



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

**September 13, 2016 – 7:00 p.m.**

**Location: Assembly Chambers, City Hall**

**1. CALL TO ORDER**

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

**2. ROLL CALL**

**3. AMENDMENTS TO THE AGENDA**

**4. CONFLICT OF INTEREST**

**5. CONSENT AGENDA**

- a. Item (\*) 6a & 7a

**6. APPROVAL OF MINUTES**

- \*a. Minutes of the Public Hearing and the Regular Assembly meetings held August 23, 2016; minutes of the Special Assembly meeting held September 6, 2016

**7. COMMUNICATIONS**

- a. Minutes of the Regular School Board meeting held June 20, 2016 & the Special School Board meeting held July 6, 2016

**8. BOROUGH MANAGER'S REPORT**

- a. Treated Water update

**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

**11. PERSONS TO BE HEARD**

**12. UNFINISHED BUSINESS**

- a. **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 *(second reading – as amended)*
- b. **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 *(second reading)*

- c. Approval of the revised Local Contractor's List (*postponed from the Regular Assembly meeting held August 23, 2016*)
- d. Discussion and possible action regarding scrap metal removal options in Wrangell (*added at the request of Assembly Member Rooney-postponed from the Regular Assembly meeting held August 23, 2016*)

### 13. NEW BUSINESS

- a. **PROPOSED ORDINANCE No. 924:** AN ORDINANCE of the City and Borough of Wrangell, Alaska, authorizing the issuance of a sewer revenue bond in the principal amount of \$91,000 to finance a portion of the cost of acquiring, constructing and installing certain additions and betterments to and extensions of the Borough's sewer system; fixing the date, form, terms, maturities and covenants of the bond; reserving the right of the Borough to issue future revenue bonds with a lien on revenues on a parity with the bond upon compliance with certain conditions; and providing for the sale of the bond to the United States Department of Agriculture, Rural Development (*first reading*)
- b. **PROPOSED ORDINANCE No. 925:** AN ORDINANCE OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, AMENDING SECTION 18.04.040, BUILDING PERMITS – COMPLIANCE WITH ORDINANCES, OF THE WRANGELL MUNICIPAL CODE RELATING TO BUILDING PERMITS (*first reading*)
- c. **PROPOSED RESOLUTION No. 09-16-1350:** A RESOLUTION OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, DESIGNATING CANVASS BOARD DUTIES TO THREE ASSEMBLY MEMBERS FOR CANVASSING THE RESULTS OF THE REGULAR ELECTION TO BE HELD OCTOBER 4, 2016
- d. **PROPOSED RESOLUTION No. 09-16-1351:** A RESOLUTION OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, AUTHORIZING THE CONVEYANCE OF PUBLIC LAND, LOT 5, BLOCK 38, USS 1119, PLAT 2015-6, WRANGELL TOWNSITE, BY QUITCLAIM DEED, TO LAURIE A. BROWN
- e. Approval to hold a Special Assembly Meeting on Monday, October 10, 2016 at 11:30 a.m. to Certify the results of the Regular Borough Election
- f. Discussion and possible action regarding the potential for Statewide Internet Sales Tax (*added at the request of Assembly Member Decker at the last Assembly Meeting*)
- g. Authorization to proceed with the Property Tax Foreclosures for tax years 2012 through 2015
- h. Approval of a fee proposal from CRW Engineering Group's for a Preliminary Engineering Report for the Water Treatment Plant Improvement project
- i. Approval of change orders to BW Enterprises for the Barge Ramp Concrete Paving project

### 14. ATTORNEY'S FILE – None

### 15. EXECUTIVE SESSION – None

### 16. ADJOURNMENT

# Agenda Items 1 - 6

## CITY & BOROUGH OF WRANGELL

### BOROUGH ASSEMBLY

#### AGENDA ITEM

September 13, 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 Becky Rooney
- b. Invocation to be given by a member of the Baha'i Faith
- c. CEREMONIAL MATTERS – *Community Presentations, Proclamations, Certificates of Service, Guest Introductions*

#### **ITEM NO. 2 ROLL CALL – BOROUGH CLERK:**

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

#### **RECOMMENDED ACTION:**

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

#### **ITEM NO. 3 AMENDMENTS TO THE AGENDA:**

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

### **RECOMMENDED ACTION:**

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

### **ITEM NO. 4 CONFLICT OF INTEREST:**

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

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

### **ITEM NO. 5 CONSENT AGENDA:**

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

### **RECOMMENDED ACTION:**

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

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

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

**INFORMATION:**

- a. Minutes of the Public Hearing and Regular Assembly meetings held August 23, 2016; Minutes of the Special Assembly meeting held September 6, 2016

**Minutes of Public Hearing  
Held August 23, 2016**

Mayor David L. Jack called the Budget Public Hearing to order at 6:30 p.m., August 23, 2016, in the Borough Assembly Chambers. Assembly Members Decker, Rooney, Prysunka, Mitchell, Blake, and Powell were present. Borough Manager Jeff Jabusch and Borough Clerk Kim Lane were also in attendance.

