



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

August 23, 2016 – 7:00 p.m.

Location: Assembly Chambers, City Hall

1. CALL TO ORDER

- a. PLEDGE OF ALLEGIANCE led by Assembly Member David Powell
- b. INVOCATION to be given by Nettie Covalt with the Presbyterian Church
- c. CEREMONIAL MATTERS – *Community Presentations, Proclamations, Certificates of Service, Guest Introductions*

2. ROLL CALL

3. AMENDMENTS TO THE AGENDA

4. CONFLICT OF INTEREST

5. CONSENT AGENDA

- a. Item (*) 6a and 7a

6. APPROVAL OF MINUTES

- *a. Minutes of the Public Hearing and the Regular Assembly meetings held July 26, 2016.

7. COMMUNICATIONS

- a. SE Senior Services' Fourth Qtr. report (April 1st, 2016 thru June 30th, 2016)

8. BOROUGH MANAGER'S REPORT

- a. Treated Water update
- b. Robert Rang, Wrangell Medical Center's CEO, - End of year financials and update on WMC operations

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 until October 2016

11. PERSONS TO BE HEARD

12. UNFINISHED BUSINESS

- a. **PROPOSED ORDINANCE No. 920:** AN ORDINANCE OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, AMENDING SECTION 18.04.080, SECTION 107.2 AMENDED – PERMIT FEES, OF THE WRANGELL MUNICIPAL CODE RELATING TO BUILDING PERMIT FEES (*second reading*)
- b. **PROPOSED ORDINANCE No. 921:** AN ORDINANCE OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, AMENDING SECTION 5.08.060, TAX-FREE DAYS, OF THE WRANGELL MUNICIPAL CODE, TO PROVIDE THAT THE

ASSEMBLY MAY APPROVE ONE SALES TAX-FREE DAY EACH FISCAL YEAR (*second reading*)

- c. **PROPOSED ORDINANCE No. 922 (am)** : AN ORDINANCE OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, AMENDING CERTAIN SECTIONS OF CHAPTER 15.16, CEMETERY, OF THE WRANGELL MUNICIPAL CODE, RELATING TO CEMETERY FEES (*first reading – as amended*)
- d. Approval of the revised Local Contractor's List
- e. Discussion of the Memo from Robert Rang, WMC CEO regarding the TruBridge Contract for Billing Services action plan

13. NEW BUSINESS

- a. **PROPOSED ORDINANCE No. 923:** AN ORDINANCE OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, AMENDING SECTION 2.24.040, ABSENTEE VOTING BY MAIL, OF THE WRANGELL MUNICIPAL CODE, RELATING TO THE PROCEDURES FOR ABSENTEE VOTING BY MAIL (*first reading*)
- b. **PROPOSED RESOLUTION No. 08-16-1348:** A RESOLUTION OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, AMENDING THE ASSESSMENT VALUE FOR TAX YEAR 2016 FOR JAMES & BETTY ABBOTT, LOT 17 , USS 3403, DUE TO A MANIFEST CLERICAL ERROR
- c. **PROPOSED RESOLUTION No. 08-16-1349:** A RESOLUTION OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, AMENDING THE ASSESSMENT VALUE FOR TAX YEAR 2016 FOR ROYCE & SHERRI COWAN, SPACE 15 BLOOMS TRAILER PARK, DUE TO A MANIFEST CLERICAL ERROR
- d. Discussion and possible action regarding scrap metal removal options in Wrangell (*added at the request of Assembly Member Rooney*)
- e. Approval to store the Chugach Ranger Boat at the Wrangell Nolan Museum
- f. Site selection for a new Cemetery
- g. Approval to move forward with an application for a Housing Assistance Grant for the Wrangell Medical Center

14. ATTORNEY'S FILE

- a. Summary Report was provided to the Assembly

15. EXECUTIVE SESSION

- a. Options for disposing of the Belt Freezer Facility
- b. Options for the Six Mile Mill Site Property
- c. Discussion of Union negotiations and arbitration proceeding with the union

16. ADJOURNMENT

Agenda Items 1 - 6

CITY & BOROUGH OF WRANGELL

BOROUGH ASSEMBLY

AGENDA ITEM

August 23, 2016

ITEM NO. 1 CALL TO ORDER:

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

RECOMMENDED ACTION:

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

- a. Pledge of Allegiance to be given by Assembly Member David Powell
- b. Invocation to be given by Nettie Covalt with the Presbyterian Church
- c. CEREMONIAL MATTERS – *Community Presentations, Proclamations, Certificates of Service, Guest Introductions*

ITEM NO. 2 ROLL CALL – BOROUGH CLERK:

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

RECOMMENDED ACTION:

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

ITEM NO. 3 AMENDMENTS TO THE AGENDA:

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

RECOMMENDED ACTION:

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

ITEM NO. 4 CONFLICT OF INTEREST:

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

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

ITEM NO. 5 CONSENT AGENDA:

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

RECOMMENDED ACTION:

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

****6a & 7a***

ITEM NO. 6 APPROVAL OF MINUTES:

INFORMATION:

6a PH & Regular Assembly Minutes from July 26, 2016

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

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

Public Hearing Item:

- a. PROPOSED ORDINANCE No. 919:** AN ORDINANCE OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, PROPOSING AN AMENDMENT TO THE HOME RULE CHARTER, REPEALING SECTION 3-10, NOLAN MUSEUM AND CIVIC CENTER
(second reading)

WRITTEN TESTIMONY – None.

ORAL TESTIMONY – None.

Public Hearing recessed at 6:32 p.m.

Public Hearing reconvened at 6:55 p.m.

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

David L. Jack, Mayor

ATTEST: _____
Kim Lane, MMC, Borough Clerk

Minutes of Regular Assembly Meeting Held on July 26, 2016

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

The Pledge of Allegiance was led by Assembly Member Daniel Blake.

The Invocation was given by Don McConachie.

AMENDMENTS TO THE AGENDA

There were no amendments to the agenda.

CONFLICT OF INTEREST

There were no Conflicts of Interest.

CONSENT AGENDA

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

APPROVAL OF MINUTES

The minutes of the Special Assembly meeting held June 27, 2016; the Board of Equalization meeting; the Public Hearing and Regular Assembly meetings held June 28, 2016; the Special Assembly meeting held July 15, 2016; the Special Assembly meeting held July 19, 2016; and the Emergency Assembly meeting held July 19, 2016, were approved as presented.

COMMUNICATIONS

- a. Gaming Permit Application for Team Wrangell (AAU Basketball Girls)
- b. School Board minutes from May 16, 2016
- c. Minutes of the Wrangell Medical Centers meeting held June 15, 2016

*13g Final Plat approval for the Torgramsen-Glasner plat

BOROUGH MANAGER'S REPORT

Manager Jabusch's report was provided and provided an extensive report on the ongoing water crisis.

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 Board Meeting; they are in the process of trying to acquire a USDA Housing grant that would place modular units on the Hospital

property for teachers & health care staff; three nurses will be coming online at the WMC; in the process of credentialing for an ortho surgeon who is based out of Ketchikan.

Powell- Stated that he was going to meet with Patrick and Herb Schroeder in Anchorage to attend an actual ANSEP class in session.

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

There were no persons to be heard.

UNFINISHED BUSINESS

12a PROPOSED ORDINANCE No. 919: AN ORDINANCE OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, PROPOSING AN AMENDMENT TO THE HOME RULE CHARTER, REPEALING SECTION 3-10, NOLAN MUSEUM AND CIVIC CENTER *(second reading)*

M/S: Prysunka/Mitchell to adopt Ordinance No. 918.

In response to Assembly Member Rooney, Clerk Lane stated that if this was adopted, the explanation that was provided in the ordinance would also be on the ballot.

Motion approved unanimously by polled vote.

NEW BUSINESS

13a PROPOSED ORDINANCE No. 920: AN ORDINANCE OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, AMENDING SECTION 18.04.080, SECTION 107.2 AMENDED – PERMIT FEES, OF THE WRANGELL MUNICIPAL CODE RELATING TO BUILDING PERMIT FEES *(first reading)*

M/S: Rooney/Blake, to approve first reading of Ordinance No. 920, and move to a second with a Public Hearing to be held on August 23, 2016. Motion approved unanimously by polled vote.

13b PROPOSED ORDINANCE No. 921: AN ORDINANCE OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, AMENDING SECTION 5.08.060, TAX-FREE DAYS, OF THE WRANGELL MUNICIPAL CODE, TO PROVIDE THAT THE ASSEMBLY MAY APPROVE ONE SALES TAX-FREE DAY EACH FISCAL YEAR *(first reading)*

M/S: Blake/Powell, to approve first reading of Ordinance No. 921, and move to a second with a Public Hearing to be held on August 23, 2016.

In response to Assembly Member Powell, Manager Jabusch stated that the Chamber would have the option to approve the one and only tax free day for the FY 2016-17; if they chose to have one in October, they wouldn't be able to have one in the Spring.

Motion approved unanimously by polled vote.

13c PROPOSED ORDINANCE No. 922: AN ORDINANCE OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, AMENDING CERTAIN SECTIONS OF CHAPTER 15.16, CEMETERY, OF THE WRANGELL MUNICIPAL CODE, RELATING TO CEMETERY FEES ***(first reading)***

M/S: Prysunka/Powell, to approve first reading of Ordinance No. 922, and move to a second with a Public Hearing to be held on August 23, 2016.

Manager Jabusch stated that these rates have been in effect for a very long time. He also said that another reason for the increase is because we are going to have to start looking at a new cemetery site; we are running out of space in the Sunset Gardens cemetery.

Motion approved unanimously by polled vote.

13d Review of the Local Contractor's List

Manager Jabusch stated that one of the issues with the contractor's list is that in order for the contractor's to be placed on the list, they must name the City as an additional insured on their policy; costs \$100 a year; doesn't make sense for those contractors who may not be called to do a job in that year.

Amber Al-Haddad, Public Works Director stated that she would like to allow for everyone to be able to submit proposals or quotes for a job when it comes up, even if they are not on the list; promotes competitive bidding.

Clerk Lane stated that although in the beginning, she was not in favor of allowing all to provide proposals or quotes, she was in favor of it now; they would have to sign an agreement if they were to be selected.

Clerk Lane also stated that if you don't require smaller contractors to name the City as additional insured on their policy, you would probably have to allow that for all contractors.

Mayor Jack stated that the whole purpose for this contractor's list was for small jobs; not for major jobs.

Assembly Member Powell stated that he didn't believe that certain businesses in town should be considered a contractor; they should really be classified as a specialty contractor; maybe they shouldn't be required to be on the list.

Assembly Member Rooney stated that this list should perhaps be maintained in the office of Public Works; that if the new Public Works Administrative Assistant was approved later in the agenda, that person could take it on.

Clerk Lane said that maybe after that person came online and became familiar with their job, the Assembly could possibly look at transferring it to that position.

