 AM
APRIL 28, 2016**

BOARD ACTION

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

WRANGELL PUBLIC SCHOOL BOARD SPECIAL MEETING APRIL 26, 2016

- Adopted the 2016-2017 school calendar as presented, changing the collaboration time to Friday afternoons instead of Monday mornings
- Adopted the FY'17 budget as presented for submittal to the Borough Assembly
- Adjourned

WRANGELL PUBLIC SCHOOLS

**FOR RELEASE: 12:30 PM
APRIL 27, 2016**



Dignity • Care • Compassion

419 6th Street

Juneau, AK 99801

Telephone: 907.463.6100

Fax: 907.586.9018

www.ccsjuneau.org

April 26th, 2016

RECEIVED

MAY - 4 2016

WRANGELL CITY HALL

Mr. Jeff Jabusch, Borough Manager
City and Borough of Wrangell
P O Box 531
Wrangell, AK 99929

Dear Mr. Jabusch:

A copy of the Quarterly Expenditure Reports for Southeast Senior Services' Wrangell program is enclosed. These reports cover the third quarter period from January 1st, 2016 through March 31st, 2016.

The following services were provided during the third quarter of Fiscal Year (FY) 2016:

- * 35 individuals received 1,036 home-delivered meals.
- * 47 individuals received 869 congregate meals.
- * 25 individuals received 587 assisted rides.

Figures this quarter reflect 5 days of service all months of this quarter.

On behalf of Wrangell seniors, I would like to thank you for your continued support of the Wrangell Senior Program.

Sincerely,

Erin Walker-Tolles
Executive Director

EWT/acb

Enclosures



PROCEEDINGS

MINUTES

WRANGELL SCHOOL BOARD REGULAR MEETING

March 21, 2016, 6:30 PM

Evergreen Elementary School Room 101-Intermediate

President Susan Eagle called the regular meeting of the Wrangell Public School Board to order at 6:30 pm on Monday, March 21, 2016.

CALL TO ORDER

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

DETERMINE QUORUM

The Pledge of Allegiance was recited, led by Aleisha Mollen.

PLEDGE OF ALLEGIANCE

Maleah Wenzel, Student Body President reported to the Board about Wrangell's success at the Region V Basketball Tournament. Boys Basketball and Cheer took second place and qualified to state. Maleah shared the results of the survey administered by the Student Council.

**STUDENT
REPRESENTATIVE
REPORT**

Fred Angerman, Maintenance Director, told the board that he wanted to get everyone up to speed regarding what's going on with maintenance. On January 8, 2016, we had the preventative maintenance inspection with the Department of Education. Wrangell Public Schools partners with SERRC to use their maintenance reporting software. We expect our final report soon. Mr. Angerman informed the board on the upcoming maintenance needs including paving the elementary parking lots. Sidewalk repair is also needed. The middle school and the elementary school were built in 1979 under the same project and have similar maintenance needs. Exterior doors and windows need to be replaced. There is a lot of cement repair needed in the courtyard. The fire alarm panel at the high school current works but we need to be proactive and start thinking about replacing it. Mrs. Eagle asked if the final report is in a format understood by the public.

GUESTS TO BE HEARD

Anne Luetkemeyer, Art Teacher, said she had a question that came up today in school. The question is whether 8th graders that take high school courses will receive high school credit.

Reyn Hutten, Student, shared concerns that she heard about the early release days being held on Monday as opposed to Friday. Shortened classes on Monday, coming back after a long weekend (especially after coming back from extracurricular trips) make Monday very unproductive. Students are also not able to get help on Mondays after being gone all weekend. The benefits of having the early release on Friday are: it accommodates those traveling for activities or personal reason and students miss less school.

Ryan Howe, Teacher said that one way to alleviate the student's concerns regarding early release would be to hold it Monday mornings and start school late. Mr. Howe asked the board when community members could speak regarding agenda items. He also thanked Patrick Mayer for his presentation of the District Report Card and his communication regarding the state budget. He's communicated well with the teachers. Mr. Howe also said he was happy to see that Mrs. Jensen is being offered a contract for next year. In his personal opinion, she's a great principal.

The agenda was approved as presented by unanimous consent.

**APPROVAL OF THE
AGENDA**

Reviewed Correspondence as presented.

**REVIEWED
CORRESPONDENCE**

Motion to approve the minutes of the February 15, 2016 Regular School Board Meeting as presented by Aleisha Mollen, seconded by Rinda Howell. Poll vote: Rinda Howell: Yes; Aleisha Mollen, Yes; Tammy Groshong: Yes; Susan Eagle: Yes. Motion passed.

**APPROVED THE
MINUTES OF THE
FEBRUARY 15, 2016
REGULAR MEETING**

Motion to approve the minutes of the March 4, 2016 Special School Board Meeting as presented by Rinda Howell, seconded by Tammy Groshong. Poll vote: Rinda Howell: Yes; Aleisha Mollen, Yes; Tammy Groshong: Yes; Susan Eagle: Yes. Motion passed.

**APPROVED THE
MINUTES OF THE
MARCH 4, 2016 SPECIAL
MEETING**

Motion to offer Mr. William C. Schwan a contract, for the 2016-2017 school year, at the appropriate placement on the salary schedule to fulfill the responsibilities of secondary school principal by Tammy Groshong, seconded by Aleisha Mollen. Poll vote: Rinda Howell: Yes; Aleisha Mollen, Yes; Tammy Groshong: Yes; Susan Eagle: Yes. Motion passed.

OFFERED WILLIAM SCHWAN, SECONDARY PRINCIPAL A CONTRACT FOR THE 2016-2017 SCHOOL YEAR

Motion to offer contracts for the 2016-2017 school year to tenured teachers, as listed, with appropriate placement on the salary schedule by Rinda Howell, seconded by Tammy Groshong. Poll vote: Aleisha Mollen, Yes; Tammy Groshong: Yes; Rinda Howell: Yes; Susan Eagle: Yes. Motion passed.

OFFERED CONTRACTS TO TENURED TEACHERS FOR THE 2016-2017 SCHOOL YEAR

Motion to offer Mrs. Pamela Roope a contract for the 2016-2017 school year at the appropriate placement on the salary schedule to fulfill the responsibilities of business manager by Tammy Groshong, seconded by Aleisha Mollen. Poll vote: Tammy Groshong: Yes; Rinda Howell: Yes; Aleisha Mollen, Yes; Susan Eagle: Yes. Motion passed.

OFFERED PAMELA ROOPE, BUSINESS MANAGER A CONTRACT FOR THE 2016-2017 SCHOOL YEAR

Motion to offer Mr. Fred Angerman a contract, for the 2016-2017 school year, at the appropriate placement on the salary schedule to fulfill the responsibilities of maintenance director by Rinda Howell, seconded by Aleisha Mollen. Poll vote: Rinda Howell: Yes; Aleisha Mollen, Yes; Tammy Groshong: Yes; Susan Eagle: Yes. Motion passed.

OFFERED FRED ANGERMAN, MAINTENANCE DIRECTOR A CONTRACT FOR THE 2016-2017 SCHOOL YEAR

Motion to offer Mr. David Silva a contract for the 2016-2017 school year, as presented, to fulfill the responsibilities of speech pathologist by Aleisha Mollen, seconded by Tammy Groshong. Poll vote: Aleisha Mollen, Yes; Tammy Groshong: Yes; Rinda Howell: Yes; Susan Eagle: Yes. Motion passed.

OFFERED DAVID SILVA, SPEECH PATHOLOGIST A CONTRACT FOR THE 2016-2017 SCHOOL YEAR

Motion to offer Mrs. Deidre Jenson a contract addendum in the amount of \$5,389.00 to serve as Project Director of the Elementary and Secondary Counseling Grant during the 2016-2017 school year by Rinda Howell, seconded by Aleisha Mollen. Poll vote: Tammy Groshong: Yes; Rinda Howell: Yes; Aleisha Mollen, Yes; Susan Eagle: Yes. Motion passed.

OFFERED DEIDRE JENSON A CONTRACT ADDENDUM AS PROJECT DIRECTOR OF THE COUNSELING GRANT

Motion to offer Mr. Matthew Nore a contract addendum for an additional ten hours at his per diem rate, for a total of \$314.20, to host migrant family literacy events by Tammy Groshong, seconded by Aleisha Mollen. Poll vote: Rinda Howell: Yes; Aleisha Mollen, Yes; Tammy Groshong: Yes; Susan Eagle: Yes. Motion passed.

OFFERED MATTHEW NORE A CONTRACT ADDENDUM TO HOST MIGRANT FAMILY LITERACY EVENTS

Motion to approve the hire of Katelyn Reeves, Accounting Clerk, with appropriate placement on the salary schedule by Aleisha Mollen, seconded by Tammy Groshong. Poll vote: Aleisha Mollen, Yes; Tammy Groshong: Yes; Rinda Howell: Yes; Susan Eagle: Yes. Motion passed.

APPROVED THE HIRE OF KATELYN REEVES, ACCOUNTING CLERK

The resignation of Kendall Benson, Secondary Principal is being provided as an item of information.

PRESENTED KENDALL BENSON'S RESIGNATION FOR INFORMATION REVIEWED UPCOMING DATES

Reviewed the Upcoming Dates and Meeting Announcements

Reviewed Future Agenda Items

REVIEWED FUTURE AGENDA ITEMS

Rinda Howell thanked Reyn Hutten and Maleah Wenzel for their attendance at the school board meeting. She pointed out that we would only see Maleah one more month. She's excited to see that we hired Katelyn Reeves; she's a hard worker.

COMMENTS FROM BOARD MEMBERS

Aleisha Mollen said that she enjoyed the Elementary Spirit Week. She was adopted by Mrs. Wilson's first grade class and was able to participate each day.

Rinda Howell would like to call in for school board meetings.

Mathew Nore said that he missed the chance to sign up under Guests to be heard and asked if he could speak to the board at this time. Mr. Nore said that several years ago, his wife reluctantly took on the job of high school girls' basketball coach. While the girls still have growing room, the team has made some gains. Recently a parent called Coach Abella and demanded that she step down from coaching. The parent said that she has started a petition to the school board demanding that Ms. Abella not be offered a coaching contract. Mr. Nore wanted to inform the board that this is happening and that he and his wife find it very discouraging and disheartening.

GUESTS TO BE HEARD

Information & Reports were accepted by unanimous consent.