**Public Hearing Items:**

- 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)*

**WRITTEN TESTIMONY** – None.

**ORAL TESTIMONY** – None.

Public Hearing recessed at 6:33 p.m.

Public Hearing reconvened at 6:55 p.m.

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

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David L. Jack, Mayor

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

## **Minutes of Regular Assembly Meeting Held on August 23, 2016**

Mayor David L. Jack called the Regular Assembly meeting to order at 7:00 p.m., August 23, 2016, in the Borough Assembly Chambers. Assembly Members Mitchell, Prysunka, Rooney, Powell, Decker, and Blake were present. Borough Manager Jeff Jabusch and Borough Clerk Kim Lane were also in attendance.

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

The Invocation was given by Nettie Covalt from the Presbyterian Church.

### **AMENDMENTS TO THE AGENDA**

Assembly Member Rooney asked that Agenda Item 13d (Discussion and possible action regarding scrap metal removal options for Wrangell) be postponed until the next Assembly meeting so that she can gather more information. There were no objections from the Assembly.

Mayor Jack stated that he would like to bring Agenda Item 13g (Approval to move forward with an application for a Housing Assistance Grant for the Wrangell Medical Center) to be considered before Agenda Item 13a. There was no objection from the Assembly.

Assembly Member Decker requested that an item be added to the agenda under New Business (13h) for discussion and possible action to file an objection to the Tongass Plan and Resource Management Plan Amendment Draft Record of Decision. There were no objections from the Assembly.

### **CONFLICT OF INTEREST**

Assembly Member Prysunka declared a potential conflict of interest to Item **13g** (Approval to move forward with an application for a Housing Assistance Grant for the Wrangell Medical Center), due to his business having a contract with the hospital and his spouse having is employed with Alaska Island Community Services whereas the hospital pays a portion of his spouses' salary. Mayor Jack declared that because the item would have any bearing on his spouses' income that there was no conflict. There were no objections from the Assembly.

Assembly Member Decker declared a potential conflict of interest to Item **15a** (Options for disposing of the Belt Freezer Facility) since she fished for Trident and because one of her Board of Directors was an employee of Trident. Mayor Jack stated that he did not see that as a conflict of interest as it would not affect her financially directly. There were no objections from the Assembly.

### **CONSENT AGENDA**

***M/S: Rooney/Powell, to approve Consent Agenda Items marked with an (\*) asterisk; Items 6a and 7a. Motion approved unanimously by polled vote.***

### **APPROVAL OF MINUTES**

The minutes of the Public Hearing and Regular Assembly meetings held August 23, 2016, were approved as presented.

## **COMMUNICATIONS**

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

## **BOROUGH MANAGER'S REPORT**

Manager Jabusch's report was provided.

Treated Water update –

- Assembly Member Prysunka requested that Manager Jabusch investigate as to what went wrong and to come back to the Assembly with an answer. Jabusch stated that he knew what the answers were but that he would have to tread lightly as to not point any fingers; he would come back with something for the Assembly.

**Robert Rang, Wrangell Medical Center, CEO**, updated the Assembly on the following:

- Wrangell Medical Center's end of the year financials
- Had a clean audit
- Mandated surveys (DEC) – (passed)
- Credidation Survey (passed)
- Critical Access Survey (passed)
- Long Term Care Survey (passed)
- Working on getting new nurses hired; soon 6 of the 8 vacancies will be filled

Assembly Member Prysunka asked what the balance was for the Line of Credit borrowed from the City. Mr. Rang reported that they had been paying \$10,000 back for the last three months.

## **BOROUGH CLERK'S FILE**

Clerk Lane's report was provided.

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

**10a** Reports by Assembly Members

**Assembly Member Rooney** reported on her attendance at the AML Summer Legislative session.

**Assembly Member Prysunka** updated the Assembly and Community on the upcoming SEAPA meeting; encouraged anyone who was interested to tune in; appears that Ketchikan holds the balance of power to hiring/firing the SEAPA CEO when they have the two members on the board; doesn't believe that one community should be allowed to discharge the CEO unilaterally without balanced consideration from all communities.