Manager Jabusch said that he would work on some updates to the list and bring it back at a future meeting for the Assembly to approve.

Regular Meeting recessed at 8:01 p.m.

Regular Meeting reconvened at 8:10 p.m.

13e Approval to form a Special ANSEP Committee

M/S: Blake/Powell, to approve the formation of a Special ANSEP Committee of at least three and up to eight, consisting of the Borough Manager, the School Superintendent, a member of the Wrangell Cooperative Association and the option to include one member from each of the following: Borough Assembly, Borough Staff, a member of the Business Community or the Wrangell Chamber of Commerce, a member of the School Board and/or School Staff to meet at least quarterly to track progress, and address concerns and questions on the ANSEP style residential high school in Wrangell.

Mayor Jack stated that Assembly Member Powell could represent the Borough Assembly on the committee.

Assembly Member Prysunka stated that he would like to see the committee meet more than just quarterly since there seemed to be quite a bit of assumptions in the community that the City was moving forward with this project.

Motion approved unanimously by polled vote.

13f Approval of a Bid received for the Asphalt Paving Project

M/S: Powell/Prysunka, to approve a contract to Colaska Inc (dba Secon) for the Asphalt Road Paving project in the amount of \$189,747.00 which will come from the budgeted line item (Street Paving) in the Sales Tax Street Fund. Motion approved unanimously by polled vote.

In response to Assembly Member Blake, Ms. Al-Haddad explained that the plan being proposed was to address the roads that needed the most attention now.

Motion approved unanimously by polled vote.

13g Final Plat approval of the Torgramsen-Glasner Subdivision plat

Approved under the Consent Agenda.

13h Discussion and possible action regarding a new Water Treatment Facility (*Added at the request of Mayor Jack from the Emergency Assembly Meeting held July 19, 2016*)

Mayor Jack stated that he wanted this item added to the Agenda because we need to come up with a solution to this ongoing problem.

Ms. Al-Haddad provided an extensive report and update on what they were doing to come up with short term and long term options for the water treatment plant facility. She stated that the options that they were looking at were:

- Temporary treatment plant – filtration only or entire plant; planning and engineering; would require DEC approval; mechanical work to make it compatible with our current system would be required; could take up to a year; would require a sizable plant in order to address all of our treatment needs.
- The roughing filters – pre-filters that are supposed to trap sediment before it sends water to the next process; it's not trapping the sediment and allowing the pre-filtered water to continue to the next process so that water (not treated) continues to flow; modification would hopefully trap the sediment allowing pre-treated water to flow to the next process; parts are on the barge; moving forward with this modification; hopefully we would gain 10% to 20% filtration; would need DEC's approval.
- Replacing the sand – this is the original sand; 2008 quote to replace the sand was over \$600,000; does not include the labor to extract the sand; would have to hire someone to do this since our guys are not trained to do this; sand comes dry and has to be introduced into the system by someone who is properly trained in a full hazmat suit.
- Adding an additional storage container to reserve water; would cost a quarter million dollars for this; we lose about 150 thousand gallons of pre-water when the filters are cleaned; exploring various options to figure out how to save that pre-treated water.
- Cartridge filtration system – CRW who is working on the current Pilot Study said that a cartridge filtration system would take the place of the roughing filter system; could improve quality of water now; could help in the short-term but would not assist in the flow or quality of the pre-treated water; not a good option as the only thing that we could do for a long-range option; could cost excess of \$150,000; would like to hold off on this until the modification to the roughing filter was online and being tracked to see if it was sufficient in assisting us with the problem; would have time to implement this modification before the next season if need be.
- Long term plant – New Daft treatment plant; CRW is adding a scope of work to add to the current study; USDA would require that report in order to apply for a USDA water/wastewater program for a loan or grant; would have to apply to find out which one; USDA discussions have started; looking for funding; could make the plant as large as we need it to be; can be added on to; may have to schedule a special meeting for approval of an amendment to the existing CRW Contract; looking at submitting an application to USDA before the end of this year or the beginning of next year.

Ms. Al-Haddad thanked Trident and Sealevel for doing what they can to help the situation and to Trident for stepping up and helping to procure the materials to begin the roughing filter modification.

Assembly Member Blake asked if they were looking at setting up a bypass to the upper reservoir so that the cleaning on the lower reservoir could begin; improving the quality of water that is going into the plant would assist in the filtration process.

Ms. Al-Haddad stated that they are looking at getting an RFP out before the end of the year.

Mayor Jack stated that if need be, we would keep this item on the Agenda until the problem was solved.

Manager Jabusch and Ms. Al-Haddad stated that they could provide a report for each of the Assembly Meetings.

13i Approval of Easement for Lot 14, Block 13, Campbell Resubdivision and Approval to file Disclaimer of Interest in Quiet Title Action

M/S: Powell/Blake, to approve filing an Easement Lot 14, Block 13, Campbell Resubdivision, owned by Walter L. Moorhead, and to authorize the Borough Attorney to file a Disclaimer of Interest on said property. Motion approved unanimously by polled vote.

13j PROPOSED RESOLUTION No. 07-16-1346: A RESOLUTION OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, PROVIDING FOR NEW JOB DESCRIPTION FOR THE NEW POSITION OF A PUBLIC WORKS ADMINISTRATIVE ASSISTANT

M/S: Prysunka/Mitchell, to adopt Resolution No. 07-16-1346 for a new position of Public Works Administrative Assistant.

Assembly Member Blake questioned the creation of a new position, considering all of the cuts that the City has had to do for this fiscal year.

Manager Jabusch stated that there had been a full time Projects Manager that handled the projects and other duties and that that position had gone away since there were really no large projects to oversee. This position would only be 20 hours a week (part time) and would work as the assistant for the Public Works director.

Assembly Member Rooney asked if this position might be able to take over the Contractor's List.

Clerk Lane stated that it might be a better place to have the list maintained however, we might want to wait until the person came online and was able to get familiar with what they would be doing first.

Motion approved unanimously by polled vote.

13k PROPOSED RESOLUTION No. 07-16-1347: A RESOLUTION OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, FORMALLY SUBMITTING A MUNICIPAL HARBOR FACILITY GRANT APPLICATION TO THE STATE OF ALASKA, DEPARTMENT OF

TRANSPORTATION AND PUBLIC FACILITIES (DOT&PF) IN THE AMOUNT OF \$5 MILLION DOLLARS FOR THE SHOEMAKER BAY HARBOR PROJECT

M/S: Rooney/Mitchell, to adopt Resolution No. 07-16-1347. Motion approved unanimously by polled vote.

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

EXECUTIVE SESSION

15a Options for disposing of the Belt Freezer Facility

M/S: Prysunka/Decker, to move, pursuant to AS 44.62.310 (c), (1), that we recess into executive session to discuss matters, the immediate knowledge of which would clearly have an adverse effect upon the finances of the Borough, specifically the options for disposing of the Belt Freezer facility. Motion approved unanimously by polled vote.

The Assembly invited Manager Jabusch into the Executive Session.

Assembly Meeting recessed into executive session at 9:10 p.m.

Assembly Meeting reconvened back into regular session at 9:29 p.m.

Regular Assembly Meeting adjourned at 9:29 p.m.

David L. Jack, Mayor

ATTEST: _____
Kim Lane, MMC, Borough Clerk

Agenda Item 7

CITY & BOROUGH OF WRANGELL

BOROUGH ASSEMBLY AGENDA ITEM August 23, 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. SE Senior Services' Fourth Qtr. report (April 1st, 2016 thru June 30th, 2016)



Catholic Community Service, Inc.

Dignity • Care • Compassion

Diocese of Juneau
Bishop Edward J. Burns



Southeast Senior Services • Child & Family Services • Hospice & Home Care of Juneau

July 25th, 2016

RECEIVED
AUG - 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 fourth quarter period from April 1st, 2016 through June 30th, 2016.

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

- * 27 individuals received 1,018 home-delivered meals.
- * 60 individuals received 696 congregate meals.
- * 24 individuals received 414 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