ACCEPTED INFORMATION & REPORTS

The School Board Members discussed the "Coffee with the School Board" socials that they have held. Mrs. Eagle said that the School Board has held four coffee socials. The most attendees that have attended at one time have been two. Mrs. Howell said that Saturday mornings are really bad. Anne Luetkemeyer said that she feels that it was a nice gesture but that it takes too much time out of people's personal schedule. Ms. Luetkemeyer said that she feels like we're on the right track for communication. She thinks that the board should take a break from this format and hold work session regarding issues as needed. Diane O'Brien said that we have been talking about communication for several years. She attended one session and appreciated the opportunity to visit with the board. She knows that maybe an event is not warranted but she thought the board should find a touchstone to visit with community members. Aleisha Mollen said that going into the coffee socials, we knew that it was a test. Mrs. Eagle said that the School Board would work on issue related work sessions as needed.

DISCUSSED "COFFEE WITH THE SCHOOL BOARD"

School Board President Susan Eagle opened the discussion regarding the School Board's recent survey on communication that was sent to the public and turned the floor over to Aleisha Mollen. Board Member Mollen told the Board and Audience that she put this survey together using input from the School Board's Association and had it reviewed by the school attorney before sending it out. We had 52 responses to the survey, most of them parents of current students and not an employee. Most participants feel that they are somewhat informed. Most people receive information regarding the school bulletin via email. 40% of the 40 people who chose to answer the question said they receive communication monthly from the school board. Emails are the most popular method of communication. The majority of the people visit the website weekly and Facebook daily. Most people responded that they only attend school board meetings if there is a topic on the agenda that pertains to their family. Questions were asked how comfortable people feel signing up to be a person to be heard and how effective they feel about their communication to and from the board. President Eagle said this is good information to keep in the forefront about methods and frequency people want communication. Mrs. Howell thanked Miss Mollen for putting the survey together.

DISCUSSED THE SCHOOL BOARD'S RECENT COMMUNICATION SURVEY RESULTS

Motion to accept the fiscal year 2016 budget revisions as presented by Tammy Groshong, seconded by Rinda Howell. Poll vote: Aleisha Mollen, Yes; Tammy Groshong: Yes; Rinda Howell: Yes; Susan Eagle: Yes. Motion passed.

ACCEPTED THE FY'2016 BUDGET REVISIONS AS PRESENTED

Reviewed Board Policy: #2123, Evaluation of the Superintendent. Mrs. Howell pointed out that she does not see goals addressed in the policy as the board discussed in their last work session. Board President Eagle directed Kimberly Powell to draft a page in the exhibit to include the development of three goals. The policy stands as reviewed and the board will review the revised exhibit in April.

REVIEWED BOARD POLICY #2123, EVALUATION OF THE SUPERINTENDENT

Motion to accept board policy #4155.1, Tax Sheltered Annuities as presented and approve the 403B Plan Document as revised by Aleisha Mollen, seconded by Tammy Groshong. Poll vote: Tammy Groshong: Yes; Rinda Howell: Yes; Aleisha Mollen, Yes; Susan Eagle: Yes. Motion passed.

REVIEWED BOARD POLICY #415.6.1, TAX SHELTERED ANNUITIES AND APPROVED THE 403 B PLAN DOCUMENT

Reviewed Board Policy #7100, Organization of the Board and #7122, Duties of the Vice-President as presented.

**REVIEWED BOARD POLICY #7100, ORGANIZATION OF THE BOARD AND #7122, DUTIES OF THE VICE-PRESIDENT
ACCEPTED THE FIRST READING OF BOARD POLICY #7123, DUTIES OF THE SECRETARY**

Motion to accept the first reading of board policy #7123, Duties of the Secretary as revised to correct a reference number by Tammy Groshong, seconded by Aleisha Mollen. Poll vote: Rinda Howell: Yes; Aleisha Mollen, Yes; Tammy Groshong: Yes; Susan Eagle: Yes. Motion passed.

Reviewed Board Policy #7130, Board Committees

**REVIEWED BOARD POLICY #7130, BOARD COMMITTEES
REVISED THE PRINCIPAL SALARY SCHEDULE, DECREASING THE DAYS TO 210**

Motion to revise the Principal Salary Schedule, decreasing the amount of contract days to 210 as presented by Rinda Howell, seconded by Aleisha Mollen. Poll vote: Aleisha Mollen, Yes; Tammy Groshong: Yes; Rinda Howell: No; Susan Eagle: Yes. Motion passed.

Motion to offer Mrs. Deldre Jensen a contract for the 2016-2017 school year at the appropriate placement on the salary schedule to fulfill the responsibilities of elementary school principal by Aleisha Mollen, seconded by Tammy Groshong. Poll vote: Tammy Groshong: Yes; Rinda Howell: Yes; Aleisha Mollen, Yes; Susan Eagle: Yes. Motion passed.

OFFERED DEIDRE JENSON, ELEMENTARY PRINCIPAL A CONTRACT FOR THE 2016-2017 SCHOOL YEAR

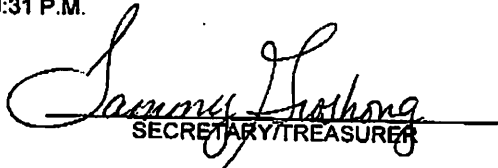
Motion to recess into executive session to discuss matters the immediate knowledge of which would clearly have an adverse effect upon the finances of the district, more specifically the 2016-2017 Superintendent's Contract and the possible purchase of real estate property by Aleisha Mollen, seconded by Tammy Groshong. Voice vote: all in favor, none opposed. The School Board invited Superintendent Mayer and Recording Secretary Kimberly Powell into the Executive Session.

RECESSED INTO EXECUTIVE
SESSION AT 7:54 PM

Reconvened into Regular Session at 9:30 PM. with no further action taken

RECONVENED INTO REGULAR
SESSION AT 9:30 PM
ADJOURNED AT 9:31 P.M.

Meeting Adjourned at 9:31 P.M.


SECRETARY/TREASURER



WRANGELL MEDICAL CENTER
BOARD OF DIRECTORS MEETING MINUTES
April 20, 2016 - 5:30 p.m.
Location: Nolan Center

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

ROLL CALL:

Present: Terri Henson, Bernie Massin, Barb Conine, Marlene Messmer and Maxi Wiederspohn
Attending by teleconference: Woody Wilson
Absent: Judy Allen, Olinda White
(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 March 16, 2016; and item 5.b statistics: March 2016, Maxi Wiederspohn seconded, passed unanimously.

PERSONS TO BE HEARD:

- Dr. Solenberger: addressed the board, thanking them for the opportunity to work at Wrangell Medical Center and praising the staff for their professionalism and great patient care.

CORRESPONDENCE: None

REPORTS AND COMMUNICATIONS FROM WMC STAFF:

a. Quality Report:

- There was no report this month, other than the mention that this position is in transition, with Cathy Gross taking on many of the quality duties. There will be a report next month.

b. CFO Report:

- In addition to the written report, Doran Hammett, CFO, added that Medicare payments are still slow and asked Rose Shymanski to elaborate. Part of the issue is timeliness in the certification process – which happens at the beginning of the LTC stay, then again in 6 month intervals – the staff are getting them done a month prior to the deadline, however then the process gets bogged down in Senior Services or Medicare as other things (such as the initial certification) can take precedence over the continuing certifications.
- It was also noted that volumes have been down in swing and in-patient days, though that should pick up again with the normally busy summer season.
- Doran added that in looking back over the last 4 years, operating expenses have pretty much held the course – staff have done a good job of keeping the expenses low.

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

BOARD OF DIRECTORS MEETING

April 20, 2016 - 5:30 p.m.

REPORTS AND COMMUNICATIONS FROM WMC STAFF (continued):

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

- Added that the OSHA inspector had arrived unannounced last week to follow up on an (unfounded – as it turns out) workplace violence report by a former employee. While here, he was then able to do a survey of the building and aside from a paperwork process which needed tweaking and some revisions of patient care plans, there were no issues discovered.

MEDICAL STAFF REPORT:

- Dr. Susanne Levene did a site visit here recently and she looked like a great candidate, it is hoped that she will accept the offer and be able to begin work in the next few months. She seemed to really like Wrangell and fit in well with the community.
- With regards to the Long Term Care Survey – this one was particularly aggressive – that the hospital and staff came through so well reflects well on the hospital. The staff did a phenomenal job under very difficult circumstances.

ACTION ITEMS:

- a. The amendments to WMC Personnel Policies were passed with no discussion

Motion: Barb Conine moved to approve the amendments to the WMC Personnel Policies as presented, Maxi Wiederspohn seconded and the motion was passed by all 5 members in attendance.

DISCUSSION ITEMS:

- a. Revisions to Board Attendance policy: discussion about this topic resulted in the board agreeing that the attendance policy in Board Bylaws should be revised to better match those of the City and Borough Assembly. An additional request – to change the language which precludes someone who contracts with the hospital from becoming a board member – was also added to the list of desired changes. Changes will be presented as an action item for the May 18 meeting.

INFORMATION ITEMS:

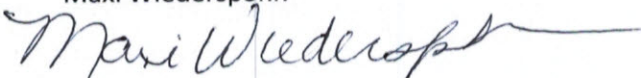
- a. New Hospital Project Update: With the many surveys and survey responses requiring attention this last month, there was no update on this project.
- b. Information from the City Clerk regarding reduction of the WMC Board from 9 to 7 was noted.

BOARD COMMENTS:

Bernie Massin: Kudos to staff for surviving the inspection – it says a lot that surveyors worked so hard and couldn't find anything bigger to talk about.

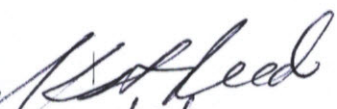
ADJOURN: With no further business, the meeting adjourned at 6:08 p.m.

Maxi Wiederspohn



Kris Reed,

Date Certified:


5/18/16

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MEMORANDUM

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

**FROM: JEFF JABUSCH
BOROUGH MANAGER**

SUBJECT: MANAGER'S REPORT

DATE: May 24, 2016

Manager Activity:

- Negotiations with Alaska Court System are ongoing and trying to resolve differences. We have had a teleconference and I believe we have come to an agreement. I have not seen the final lease proposed but I think we have resolved most of our major differences. This should be coming to the assembly in the near future.
- Most of the time lately has been dedicated to health care and available options. This will be discussed more at the meeting on May 24th.
- Working on a solution to the marine center leases to present to the Port Commission. I have talked to both banks, our assessor and others to see if there is a way to standardize the lease structure for those out conducting business in the Marine Yard. The biggest challenge is the huge differences that people pay per square foot in the yard. The other challenge in moving forward is how long the leases should be to allow enough time to get loans from the bank to improve the businesses. Currently the 5 year leases limits access to bank loans. This project has been put on hold until after the budget and health care is resolved, but it is important to change some of the features of the current leases to encourage long term investment.
- WCA – Staff met with WCA to discuss coming up with an agreement from which we can work on various projects such as roads and trails. We will be working on a draft to present to both WCA and the Assembly for approval. This has been started but because of the budget and the insurance issue, most of our time has been dedicated to those until the budget is passed.
- Over the past couple of weeks we have spent a lot of time with OSHA. They have a couple of people that have been to town to help us do a better job with safety within our employees and facilities.
- The pump station project is completed other than some punch list things. We have had our inspection by our representative from USDA and will have another one from our other grant agency soon. Now is the time to push hard to get all the paper work completed by June 30th.
- We have heard that letters have gone out to residents along Evergreen by the State of Alaska Department of Transportation and Public Facilities concerning right of way issues. This means they have started the last phase of the project before bidding which is right of way acquisition.
- Working with the attorney on Union Arbitration schedule for later this year.