**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

Mayor Jack requested that the Clerk contact Mr. Mayer to request that he serve on the Wrangell Medical Center Board up until the October 2016 election since he had submitted a Declaration for Candidacy for the Regular Borough Election on October 4, 2016. There were no objections from the Assembly.

**PERSONS TO BE HEARD**

There were no persons to be heard.

**UNFINISHED BUSINESS**

**12a 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)*

*M/S: Decker/Mitchell, to adopt Ordinance No. 920. Motion approved unanimously by polled vote.*

**12b 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)*

*M/S: Prysunka/Rooney, to adopt Ordinance No. 921.*

Assembly Member Mitchell stated that he had been approached by local merchants who wanted to see us stick with two tax-free days per year.

Assembly Member Powell stated that the grocery stores purchased thousands of dollars in product in anticipation of the tax-free days; if we only have one, they will most likely not be offering this to the community.

Assembly Member Decker asked that an item be added to the next agenda for discussion regarding the potential for a Statewide Internet Sales Tax.

*Motion failed unanimously by polled vote.*

**12c 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)*

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



**12d** Approval of the revised Local Contractor's List

***M/S: Powell/Prysunka, to approve the revised Local Contractor's Policy, as presented.***

The Assembly collectively agreed that they wanted the following changes to the policy:

1. To define what a contractor is (list what is maintenance)
2. Under \$5,000, take from list only; if between 5,000 and 10,000, go out for quotes from anyone on the list; anything over \$10,000, go out for quotes or bid to everyone
3. To be on the list, the contractor must have a business here in town

Mayor Jack stated that he would like to see all of the changes made before approval and then would like to see the item come back to the Assembly for final approval.

***M/S: Prysunka/Mitchell, to postpone this item until the next Assembly Meeting. Motion approved unanimously by polled vote.***

*Assembly Meeting recessed at 8:10 p.m.*

*Assembly Meeting reconvened at 8:13 p.m.*

**12e** Discussion of the Memo from Robert Rang, WMC CEO regarding the TruBridge Contract for Billing Services action plan

Assembly Member Decker stated that when the Assembly approved the contract with TruBridge, there was a unified opinion about using TruBridge at that time with a commitment with Wrangell Medical Center to also look at a training program with local staff so that we would have those jobs be held by locals; Savings might outweigh the costs.

***Robert Rang, WMC CEO***, stated that we are just finishing up the first year of the contract and that we are still seeing the benefits of the contract; last year, it cost us roughly \$206,000 to perform the billing services; they brought in \$9.4 million dollars; medical billing is a one year training program; would be a one year overlap if we went with training staff for billing; with the training and benefit package, that cost would far exceed what we pay TruBridge; there are many other organizations that outsource billing.

Assembly Member Prysunka explained that Mr. Hammett, WMC CFO, had been here at the Assembly Meeting when the Assembly requested a transition plan; that information had not gone back to the Wrangell Medical Center Board; motion to approve the TruBridge contract passed with only one vote; wants whatever the assembly comes up with, be taken back to the WMC Board.

After further discussion, ***M/S: Decker/Rooney, to request that Wrangell Medical Center conduct a cost benefit analysis of hiring local employees to provide billing services and an implementation plan if analysis is beneficial before the TruBridge contract is to be renewed.***

Decker stated that the analysis does not need to be complicated, just a timeline with a long term vision.

Prysunka stated that he would also like to have Mr. Rang look at what other hospitals in our region are doing; would like to see if we could have it work and see why.

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

## **NEW BUSINESS**

**13g** Approval to move forward with an application for a Housing Assistance Grant for the Wrangell Medical Center (*this item was moved up in the Agenda to be considered before Item 13a at the request of Mayor Jack*)

***M/S: Mitchell/Blake, to approve moving forward with an application for a Housing Assistance Grant for up to \$550,000 for the Wrangell Medical Center.***

**Robert Rang, WMC CEO,** stated that the housing would be used for traveling medical professionals, short-term & permanent medical professionals.

Assembly Member Prysunka asked who would own the units.

Mr. Rang stated that the City would, just like the City own the hospital.

After more discussion, Assembly Member's Prysunka, Rooney and Decker declared that they had a conflict of interest due to the fact that they often rent to medical professionals. The Mayor stated that he did believe that they had a conflict.

Assembly Member Rooney withdrew her motion since she had a conflict of interest.