Description	1st Quarter Actual	2nd Quarter Actual	3rd Quarter Actual	4th Quarter Actual	Year to date Actual
4001 T3 NSIP	\$ 743.40	\$ 823.20	\$ 459.28	\$ 756.60	\$ 2,782.48
4033 T3 Nutrition & Transportation	\$ 19,916.48	\$ 13,677.63	\$ 13,499.47	\$ 19,043.65	\$ 66,137.23
4106 City of Wrangell	\$ 2,750.01	\$ 2,750.01	\$ 2,750.01	\$ 2,749.97	\$ 11,000.00
4364 Title VI-Care Giver Support	\$ 6,638.68	\$ 4,419.50	\$ 3,631.78	\$ 3,196.82	\$ 17,886.78
4365 Title VI-NTS	\$ 21,484.23	\$ 17,749.19	\$ 24,209.09	\$ 20,440.94	\$ 83,883.45
4369 Title VI-NSIP	\$ 300.00	\$ -	\$ -	\$ 1,428.60	\$ 1,728.60
4410 Congregate Meal Contr-Over 60	\$ 1,939.00	\$ 1,329.00	\$ 2,696.00	\$ 1,898.00	\$ 7,862.00
4411 Congregate Meal Contr-Under 60	\$ 100.00	\$ 10.00	\$ 70.00	\$ 40.00	\$ 220.00
4412 Home Deliv Meal Contr-Over 60	\$ 312.00	\$ 507.00	\$ 1,037.00	\$ 291.00	\$ 2,147.00
4414 Transportation Contr-Over 60	\$ 658.00	\$ 294.00	\$ 666.00	\$ 351.00	\$ 1,969.00
4415 Transportation Contr-Under 60	\$ 23.00	\$ -	\$ -	\$ -	\$ 23.00
4553 Medicaid	\$ 2,246.69	\$ 819.73	\$ 2,010.60	\$ 2,328.70	\$ 7,405.72
4600 In-Kind Revenue	\$ 3,592.50	\$ 2,837.50	\$ 2,082.50	\$ 1,327.50	\$ 9,840.00
4920 Fund Raising	\$ 20.00	\$ -	\$ -	\$ 526.00	\$ 546.00
4950 Individual Donations	\$ 20.00	\$ 220.00	\$ 100.00	\$ 3,060.00	\$ 3,400.00
4990 Miscellaneous Revenue	\$ -	\$ -	\$ -	\$ -	\$ -
Total Revenue	<u>\$ 60,743.99</u>	<u>\$ 45,436.76</u>	<u>\$ 53,211.73</u>	<u>\$ 57,438.78</u>	<u>\$ 216,831.26</u>
6110 Salaries & Wages Expense	\$ 32,068.86	\$ 24,663.45	\$ 28,472.89	\$ 28,319.26	\$ 113,524.46
6115 Substitute Wages Expense	\$ 4,595.62	\$ 2,755.06	\$ (62.70)	\$ 1,265.80	\$ 8,553.78
6120 Payroll Taxes & Benefits	\$ 9,771.98	\$ 8,770.71	\$ 9,426.93	\$ 6,848.51	\$ 34,818.13
6220 Staff Travel & Training	\$ 1,175.13	\$ 467.96	\$ 206.35	\$ 943.27	\$ 2,792.71
6310 Facility Rent	\$ 202.84	\$ 291.09	\$ 308.95	\$ 330.35	\$ 1,133.23
6311 In-Kind Rent	\$ 2,460.00	\$ 2,460.00	\$ 2,082.50	\$ 1,327.50	\$ 8,330.00
6320 Phone Service Charges	\$ 504.38	\$ 487.89	\$ 461.02	\$ 534.53	\$ 1,987.82
6330 Facility Utilities	\$ 1,273.26	\$ 1,580.34	\$ 1,747.24	\$ 1,423.53	\$ 6,024.37
6410 Office Supplies	\$ 11.08	\$ 107.87	\$ 43.25	\$ 27.92	\$ 190.12
6420 Postage	\$ 110.05	\$ 11.76	\$ 179.90	\$ 103.84	\$ 405.55
6440 Vehicle Supplies	\$ 39.45	\$ 10.34	\$ 11.25	\$ -	\$ 61.04
6450 Program Supplies	\$ 306.92	\$ 292.59	\$ 338.53	\$ 330.50	\$ 1,268.54
6470 Household Supplies	\$ 61.80	\$ 143.89	\$ 53.41	\$ -	\$ 259.10
6475 Home Delivery Containers	\$ 860.40	\$ -	\$ 108.50	\$ -	\$ 968.90
6480 Raw Food	\$ 5,017.46	\$ 5,050.13	\$ 5,575.17	\$ 5,632.63	\$ 21,275.39
6491 In-Kind Gas & Oil	\$ 316.26	\$ 105.42	\$ -	\$ -	\$ 421.68
6510 Vehicle Repair	\$ 410.50	\$ 84.50	\$ 830.95	\$ 42.50	\$ 1,368.45
6511 In-Kind Vehicle Repair	\$ 816.24	\$ 272.08	\$ -	\$ -	\$ 1,088.32
6520 Non-Vehicle Repair	\$ -	\$ -	\$ -	\$ -	\$ -
6540 Equip Purch (under \$5,000)	\$ -	\$ -	\$ -	\$ -	\$ -
6550 Service Contracts	\$ 496.48	\$ 524.15	\$ 612.74	\$ 518.92	\$ 2,152.29
6610 Professional Services	\$ 163.25	\$ 185.62	\$ 392.54	\$ 226.74	\$ 968.15
6620 Vehicle Insurance	\$ -	\$ -	\$ -	\$ -	\$ -
6630 Property & Liability Insurance	\$ -	\$ -	\$ -	\$ -	\$ -
6640 Dues & Subscriptions	\$ 1,252.60	\$ 1,185.13	\$ 1,385.52	\$ 1,173.33	\$ 4,996.58
6650 Printing					
6685 Bad Debt Expense					\$ 271.76
6700 Administrative Expenses					\$ (7.00)
Total Expenditure	<u>\$ 61,914.56</u>	<u>\$ 49,449.98</u>	<u>\$ 52,174.94</u>	<u>\$ 49,049.13</u>	<u>\$ 212,853.37</u>
Excess Revenues over (under) Expenses	<u>\$ (1,170.57)</u>	<u>\$ (4,013.22)</u>	<u>\$ 1,036.79</u>	<u>\$ 8,389.65</u>	<u>\$ 3,977.89</u>

The Manager's Report
for this meeting will be
inserted into the
Agenda Packet, as soon
as it has been delivered
to the Clerk.

WMC Year in Review Aug 2015- July 2016

New team members:

- Laura Kim started as our MDS Coordinator in Sep
- Salleye Holmes and Tonya Seddon joined the nursing department also in Sep
- Shannon Smith and Susan Beebe joined the Support Services staff in November
- Sherri Austin started her duties as the CNO in Dec
- Sue Nelson rejoined the family in Jan
- Kristen Glaze, SLP went from being a contract employee to one of the team in Jan.
- Amy Smith re joined the team as a staff nurse in Feb
- Aria LaChapelle started working in Activities in March
- DJ McConachie started in the Maintenance Department in May
- Brook Duncan joined the Rehab dept in June
- Scott Glaze accepted our Risk Manager/ Compliance Officer position in June
- And you adopted a new CEO back in October

New Equipment:

- Lab installed a new Coagulation analyzer and a new Chemistry Analyzer
- The Auxiliary purchased a new fetal monitor for nursing
- Nursing replaced the old newborn scale/ warmer/ Bili light combination
- New standardized printers arrived for the facility
- Heat pump was installed for temp control in Lab and Radiology
- New Vital Signs monitors were purchased for nursing
- Dietary purchased a new commercial refrigerator

Requested Surveys:

- **November-** Employee Engagement Survey- was rolled out to all staff
- **January-** The LTC Resident Satisfaction Survey was sent out

**The results from both were used to set priorities for the team*

Mandated Surveys:

- **November-** Dietary Passes DEC Inspection with zero deficiencies
- **January-** Imaging Department Passes 'Film Validation' *and REMAINS IN GOOD STANDING with the ACR Mammography Accreditation Program"*
- **May-** Critical Access Hospital Survey passed with NO major issues. This survey occurs every 3-5 yrs.
- **April -** The annual LTC Survey passed with NO MAJOR ISSUES. This ended our 4-year streak of receiving an Immediate Jeopardy deficiency
- **June -** Lab passed their CLIA survey for the satellite site at the clinic with only 1 small issue
- **July-** Radiology again passes the annual FDA mammography review without any deficiencies

Agenda Item 9

CITY & BOROUGH OF WRANGELL

BOROUGH ASSEMBLY AGENDA ITEM

CLERK'S REPORT August 23, 2016

Mark Your Calendar:

- 8/31 Last day to file a Declaration for Candidacy!
 - 9/1 Port Commission mtg. at 7pm in the Assembly Chambers
 - 9/5 Labor Day, City Hall is Closed
 - 9/7 Parks & Recreation mtg. at 7pm in the Assembly Chambers
 - 9/13 Regular Assembly mtg. at 7pm in the Assembly Chambers
 - 9/17 Community Market at the Nolan Center from 10am to noon
 - 9/21 Hospital Board mtg. 5:30 pm in the Nolan Center Classroom
-
- 8/25 SEAPA Board Mtg. to be held in Ketchikan, with times TBD

Clerk traveling:

I will be out of the office beginning tomorrow, August 24th thru Monday, August 29th to take my daughter to Anchorage for college.

Election Info.:

Declaration for Candidacy closes at 5:00 p.m. on August 31st!

Absentee voting at City Hall for the Regular Borough Election begins on September 19th until October 3rd from 9 am to 5 pm M-F.

Upcoming vacancies that will appear on the Ballot in October:

Mayor: One - (2 year term) (Jack)

Assembly: Two – (3 year terms) (Decker & Blake)

Port Commission: Two – (3 year terms) (Yeager & Silva)

School Board: Two – (3 year terms) (Howell & McCloskey)

Hospital Board: One – (4 year term) (Messmer/Conine)

Hospital Board: Two - (2 year unexpired terms) (Vacant & White)

Agenda Items 10 a - c

CITY & BOROUGH OF WRANGELL

BOROUGH ASSEMBLY AGENDA ITEM August 23, 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 until October 2016.

There were no letters received for these vacancies.

Recommended Action:

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

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

Motion: Move to appoint _____ to fill the vacancy on the Hospital Board for the unexpired term ending October 2016.

Agenda Item 12a

CITY & BOROUGH OF WRANGELL

BOROUGH ASSEMBLY AGENDA ITEM August 23, 2016

INFORMATION:

PROPOSED ORDINANCE No. 920: AN ORDINANCE OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, AMENDING SECTION 18.04.080, SECTION 107.2 AMENDED – PERMIT FEES, OF THE WRANGELL MUNICIPAL CODE RELATING TO BUILDING PERMIT FEES *(second reading)*

Attachments:

- 1. Proposed Ordinance No. 920**

RECOMMENDED ACTION:

Move to adopt Ordinance No. 920.

CITY AND BOROUGH OF WRANGELL, ALASKA

ORDINANCE NO. 920

AN ORDINANCE OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, AMENDING SECTION 18.04.080, SECTION 107.2 AMENDED – PERMIT FEES, OF THE WRANGELL MUNICIPAL CODE RELATING TO BUILDING PERMIT FEES

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 18.04.080, Section 107.2 amended – Permit Fees, of the Wrangell Municipal Code relating to building permit fees.

SEC. 2. Amendment of Section. Section 18.04.080 of the Wrangell Municipal Code is amended to read:

Section 18.04.080 Section 107.2 amended – Permit fees.

Section 107.2 of the Uniform Building Code is amended to read as follows:

A. No building permit fees shall be charged for improvements or construction of less than two thousand dollars valuation.

B. All building permit fees for permits for construction of valuation of two thousand dollars or more shall be as follows:

1. All residential construction, **[ten]** one hundred dollars;
2. Commercial construction, **[fifteen]** one hundred-fifty dollars;
3. Remodeling and miscellaneous construction, **[five]** fifty dollars.

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

SEC. 4. Severability. If any portion of this ordinance or any application thereof to any person or circumstance is held invalid, the remainder of this ordinance and the application to

other persons or circumstances shall not be affected thereby.

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

PASSED IN FIRST READING: July 26, 2016.

PASSED IN SECOND READING: _____, 2016.

David L. Jack, Mayor

ATTEST:

Kim Lane, Borough Clerk

Agenda Item 12b

CITY & BOROUGH OF WRANGELL

BOROUGH ASSEMBLY AGENDA ITEM August 23, 2016

INFORMATION:

PROPOSED ORDINANCE No. 921: AN ORDINANCE OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, AMENDING SECTION 5.08.060, TAX-FREE DAYS, OF THE WRANGELL MUNICIPAL CODE, TO PROVIDE THAT THE ASSEMBLY MAY APPROVE ONE SALES TAX-FREE DAY EACH FISCAL YEAR *(second reading)*

Attachments:

1. **Proposed Ordinance No. 921**

RECOMMENDED ACTION:

Move to adopt Ordinance No. 921.

CITY AND BOROUGH OF WRANGELL, ALASKA

ORDINANCE NO. 921

AN ORDINANCE OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, AMENDING SECTION 5.08.060, TAX-FREE DAYS, OF THE WRANGELL MUNICIPAL CODE, TO PROVIDE THAT THE ASSEMBLY MAY APPROVE ONE SALES TAX-FREE DAY EACH FISCAL YEAR

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

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

SEC. 1. Action. The purpose of this ordinance is to amend Section 5.08.060 of the Wrangell Municipal Code relating to sales tax-free days.