State Budget / City Budget

I believe most of the big ticket items and major cuts to the city by the state are known and approved. The governor has called them back into session to deal with many other issues to help balance the budget. Most of these include oil and gas taxes, Permanent Fund, state income tax and others. None affect the city but many will have an effect on citizens in Alaska.

The city will bring the final draft to the assembly on June 14th for approval.

Economic Development Director Report:

Institute Master Plan:

This process may slow down some as the next phase was some survey and subdivision work. We are working with the consultant and R&M Engineers on this and to get the project completed.

Project websites are:

<http://www.wrangell.com/economicdevelopment/wrangell-institute-master-plan-and-subdivision>
<http://wrangell-institute.blogspot.com/2016/03/alternative-master-plans.html>

Mill Feasibility Study:

The consultants on this project continue to move forward on this project and we hope to have a recommendation within the next month or so.

That project website is: <http://www.wrangell.com/economicdevelopment/waterfront-industrial-property-assessment-and-feasibility-study>

Planning and Zoning

The PZ Commission is actually quite busy. They met with the EDC to have a preliminary workshop regarding land uses on the borough entitlement lands and are moving forward to establish a public hearing on land uses by selected area. They are taking on the discussion of marijuana usage and looking at the issues surrounding the various uses and what is appropriate in each zone and will be having a workshop before their next meeting.

<http://www.wrangell.com/planning/commercial-marijuana-regulations-update-wrangell>
<http://www.wrangell.com/planning/borough-entitlement-lands>

Wrangell Convention and Visitor Bureau

The Wrangell CVB is pursuing more on-line advertising opportunities. They did an email distribution purchasing approximately 10,000 to 20,000 names from the Alaska Travel Industry Association, they have done three Facebook promotions to increase likes on their Facebook page and are trying to post regularly. <https://www.facebook.com/WrangellCVB/> They recently have been working on the Stikine River Birding Festival schedule and finalizing events as that is coming up on April 29 to May 1. They have a twitter account they are trying to determine how best to utilize that medium as well and looking at some other online resource opportunities.

Byford's Junk Yard Cleanup:

From the latest, it appears that the state is willing to allow the dump site to be on state lands and will not be pursuing city land for this. That is good news because of the limited areas we even have available to us. We will continue to help any way we can.

City Projects:

City Dock Work- most of the final items have been bid and contracts signed. These include additional railings along the dock approach, additional summer float on the south side of the approach and a gangway to get to the new summer float. I believe Jenkins Welding is done with the railings and just needs to install on the dock. The only remaining item is the electrical upgrades on the dock. The design for this work is expected to be completed soon and then we can go to bid for the work to be done this fall after the tour season.

Street Projects- We hope to have the money to do a couple of major repairs to streets with a paving company in town. This will be reflected in our upcoming budget. We also would like to seal coat a couple of streets using our seal coat machine.

Wood Street is under contract to construct with Rock and Road Construction. We have had our preconstruction meeting with our engineers, Rock and Road and our staff to be sure we are all on the same page so the project goes smoothly.

Tours in the Marine Service Center- working with the harbormaster and the bus tours folks to see if a compromise can be done to allow limited bus tours through the Marine Center but still maintain a level of safety. At the same time we are looking at ways to limit traffic through the yard for people that are using it as a drive through or just curious. Safety is the key element. I am going to pass this to the Port Commission to have them have a public hearing and then suggest some guidelines about this type of activity.

Evergreen Road Project- DOT/PF is beginning the initial steps in property acquisition. We have heard that they have sent letters to residents along the road that have some right of way concern. Once this is complete, they should be ready to advertise for bid. Construction could start this year, but any paving will not be done until 2017.

Sewer Pump Project- The sewer pump project is substantially complete and operating. There is still a variety of things that have to be accomplished of which revolves around paperwork before our June 30th grant deadline.

Agenda Item 9

CITY & BOROUGH OF WRANGELL

BOROUGH ASSEMBLY AGENDA ITEM

CLERK'S REPORT May 24, 2016

Mark Your Calendar:

- 6/2 Port Commission mtg. scheduled @ 7pm in the Assembly Chambers
- 6/8 Rescheduled P&R mtg. scheduled @ 7pm in the Assembly Chambers
- 6/9 P&Z PH and Regular mtg. scheduled @ 7pm in the Assembly Chambers
- 6/14 Budget PH scheduled @ 6:30 pm in the Assembly Chambers
- 6/14 Regular Assembly mtg. scheduled @ 7pm in the Assembly Chambers

- 6/8 SEAPA Board Mtg. to be held in Petersburg, with times TBD

AML Summer Legislative Conference

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

Assembly Member Rooney will be attending.

Upcoming Clerk travel:

June 12 - 17, 2016 to attend the IIMC Clerks Professional Development in Tacoma, Wa.

Agenda Items 10 a - c

CITY & BOROUGH OF WRANGELL

BOROUGH ASSEMBLY AGENDA ITEM May 24, 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)
- Nolan Museum/Civic Center Board (unexp. until 10-2016)

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 13a

CITY & BOROUGH OF WRANGELL

BOROUGH ASSEMBLY AGENDA ITEM May 24, 2016

INFORMATION:

PROPOSED ORDINANCE No. 917: AN ORDINANCE OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, AMENDING SECTION 14.11.005, FEE SCHEDULE, OF THE WRANGELL MUNICIPAL CODE RELATING TO FEES FOR USE OF HARBORS AND PORT FACILITIES (*first reading*)

Attachments:

1. **Proposed Ordinance No. 917**
2. Memo from Port Commission

RECOMMENDED ACTION:

Move to approve the first reading of Ordinance No. 917 and move to a Second with a public hearing on June 14, 2016.

Memo

To: City and Borough of Wrangell Assembly

From: Sherri Cowan, Recording Secretary

Date: 5/05/2016

Re: Ordinance 917 Change

At the regular meeting of May 05, 2016 the Port Commission made the "Motion to approve the proposed Ordinance 917 as presented with the Amendment of a 2% increase every year for Section 14.11.005 Fee Schedule Items A,B,E,F,Z,AA through 300-Ton Long Term Storage and forward it on to the Borough Assembly for consideration".

CITY AND BOROUGH OF WRANGELL, ALASKA

ORDINANCE NO. 917

AN ORDINANCE OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, AMENDING SECTION 14.11.005, FEE SCHEDULE, OF THE WRANGELL MUNICIPAL CODE RELATING TO FEES FOR USE OF HARBORS AND PORT FACILITIES

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

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

SEC. 1. Action. The purpose of this ordinance is to amend Section 14.11.005 of the Wrangell Municipal Code relating to fees for use of harbor and port facilities.

SEC. 2. Amendment of Section. Section 14.11.005 of the Wrangell Municipal Code is amended to read:

Section 14.11.005 Fee schedule.

The following fees shall be charged for the uses indicated:

		Fee shall increase each year by 2%				
A. Transient Moorage – WMC 14.05.010.		FY 2017	FY 2018	FY 2019	FY 2020	FY 2021
Daily – Prepaid	[\$0.40/foot] <u>0-30 feet</u>	<u>\$0.45/foot</u>	<u>\$0.46/foot</u>	<u>\$0.47/foot</u>	<u>\$0.48/foot</u>	<u>\$0.49/foot</u>
	<u>31-55 feet</u>	<u>\$0.55/foot</u>	<u>\$0.56/foot</u>	<u>\$0.57/foot</u>	<u>\$0.58/foot</u>	<u>\$0.59/foot</u>
	<u>56-100 feet</u>	<u>\$0.65/foot</u>	<u>\$0.66/foot</u>	<u>\$0.67/foot</u>	<u>\$0.68/foot</u>	<u>\$0.69/foot</u>
	<u>101 feet & up</u>	<u>\$1.00/foot</u>	<u>\$1.02/foot</u>	<u>\$1.04/foot</u>	<u>\$1.06/foot</u>	<u>\$1.08/foot</u>
Daily – Invoiced	Two times the daily prepaid					
Monthly	[\$3.50/foot] <u>0-30 feet</u>	<u>\$4.00/foot</u>	<u>\$4.08/foot</u>	<u>\$4.16/foot</u>	<u>\$4.24/foot</u>	<u>\$4.32/foot</u>
	<u>31-55 feet</u>	<u>\$4.50/foot</u>	<u>\$4.59/foot</u>	<u>\$4.68/foot</u>	<u>\$4.77/foot</u>	<u>\$4.87/foot</u>
	<u>56-100 feet</u>	<u>\$5.00/foot</u>	<u>\$5.10/foot</u>	<u>\$5.20/foot</u>	<u>\$5.30/foot</u>	<u>\$5.40/foot</u>

	<u>101 feet & up</u>	<u>\$6.00/foot</u>	<u>\$6.12/foot</u>	<u>\$6.24/foot</u>	<u>\$6.36/foot</u>	<u>\$6.49/foot</u>
Annual	Same as reserved moorage					

Fee shall increase each year by 2%

B. Reserved Moorage – WMC 14.05.015.

FY 2017 FY 2018 FY 2019 FY 2020 FY 2021

Wait list \$50.00 each
deposit

Annual

[Effective 07-01-08 \$18.00/foot]

[Effective 07-01-11 \$22.00/foot]

[Effective 07-01-12 \$25.00/foot]

<u>0-30 feet</u>	<u>\$28.00/foot</u>	<u>\$28.56/foot</u>	<u>\$29.13/foot</u>	<u>\$29.71/foot</u>	<u>\$30.30/foot</u>
<u>31-55 feet</u>	<u>\$33.00/foot</u>	<u>\$33.66/foot</u>	<u>\$34.33/foot</u>	<u>\$35.02/foot</u>	<u>\$35.72/foot</u>
<u>56 feet & up</u>	<u>\$38.00/foot</u>	<u>\$38.76/foot</u>	<u>\$39.54/foot</u>	<u>\$40.33/foot</u>	<u>\$41.14/foot</u>

...