***M/S: Mitchell/Blake, to approve moving forward with an application for a Housing Assistance Grant for up to \$550,000 for the Wrangell Medical Center. Motion approved with Assembly Members Blake, Powell, Mitchell and Mayor Jack voting yes. Assembly Members Prysunka, Rooney and Decker did not vote due to their conflict of interest.***

**13a 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*)

***M/S: Mitchell/Prysunka, to approve first reading of Ordinance No. 923 and move to second with a Public Hearing to be held on September 13, 2016. Motion approved unanimously by polled vote.***

**13b 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

***M/S: Powell/Rooney, to approve Resolution No. 08-16-1348. Motion approved unanimously by polled vote.***

**13c 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

***M/S: Prysunka/Mitchell, to approve Resolution No. 08-16-1349. Motion approved unanimously by polled vote.***

**13d** Discussion and possible action regarding scrap metal removal options in Wrangell (added at the request of Assembly Member Rooney)

***This item was pulled from the agenda and will be considered at the next Assembly meeting.***

**13e** Approval to store the Chugach Ranger Boat at the Wrangell Nolan Museum

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

Manager Jabusch explained that the City would store the boat but the U.S. Forest Service would pay to move the boat build the structure for the boat; the City would perform routine maintenance.

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

**13f** Site selection for a new Cemetery

***M/S: Prysunka/Blake, 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.***

Assembly Member Prysunka requested that the running track be removed from the site selection list.

Assembly Member Blake requested that the Institute Property be removed from the site selection list.

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

***Item 13g was moved up in the Agenda to be considered before Item 13a at the request of Mayor Jack.***

**13h** Discussion and possible action to file an objection to the Tongass Plan and Resource Management Plan Amendment Draft Record of Decision (*item added by Assembly action under the Consent Agenda*)

***M/S: Blake/Decker, to file an objection to the Tongass Plan and Resource Management Plan Amendment Draft Record of Decision.***

Assembly Member Prysunka spoke in opposition of filing the objection because he wanted to review and understand the document; not enough time to review it.

Assembly Member Decker pointed out that this was a technical document; the three points in the conclusion explained it well.

***Motion approved with Assembly Members Powell, Mitchell, Blake, Rooney and Decker voting yes. Assembly Member Prysunka and Mayor Jack voted no.***

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

#### **EXECUTIVE SESSION**

**15a** Options for disposing of the Belt Freezer Facility

***M/S: Prysunka/Blake, to move, pursuant to AS 44.62.310 (c), (1), that we 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. Motion approved unanimously by polled vote.***

**15b** Options for Six Mile Mill Site Property

***M/S: Blake/Powell, to move, pursuant to AS 44.62.310 (c), (1), that we 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 the Six Mile Mill Site Property Motion approved unanimously by polled vote.***

**15c** Discussion of union negotiations and arbitration proceeding with the union

***M/S: Powell/Rooney, to 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. Motion approved unanimously by polled vote.***

*Assembly Meeting recessed into executive session at 9:19 p.m.*

*Assembly Meeting reconvened back into regular session at 10:21 p.m.*

**15a** Options for disposing of the Belt Freezer Facility

***M/S: Blake/Powell, to direct the Borough Manager to go ahead with the sale of the Belt Freezer to Trident Seafoods. Motion approved unanimously by polled vote.***

**15b** Options for Six Mile Mill Site Property

Mayor Jack stated that the Borough Manager would proceed with the Assembly's wishes.

**15c** Discussion of union negotiations and arbitration proceeding with the union

Mayor Jack stated that there was no action on this item.

Regular Assembly Meeting adjourned at 10:22 p.m.

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David L. Jack, Mayor

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

**Minutes of Special Assembly Meeting  
Held July 15, 2016**

Mayor David L. Jack called the Special Assembly meeting to order at 12:00 p.m., September 6, 2016, in the Assembly Chambers. Assembly Members, Powell, Prysunka, Rooney, and Decker and were present. Assembly Members Mitchell and Blake were absent. Borough Manager Jeff Jabusch and Borough Clerk Kim Lane also attended.

**CONFLICT OF INTEREST**

There were no conflicts of interest declared.

**PERSONS TO BE HEARD**

There were no persons to be heard.

**ITEMS OF BUSINESS**

**5a Executive Session:** To discuss the ongoing union negotiations with the borough attorney

*M/S: Decker/Rooney, to go into executive session along with the Borough Manager to discuss union negotiations with the borough attorney, which are confidential, attorney-client privilege communications, and which could adversely impact the finances of the Borough. Motion approved unanimously by polled vote.*

Special Assembly meeting recessed into Executive Session at @ 12:02 p.m.

Special Assembly meeting reconvened into Special Session @1:03 p.m.

*M/S: Powell/Rooney, to direct the Borough Manager to authorize the Borough Attorney to file the Complaint for Declaratory Judgment to stay arbitration. Motion approved unanimously by polled vote.*

Special meeting recessed at 1:04 p.m.