SEC. 2. Amendment. The list of sections in Chapter 5.08, Sales Tax, of the Wrangell Municipal Code is amended to read:

**Chapter 5.08
SALES TAX**

Sections:

- 5.08.005 Definitions.
- 5.08.010 Levy of tax.
- 5.08.020 Rate of tax.
- 5.08.040 Tax levy on aggregate sales amount.
- 5.08.050 Exemptions from tax.
- 5.08.060 Tax-free day[s].
- 5.08.070 Limitations of use of tax proceeds.
- 5.08.080 Duty to collect and make return.
- 5.08.090 Quarterly returns.
- 5.08.095 Confidential information.
- 5.08.100 Penalty and interest.
- 5.08.105 Collection procedures.
- 5.08.110 Lien for unpaid taxes.
- 5.08.120 Payment to director of finance.

- 5.08.130 Sales tax inspector – Duties.
- 5.08.140 Discrepancies in returns – Investigation – Collection procedure.
- 5.08.160 Severability.
- 5.08.170 Ratification.

SEC. 3. Amendment of Section. Section 5.08.060 of the Wrangell Municipal Code is amended to read:

Section 5.08.060 Tax-free day[s].

A. Declaration of One Tax-Free Day[s]. One tax-free day each fiscal year may be requested by the Wrangell Chamber of Commerce to the Borough Assembly. If the Assembly adopts a motion approving the request, the day selected shall **[in June and one day in September for each year are hereby]** be declared “Tax-Free Day[s].”

B. **[In June for] One Day [and September for One Day]** Each Fiscal Year Sales Tax Exemptions.

1. Subject to the other provisions of this section and at the option of the seller, retail sales of goods and services for goods or services purchased and received by the buyer on one day each fiscal year as requested by the Wrangell Chamber of Commerce and approved by the Borough Assembly. **[for one day in June and for one day in September each year]** are exempt from the borough’s retail sales tax imposed by this chapter.

2. The exemption set forth in subsection (B)(1) of this section does not apply to rentals for any period greater than one day. Sales tax on rents for any period greater than one day shall not be prorated or adjusted in any manner to include a sales tax exemption for one day each fiscal year as requested by the Wrangell Chamber of Commerce and approved by the Borough Assembly. **[in June and for one day in September of each year].**

3. The exemption provided for in subsection (B)(1) of this section shall not apply to taxable sales made by the borough.

4. All sales made under the exemption provided for in subsection (B)(1) of this section shall be reported to the borough as exempt sales using “TFD” as the exemption code for the sale.

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: July 26, 2016.

PASSED IN SECOND READING: _____, 2016.

David L. Jack, Mayor

ATTEST:

Kim Lane, Borough Clerk

Agenda Item 12c

CITY & BOROUGH OF WRANGELL

BOROUGH ASSEMBLY AGENDA ITEM August 23, 2016

INFORMATION:

PROPOSED ORDINANCE No. 922 (am): AN ORDINANCE OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, AMENDING CERTAIN SECTIONS OF CHAPTER 15.16, CEMETERY, OF THE WRANGELL MUNICIPAL CODE, RELATING TO CEMETERY FEES *(first reading-as amended)*

Attachments:

1. **Proposed Ordinance No. 922 (am)**
2. Cemetery Cost breakdown

Additional Information: After the meeting that the Proposed Ordinance was approved in it's first reading, I was given a cost breakdown of what the actual cemetery fees were. Because the increase in costs are well above what the Assembly approved in the first reading of Ord. No. 922, I am bringing the Ordinance back to you (amended) for another first reading.

RECOMMENDED ACTION:

Move to approve first reading of Ordinance No. 922, as amended, and move to another second with a Public Hearing to be held on September 13, 2016.

CITY AND BOROUGH OF WRANGELL, ALASKA

ORDINANCE NO. 922 (am)

AN ORDINANCE OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, AMENDING CERTAIN SECTIONS OF CHAPTER 15.16, CEMETERY, OF THE WRANGELL MUNICIPAL CODE, RELATING TO CEMETERY FEES

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 certain sections of Chapter 15.16, Cemetery, of the Wrangell Municipal Code relating to cemetery fees.

SEC. 2. Amendment of Section. Section 15.16.055 of the Wrangell Municipal Code is amended to read:

15.16.055 Columbarium.

...

B. Fee. The fee per niche shall be \$~~[235]~~330.00. The fee per opening and closing for each niche shall be \$~~50~~170 120.00. If the opening and closing of the niche is done on a holiday, Saturday or Sunday, the charge shall be \$330.00.

C. The fee for installing a niche name plaque shall be \$120.00.

D. The fee for installing a memorial name plaque shall be \$30.00.

SEC. 3. Amendment of Section. Section 15.16.070 of the Wrangell Municipal Code is amended to read:

15.16.070 Opening and closing graves.

A. No person shall be permitted to open and close graves within a borough cemetery, except upon application to the borough clerk. Permission may be given for a person to bury cremated remains under supervision of the borough. Except for disinterment, the borough shall

open and close all graves. A fee shall be collected from the persons requesting the opening and closing of all graves, including burial and disinterment. The borough shall have no obligation to perform the disinterment, and may contract said service to private enterprise. All disinterments shall be done under the supervision of the borough.

B. The fee for each opening and closing of a burial grave shall be \$~~[650]780~~ 900.00, **[except the fee for the burial of a child six years of age or younger shall be \$300.00]** If the opening and closing of a burial grave is done on a holiday, Saturday or Sunday, the charge shall be \$~~[775]930~~ 1085.00**[or \$400.00 for the grave of a child six years of age or younger]. The same fees shall apply for a child or infant.** Cremated remains will be buried by the borough for a charge of \$~~[30]50~~ 180.00. **If the burial of cremated remains to a grave is done on a holiday, Saturday or Sunday, the charge shall be \$360.00.**

...

SEC. 4. Amendment of Section. Section 15.16.080 of the Wrangell Municipal Code is amended to read:

15.16.080 Uniformity of grounds and markers.

A. It is highly desirable that uniformity be maintained and, in order to maintain such uniformity, the borough reserves the right to standardize the design and material used for markers, to prohibit the planting of trees and shrubs, and to prohibit the erection of fences or other structures of any kind to carry out such uniformity. Maximum size for the base of markers shall be 36 inches by 20 inches and 18 inches high. The maximum weight of markers shall be 250 pounds. Crosses or any other religious symbol shall not exceed three feet in height and width.

B. No temporary decoration, marker or monument may be placed upon or near a grave which extends above the surface of the ground except on the day of burial, on Memorial Day, Fourth of July and Veterans' Day, and these shall be removed within seven days thereafter. All permanent markers shall be set on foundations constructed and installed to the specifications of the borough except those markers that have built-in foundations. No marker shall extend beyond border of grave (three and one-half feet by nine feet). Upon request, the borough will install **[the] a brass plaque** marker[s] **or a stone plate marker or headstone** for a fee of \$~~[50]65~~ 120.00.

...

SEC. 5. Amendment of Section. Section 15.16.090 of the Wrangell Municipal

Code is amended to read:

15.16.090 Price of graves – Perpetual care required.

A. The sale price of graves, including the perpetual care of same, shall be \$~~[200]~~330.00 for a single grave. There may be reserved certain areas, or fractional graves, for the burial of ~~[infants]~~ children under six years of age at a cost of \$~~[100]~~150.00 per grave, including perpetual care. Cremains plots in Block 28 shall be \$75.00. Effective October 1, 1988, where physically possible, and notification is given to the borough prior to the first burial, more than one but not more than two burials may occur in one grave site plot, at no additional cost. Cremated remains may be buried in the same grave site as long as space is available and consent of the owner is given.

...

SEC. 6. Classification. This ordinance is of a permanent nature and shall be codified in the Wrangell Municipal Code.

SEC. 7. 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. 8. Effective Date. This ordinance shall be effective upon adoption.

PASSED IN FIRST READING: July 26, 2016.

REINTRODUCED & PASSED IN FIRST READING: _____, 2016.

PASSED IN SECOND READING: _____, 2016

David L. Jack, Mayor

ATTEST:

Kim Lane, Borough Clerk

Cemetery Pricing

Price

Open/Closing Adult Grave	\$900
Open/Closing Adult Grave (Weekend) Requires min. of two personnel: 4-8 hrs to find site, expose pins, remove adjacent personal items, build shore box, dig and shore grave; Day of we visit site in advance of ceremony to ensure grave is stable and dewatered, place grass and lowering device; After ceremony backfill and clean-up excess dirt and plywood; Materials used are excavator, two tarps, plywood, fasteners	\$1,085
Open/Closing Child Grave	\$900
Open/Closing Child Grave (Weekend) Requires min. of two personnel: 4-8 hrs to find site, expose pins, remove adjacent personal items, build shore box, dig and shore grave; Day of we visit site in advance of ceremony to ensure grave is stable and dewatered, place grass and lowering device; After ceremony backfill and clean-up excess dirt and plywood; Materials used are excavator, two tarps, plywood, fasteners	\$1,085
Cremains Burial to Grave	\$180
Cremains Burial to Grave (Weekend) Requires min. of two personnel: 2 hrs to find site and determine if other cremains are already in the ground and dig 2'x2'x2' hole, cover with plywood and awning (if requested); Day of burial arrive at site in advance of ceremony to check site in advance of ceremony, and place grass; After ceremony hand shovel backfill, replace sod and clean-up; Materials used are generally reusable.	\$360
Open & Close Niche	\$120
Open & Close Niche (Weekend) Requires min. of two personnel: 1 hr to remove four marble slabs; Replace after ceremony.	\$330
Niche Name Plate Requires min. of two personnel: 1 hr to remove four marble slabs, install plate from backside and replace.	\$120
Memorial Name Plate Requires min. of one personnel: 30-minutes to install.	\$30
Headstone Installation	
For Brass Plaque: Requires min. of two personnel: 4 hrs to pour pad and set plaque in place; Following cure time, clear site, set concrete plaque/base and backfill. Materials used portland cement	\$120
For Stone Plate: Requires min. of two personnel: 4 hrs to locate, measure, remove sod, set stone (sometime with heavy equipment, which requires more time), backfill, haul excess material off site.	\$120

Agenda Item 12d

CITY & BOROUGH OF WRANGELL

BOROUGH ASSEMBLY AGENDA ITEM August 23, 2016

INFORMATION:

Review of the revised Local Contractor's List

Attachments:

1. *Proposed* Contractors Policy

RECOMMENDED ACTION:

Move to approve the revised Contractor's Policy, as presented.