Fee shall increase each year by 2%

E. Outside Dock Face Moorage – WMC 14.07.005 (C).

FY 2017 FY 2018 FY 2019 FY 2020 FY 2021

1. 00 – 99 feet	\$0. [90] <u>99/foot</u>	<u>\$.92/foot</u>	<u>\$.94/foot</u>	<u>\$.96/foot</u>	<u>\$.98/foot</u>
2. 100 – 199 feet	\$1. [15] <u>27/foot</u>	<u>\$1.30/foot</u>	<u>\$1.33/foot</u>	<u>\$1.36/foot</u>	<u>\$1.39/foot</u>
3. 200 – 299 feet	\$1. [30] <u>43/foot</u>	<u>\$1.30/foot</u>	<u>\$1.33/foot</u>	<u>\$1.36/foot</u>	<u>\$1.39/foot</u>
4. 300 – 499 feet	\$1. [50] <u>65/foot</u>	<u>\$1.68/foot</u>	<u>\$1.71/foot</u>	<u>\$1.74/foot</u>	<u>\$1.77/foot</u>
5. 500 – 599 feet	\$1. [75] <u>93/foot</u>	<u>\$1.97/foot</u>	<u>\$2.01/foot</u>	<u>\$2.05/foot</u>	<u>\$2.09/foot</u>
6. 600 feet and up	\$2. [00] <u>20/foot</u>	<u>\$2.24/foot</u>	<u>\$2.28/foot</u>	<u>\$2.33/foot</u>	<u>\$2.38/foot</u>

Fee shall increase each year by 2%

F. Inside Dock Face Moorage – WMC 14.07.005 (C).

FY 2017 FY 2018 FY 2019 FY 2020 FY 2021

1. 00 – 99 feet	\$0. [90] <u>99/foot</u>	<u>\$.92/foot</u>	<u>\$.94/foot</u>	<u>\$.96/foot</u>	<u>\$.98/foot</u>
2. 100 – 199 feet	\$1. [15] <u>27/foot</u>	<u>\$1.30/foot</u>	<u>\$1.33/foot</u>	<u>\$1.36/foot</u>	<u>\$1.39/foot</u>

3. 200 – 299 feet	\$1.[30] <u>43</u> /foot	<u>\$1.30/foot</u>	<u>\$1.33/foot</u>	<u>\$1.36/foot</u>	<u>\$1.39/foot</u>
4. 300 – 499 feet	\$1.[50] <u>65</u> /foot	<u>\$1.68/foot</u>	<u>\$1.71/foot</u>	<u>\$1.74/foot</u>	<u>\$1.77/foot</u>
5. 500 – 599 feet	\$1.[75] <u>93</u> /foot	<u>\$1.97/foot</u>	<u>\$2.01/foot</u>	<u>\$2.05/foot</u>	<u>\$2.09/foot</u>
6. 600 feet and up	\$2.[00] <u>20</u> /foot	<u>\$2.24/foot</u>	<u>\$2.28/foot</u>	<u>\$2.33/foot</u>	<u>\$2.38/foot</u>

Fee shall increase each year by 2%

Z. Port Development Fees	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021
120 – 499	\$[1.25] <u>1.38</u> /foot	<u>\$1.41/foot</u>	<u>\$1.44/foot</u>	<u>\$1.47/foot</u>	<u>\$1.50/foot</u>
500 and up	\$[2.00] <u>2.20</u> /foot	<u>\$2.24/foot</u>	<u>\$2.28/foot</u>	<u>\$2.33/foot</u>	<u>\$2.38/foot</u>

**AA. Marine Service
Center Fees.**

Round trip lift fees

0 – 40 feet	\$[11.00] <u>12.10</u> /foot	<u>\$12.34/foot</u>	<u>\$12.59/foot</u>	<u>\$12.84/foot</u>	<u>\$13.10/foot</u>
41 – 58 feet	\$[12.00] <u>13.20</u> /foot	<u>\$13.46/foot</u>	<u>\$13.73/foot</u>	<u>\$14.00/foot</u>	<u>\$14.28/foot</u>
59 – 75 feet	\$[13.00] <u>14.30</u> /foot	<u>\$14.59/foot</u>	<u>\$14.88/foot</u>	<u>\$15.18/foot</u>	<u>\$15.48/foot</u>
76 – 90 feet	\$[15.00] <u>16.50</u> /foot	<u>\$16.83/foot</u>	<u>\$17.17/foot</u>	<u>\$17.51/foot</u>	<u>\$17.86/foot</u>
91 – 120 feet	\$[17.00] <u>18.70</u> /foot	<u>\$19.07/foot</u>	<u>\$19.45/foot</u>	<u>\$19.84/foot</u>	<u>\$20.24/foot</u>
121 – 140 feet	\$[19.00] <u>20.90</u> /foot	<u>\$21.32/foot</u>	<u>\$21.75/foot</u>	<u>\$22.19/foot</u>	<u>\$22.63/foot</u>
141 feet and up	\$[21.00] <u>23.10</u> /foot	<u>\$23.56/foot</u>	<u>\$24.03/foot</u>	<u>\$24.51/foot</u>	<u>\$25.00/foot</u>

Boat lift minimum

150-ton	\$[300.00] <u>330.00</u> /hour	<u>\$336.60/hour</u>	<u>\$343.33/hour</u>	<u>\$350.20/hour</u>	<u>\$357.20/hour</u>
300-ton	\$[500.00] <u>550.00</u> /hour	<u>\$561.00/hour</u>	<u>\$572.22/hour</u>	<u>\$583.66/hour</u>	<u>\$595.33/hour</u>
Work area storage	\$0.[50] <u>55</u> /sq. ft./month	<u>\$.56/sq.ft./month</u>	<u>\$.57/sq.ft./month</u>	<u>\$.58/sq.ft./month</u>	<u>\$.59/sq.ft./month</u>
Long-term storage	\$0.[30] <u>33</u> /sq. ft./month	<u>\$0.34/sq.ft./month</u>	<u>\$0.35/sq.ft./month</u>	<u>\$0.36/sq.ft./month</u>	<u>\$0.37/sq.ft./month</u>

After 12 consecutive months, rate doubles

Cancellation	\$[300.00] <u>330.00</u>
Inspection hoist	
Up to 2 hours of hoist time	60% of round trip
After first 2 hours of hoist time	150-ton \$[75.00] <u>82.50/15</u>

	minutes
	300-ton
	[\$125.00] 137.50/15
	minutes
Pressure washer	[\$1.00] 2.00/foot
Electrical	Refer to subsection (D) of this section.
Environmental fee	\$15.00 per haulout or per month
Hydraulic trailer fees	
Round trip	[\$8.25] 10.46 per foot
One-way	Half of round trip
Minimum fee	[\$225.00] 247.50
Off-site transport fee	Round trip or one-way fee plus travel time at [\$235.00] 350.00 per hour with a one-hour minimum
Long-term storage reservation fee	\$100.00
...	
J. Storage – WMC 14.07.020 (B).	
Outside storage (\$6.25 minimum)	\$0.[30]. 33/square foot monthly
Inside storage	\$0.[50]. 55/square foot monthly
Floating log storage	\$0.10/thousand milled board feet monthly
Vending storage	50% of covered vendor storage rate
...	
N. Services of the Harbormaster – WMC 14.07.040	
Replace mooring lines	\$10.00 + cost of line

[Moving boat (minimum \$20.00)]

Skiff rental with personnel

Pumping

Labor

Raising of boats

[\$1.00/foot]

\$150.00 per hour (1 hour minimum)

\$25.00 + labor

Labor costs will be the actual costs of the employee. They will include wages and employee costs. Overtime and callout rules will also apply.

\$150.00 + cost of materials and professional services

. . .

SEC. 4. Classification. This ordinance is of a permanent nature and shall be codified in the Wrangell Municipal Code.

SEC. 5. 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. 6. Effective Date. This ordinance shall be effective upon adoption.

PASSED IN FIRST READING: _____, 2016.

PASSED IN SECOND READING: _____, 2016.

David L. Jack, Mayor

ATTEST:

Kim Lane, Borough Clerk

Agenda Item 13b

CITY & BOROUGH OF WRANGELL

BOROUGH ASSEMBLY AGENDA ITEM May 24, 2016

INFORMATION:

Approval of a Facility Use Agreement between SEAPA and the Wrangell Volunteer Fire Department, a division of the City and Borough of Wrangell

Attachments:

1. Letter from the Wrangell Fire Department
2. Proposed Facility Use Agreement
3. Memo from Manager Jabusch

RECOMMENDED ACTION:

Move to approve the Facility Use Agreement between SEAPA and the Wrangell Volunteer Fire Department, a division of the City and Borough of Wrangell for the Radio Repeater at the Etolin Shelter.

February 24, 2016

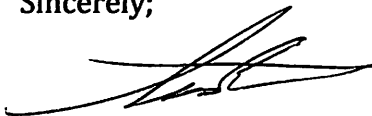
Southeast Alaska Power Agency
1900 First Avenue, Suite 318
Ketchikan, AK 99901

Mr. Steve Henson,

As per your request, the Wrangell Volunteer Fire Department has discussed the possibility of placing a radio repeater and antennae at the Etolin shelter, with the USFS Dave Rak. Mr. Rak indicated that there is no requirement or special permitting for the shelter use. However he did specify that during the inventory of the site in September, SEAPA would need to include the radio and antennae as a part of their supplies located at the Etolin shelter.

On behalf of the Wrangell Volunteer Fire Department I would like to thank SEAPA for allowing us the opportunity to again have a repeater on the Etolin site as this allows for better communication of our surrounding areas.

Sincerely;

A handwritten signature in black ink, appearing to read 'Tim Buness', with a long horizontal flourish extending to the left.

Tim Buness
Fire Chief

FACILITY USE AND INDEMNITY AGREEMENT

This Facility Use and Indemnity Agreement ("Agreement") is made and entered into between the **Southeast Alaska Power Agency**, a Joint Action Agency formed under Alaska Statutes §§ 42.45.300, *et seq.*, of 1900 First Avenue, Suite 318, Ketchikan, Alaska 99901, hereinafter referred to as "Agency" or "SEAPA", and the **Wrangell Volunteer Fire Department**, a division of the **City and Borough of Wrangell**, a unified home rule municipality, of Post Office Box 531, Wrangell, Alaska 99929, hereinafter referred to as "WVFD" or "City".