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David L. Jack, Mayor

ATTEST: \_\_\_\_\_

Kim Lane, MMC, Borough Clerk

# Agenda Item 7

## CITY & BOROUGH OF WRANGELL

### BOROUGH ASSEMBLY AGENDA ITEM September 13, 2016

#### **COMMUNICATIONS:**

INFORMATION: The Assembly may receive items for Communications, reasons only which do not require separate action. This is an avenue to keep the Assembly informed, for the public to enter items on the record, if necessary. The Assembly also receives agenda communications directly by their constituents, Borough Manager, other agencies' Officers and Department Directors.

**A MAIL BOX IS ALSO AVAILABLE IN THE BOROUGH CLERK'S OFFICE FOR EACH MEMBER OF THE ASSEMBLY AND SHOULD BE CHECKED ON A ROUTINE SCHEDULE.**

All items appearing under Communications on the Agenda have been approved under the Consent Agenda unless removed by an Assembly Member or the Mayor and placed on the regular agenda under Unfinished Business.

- a. Minutes of the Regular School Board meeting held June 20, 2016 & the Special School Board meeting held July 6, 2016

7a

# PROCEEDINGS

## MINUTES

### WRANGELL SCHOOL BOARD REGULAR MEETING

June 20, 2016 6:30 PM

Evergreen Elementary School Room 101

School Board President Susan Eagle called the regular meeting of the Wrangell Public School Board to order at 6:30 P.M. on June 20, 2016.

CALL TO ORDER

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

DETERMINE QUORUM

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

PLEDGE OF ALLEGIANCE

There were no guests to be heard.

GUESTS TO BE HEARD

The agenda was approved as presented by unanimous consent.

APPROVAL OF AGENDA

There was no correspondence to review.

REVIEWED  
CORRESPONDENCE

Motion to approve action items on the consent agenda as presented by Aleisha Mollen, seconded by Tammy Groshong. Poll vote: Aleisha Mollen: Yes; Tammy Groshong: Yes; Pam McCloskey: Yes; Susan Eagle: Yes. Motion approved.

APPROVAL OF CONSENT  
AGENDA

- Accepted the minutes of the May 16, 2016 Regular Board Meeting as presented
- Approved the sale of laptops to graduating students and retiring or resigning teachers as presented
- Approved removal of duplicate, obsolete and broken inventory from the database
- Accepted the 2016-2017 school calendar, revising the secondary school periods as presented

Information & Reports were accepted by unanimous consent.

ACCEPTED INFORMATION &  
REPORTS

The School Board discussed the ANSEP program and the possibility of a residential education facility in Wrangell. Board President Eagle opened the discussion and turned the floor over to Superintendent Mayer to explain the ANSEP program as it relates to Wrangell Public Schools.

DISCUSSED ANSEP

Mr. Mayer said that he had been attending the waterfront development meetings with the Borough. He was in Juneau in February and was introduced to Mr. Herb Schroeder, Executive Director of ANSEP. Mr. Schroeder would like to build a 400-bed residential education facility. Mr. Mayer started visiting with Mr. Schroeder about the possibility of putting the school in Wrangell. ANSEP would build an acceleration high school that would allow students to complete high school in three years and complete college during the last year. The brochure shows the career paths that would be available. As the borough has been exploring options for the institute property

David Powell, Borough Assembly Member spoke in support of the ANSEP concept and building a residential educational facility in Wrangell. He encouraged the board to appoint Superintendent Mayer to take the lead in the district's interests in the project. He also encouraged the School Board to write a resolution of support.

Jeff Jabusch, Borough Manager – ditto what David said. The ANSEP program has great potential here in Wrangell. After meeting with Mr. Schroeder on several different occasions. The assembly will be working on a resolution and he encouraged the School Board to do the same.

Cyni Waddington, Wrangell Chamber of Commerce said that she has also attended the ANSEP meeting. She is in support of the program and

Bob Dalrymple, USFS said that this proposal fits very well into the mission of the Forest Service. The Forest Service supports opportunities to get students involved in the fields of natural resources. We have an incredible outdoor laboratory right here in Wrangell.



Tammy Groshong asked what the impact would be on the school district. Patrick Mayer responded that the students that attend ANSEP would come from around the state. There would be an opportunity for reciprocity. Our students would have the chance to attend ANSEP program. Susan Eagle responded that the residential school would be part of the Wrangell School District. Mr. Mayer said that over-all enrollment would increase. ANSEP staff would move to Wrangell and bring their families.

Superintendent Mayer told the board that once he has their green light, he would be meeting with the new commissioner of education. Mr. Schroeder will also attend the Alaska Federation of Natives to gain support. WCA is fully in support of this.