City and Borough of Wrangell

Policy to hire local contractors when a formal bid is not required

The City and Borough of Wrangell will create a pool of qualified local contractors which can be hired by the city when needed. The purpose of the pool is to be sure contractors hired qualify and to be sure that all contractors that qualify are given an equal opportunity to participate in work that the city hires out. The Borough Clerk will annually advertise in the paper for interested contractors to sign up and provide the necessary paperwork to be put on the list.

1. To qualify, a contractor must provide the following no less than annually:

- A. Proof on Liability Insurance in the amount of \$1,000,000 for their business in which the borough work will be conducted. The borough will be required to be named as an additional insured. The additional insured provision can be waived to participate and have the contractor listed. However, once the contractor is hired, they will be required to provide the borough with an insurance policy showing the borough as an additional insured. Proof of Workers Compensation if there are employees doing any of the work or as required by state law.
- B. Current Contractors license listing areas of expertise that the contractor is licensed to do work in.
- C. Current State of Alaska Business License.
- D. Must be current with City and Borough of Wrangell Sales Tax Returns.
- E. If the State or City require some other license or specific training to do particular types of work, those documents must also be provided.
- F. Contractor will submit rates for the various services they provide. If this involves rental rates for equipment or other items, rates need to be included for each item rented. Rates need to be on file at the time the city asks for work to be done or if a quote is request at the time the quote is submitted.
- G. The required documentation can be submitted at any time to be put on the list.
- H. Contractors are welcome to update information at any time.

The Borough Clerk will ~~create-maintain~~ a master list of qualified contractors:

- All documentation will be delivered to the Borough Clerk.
- The Borough Clerk will also require at this time for the contractor to sign a basic work agreement for any work that may be done by the contractor in the future.
- The clerk will manage the master list which will be sorted by the type of work each contractor does. The list will have all of the contact information and there will have the priority list on which contractor will be called first. ~~The initial priority list will be selected by a random drawing.~~
- Rules to apply in the selection process:
 1. The clerk will manage the list as it will need to be in a centralized location.
 2. A department head would turn in a request for a certain job to be done, the time period it needs to be done in and the type of contractor that would qualify to do the job.

adopted January 13, 2015

Contractor – KEEP this policy

3. The clerk would go to the list and provide the name of the next person on the list with the skill set to do the job to the department head.
4. If the contractor accepts the job, a purchase-work order would be issued that would have the job description, an estimate of the cost of the job and the time period in which the job would be required to be completed. The contractor would then go to the bottom of the list.
5. If a contractor is contacted for work and is unable to do the work for any reason, the contractor would go to the bottom of the list.
6. Department Heads will be required to fill out a deficiency assessment form if the contractor does one of the following:
 - Work is not completed in the time period required.
 - Quality of Work was done in an unacceptable manner and the contractor was not willing to correct deficiencies within the original cost and within a reasonable period of time.
 - The cost of the job ends up substantially more without justification that additional work had to be done or some other explanation why the price was different than originally agreed upon.
 - Other deficiencies with the project.
7. If a contractor gets two deficiency assessments on three different jobs, they may be removed from the list during the current year unless circumstances beyond their control contributed to the issues and those circumstances can be documented.
8. If a contractor has not finished a project that is beyond the accepted date, no further work will be assigned until that project is finished. This can be waived if it is an emergency situation as described below under special circumstances.

Special Circumstances where a department heads does not have to use the next person on the list:

- In the case of an emergency where time is of the essence and a delay would result in loss of life, damage to property, public health or some other reason where it is urgent, a department head may call the next contractor on the list who is approved to do the work. If this is done, the department head must submit an after the fact work order to the clerk. A list will be e-mailed each Friday to the department heads showing the next contractor on the list which they will use if there is any emergency work on a weekend.
- ~~Since~~ the list is to be managed by the clerk, there are times during hours that someone may need to be hired in off hours and the department head will hire who he believes is next on the list. He will check in with the clerk after the fact and the person who was hired will go to the bottom of the list.
- There may be a situation that the department head feels that there is an area that extensive experience or training is necessary and the importance of the task warrants choosing the most qualified even though others are listed for that service. The department head needs to have very sound reasoning before this is allowed and the Borough Manager shall be required to approve the request.
- In the event a specialty contractor is needed that is not on the list, the city is not required to assign work to a contractor that would then turn around and sub-contract the work out. A specialty contractor chosen that is not on the list would have to provide proof of insurance with the city named as an additional insured and other requirements in this document. Once the specialty contractor is hired and their paperwork requirements submitted, they would be added

adopted January 13, 2015

Contractor – KEEP this policy

to the list for the remainder of the calendar year. Examples of specialty contractors that are only used on rare occasions could include, but not limited to:

- o Welders
- o Tree removal specialists

Comment [K1]: Will need to add more specialists. Amber....

Monetary Thresholds for hiring contractors:

Currently, the Wrangell Municipal Code allows amounts below \$10,000 to be purchased without bidding, quotes or other means of some selection process. Work required that is over \$10,000 and less than \$25,000 require at least 3 written quotes. Work over \$25,000 requires the city to advertise and receive sealed bids.

The purpose of this policy is to further restrict the ordinance for work less than \$10,000. The ordinance for work over \$10,000 will continue to work as is. The only exception would be that quotes over \$10,000 would be solicited from any contractor on the list. all contractors on the list and to any other contractors solicited that are not on the list that do the work required. If the contractor who is selected to do the work, they must submit the required paperwork and insurance to the office of the borough clerk.

Policy to be adopted:

1. The list will be used to solicit written quotes between \$10,000 and \$25,000 where everyone on the list will receive an offer to submit a quote along with any other contractors with a reasonable length of time to respond. Late responses will not be considered. The low bidder will not be penalized on the on-call list by moving by them down the list.
2. Department Heads will be required to solicit quotes from everyone on the list along with any other contractors for items between \$5,000 and \$10,000. If quotes are solicited, the low bidder will not be penalized on the on call list by moving them down the list.
3. Any items where the price is expected to be less than \$5,000 are not required to solicit quotes. Those items will automatically go into the process of providing it to the next contractor listed assuming they can do the job in the time required and meet all other requirements. If quotes are requested for work under \$5,000, the quotes will come from the contractor's list.
4. If it is in the best interest of the city to phase a project in, each phase of the project will be treated as a separate project and the selection of a contractor will be chosen as if each phase was a new project.
5. When quotes are requested, the clerk will receive the quotes and notify the department head who to contact for the job. The clerk will scan and e-mail the quotes to all of those that submitted quotes.

General Statement:

It is the intent of the above process to provide a system where all local contractors or renters of equipment be given an equal opportunity to participate in work for the borough. It is also the intent of the above policy to provide a list of contractors that are licensed, insured and qualified to do the various work required by the city. Lastly, this policy is intended not only to provide a uniform process to promote equity among local qualified contractors, but also to promote getting the best product at the most competitive price for the borough. We understand that this system will not be perfect and

adopted January 13, 2015

Contractor – KEEP this policy

~~probably will need some~~ This policy may be updated ~~-tweaking as time moves along and~~ if portions of the policy are ineffective or inefficient, we will recommend the necessary changes as they happen. In addition, the Borough Clerk, Borough Manager and the Department Heads will review the policy annually. Any changes to the policy will require Borough Assembly approval.

The Borough reserves the right to make changes to this document with Assembly Approval when it believes it is in the best interest of the [city/borough](#) to do so.

adopted January 13, 2015

Agenda Item 12e

CITY & BOROUGH OF WRANGELL

BOROUGH ASSEMBLY AGENDA ITEM August 23, 2016

INFORMATION:

Discussion of the Memo from Robert Rang, WMC CEO regarding the TruBridge Contract for Billing Services action plan

Attachments:

1. Memo from Robert Rang, Wrangell Medical Center, CEO
2. Memo from Clerk Lane, sent to the WMC Board on July 27, 2016

RECOMMENDED ACTION:

Discussion and possible Action.

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

August 18, 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, at their meeting last night, gave
approval for CEO, Robert Rang, to move ahead with an application for
a housing assistance grant (up to a maximum of \$550,000).

The board also discussed a response to the memo from the Borough
Assembly regarding the TruBridge contract for billing services,
following are some of the issues which came to light during the
discussion:

- It is a 2-year contract, we are only just finishing the first year,
- It may not be feasible to recruit, train and retain this kind of help –
medical billing staff are in high demand and it would be likely that,
after training and getting some experience our local staff would move
on to an employer that could offer a more lucrative package than
WMC could afford,
- Training would be a minimum of a 2-year process, just to get
someone started, and would require ongoing trips out of town for
further training in order to remain current in a quickly changing field,
- Even hiring 3 new people would not really cover the billing – backup
would be needed when someone was sick or on vacation in order to
keep the billing current,
- The compliance officer, Scott Glaze, added that there is significant risk
which WMC would be taking on to have the billing done in-house, if
we contract out that billing, then the contractor takes on the risk
(particularly in regards to potential information leaks/HIPPA
violations),

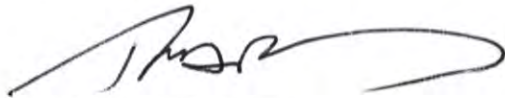
(continued)

*Caring for
Southeast*

(continued from page 1)

- Even if staff were to be trained, WMC would need to contract out the billing during the training period which would result in double the cost for that time period,
- Conclusion: I, and WMC staff, will be available to answer questions at the next Assembly meeting, and the Board will look at the question again after the upcoming evaluations by TruBridge, but WMC staff who have done the billing in the past are very nervous about the implications of trying to bring the billing back to WMC.

Sincerely,

A handwritten signature in black ink, appearing to read 'Rang', with a long, sweeping horizontal line extending to the right.

Robert Rang, CEO
Wrangell Medical Center

MEMORANDUM

TO: Wrangell Medical Center, Board of Directors

CC: Robert Rang, WMC CEO
Kris Reed, Recording Secretary

FROM: Kim Lane
Borough Clerk

SUBJECT: Plan for TruBridge conversion

DATE: July 27, 2016

At their Regular Assembly meeting held June 9, 2015, the Borough Assembly considered the following Agenda Item:

Agenda Item was: Approval of an addendum to the Wrangell Medical Center's Master Service Agreement with TruBridge to add Accounts Receivable Management Services

Main motion, as amended was: ***to approve the addendum to the Wrangell Medical Center's Master Service Agreement with TruBridge to add Accounts Receivable Management services, as presented and to include an amendment to request that the Wrangell Borough Assembly receive a plan from the Wrangell Medical Center Board and Staff regarding future training for billing by local Staff by the end of the calendar year.***

The excerpt of the minutes follows:

Marla Sanger, WMC CEO, 223 1st Street and Doran Hammett, WMC CFO, 612 Etolin, provided detailed information and proposed amendment the TruBridge Master Service Agreement. Ms. Sanger explained that in the amendment would change the Master Service Agreement with TruBridge, to add secondary billing services in order to improve the revenue situation for the Wrangell Medical Center by increasing cash and reducing accounts receivable.