A. **WHEREAS**, Agency is a tenant of the USDA Forest Service (USFS), owner of real property upon which Agency owns a shack housing communications equipment located at Burnett Peak on Etolin Island, approximately 18 miles southwest of Wrangell, Alaska, which is more particularly known as the Etolin-Burnette Peak Communication Site (hereinafter Site).

B. **WHEREAS**, the City desires to utilize Agency's shack at the Site to house a repeater radio for its search and rescue operations ("intended purpose").

C. **WHEREAS**, use of the Agency's shack is conditioned upon the City's compliance with any authorizations required under the USFS Communications Site Management Plan and any other laws or licenses required for its intended purpose.

D. **WHEREAS**, the Agency intends to authorize the City to use its Shack at no cost or compensation therefor for the City's intended purposes and that such use is conditioned upon the City's compliance with any authorizations required under the USFS Communications Site Management Plan and any other laws or licenses required for its intended purpose.

E. **WHEREAS**, City may contract with a thirty-party for maintenance of its equipment.

F. **WHEREAS**, the intent of this Agreement is for Agency to authorize the City to use its communications facility for its intended purposes and for the City to hold Agency harmless from any damages or claims that may arise from the City, its employees, agents or contractor's performance or activities under this Agreement.

NOW, THEREFORE, in consideration of the mutual covenants contained herein, Agency and the City agree as follows:

1. **Indemnity**. The City agrees, to the fullest extent permitted by law, to indemnify, defend, and hold harmless the Agency, its officers, directors, agents, and employees against all claims, actions, losses, costs, expenses, judgments, liabilities, or damages from a third party, including all costs of defense and attorneys' fees, including, but not limited to, expert witness fees, with counsel selected by Agency for its defense, to the fullest extent caused by the City under this Agreement and that of its contractors or anyone for whom the City is legally liable.

2. **Term**. The term of this Agreement, unless specified otherwise in writing, is from the date that the WVFD's equipment is placed at the Agency's shack at the Site until terminated under the terms and provisions of paragraph 3, below.

3. **Termination**. This Agreement may be terminated by Agency at any time and for any reason whatsoever during the term hereof by Agency giving City thirty (30) calendar days'

written notice of its intent to terminate.

4. Equipment. City shall install and maintain its communications equipment using good practices and in accordance with all applicable codes.

5. Ownership of Equipment. The City's communications equipment installed in Agency's shack at the Site shall be and remain the property of the City and may be removed or replaced by the City at any time from time to time, provided that the City repair any damage caused in conjunction with such removal and replacement.

6. Casualties. In the event of damage to the shack for any reason that renders City's equipment inoperable, the City shall bear the cost of replacement of its equipment and shall not hold Agency accountable therefor.

7. Interference. City shall provide all necessary equipment to eliminate any interference to existing Site users from the installation of its communications equipment.

8. Authority. Each party warrants to the other that it has authority to enter into and has taken all action required to authorize execution of this Agreement.

9. Amendment. This Agreement may not be amended except by an instrument in writing signed on behalf of each of the parties hereto.

10. Assignment. Neither this Agreement nor any of the rights, interests or obligations hereunder shall be assigned by either of the parties hereto without the prior written consent of the other party, which consent may be withheld in the absolute discretion of the party asked to grant such consent.

11. Severability. Each clause of this Agreement is severable. If any clause is ruled void or unenforceable, the balance of the Agreement shall nonetheless remain in effect.

12. Governing Law. The laws of the State of Alaska shall govern the validity of this Agreement, the construction of its terms, and the interpretation of the rights and duties arising hereunder. The Superior Court for the State of Alaska, First Judicial District at Ketchikan, Alaska, shall be the exclusive court for jurisdiction and venue of any and all actions of any kind and any nature arising out of or related to this Agreement.

13. Entire Agreement. This Agreement constitutes the entire Agreement and supersedes all prior agreements, understandings, negotiations, correspondence, undertakings and communications, both written and oral among the parties with respect to the subject matter hereof.

14. Acceptance of Facsimile and Scanned Signatures. The parties agree that this Agreement, agreements ancillary to this Agreement, and related documents to be entered into in connection with this Agreement, will be considered signed when the last dated signature of a party is delivered by facsimile transmission or delivered by scanned image (e.g., .pdf or .tiff file extension name) as an attachment to electronic mail (email). Such facsimile or scanned signature will be treated in all respects as having the same effect as an original signature.

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed by their duly authorized representatives effective as of the day and year last written below.

SOUTHEAST ALASKA POWER AGENCY

CITY AND BOROUGH OF WRANGELL

By _____
Trey Acteson, Chief Executive Officer

By _____
Jeff Jabusch, Borough Manager

Date: _____

Date: _____

ATTEST:

Kim Lane, MMC, Borough Clerk

(SEAL)

MEMORANDUM

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

**FROM: JEFF JABUSCH
BOROUGH MANAGER**

SUBJECT: SEAPA-Fire Department Repeater

DATE: May 20, 2016

The Wrangell Volunteer Fire Department has requested that they be allowed to put a radio repeater and antennae at the Etolin shelter. Do to this we need to have SEAPA include this in their inventory of the site by SEAPA as part of their supplies located at the site as is required by the USFS. The agreement before you from SEAPA would allow this to happen.

The obvious benefits is the increased communications it allows the fire department for search and rescue in the surrounding areas.

Recommended Action:

Move to approve the agreement with SEAPA on behalf of the Wrangell Volunteer Fire Department.

Agenda Item 13c

CITY & BOROUGH OF WRANGELL

BOROUGH ASSEMBLY AGENDA ITEM May 24, 2016

INFORMATION:

Approval of the FY 2016-17 Wrangell Medical Center Budget

Attachments:

1. Memo from Robert Rang, WMC CEO
2. Proposed FY 2016-17 Budget
3. Capital Requests

RECOMMENDED ACTION:

Move to approve the Wrangell Medical Center FY 2016-2017 Annual Budget, as presented.

13c-1

Mission:

To enhance the quality of
life for all we serve

Vision:

Honor our heritage and be
the pride of the community

Values:

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

May 19, 2016

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

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

The Wrangell Medical Center Board passed the attached FY17 Budget
at last night's meeting. We are submitting it for Assembly approval.

Sincerely,



Robert Rang, CEO
Wrangell Medical Center

*Caring for
Southeast*

Wrangell Medical Center
Operating Budget
Fiscal Year Ending 6/30/17

	Projected	Budget	Budget
	FY 2016	FY 2016	FY 2017
Routine Room and Board	10		5%
Inpatient	848,086	1,243,752	890,490
Outpatient	128,174	131,724	134,583
Emergency	1,524,073	1,271,164	1,600,277
Long Term Care	4,026,121	3,900,000	4,227,427
Total Routine	6,526,454	6,546,640	6,852,777
Ancillary Charges			
Inpatient	658,110	665,868	691,016
Outpatient	4,319,275	4,112,328	4,535,239
Long Term Care	340,991	175,164	358,040
Total Ancillary Charges	5,318,376	4,953,360	5,584,295
Total Charges	11,844,830	11,500,000	12,437,072
Contractual Allowances	904,843	903,852	950,085
Bad Debts	135,322	231,684	142,088
Financial Assistance	65,280	134,652	68,544
Other Discounts	527,683	238,320	554,067
Total Discounts	1,633,128	1,508,508	1,714,784
Net Patient Revenue	10,211,702	9,991,492	10,722,288
Operational Expenses			3%
Salaries	4,103,395	4,225,932	4,226,497
Benefits	1,743,935	1,794,564	1,796,253
Supplies	1,259,102	1,068,276	1,296,875
Depreciation	431,731	435,720	450,000
Purchased Services	2,245,178	2,242,304	2,312,534
Repairs & Maintenance	375,400	350,736	386,662
Utilities	208,846	219,132	215,111
Dues & Subscriptions	38,172	50,604	39,317
Training & Education	37,378	17,100	38,499
Travel	63,887	21,612	65,803
Insurance	102,367	127,212	105,438
Other	37,304	119,112	38,424
Total Expenses	10,646,695	10,672,304	10,971,413
Gain (Loss) From Operations	(434,993)	(680,812)	(249,125)
Miscellaneous Revenue	35,384	34,236	35,384
Interest Earned	660	372	660
Grant Revenue	9,217	-	9,217
Non Operating Revenue	8,712	11,616	8,712
Total Miscellaneous Revenue	53,974	46,224	53,974
Net Gain (Loss)	(381,019)	(634,588)	(195,152)
Cash Flow +/-	50,712	(198,868)	254,848

FY 17 Capital Purchase Requests (items over \$5k)

Department	new / replace	Item	Cost
Maintenance	new	MOGS low pressure O2 system	\$ 6,250.00
	repair	Roof Repair	\$ 20,000.00
	new	Above ground fuel tank for generator	\$ 5,500.00
HIM	new	encoder (interface with CPSI)	\$ 12,000.00
	new	off site back-up server	\$ 14,100.00
	new	Additional Server upgrades	\$ 25,000.00
Lab	replace	refrigerator for lab test reagents	\$7,833
Nursing	replace	LTC charting software	\$15,000
Radiology	upgrade	CR to DR conversion	\$ 125,000.00
	replace	Ultrasound Machine	
Total			\$ 230,683.00

estimate
estimate

|

Agenda Item 13d

CITY & BOROUGH OF WRANGELL

BOROUGH ASSEMBLY AGENDA ITEM May 24, 2016

INFORMATION:

Approval of the proposal for the 911 Call Taking System

Attachments:

1. Memo from Wrangell Police Chief McCloskey
2. RFP for the 911 system
3. Combix Purchase agreement/SHSP Contract Approval

RECOMMENDED ACTION:

Move to approve the contract with Combix 911 Inc. for the products and services to install the proposed PSAP, in a contract amount of \$189,031.00, with funding to come from a SHSP grant.

MEMORANDUM

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

FROM: DOUG McCLOSKEY, CHIEF OF POLICE

SUBJECT: PURCHASE AND INSTALATION OF PSAP (911)

DATE: May 20, 2016

BACKGROUND

The City and Borough of Wrangell received a grant from the Department of Homeland Security (SHSP) for the replacement of the borough's PSAP system. Our current system is about 10 years old and has been unsupported for about the last 5 years.

The city and borough contracted with Ryan Olsen, Third Signal to assist in the development of a Request for Proposals for the replacement of the current system.

The resulting RFP received 5 responses to that RFP.

Based on the proposals received 3 of the companies were selected to provide webinar demonstrations of their products.

Based on the product demonstrations and the pricing structures submitted Combix 911 INC was selected.