Aleisha Mollen told the board that during the meeting she attended with Mr. Schroeder, it was made clear that this residential school would be part of Wrangell School District governed by the School Board.

Pam McCloskey asked who would own and maintain the buildings. Mr. Mayer and Mr. Jabusch said that generally the City owns the school buildings and property. The building would be built using philanthropic funds and the donations may include stipulations. It's too early to work out all of these details.

Susan Eagle asked if there has been any negative feedback. Jeff Jabusch said that he has concerns about funding, governance and he personally has questions about athletics.

Pam McCloskey asked about continued funding.

Tammy Groshong asked what the timeline would be. Superintendent Mayer said that it is his hope that this could be completed in four years. Mr. Schroeder needs support in the form of a resolution.

Assemblyman David Powell encouraged the school board to hold a special meeting to adopt a resolution. He mentioned that he and his wife would be in Anchorage in August and will be making an attempt to tour the current ANSEP program and meet with the Matsu school district re the ANSEP Accelerated High School.

Aleisha Mollen told the board that in her discussions with Mr. Schroeder, she discovered that the program is not just for Alaska Native students.

Susan Eagle asked board members to hold a special meeting to adopt a resolution. The Board Members agreed that it would be appropriate to hold a special meeting for this purpose and set a date for the Special Meeting: July 6, 2016.

Motion to accept the FY'16 Budget Revision as presented by Tammy Groshong, seconded by Aleisha Mollen. Poll vote: Tammy Groshong: Yes; Pam McCloskey: Yes; Aleisha Mollen: Yes; Susan Eagle: Yes. Motion approved.

**ACCEPTED THE FY'16  
BUDGET REVISION AS  
PRESENTED**

Motion to sign a Memorandum of Agreement with Wrangell Teachers' Association changing the amount of contract days to 189 in Article 8, Section 4, Contract Extensions as presented by Aleisha Mollen, seconded by Tammy Groshong. Poll vote: Pam McCloskey: Yes; Aleisha Mollen: Yes; Tammy Groshong: Yes; Susan Eagle: Yes. Motion approved.

**APPROVED SIGNING AN  
MOA WITH WTA  
CHANGING THE AMOUNT  
OF CONTRACT DAYS IN  
ARTICLE 8, SECTION 4,  
CONTRACT EXTENSIONS**

Motion to offer Ryan Howe, Special Education teacher a contract addendum for ten days at his per diem rate to teach the Special Education "Early School Year" program August 8-19 by Tammy Groshong, seconded by Pam McCloskey. Poll vote: Pam McCloskey: Yes; Aleisha Mollen: Yes; Tammy Groshong: Yes; Susan Eagle: Yes. Motion approved.

**OFFERED RYAN HOWE,  
SPECIAL EDUCATION  
TEACHER A CONTRACT  
ADDENDUM FOR TEN  
DAYS AT HIS PER DIEM  
RATE**

Motion to offer Deidre Jenson a contract addendum for the 2016-2017 school year in the amount of \$4,200.00 to complete the responsibilities of Special Education Coordinator by Pam McCloskey, seconded by Tammy Groshong. Poll vote: Aleisha Mollen: Yes; Tammy Groshong: Yes; Pam McCloskey: Yes; Susan Eagle: Yes. Motion approved.

**OFFERED DEIDRE  
JENSON, SPECIAL  
EDUCATION  
COORDINATOR A  
CONTRACT ADDENDUM**

Motion to offer Ms. Virginia Bobbitt an extracurricular contract for the position of Middle School Assistant Volleyball Coach, pending the receipt of a satisfactory criminal background check and a drug test by Tammy Groshong, seconded by Pam McCloskey. Poll vote: Tammy Groshong: Yes; Pam McCloskey: Yes; Aleisha Mollen: Yes; Susan Eagle: Yes. Motion approved.

**OFFERED VIRGINIA  
BOBBITT AN  
EXTRACURRICULAR  
CONTRACT FOR MS  
ASSISTANT VOLLEYBALL  
COACH**

Motion to offer Miss Laurie Brown an extracurricular contract for the position of High School Girls' Head Basketball Coach, pending the receipt of a satisfactory drug test by Aleisha Mollen, seconded by Tammy Groshong. Poll vote: Pam McCloskey: Yes; Aleisha Mollen: Yes; Tammy Groshong: Yes; Susan Eagle: Yes. Motion approved.

OFFERED LAURIE BROWN AN EXTRACURRICULAR CONTRACT FOR HS GIRLS HEAD BASKETBALL COACH

Motion to offer Mr. Jack Carney an extracurricular contract for the position of High School Assistant Wrestling Coach, pending the receipt of a satisfactory drug test by Aleisha Mollen, seconded by Pam McCloskey. Poll vote: Pam McCloskey: Yes; Aleisha Mollen: Yes; Tammy Groshong: Yes; Susan Eagle: Yes. Motion approved.