Ms. Sanger and Mr. Hammett explained that with this amendment, the Wrangell Medical Center would be paying 2.2% service fee to TruBridge on all patient billed cash received.

Mr. Hammett stated that this amendment would be costing the Wrangell Medical Center money; there would not be a savings at this time; would see some improvement in revenues.

Decker asked if the Wrangell Medical Center had approved this amendment. Ms. Sanger stated that yes, they had approved it unanimously.

In response to Decker, Mr. Hammett stated that the 2.2% fee was not incorporated into the FY 2015-2016 Budget that the Assembly would be considering next.

Decker stated that this appeared to be a good plan for the short term; she said that it's a good idea to bring people up through the ranks at the hospital but we are just barely out of trouble here and need to take it seriously.

Assembly Member Rooney said that it might be a good idea to task the Wrangell Medical Center Board to come up with a training match for a current employee at the Wrangell Medical Center; someone who could train and learn now so that when we revisit this, we have someone in place who is trained.

Ms. Sanger stated that there was a tuition reimbursement plan in place now; in full support of "growing our own".

Mr. Hammett stated that we had a 90 day clause to cancel the contract after two years.

Assembly Member Powell said that it's a fact of business that employees get the training and then move on where they can receive better pay; since this service will cost us a couple hundred thousand a year now, it would be a really good idea to get someone trained so that we can look at having that person do this job with good benefits in the future.

Amendment was made at this time.

Assembly Member Prysunka stated that if we were going to go with TruBridge now, it would be a burden to mandate a training program now; small towns require creativity; why couldn't we hire someone to come in and do the receptionist responsibilities and have Rose take care of just the billing services? Prysunka stated that our town needs jobs; every job that we give away to somewhere else hurts everyone.

In response to Prysunka's question as to if after two years, would the Wrangell Medical Center be required to bring the back to the Assembly for renewal, Mayor Jack said that the way that he read it was that if the Assembly approved the amendment to the Master Service Agreement, they would essentially be agreeing to the renewal date as well.

In response to Prysunka, Ms. Sanger stated that she was still awaiting a response from the Borough Attorney on if the Liability language should be in the amendment twice or if it should be in there just once. Ms. Sanger stated that Borough Attorney Blasco had approved the rest of the agreement in its entirety.

In response to Powell, Manager Jabusch stated that he didn't know any more than what was talked about this evening, based on the discussion and what was provided by the Wrangell Medical Center staff.

Agenda Item 13a

CITY & BOROUGH OF WRANGELL

BOROUGH ASSEMBLY AGENDA ITEM August 23, 2016

INFORMATION:

PROPOSED ORDINANCE No. 923: AN ORDINANCE OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, AMENDING SECTION 2.24.040, ABSENTEE VOTING BY MAIL, OF THE WRANGELL MUNICIPAL CODE, RELATING TO THE PROCEDURES FOR ABSENTEE VOTING BY MAIL *(first reading)*

Attachments:

1. Proposed Ordinance No. 923

Additional Information:

This ordinance is being brought to you for consideration because our process for how we currently handle by-mail absentee APPLICATIONS is outdated. In reviewing other muni's codes and the State statutes, the proposed ordinance is fully in line with how voting absentee by-mail should occur. The main thing that I want to change is how the voter can apply for a ballot. In anticipation of the adoption of this ordinance in September, I have updated the application and instruction forms. Also, in the proposed ordinance, I have explained the process of voting by mail, a little easier to understand.

RECOMMENDED ACTION:

Move to approve first reading of Ordinance No. 923 and move to second with a Public Hearing to be held on September 13, 2016.

CITY AND BOROUGH OF WRANGELL, ALASKA

ORDINANCE NO. 923

AN ORDINANCE OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, AMENDING SECTION 2.24.040, ABSENTEE VOTING BY MAIL, OF THE WRANGELL MUNICIPAL CODE, RELATING TO THE PROCEDURES FOR ABSENTEE VOTING BY MAIL

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 2.24.040, Absentee voting by mail, of the Wrangell Municipal Code, relating to the procedures for absentee voting by mail.

SEC. 2. Amendment of Section. Section 2.24.040 of the Wrangell Municipal Code is amended to read:

2.24.040 Absentee voting by mail.

A. **[A request to receive a ballot by mail must be received by the borough clerk not less than ten days before the election for which the absentee ballot is sought. The borough clerk shall mail to the qualified voter an official ballot, an application for an absentee ballot which shall also serve as the oath and affidavit, instructions how to vote by absentee ballot, a secrecy sleeve in which the voted ballot is to be placed and an envelope in which the voter may return their voted ballot and completed affidavit.]**A qualified voter may apply in person, by mail, by facsimile, or by electronic transmission to the office of the borough clerk for an absentee ballot by mail. A qualified voter may submit an application to the borough clerk no earlier than the first day of the calendar year in which the election for which the ballot is sought is to be held, and the application must be received by the borough clerk at least ten (10) days before the election for which the absentee ballot is sought.

B. All applications for an absentee ballot by mail shall be either on a form provided by the borough clerk's office or made by a written request to the borough clerk containing all of the following information:

1. The applicant's full name and Alaska residence address; and

2. The address to which the applicant desires the absentee ballot to be mailed; and
3. The applicant's signature; and
4. The applicant's State of Alaska voter identification number, or the last four (4) digits of the applicant's social security number, or the applicant's Alaska driver's license number or Alaska state identification number, or the applicant's date of birth.

[B. The return envelope containing the voted ballot and completed application shall be postmarked on or before the day of the election.]

C. After receipt of an application for an absentee ballot by mail, the borough clerk shall send the absentee ballot and other absentee voting materials to the applicant by first-class mail. The materials shall be sent as soon as they are ready for distribution. The return envelope sent with the materials shall be addressed to the borough clerk.

D. Upon receipt of an absentee ballot by mail, the voter, in the presence of a notary public, commissioned officer of the armed forces including the National Guard, district judge or magistrate, United States postal official, or other person qualified to administer oaths, may proceed to mark the ballot in secret, to place the ballot in the secrecy sleeve, place the secrecy sleeve in the larger envelope provided, and sign the voter's certificate on the back of the larger envelope in the presence of an official listed in this subsection who shall sign as attesting official and shall date the signature. If none of the officials listed in this subsection are reasonably accessible, an absentee voter shall sign the voter's certificate in the presence of an individual who is eighteen (18) years of age or older, who shall sign as a witness and attest to the date on which the voter signed the certificate in the individual's presence.

E. An absentee ballot must be postmarked and attested on or before the date of the election. If the voter returns the ballot by mail, the most expeditious mail service shall be used and the ballot must be mailed not later than the day of the election to the borough clerk.

F. The borough clerk shall maintain a record of the name of each voter to whom an absentee ballot is sent by mail. The record must list the date on which the ballot is mailed and the date on which the ballot is received by the borough clerk and the dates on which the ballot was executed and postmarked.

[C]G. To be counted, an absentee ballot must be postmarked on or before the day of the election and received by the borough clerk prior to the time the ballots are canvassed by the canvass board. After the day of the election, ballots may not be accepted unless received by mail.

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

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

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

PASSED IN FIRST READING: _____, 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 August 23, 2016

INFORMATION:

PROPOSED RESOLUTION No. 08-16-1348: A RESOLUTION OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, AMENDING THE ASSESSMENT VALUE FOR TAX YEAR 2016 FOR JAMES & BETTY ABBOTT, LOT 17 , USS 3403, DUE TO A MANIFEST CLERICAL ERROR

Attachments:

- 1. Proposed Resolution No. 08-16-1348**
2. Memo from Lavonne Klinke, Accounting Tech

RECOMMENDED ACTION:

Move to approve Resolution No. 08-16-1348.

CITY AND BOROUGH OF WRANGELL, ALASKA

RESOLUTION NO. 08-16-1348

A RESOLUTION OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, AMENDING THE ASSESSMENT VALUE FOR TAX YEAR 2016 FOR JAMES & BETTY ABBOTT, LOT 17 , USS 3403, DUE TO A MANIFEST CLERICAL ERROR

WHEREAS, JAMES & BETTY ABBOTT are the owners of record for Lot 17, USS 3403, Wrangell, Alaska; and

WHEREAS, the assessed value for tax year 2016 was incorrectly input as \$181,900.00; and

WHEREAS, the correct assessed value for tax year 2016 should have been \$177,300.00; and

WHEREAS, the Borough Assembly approved Resolution No. 06-16-1342 on June 14, 2016 to levy general tax for school and municipal purposes upon all taxable property for the 2016 tax year, and

WHEREAS, due to this error, the General Tax Revenue Fund for Fiscal Year 2016-2017 is reduced by \$58.65 to correct the error; and

WHEREAS, Alaska Statute 29.45.500 (c) allows a governing body to correct manifest clerical errors at any time.

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

Section 1. That the manifest clerical error be corrected so that the real property, owned by JAMES & BETTY ABBOTT, Lot 17, USS 3403 reflect the correct assessment value of \$177,300.00.

Section 2. This resolution shall become effective upon its passage and adoption.

ADOPTED: _____, 2016

David L. Jack, Mayor

ATTEST: _____
Kim Lane, MMC, Borough Clerk

MEMORANDUM

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

SUBJECT: Resolution No. 08-16-1348

DATE: August 15, 2016

Background:

The City and Borough of Wrangell contracts with the Appraisal Company of Alaska to complete our annual real property assessments and update our tax tables. The tables are reviewed by the assessors as well as our staff, and are typically completed with 100% accuracy, at least based on available information. However, with over 2,500 rows of data in our tax table and a great deal of manual data entry required, mistakes can occur.

Most simple errors are found and resolved before assessments are printed and mailed, and otherwise property owners also have a chance to appeal to the board of equalization to resolve errors they believe might have been made on their assessments. James & Betty Abbott had filed an appeal of their assessment for their 2016 property improvements and property. Mr. Abbott spoke with the assessor and came to an agreement to adjust the 2016 assessment. The adjustment as Mr. Abbott understood it was not correct, resulting in their assessed value being overstated by \$4600.00. The property owners did not notice this mistake until after receiving their tax bill telling them they owed about \$58.65 more than they expected.

This type of mistake is considered a “manifest clerical error,” meaning the error is both significant in misstating the intended value as well as clerical, meaning a typographical error entering the data. Alaska Statutes Chapter 29.45 on Municipal Taxation provides for assemblies to be able to correct manifest clerical errors at any time.

It should be noted that other types of errors, such as a valuation made on incomplete or incorrect information regarding, say, the condition of a property, would not constitute a manifest clerical error and thus would not be reversible beyond the normal appeal process to the board of equalization.

Recommendation

Move to approve Resolution No. 08-16-1348 correcting the above mentioned manifest clerical error.