The cost of the proposed system is \$189,031.00

The proposed contract and the department of Homeland Security's approval of the contract are attached.

RECOMMENDATION ACTION:

Move to approve the contract with Combix 911 Inc. for the products and services to install the proposed PSAP, in a contract amount of \$189,031.00, with funding to come from a SHSP grant.

ATTACHMENTS

1. Combix Purchase agreement
2. SHSP Contract Approval

Wrangell Alaska Police Department

Request for Proposal (RFP)



Wrangell 9-1-1:
Existing TCI InVision
9-1-1 System

2-Position 9-1-1 Call Taking System with Internal ALI Server and Voice Logging Recorder

Wrangell 9-1-1 in Wrangell, Alaska

RFP Release Date: February 19th, 2016

Wrangell 9-1-1: Vendor Administrative Requirements

Proposals:

- Number of copies:
 - Proposing vendors will submit one (1) hard copy and one (1) soft copy
 - Soft copy should be on a jump drive or data disk
 - Do not email the soft copy
- Hard and Soft Copies can be mailed to:
 - Wrangell Police Department: Attention Chief Doug McCloskey
 - PO Box 1168
 - 431 Zimovia Highway
 - Wrangell, AK
 - (907) 874-3304
- All communication regarding this RFP, including technical questions, shall be directed to Chief McCloskey: wpdchief@aptalaska.net
- Technical Questions will be fielded until February 23rd, 2016
- All vendors must respond in detail to each element of this RFP in order to be considered for a contract award
- RFP responses must be received by 4:00 PM March 25th, 2016 and clearly marked on the outside of the parcel "Wrangell Alaska 9-1-1 RFP"

Grant Information:

- The Wrangell Police Department will be using resources included in a USA 2016 State Homeland Security Grant Program (SHSP):
- The SHSP is a reimbursable, federally funded pass-through grant program to assist local and tribal all-hazard preparedness activities (planning, equipment, training, and exercise) that address identified gaps or capability targets where a connection to terrorism exists. At least 25 percent of the overall SHSP funds received by the state will be dedicated towards law enforcement terrorism prevention-activities.
- For more information on this grant, see: <https://www.ak-prepared.com/Grants/SHSP>

Cover Page:

- Must include the vendor's legal name and contact information, as well as the name of the RFP, federal Tax Identification Number, DUNS Number, the vendor's contact person for the proposal, and the date the proposal is due
- Suppliers are expected to provide their best and most competitive proposal

Disclaimer:

- This RFP does not form or constitute a contractual document. The City and Borough of Wrangell shall not be liable for any loss, expense, damage or claim arising out of the advice given or not given or statements made or omitted in connection with this RFP. The Borough also will not be responsible for any expenses that may be incurred in the preparation of this RFP.
- The Borough reserves the right to reject any or all proposals and to determine which proposal is, in their judgment, the lowest, most responsible proposal. The Borough also reserves the

right to waive any informalities, irregularities, or minor deviations in any proposal and to delete certain items listed in the proposal if they will not meet the Borough's needs or budget requirements.

Signature:

- All proposals must be signed in longhand by the proposer or proposer's agent or designee, with his/her usual signature
- Proposing vendors will add the text below to the signature lines of their proposals:
 - Conditions and Non-Collusion Agreement
 - We have read and agree to the conditions and stipulations contained in the Borough's Request for Proposals and to the Standard Terms and Conditions contained therein.
 - In signing this proposal, I(we) also certify that I(we) have not, either directly or indirectly, entered into any agreement or participated in any collusion or otherwise taken any action in restraint of free competition; that no attempt has been made to induce any other person or firm to submit or not to submit a proposal; that this proposal has been independently arrived at without collusion with any other proposer, competitor or potential competitor; that this proposal has not been knowingly disclosed prior to the due date and time to any other proposer or competitor; that the above statement is accurate under penalty of perjury.

Withdrawal of Proposals:

- Proposers may withdraw their proposal either personally or by written request at any time prior to the due date set for receiving proposals (Due Date: March 25th, 2016). No proposal may be withdrawn or modified after the due date and time, unless and until the award of the contract is delayed beyond April 25th, 2016

Quote Valid:

- The proposer must honor their quote until April 25th, 2016

Insurance Requirements:

- Successful Vendor shall carry a Commercial General liability policy having limits not less than Two Million and 00/100 Dollars (\$2,000,000) naming the Borough as an additional insured and providing that should Successful Vendor default in any manner under said insurance policy that Borough be notified by the insurer prior to cancelation of said insurance policy. It is understood and agreed that Successful Vendor's insurance policy is primary to any other valid and collectible insurance available. For any claims Proposer's insurance coverage shall be primary insurance as respects the Borough, its elected officials, employees and attorneys. Any insurance or self-insurance maintained by the Borough, its elected officials, employees, or attorneys shall be excess of the Successful Vendor's insurance and shall not contribute with it. Successful Vendor shall at the time of the execution of the Contract, provide Borough a Certificate of Insurance indicating that it meets the requirements herein, including but not limited to confirmation by Successful Vendor's insurance carrier that Successful Vendor's insurance is the primary insurance as set forth above.

Letter of Introduction

- Please include with your proposal a letter of introduction including:
 1. Company name
 2. Address
 3. Contact Name
 4. Contact Phone
 5. Contact E-mail
 6. Company website
 7. Provide a brief company history
 8. How many locations do you have in the United States where this equipment has been installed?
 9. How many years has your company been doing business under this name?
 10. How many years has your company developed public safety software?
 12. Please provide a statement confirming that your firm can meet the Borough of Wrangell's minimum insurance requirements

Vendor Background:

- How many employees are dedicated solely to public safety software versus other software your company may offer?
- Has your company ever been party to a buy-out, merger, company acquisition, or had a majority of its ownership interest transferred?
 - If so, explain
- Has your company or any company employee ever been named in litigation and/or arbitration related to the company's product, services or for any security breaches?
 - If so, explain
- Are there, or have there been, any lawsuits against your company by current or former clients?
 - If so, explain
- Has your company ever completed an implementation after the originally agreed-upon deadline?
 - If so, indicate the date, parties involved, and circumstances
- Has your company ever terminated a contract or failed to complete any work awarded to it?
 - If so, describe

Vendor References:

- Please provide a list of several customer references including contact information, years using the system and programs/modules in use that demonstrate your company's capabilities to meet the requirements listed in this RFP.

Standard Terms and Conditions:

- The successful vendor will be required to comply with the following standard contractual terms and conditions:

1. **BACKGROUND INVESTIGATION/FINGERPRINTS REQUIRED.** The contract will include a requirement that the vendor's employees assigned to this project must consent to and pass a fingerprint based background check and sign a confidentiality agreement prior to commencing work on the project.

2. **NON-DISCRIMINATION.** All hiring shall be on the basis of merit and qualification and there shall be no discrimination in employment on the basis race, ancestry, color, physical or mental disability, religion, national origin, sex, age, marital or familial status, creed, ex-offender status, physical condition, political belief, public assistance status or sexual orientation, gender identity or expression, except where these criteria are reasonable bona fide occupational qualifications.

3. **AFFIRMATIVE ACTION POLICY.** Contractors, subcontractors, sub grantees, and other firms doing business with the Borough of Wrangell must be in compliance with the Alaska Human Rights Law: AS 18.80, and all other applicable laws or forfeit the right to continue such business dealings.

4. **COMPLIANCE WITH THE AMERICANS WITH DISABILITIES ACT (ADA).** Contractor shall comply with any applicable provisions of the AMERICANS WITH DISABILITIES ACT with respect to the performance of this contract. Contractor shall incorporate or communicate the intent of the following statement in all publications, announcements, video recordings, course offerings or other program outputs: "Contractor will provide reasonable accommodations for any known disability that may interfere with a person in participating in any service, program or activity offered by the Contractor. In the case of documents, recordings or verbal presentations, alternative accessible formats will be provided. For further information call the Contractor."

5. **EVIDENCE OF WORKERS COMPENSATION COVERAGE.** Contractor hereby certifies that Contractor is covered by a Workers' Compensation insurance program with either the State of Alaska, a private insurance carrier, or an approved self-insurance plan in accordance with Alaska State law and that the Borough has no liability for Contractor's worker's compensation insurance or claims or that the Contractor has received a waiver of such coverage from the State of Alaska. If the Contractor has not received a waiver from such coverage, the Contractor shall provide evidence of such coverage to the Borough prior to the execution of the agreement.

6. **COMPLIANCE WITH OTHER FEDERAL, STATE, BOROUGH, AND MUNICIPAL LAWS.** Contractor shall obey all other laws, ordinances, regulations and rules of the Federal, State, Borough and Municipal governments which may be applicable to its operations. Said laws include, but are not limited to, the Equal Employment Opportunity laws, the Fair Labor Standards Act, and Occupational Safety and Health Administration (OSHA). Any violation of applicable law shall constitute a breach of this Agreement and Contractor shall hold the Borough harmless from any and all liability arising out of, or in connection with, said violations including any attorney's fees and costs incurred by the Borough as a result of such violation.

7. **OWNERSHIP AND PUBLICATION OF MATERIALS.** All records, drawings, reports, information, data, and other materials prepared by the Contractor pursuant to this Contract are the property of the Borough, which has the exclusive and unrestricted authority to release, publish or otherwise use, in whole or part, information relating thereto. No material produced in

whole or in part under this Contract may be copyrighted or patented in the United States or in any other country without the prior written approval of the Borough who shall be the owner of such copyright or patent.

8. **REPORTS AND INFORMATION.** The Contractor will maintain accounts and records, including personnel, property and financial records, adequate to identify and account for all costs pertaining to this Contract and such other records as may be deemed necessary by the Borough to assure proper accounting for all project funds, both federal and non-federal shares. These records will be made available for audit purposes to the Borough or its authorized representative, and will be retained for three years after receipt of final payment for the services rendered under this Contract unless permission to destroy them is granted by the Borough.

9. **ACCESS TO RECORDS.** It is expressly understood that the Contractor's records relating to this Contract will be available during normal business hours for inspection by the Borough or their authorized representatives.

10. **PLACE OF VENUE.** The parties understand and agree that performance of this contract is for the Borough of Wrangell Alaska and that in the event of litigation concerning it, venue is the City and Borough of Wrangell, State of Alaska. This Contract will be construed under and governed by the laws of the State of Alaska.

11. **INDEMNIFICATION.** The Contractor waives any and all claims and recourse against the Borough including the right of contribution for loss and damage to persons or property arising from, growing out of, or in any way connected with or incidental to the Contractor's performance of this contract except for liability arising out of sole negligence of the Borough or its officers, agents or employees. Further, the Contractor will indemnify, hold harmless, and defend the Borough against any and all claims, demands, damages, costs, expenses or liability arising out of the Contractor's performance of this Contract except for liability arising out of the sole negligence of the Borough or its officers, agents or employees.