OFFERED JACK CARNEYAN EXTRACURRICULAR CONTRACT FOR HS ASSISTANT WRESTLING COACH  
OFFERED HEATHER HOWE AN EXTRACURRICULAR CONTRACT FOR HS YEARBOOK ADVISOR

Motion to offer Mrs. Heather Howe an extracurricular contract for the position of High School Yearbook Advisor, pending the receipt of a satisfactory drug test by Pam McCloskey, seconded by Tammy Groshong. Poll vote: Aleisha Mollen: Yes; Tammy Groshong: Yes; Pam McCloskey: Yes; Susan Eagle: Yes. Motion approved.

Motion to offer Ms. Kerry Nordstrom a teaching contract for the 2016-2017 school year, at the appropriate placement on the salary schedule by Tammy Groshong, seconded by Pam McCloskey. Poll vote: Tammy Groshong: Yes; Pam McCloskey: Yes; Aleisha Mollen: Yes; Susan Eagle: Yes. Motion approved.

OFFERD KERRY NORDSTROM A TEACHING CONTRACT FOR THE 2016-2017 YEAR

Motion to offer Ms. Odile Meister a part-time teaching contract for 14% of the school day at the appropriate placement on the salary schedule by Aleisha Mollen, seconded by Tammy Groshong. Poll vote: Pam McCloskey: Yes; Aleisha Mollen: Yes; Tammy Groshong: Yes; Susan Eagle: Yes. Motion approved.

OFFERED ODILE MEISTER A 14% FTE TEACHING CONTRACT FOR THE 2016-2017 YEAR

The resignation of Lisa Nikodym, School Counselor and Marlo Ellsworth, Paraprofessional was presented as an item of information.

REVIEWED RESIGNATION OF ELLSWORTH AND NIKODYM

Motion to accept the second reading of (Board Policy #7230) Board Member Orientation as presented by Tammy Groshong, seconded by Aleisha Mollen. Poll vote: Pam McCloskey: Yes; Aleisha Mollen: Yes; Tammy Groshong: Yes; Susan Eagle: Yes. Motion approved.

ACCEPTED THE SECOND READING OF BOARD POLICY 7230, BOARD MEMBER ORIENTATION

#### Reviewed Board Policy:

- Board Policy #7310, Policy Dissemination
- Board Policy #7311, Board Policies
- Board Policy #7313, Administrative Regulations
- Board Policy #7320, Meetings of the Board
- Board Policy #7322, Meeting Agendas
- Board Policy #7323, Meeting Conduct
- Board Policy #7324, Minutes
- Board Policy #7400, Evaluation of School Board Operational Procedures

REVIEWED BOARD POLICY

Reviewed the upcoming dates and meeting announcements.

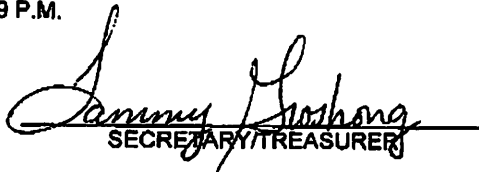
REVIEWED DATES & MTG ANNOUNCEMENTS

Tammy Groshong spoke highly of the Upward Bound program. Her son is currently in Hawaii to learn about the various cultures there. He traveled to Hawaii from Fairbanks where he was visiting the University and learning the Yupik language.

PRESIDENT'S REMARKS AND COMMENTS FROM BOARD MEMBERS

Meeting Adjourned at 7:39 P.M.

ADJOURNED AT 7:39 P.M.

  
SECRETARY/TREASURER

7a

**PROCEEDINGS****MINUTES****WRANGELL SCHOOL BOARD  
SPECIAL MEETING**

July 6, 2016; 6:30 PM

Evergreen Elementary School Room 101-Intermediate

President Susan Eagle called the Special meeting of the Wrangell Public School Board to order at 6:36 PM on Wednesday, July 6, 2016

**CALL TO ORDER**

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

**DETERMINE QUORUM**

Motion to adopt Resolution #17-01 supporting the Alaska Native Science and Engineering Program in their efforts to build and operate an accelerated high school through and as part of the Wrangell Public School District by Aleisha Mollen, seconded by Tammy Groshong. Poll vote: Tammy Groshong: Yes; Aleisha Mollen: Yes; Susan Eagle: Yes. Motion approved.

**ADOPTED RESOLUTION  
#17-01 IN SUPPORT OF  
ANSEP**

Meeting Adjourned at 6:42 P.M.