Agenda Item 13c

CITY & BOROUGH OF WRANGELL

BOROUGH ASSEMBLY AGENDA ITEM August 23, 2016

INFORMATION:

PROPOSED RESOLUTION No. 08-16-1349: A RESOLUTION OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, AMENDING THE ASSESSMENT VALUE FOR TAX YEAR 2016 FOR ROYCE & SHERRI COWAN, SPACE 15 BLOOMS TRAILER PARK, DUE TO A MANIFEST CLERICAL ERROR

Attachments:

- 1. Proposed Resolution No. 08-16-1349**
2. Memo from Lavonne Klinke, Accounting Tech.

RECOMMENDED ACTION:

Move to approve Resolution No. 08-16-1349.

CITY AND BOROUGH OF WRANGELL, ALASKA

RESOLUTION NO. 08-16-1349

A RESOLUTION OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, AMENDING THE ASSESSMENT VALUE FOR TAX YEAR 2016 FOR ROYCE & SHERRI COWAN, SPACE 15 BLOOMS TRAILER PARK, DUE TO A MANIFEST CLERICAL ERROR

WHEREAS, ROYCE & SHERRI COWAN were the owners of record for SPACE 15, BLOOMS TRAILER PARK, Wrangell, Alaska; and

WHEREAS, the Royce and Sherri Cowan had moved their trailer from Bloom's Trailer Park to their own property; and

WHEREAS, the trailer was assessed on the Cowan's own property and Blooms' Trailer Park; and

WHEREAS, the assessed value for tax year 2016 was incorrectly input as \$21,900.00; and

WHEREAS, the correct assessed value for tax year 2016 should have been \$0.00; and

WHEREAS, the Borough Assembly approved Resolution No. 06-16-1342 on June 14, 2016 to levy general tax for school and municipal purposes upon all taxable property for the 2016 tax year, and

WHEREAS, due to this error, the General Tax Revenue Fund for Fiscal Year 2016-2017 is reduced by \$279.23 to correct the error; and

WHEREAS, Alaska Statute 29.45.500 (c) allows a governing body to correct manifest clerical errors at any time.

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

Section 1. That the manifest clerical error be corrected so that the real property, owned by ROYCE & SHERRI COWAN, SPACE 15, BLOOMS TRAILER PARK, reflect the correct assessment value of \$0.00.

Section 2. This resolution shall become effective upon its passage and adoption.

ADOPTED: _____, 2016

David L. Jack, Mayor

ATTEST: _____
Kim Lane, MMC, Borough Clerk

MEMORANDUM

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

SUBJECT: Resolution No. 08-16-1349

DATE: August 15, 2016

Background:

The City and Borough of Wrangell contracts with the Appraisal Company of Alaska to complete our annual real property assessments and update our tax tables. The tables are reviewed by the assessors as well as our staff, and are typically completed with 100% accuracy, at least based on available information. However, with over 2,500 rows of data in our tax table and a great deal of manual data entry required, mistakes can occur.

Most simple errors are found and resolved before assessments are printed and mailed, and otherwise property owners also have a chance to appeal to the board of equalization to resolve errors they believe might have been made on their assessments. Our assessor assessed the trailer that was located at Bloom's Trailer Park for Royce & Sherri Cowan however; the trailer had been moved to a different location. The trailer was also assessed in its new location. The result was that the trailers assessed value being overstated by \$21,900.00. The property owners did not notice this mistake until after receiving their tax bill telling them they owed about \$279.23 more than they expected.

This type of mistake is considered a "manifest clerical error," meaning the error is both significant in misstating the intended value as well as clerical, meaning a typographical error entering the data.

Alaska Statutes Chapter 29.45 on Municipal Taxation provides for assemblies to be able to correct manifest clerical errors at any time.

It should be noted that other types of errors, such as a valuation made on incomplete or incorrect information regarding, say, the condition of a property, would not constitute a manifest clerical error and thus would not be reversible beyond the normal appeal process to the board of equalization.

Recommendation

Move to approve Resolution No. 08-16-1349 correcting the above mentioned manifest clerical error.

Agenda Item 13d

CITY & BOROUGH OF WRANGELL

BOROUGH ASSEMBLY AGENDA ITEM August 23, 2016

INFORMATION:

Discussion and possible action regarding scrap metal removal options in Wrangell *(added at the request of Assembly Member Rooney)*

Attachments: None.

RECOMMENDED ACTION:

Assembly discussion and possible action.

Agenda Item 13e

CITY & BOROUGH OF WRANGELL

BOROUGH ASSEMBLY AGENDA ITEM August 23, 2016

INFORMATION:

Approval to store the Chugach Ranger Boat at the Wrangell Nolan Museum

Attachments:

1. Memo from Manager Jabusch
2. Memo and Proposal from Terri Henson, Nolan Museum Director

RECOMMENDED ACTION:

Move to allow a proposal be sent to the USFS for the purpose of displaying the M/V Chugach Ranger Boat at the Museum with costs and ownership of the vessel to remain with the USFS and that a final agreement if the proposal is accepted be approved by the assembly.

MEMORANDUM

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

**FROM: JEFF JABUSCH
BOROUGH MANAGER**

SUBJECT: USFS BOAT FOR OUTDOOR DISPLAY AT THE MUSEUM

DATE: AUGUST 18, 2016

Background:

The Museum has been in contact with the USFS about the possible display of the M/V Chugach Ranger Boat. The boat has a long history of service in Southeast Alaska, but no longer serves a need for the USFS. Because the boat is historic in nature, the USFS is requesting proposals from anyone that has an idea for the use of the boat.

Terri Henson, our Museum Director, has come up with a concept to have the boat displayed at the Museum in a location near the Marine Service Center. The idea would be to tie the display of the boat and the boats history of service to what is going on in the adjacent Marine Service Center. Although many of the details of the agreement would have to be worked out, the attached letter from Terri to the person in charge of accepting proposals is attached.

We would only agree to display the boat. We do not want ownership and any costs associated with upkeep would have to be done by the USFS. Also, although we would assist with locating grant funding to build the structure to hold the boat, we would not be responsible for any of its costs. The attached letter outlines what we what each parties responsibility would be. If the USFS would like to our proposal in concept, we would develop an agreement to detail what the responsibilities of each party would be. Prior to submitting a proposal, we need to get assembly approval.

Recommended Action:

Move to allow a proposal be sent to the USFS for the purpose of displaying the M/V Chugach Ranger Boat at the Museum with costs and ownership of the vessel to remain with the USFS and that a final agreement if the proposal is accepted be approved by the assembly.



PO Box 1050, Wrangell Alaska 99929

July 14, 2016

Attn: Keri Hick, Heritage Program Leader

Keri,

The Wrangell Museum has an interest in the future preservation of the M/V Chugach Ranger Boat. Ranger boats have long played an important role in Southeast Alaska's history and I think it's important to preserve and tell their story. The Museum has an interest in putting the Chugach on display at the museum in an outside setting close to the water's edge. The display could utilize interpretive signage and/or tours to educate locals and visitors of their important place in Southeast's history.

The USFS would retain ownership of the vessel, The City and borough of Wrangell would provide a permanent place to store the Chugach.

The Wrangell Museum will work with the USFS in developing an interpretive plan that best honors the history. We will work with the USFS on placement and to design the shelter. The City and borough of Wrangell and Museum will work with the USFS to find funds / grants to construct the housing and signage for the vessel. Maintenance costs for the vessel while on display at the museum will remain with the owner, and the upkeep on the vessel will be greatly reduced from the current requirements under a covered storage. Keeping the display area clean and the boat in a tidy manner will be done by the Museum as part of the regular grounds keeping.

A detailed preservation plan will need to be agreed to between the USFS and the City and borough of Wrangell / Wrangell Museum. There could possibly be a friends of the Chugach group to help with fundraising and cleaning of the vessel.

The Museum would be honored to help in keeping the Chugach in Southeast Alaska, preserved for people to enjoy and learn about it's important past.

We are also able to offer a temporary area to store the vessel while designing and constructing a permanent place.

If you need additional details regarding our proposal or would like to discuss in more depth, please do not hesitate to call.

Terri Henson, Wrangell Museum Director

907-874-3699

Part of Alaska's Unique Heritage

The M/V *Chugach* is the U.S. Forest Service's last remaining ranger boat. Designed by Seattle naval architect L.H. Coolidge and built in 1925 by the Lake Union Dry Dock and Machine Works, the M/V *Chugach* was part of a fleet that once included 11 ranger boats. From 1925 to 1950, the M/V *Chugach* operated out of Cordova, Alaska, along the 12,000 miles of coastlines in the Chugach and Tongass national forests.

Throughout her history, the M/V *Chugach* played an integral role in Alaska. Considered the best handling as well as the most seaworthy oceangoing vessel in the entire ranger boat fleet, the M/V *Chugach* served as an important transportation and communication link among the communities of Prince William Sound and Southeast Alaska and was involved in many dramatic search and rescue operations.

Cover: Image of Yakutat Bay, Alaska, May 2002. Photo/Robert Tuller III.
Overlaid with M/V *Chugach* photo/Forest Service, 2007.

Friday, Dec. 7

U.S. Commissioner Harwood and Lieut. Colwell of the Naval Radio Station called up and reported the Dineen boat two days overdue from Hinchinbrook Light, heavy weather prevailing.

Super McDonald arranged to have the Chugach begin a search, leaving at daylight tomorrow morning, provided Dineen fails to arrive this afternoon.

The Fidelity, Capt. Crooker will also participate in the search.

About 4 pm the Dineen boat put in an appearance being towed. So all's well.

Excerpt from the ship's log, recorded by
LC Pratt in port in Cordova, 1928.

M/V Chugach Ranger Boat the last of its kind



Photo: Rachel Myron

"In case of any trouble or disaster in Southeastern Alaska, shipwrecks, sickness, or sorrow, the public appeals to the nearest ranger boat... the appeal is never in vain."

Built to Last

Currently docked in Petersburg, Alaska—her home port since 1953—the M/V *Chugach* is a 62-foot, wooden-hulled crew vessel featuring:

- Round-bottomed displacement hull with a sharp, slightly forward-raked bow
- Rounded fantail stern
- Sheer line rising gently toward the bow along a raised forward deck.
- Ribs and original stem fashioned from white oak
- Douglas fir deck and hull planking (iron bark shields some of the hull to protect against logs and sea ice)
- Douglas fir deadwood, keelson, and keel
- Seven bunks plus accommodations for one crew member in the wheel house and a full galley outfitted with an oil stove, a refrigerator, and other appliances.

The M/V *Chugach* is scheduled for repairs in Wrangell, Alaska beginning in May 2016 with completion scheduled August 2016.

Help Us Preserve the M/V *Chugach*

Forest Service field-going personnel need economically feasible modes of transportation for their day-to-day work activities, and must consider the costs of maintaining and operating the M/V *Chugach*. For this reason, the Forest Service is seeking proposals from the public to lease, adaptively re-use, and preserve the vessel.