12. **LEGAL FEES.** In the event either party incurs legal expenses to enforce the terms and conditions of this Contract, the prevailing party is entitled to recover reasonable attorney's fees and other costs and expenses, whether the same are incurred with or without suit.

13. **INSURANCE - TERMS AND LIMITS.** Without limiting any of the other obligations or liabilities of the Contractor, Contractor shall obtain and maintain all required insurance from companies lawfully authorized to do business in the State of Alaska.

14. **CONTRACTOR'S LIABILITY NOT LIMITED.** By requiring such insurance and insurance limits as listed in this document, Owner does not represent that coverage and limits will necessarily be adequate to protect Contractor, and such coverage and limits shall not be deemed as a limitation on Contractor's liability under the indemnities granted to Owner in the Contract Documents.

9-1-1 Call Taking System: Technical and Operational Requirements:

System sizing:

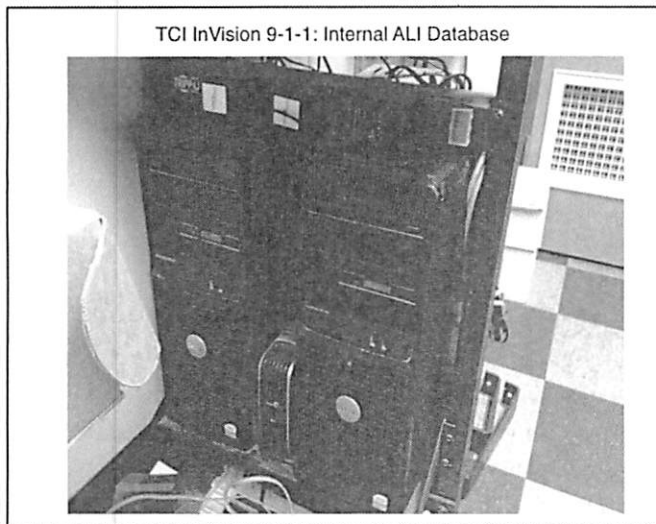
- The proposed solution will support 2 individual 9-1-1 call-taking positions
- Both positions will have standard 9-1-1 call-taking functionality
- System will replace an existing 2-position Tel Control Inc (TCI), InVision 9-1-1 system

Interface to the local Public Switched Telephone Network:

- List technical interface options that the proposed solution can support; CAMA; SIP; etc.
- Existing Wrangell 9-1-1 services are provided via two (2) 2-wire, loop-start, reverse-battery 9-1-1 circuits from the local central office switch
- The PSAP is ordering 2 more 9-1-1 circuits for a total of four (4) circuits
 - There will be 4 circuits ready at 9-1-1 system cutover
- In-Band Calling-Party Number / Automatic Number Identification (ANI) is delivered on these 9-1-1 lines
 - This delivered ANI will be used to trigger the 9-1-1 ALI record from the internal ALI database

Internal Automatic Location Information (ALI) Database:

- The existing TCI 9-1-1 system has an internal ALI database build into it



- This internal ALI database uses NENA 2 ALI format with records provided by the local telephone company Alaska Power and Telephone (AP&T)
- The vendor who is awarded this work will need to develop a new, local ALI database to be utilized by the 9-1-1 system
- Vendor will work with local AP&T staff to incorporate approximately 1500 landline ALI records into the new database
- ALI format for the internal ALI server should match the ALI format of the 9-1-1 call taking system
- A stand-alone ALI database server is preferred over an internal server

Automatic Location Information (ALI) Database Updates:

- Processes for ALI database updates will need to be coordinated between the PSAP team, and the local AP&T staff
 - There are existing ALI update processes in place
 - Vendor will make sure PSAP team is comfortable with operational processes including ALI update processes

ANI-ALI display:

- The system will have the ability to process internal ANI/ALI records for each 9-1-1 call
- It is a requirement that the proposed solution provide a NENA compliant ANI/ALI display for the Dispatchers, either unchanged/blocked or parsed into windows fields
- Vendors must also describe options for printing and/or copy-pasting the ALI record into other applications

Manual ALI query:

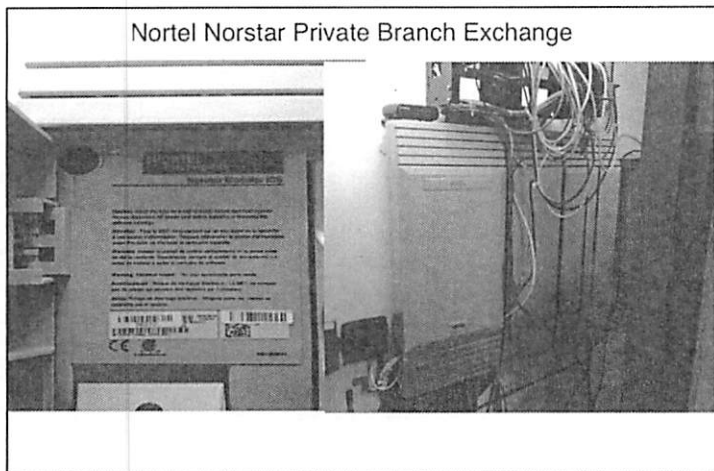
- Assuming that Automatic Number Information (ANI) is available, it is a requirement that the proposed solution support manual (reverse) ALI queries
- All manual (reverse) ALI queries must be logged in the system and included in the system's standard reports

Voice Logging Recorder:

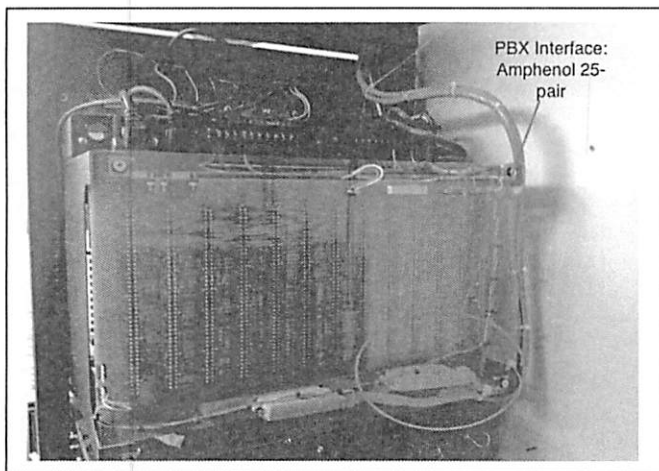
- The Wrangell 9-1-1 PSAP also needs a new analog Voice Logging Recorder (VLR)
- Please include the specifications and price for a new VLR
 - Include pricing for 8 and 16 ports configurations
 - VLR should have client/server functionality with clients eventually installed on the 9-1-1 workstations
- Vendor will provide proposed configuration options for trunk-level and station-level recording, including solutions for connecting to both 9-1-1 call-taking positions
- Vendor should also propose long-term data storage media options for the PSAP

Private Branch Exchange Integration:

- Vendor will explain their approach to interfacing with existing PBX system
 - Presently Wrangell Alaska uses a Nortel Norstar analog PBX
 - The PBX is located approximately 10 feet from the 9-1-1 rack
 - Model N00185-90-01
 - Installed 2007
 - 31 existing telephones



- List your solution's acceptable technical interfaces to PBX systems
 - SIP; FX-0; dial tone extensions; etc
- Diagrams with configuration options for PBX integration are preferable
- Presently, PBX connectivity is via existing 25-pair cable with Amphenol connector



General 9-1-1 Call Reports:

- Ability to generate general 9-1-1 call-taking reports for PSAP Management
- Vendors will provide a list of general reports that are available for PSAP management
- Vendors will describe how these call-taking reports are generated

NENA i3 compliance:

- As it is made available from future network service providers, it is a requirement that the proposed solution accept calls via a TCP/IP - ESINET that is compliant with the version of the NENA i3 SIP standards
- In addition, the successful vendor must plan for and commit to compliance with NENA i3 standards that are released subsequent to implementation, and to make the transition to remain compliant with i3 standards in a timely and efficient manner following release of those standards

Text-to-911:

- It is a requirement that the solution support NENA i3 text messaging / SMS services
- Vendors will provide documentation describing how they will terminate text messages and deliver the information to dispatcher workstations
- Include possible network options for Text-to-911

Multimedia Messages: Video and Pictures to 9-1-1:

- As they are made available from future network service providers, vendors will describe how video and pictures that are sent to 9-1-1 will be handled, displayed, and stored on the 9-1-1 system
- Include a summary of expected bandwidth necessary to terminate Multimedia Messages into the system

Sound quality

- It is a requirement that the proposed solution accurately reproduce the sounds transmitted by the devices connected to the call
- The system cannot introduce echo, static, interference, delay, or anything else that reduces the ability of the parties on the call to communicate with each other

Instant Recall Recorder (IRR):

- It is a requirement that the proposed solution provides call-takers with a method to quickly playback recent recordings of 9-1-1 calls at the 9-1-1 workstation
- The timeframe for providing access to calls with the instant recorder must be configurable and the minimum duration that calls are accessible through the instant call recorder is 24 hours

9-1-1 Call Notifications:

- It is a requirement that the call handling application in the proposed solution provide both audible and visual methods to notify the call-taker of an incoming call

System Users:

- Users must each have a unique single login throughout the system
- The solution must maintain a historical record of all users and logins
- All users must be authenticated with a password

Call Transfers and Selective Transfers:

- It is a requirement that the proposed solution allow a call to be transferred to any other position in the system
- It is a requirement that the proposed solution be able to selectively transfer to any other PSAP on the same 9-1-1 network
- Standard transfer buttons must be easily programmable and available to dispatchers on the user interface

Time synchronization:

- Proposed solution must provide or be capable of synchronization with the PSAP master clock or network-based master timing source.