Submit an Idea

Send us a brief proposal letter or email with information:

- Your name or the name of your organization
- Your alternative use idea or feasibility plan
- All lease proposals will be considered
- Particular consideration will be given to proposals that best preserve the boat's historic integrity.



M/V *Chugach*, Saginaw Bay, May 17, 2008. Photo: Forest Service/Jane Smith

Contact Us

Keri Hicks, Heritage Program Leader
Forest Service Alaska Region
P. O. Box 21628
Juneau, AK 99802
907-586-7859
Email: rangerboat@fs.fed.us

More information and specifications at:
www.fs.usda.gov/goto/MVChugach

Agenda Item 13f

CITY & BOROUGH OF WRANGELL

BOROUGH ASSEMBLY AGENDA ITEM August 23, 2016

INFORMATION:

Discussion and possible action a new cemetery site

Attachments:

1. Memo from Manager Jabusch
2. Map of Memorial Cemetery (showing ball field)

RECOMMENDED ACTION:

Move to approve the list of possible cemetery sites which will include the Old Cemetery Expansion, Sunset Gardens Expansion, Running Track, Spur Road Site, Shoemaker Bay Site and the Old Institute Site and to have staff bring back additional information on each site to include rough estimates of cost to develop, planning and zoning concerns, wetland issues and other pertinent information.

MEMORANDUM

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

**FROM: JEFF JABUSCH
BOROUGH MANAGER**

SUBJECT: SELECTION OF A NEW CEMETERY SITE

DATE: AUGUST 18, 2016

Background:

The current space available in our cemeteries is getting to the point that there is the need to develop more space soon. This process will not be cheap and finding suitable sites are also a challenge. Staff has brain stormed to see what areas we have that are even available. Before we start to do a lot of work in developing costs and additional work, we would like to see if any of the sites we have come up with are not acceptable for consideration. We than can cross them off the list. Also, if someone has an idea of a different site that is not on the following list, we can add it.

The sites that we came up are as follows:

- Old Cemetery Expansion -Community Garden/Old little League Ballpark
 - May be the cheapest to develop and is adjacent to the existing old cemetery.
 - Most of the material include stumps and other various fill that would have to be removed and replaced with dirt.
 - Although the filled ballpark was filled beach, we have heard there may be the possibility of graves in that area, especially closer to the tree line. I was not aware of that or even if true, but should be considered before moving forward.
- Sunset Gardens Expansion -Above Sunset Gardens Cemetery
 - This area could be used and would be adjacent to the existing cemetery but it is felt the development costs would be costly
- Shoemaker Bay- Area across from Shoemaker Bay Harbor where the road goes up to the dog pound and the old water tower that used to furnish SMB Harbor.
 - This might not be a bad place, but we would have to remove all the trees, excavate and then bring in the appropriate amount of dirt.
 - Also would have to develop parking.
- Running track
 - We would need to fence off and landscape an area to make it look more attractive.
 - We would need to remove the top six feet of material and replace with dirt.
 - This was an approved DEC filled site, so may not be able to do it even if we wanted.
 - It may be on the cheaper side of development.
- Wrangell Institute
 - There is an area in the northeast corner where the direct and fill mostly already exists and therefore development costs would not be very much.

- The real downside is that we just went through the recent development plan for this area and is probably the prime developable land in Wrangell and using it for a cemetery probably is not the best use or the most desirable for people want to build nice houses.
- Spur Road Site- Down the Spur road on the right hand side just past the road that goes to Volunteer Park
 - This is probably not a bad site but does have a lot of muskeg that would need to be removed. We would have to remove to hard pan and then fill back in. We would also need to develop parking.

Although we have listed all of the above, we realize that many of these sites may make sense financially, but not acceptable for other reasons. Likewise there may be sites that would be great, but very expensive to develop. If the assembly could review the list and provide some guidance and modification to the list, it would help us to proceed in a direction that will eliminate a bunch of time, effort and expense on sites that are completely unacceptable to the assembly.

Lastly, it may be useful after we narrow down the list or at least come up with a list of possible options to have a hearing to allow the public the opportunity to voice their opinion.

Recommended Action:

Move to approve the list of possible cemetery sites which will include the Old Cemetery Expansion, Sunset Gardens Expansion, Running Track, Spur Road Site, Shoemaker Bay Site and the Old Institute Site and to have staff bring back additional information on each site to include rough estimates of cost to develop, planning and zoning concerns, wetland issues and other pertinent information.

This aerial map displays the City and Borough of Wrangell, with various parcels outlined in yellow. The map includes a north arrow in the bottom left corner and a scale bar indicating distances in feet (0, 100, 200, 300, 400, 500). The parcels are labeled with their respective parcel numbers and owner names. The parcels are as follows:

- Parcel 03-002-500: CITY AND BOROUGH OF WRANGELL, 2015-2
- Parcel 03-002-416: CITY AND BOROUGH OF WRANGELL, 2008-1
- Parcel 03-002-420: CITY AND BOROUGH OF WRANGELL, 04-1
- Parcel 03-002-400: CITY AND BOROUGH OF WRANGELL
- Parcel 03-002-410: CITY AND BOROUGH OF WRANGELL
- Parcel 03-002-502: CITY AND BOROUGH OF WRANGELL, 84-5
- Parcel 03-002-501: CITY AND BOROUGH OF WRANGELL, 84-5
- Parcel 03-002-475: CITY AND BOROUGH OF WRANGELL
- Parcel 03-002-375: BLOOM MANAGEMENT, LLC
- Parcel 03-002-380: BLOOM MANAGEMENT, LLC
- Parcel 03-002-400: CITY AND BOROUGH OF WRANGELL
- Parcel 03-003-012: CITY AND BOROUGH OF WRANGELL, 2008-1
- Parcel 03-003-098: CITY AND BOROUGH OF WRANGELL
- Parcel 03-005-450: CITY AND BOROUGH OF WRANGELL, 2015-2

The map also shows a road labeled "Zimovia Hwy" and a large area of land labeled "84-5 ATS 1209".

Public Map

Agenda Item 13_g

CITY & BOROUGH OF WRANGELL

BOROUGH ASSEMBLY AGENDA ITEM August 23, 2016

INFORMATION:

Approval to move forward with an application for a Housing Assistance Grant for the Wrangell Medical Center

Attachments:

1. Memo from Manager Jabusch
2. Memo from Robert Rang, Wrangell Medical Center CEO

RECOMMENDED ACTION:

Move to approve moving forward with an application for a Housing Assistance Grant for up to \$550,000 for the Wrangell Medical Center.

MEMORANDUM

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

**FROM: JEFF JABUSCH
BOROUGH MANAGER**

**SUBJECT: HOSPITAL GRANT APPLICATION TO BUILD HOUSING FOR
TRAVELING STAFF AND FOR THE PURPOSE TO RETAIN STAFF**

DATE: AUGUST 18, 2016

Background:

The Wrangell Medical Center is asking permission per Wrangell Municipal code 3.32.020 to apply for a grant to be able to build housing units for the traveling staff and to provide suitable housing to retain staff. At this time staff has discussed possible sites that might be available including land behind the existing hospital building. Also at this time, housing type is being considered. The application and approval is to be able to move forward with the preliminary grant application to see if we would even be eligible.

Attached is the letter from the Wrangell Medical Center Board approving the CEO to move forward with the application for a housing assistance grant.

Recommended Action:

Move to approve the authorization for the Wrangell Medical Center to move forward with a housing assistance grant.

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

August 18, 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, at their meeting last night, gave
approval for CEO, Robert Rang, to move ahead with an application for
a housing assistance grant (up to a maximum of \$550,000).

The board also discussed a response to the memo from the Borough
Assembly regarding the TruBridge contract for billing services,
following are some of the issues which came to light during the
discussion:

- It is a 2-year contract, we are only just finishing the first year,
- It may not be feasible to recruit, train and retain this kind of help –
medical billing staff are in high demand and it would be likely that,
after training and getting some experience our local staff would move
on to an employer that could offer a more lucrative package than
WMC could afford,
- Training would be a minimum of a 2-year process, just to get
someone started, and would require ongoing trips out of town for
further training in order to remain current in a quickly changing field,
- Even hiring 3 new people would not really cover the billing – backup
would be needed when someone was sick or on vacation in order to
keep the billing current,
- The compliance officer, Scott Glaze, added that there is significant risk
which WMC would be taking on to have the billing done in-house, if
we contract out that billing, then the contractor takes on the risk
(particularly in regards to potential information leaks/HIPPA
violations),

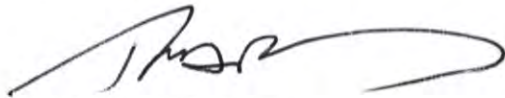
(continued)

*Caring for
Southeast*

(continued from page 1)

- Even if staff were to be trained, WMC would need to contract out the billing during the training period which would result in double the cost for that time period,
- Conclusion: I, and WMC staff, will be available to answer questions at the next Assembly meeting, and the Board will look at the question again after the upcoming evaluations by TruBridge, but WMC staff who have done the billing in the past are very nervous about the implications of trying to bring the billing back to WMC.

Sincerely,

A handwritten signature in black ink, appearing to read 'Rang', with a long, sweeping horizontal line extending to the right.

Robert Rang, CEO
Wrangell Medical Center

Agenda Item 14

CITY & BOROUGH OF WRANGELL

**BOROUGH ASSEMBLY
AGENDA ITEM
August 23, 2016**

INFORMATION:

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

Agenda Item 15 a, b & c

CITY & BOROUGH OF WRANGELL

BOROUGH ASSEMBLY AGENDA ITEM August 23, 2016

INFORMATION:

a. **EXECUTIVE SESSION:** Options for disposing of the Belt Freezer Facility

RECOMMENDED ACTION:

I move, pursuant to AS 44.62.310 (c), (1), to recess into executive session **with the Borough Manager** to discuss matters, the immediate knowledge of which would clearly have an adverse effect upon the finances of the Borough, specifically the options for disposing of the Belt Freezer facility.

b. **EXECUTIVE SESSION:** Options for the Six Mile Mill Site Property

RECOMMENDED ACTION:

I move, pursuant to AS 44.62.310 (c), (1), to recess into executive session **with the Borough Manager** to discuss matters, the immediate knowledge of which would clearly have an adverse effect upon the finances of the Borough, specifically the options for the Six Mile Mill Site Property.

c. **EXECUTIVE SESSION:** Discussion of union negotiations and arbitration proceeding with the union

RECOMMENDED ACTION:

I move, pursuant to AS 44.62.310 (c), (1), to recess into executive session **with the Borough Manager** to discuss matters, the immediate knowledge of which would clearly have an adverse effect upon the finances of the Borough, specifically the ongoing union negotiations and arbitration proceedings with the union.