General Reliability and Availability:

- Vendors will submit a summary of their approach to component and system maintenance including processes for customer notification for all maintenance functions
- It is a requirement that the proposed solution provide 99.999% overall system availability with no unscheduled complete system downtime
- It is a requirement that any redundant components in the proposal must provide redundancy automatically, without human intervention
- If there are single points of failure identified, vendor will describe their strategy for addressing these potential points of failure

Teletype (TTY) and Telephone Device for the Deaf (TDD):

- It is a requirement that the proposed solution fully support all ADA laws with integrated TDD/TTY features at each call-taking position
- TDD/TTY calls must have the same level of functionality as voice calls
- TDD/TTY detection must be automatic
- The TDD/TTY interface must support the creation and use of pre-programmed messages

Cellphone / Wireless 9-1-1 ALI rebid:

- Wrangell 9-1-1 does not have standard wireless ALI links at this time
- For future integration, it is a requirement that the proposed solution provide automatic ALI rebid on all Phase 1 and Phase 2 wireless calls, without losing the original ALI data
 - The auto-rebid timer must be configurable
- It is a requirement that the proposed solution also provide manual ALI rebid on all phase 1 and 2 wireless calls, without losing the original ALI data

Abandoned call handling:

- The systems will have the ability to detect and provide information on abandoned or silent calls, with location and call back information
- It is a requirement that the proposed solution alert call-takers, both visually and through a distinct tone, that a call was abandoned and allow callback with a single action

RMS and Mapping interface:

- The system will have the ability to integrate with existing Records Management System (RMS) and future Mapping Systems via industry standard connections
- The local ALI database will support RS-232 serial ALI/ANI dumps into CAD and Mapping
- Vendors will describe events that initiate ALI/ANI record dumps into CAD

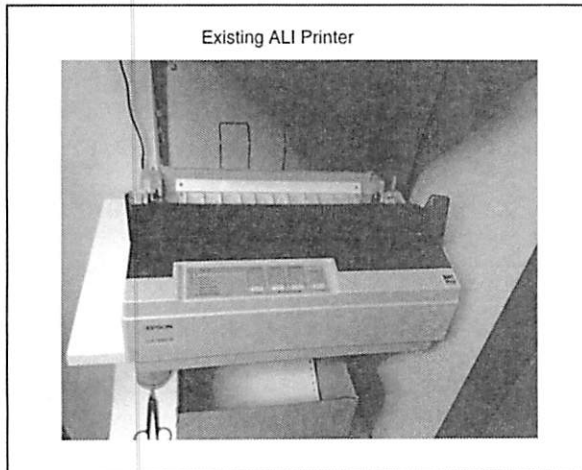
Facility Wiring:

- Vendors should be able to re-use existing facility wiring
- If wiring work is needed:
 - The winning bidder will be required to follow best practices in installation

- This includes, but is not limited to:
 - All wiring and connections must be secure, tidy, and labeled in accordance with the ANSI/TIA-606-B standard for identification and labeling
- As-built technical graphics and documentation must be provided

9-1-1 ALI Printer:

- Wrangell 9-1-1 utilizes an ALI printer that prints 9-1-1 call detail, including ALI, for every 9-1-1 call into the center
- Vendor will interface with existing 9-1-1 ALI printer if possible.
 - If the printer proved to be too old or incompatible, vendor will propose an ALI printer to work with their system



System Training:

- Dispatchers must be trained on the new system to a level where they feel comfortable using the system
- Rather than requiring dispatchers to change schedules for training, the winning bidder will offer call-taking systems training across existing dispatcher shifts
- The winning bidder will be required to provide an electronic copy of user documentation suitable for call-takers
- Training materials must be given to the Borough as a finished, fully tested format
- Optional Follow-Up Visit:
 - Wrangell 9-1-1 encourages vendors to include the cost of a post-install, follow-up visit, wherein the vendor can do final configuration changes if needed, and host a follow-up training session for dispatchers who might have questions or who may have missed the initial training
 - Vendors will schedule this optional visit for 30 days after install

Unique Systems Features / Vendor Feature Spotlights:

- Why is your 9-1-1 call taking system better than the others?
- What system features are unique to your system?
- How is your system's maintenance and support better than the others?
- Summarize your key feature differentiators

Additional Vendor Requirements:

Background checks:

- The Wrangell 9-1-1 PSAP is located in secure facilities and all support personnel, regardless of whether they work for the vendor or for a third party entity providing support on behalf of the vendor must be escorted by staff
- Background checks will be done on all technician who will need unescorted access to the PSAPs technical systems
 - Fingerprints will be kept on file
 - Unescorted vendors will also be required to sign an FBI Security Addendum that will be kept on file

System Implementation:

- It is a requirement that the proposal include a comprehensive project management plan for the installation and user training on the system
- Generally, system should be installed within 90 days of contract signing
 - Timeframes are adjustable and can be worked out with PSAP management
- The project management team will be responsible for the successful completion of all phases of this project, including, but not limited to:
 - A detailed plan that describes the steps involved with migrating from the current 9-1-1 system to the proposed new call taking system
 - It must include provisions to rollback if problems occur during the transition
 - The winning bidder will also develop a comprehensive acceptance test plan to be reviewed before installation

Maintenance Contract:

- Vendors will provide a detailed description of maintenance options, prices, levels of support, including duration of standard maintenance agreements
- If there are tiered layers of maintenance, describe in detail what services are provided for each tier, and the associated pricing
- Include summary of total maintenance charges for 5 years
- Include any discounts for signing up for 5 years maintenance

System Alarming:

- It is a requirement that system alarming be employed and follow a best practice tiered severity level methodology, to include hardware, software, server services, and overall system health and security

System Monitoring and Local "Smart Hands":

- It is a requirement that the system operator provide live 24x7 monitoring and technical support for the entire system
- Vendor will provide a description of their Network Operations Center, and their approach to system support
- Include methodologies and mean-time-to-repair for general component outages

- Vendors will explain their approach to local “Smart Hands” if or when hands-on maintenance is needed
- It is a requirement that individuals who provide service and support must have proper training, certifications, and/or supervision to ensure that manufacturer guidelines are followed
- It is a requirement that call takers be able to submit Help Desk tickets to the vendor through all of the following means:
 - Via email
 - Via a toll free number
- All scheduled maintenance will occur in a predetermined maintenance window

Response time:

- It is a requirement that all calls for support be responded to within one hour
- If it is necessary to provide on-site support, the response time is 24 hours
- Describe the vendor’s escalation process for problems that are not quickly resolved

Backups and Change Management:

- It is a requirement that the proposed solution include provisions to regularly backup all system data and system configurations
- Vendors will also include solutions for storing 9-1-1 ALI and call detail information on a long-term basis
- It is a requirement that the proposed solution include comprehensive change management processes to ensure that all changes made to the system are engineered, tested, and documented before being installed locally

Warranty:

- All components must be covered by a warranty that begins at the time of delivery and extends for one year from the acceptance date
- During this period, the system must function properly in accordance with the proposal, and contract
- The winning bidder must remedy any initial defects or malfunction for no charge

Software Licensing:

- If the Solution will include software to be licensed from the vendor, Vendors shall insert software licensing requirements into the proposal
- Vendor shall propose the licensing options available and to recommend the advantages of those various options. For example, licensing options may include:
 - Per workstation
 - Per server
 - Enterprise-wide
 - Concurrent

Bug fixes and Software Upgrades:

- It is acceptable to install new executable files to fix a bug; however, if the user experience or system operation is significantly changed, altered to the degree that

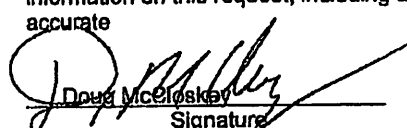

additional user training is necessary, the vendor will retrain system users to match the changes in the system

- It is a requirement that the system operator provide patches and upgrades for all components supplied under the contract resulting from this proposal
- Patches that address serious security vulnerabilities must be applied within 48 hours of patch release, unless other mitigation measures can address the security vulnerability
- It is important that you address how often this equipment or software will need to be upgraded, include cost estimates

Equipment Refresh:

- It is a requirement that the vendor describe the frequency with which it will replace system hardware, including servers, network termination equipment, and workstations, during the term of the contract
- An estimate of timeframe and potential replacement charges should accompany this description

REQUEST FOR PRE-APPROVAL OF SOLE SOURCE/NONCOMPETITIVE BID OR ABOVE \$50,000 PROCUREMENT

1. Total Estimated Cost More than 189,031.00	2. Requesting Jurisdiction City and Borough of Wrangell	3. Grant Program 20HSP-GY15
4. Single Source Vendor Name, Address, Phone; otherwise list Project Description Combox 911 Inc. 401 S Mt Juliet Rd, STE235#121 Mt. Juliet TN 37122 Bill le Poidevin 206-457-7525	5. Date Required ASAP	6. Requesting Jurisdiction Address Wrangell Police department PO Box 1168 Wrangell AK .99929
	7. Project Manager's Name Doug McCloskey	Phone 907-874-3304
8. Mandatory Pre-Approval Items For Sole Source/Noncompetitive Bid, check one of the following: A. <input type="checkbox"/> Single Source B. <input type="checkbox"/> Inadequate competition C. <input type="checkbox"/> Emergency D. <input type="checkbox"/> Federal noncompetitive authorization (Over \$100,000) For procurement above \$50,000 attach the following: E. <input checked="" type="checkbox"/> Copy of Proposed Invitation to Bid or Request for Proposal document F. <input checked="" type="checkbox"/> Copy of Proposed Advertisement or Public Notice G. <input checked="" type="checkbox"/> Copy of Award Selection Criteria		
9. Other: Provide any additional information which needs to be considered when evaluating approval of this procurement. Explanations of exemptions under A, B, or C must contain findings of fact. Evidence must be included, consisting of material facts sufficient to independently determine that the findings of fact listed are true and accurate. Factual evidence may consist of written documents, records, supporting data, affidavits, or other information proving that the findings of fact are true and accurate. Itemized listings of findings of fact and material factual evidence should be included or attached. NOTE: DHS&EM will no longer approve (nor reimburse) any Sole Source or purchases above \$50,000 after the purchase is made. There were 6 responses to our Request For Proposal the Combox was selected based on our needs and cost of services to be provided		
(For continuation, continue on back)		
10. Jurisdiction Signatory Authority or Authorized Representative Name and Title (typed or printed) Doug McCloskey Chief of Police		I certify to the best of my knowledge and belief, that all the information on this request, including any attachment, is true and accurate <div style="text-align: center;">  Doug McCloskey Signature </div> <div style="text-align: right;"> 05/18/2016 Date </div>
DIVISION OF HOMELAND SECURITY AND EMERGENCY MANAGEMENT		
11. <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved		<input type="checkbox"/> Returned for Further Justification (See back) Date
12. SAA Point of Contact or Authorized Representative 		Date 5/18/16

Agenda Item 14

CITY & BOROUGH OF WRANGELL

**BOROUGH ASSEMBLY
AGENDA ITEM
May 24, 2016**

INFORMATION:

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

Agenda Item 15

CITY & BOROUGH OF WRANGELL

**BOROUGH ASSEMBLY
AGENDA ITEM
May 24, 2016**

Executive Session – None.