**ADJOURNED AT 6:42 P.M.**

  
SECRETARY/TREASURER

**WRANGELL PUBLIC SCHOOLS****RESOLUTION No. 17-01**

**A RESOLUTION OF THE WRANGELL PUBLIC SCHOOLS SUPPORTING THE ALASKA NATIVE SCIENCE & ENGINEERING PROGRAM IN THEIR EFFORTS TO BUILD AND OPERATE AN ACCELERATED HIGH SCHOOL THROUGH AND AS PART OF THE WRANGELL PUBLIC SCHOOL DISTRICT IN WRANGELL, ALASKA**

**Whereas, The Alaska Native Science & Engineering Program (ANSEP) at the University of Alaska is currently a successful academic program, and**

**Whereas, ANSEP would like to build and operate an accelerated high school in Wrangell that would house approximately 400 students plus faculty and other staff, and**

**Whereas, Students in under-served areas of rural Alaska would benefit from access to a rigorous education program with a focus on college and career readiness, and**

**Whereas, The goal of ANSEP is to provide educational opportunities for mainly rural Alaskan youth through an accelerated high school that will prepare them academically for a successful college experience, and**

**Whereas, the students at Stikine Middle School and Wrangell High School would benefit from having an accelerated high school located in Wrangell, and**

**Whereas, The construction and operation of the ANSEP school in Wrangell would provide diversity and growth to education in Wrangell, and**

**Whereas, Wrangell Public School Board understands that there are many hurdles and questions that still remain as this process moves forward to a successful conclusion, and**

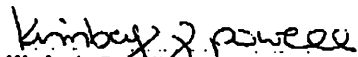
**Whereas, Wrangell Public School District believes that there should be a local committee to track progress and address concerns and questions. The committee would include at a minimum, the Borough Manager, the School Superintendent, and a member of the Wrangell Cooperative Association (WCA), and**

**NOW, BE IT RESOLVED BY THE WRANGELL PUBLIC SCHOOL BOARD**  
that the following actions take place concerning ANSEP's proposed program:

- Support ANSEP in moving forward with the idea of building and operating a four hundred bed accelerated high school in Wrangell to be located at the old Wrangell Institute Site.
- Form the local committee as set forth above.
- The School Superintendent and the borough manager shall be co-chairs of the committee.
- That the School Board receives periodic reports from the committee on the progress and events concerning ANSEP and is notified when key actions and decisions are required during the process.
- That the School Board be involved in all major decisions concerning those actions that could have impacts on the Wrangell Public School District and its students.

ADOPTED: July 6, 2016

  
Susan Eagle, School Board President

ATTEST:   
Kimberly Powell, Administrative Assistant

## **MEMORANDUM**

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

**FROM: JEFF JABUSCH  
BOROUGH MANAGER**

**SUBJECT: MANAGER'S REPORT**

**DATE: SEPTEMBER 13, 2016**

### **Recap of what went wrong this summer with our treated water supply:**

#### **General Background:**

As almost everyone knows by now, the biggest stumbling block within our water treatment plant is the slow sand filters. Not that there aren't some other areas also, but this is the biggest and weakest part of the system. There is approximately three feet of sand in each of four bays and each bay is approximately 40 feet by 70 feet. Ideally, this system is designed to treat cleaner water entering the plant, and then each filter would be cleaned anywhere from once a month to once every quarter, depending on the effects of the raw water on the sand filters. Over a period of time, as the sand is cleaned a portion of sand is removed and replaced with either new or cleaned sand. While our system has never allowed us to operate the sand filters in this manner, this summer we were cleaning approximately a filter a day.

The only effective method we have found to clean the filters is to use a four wheeler to churn up the sand and then backwash the turned-up sediment, which when settled in the sand, prevents water from passing through for filtration. The one issue with this is that it is considered a confined space and because the four wheeler emits carbon monoxide, it is only safe for employees to perform the necessary maintenance if wearing a fitted air pack.

The borough invited OSHA down to do an evaluation of all our buildings and activities, to assist us in ensuring safe working environments. One thing that was looked at was the use of the four wheeler in the confined space. OSHA was not that thrilled with us using the four wheeler, even with air packs supplied to our employees. Based on the above information, the following took place:

- Starting this spring the filters were attempted to be clean without the four wheeler as suggested by OSHA. This was done with rakes. Obviously, with three feet of sand and manually doing this with rakes, it was not going to penetrate in the sand to churn up the material that needed to be backwashed.
- This went on over the course of a few months and wasn't a big deal at the time because the water demand at that time was lower. But as this went on and on, the filters became dirtier and dirtier.
- The seafood processors started up around the middle of June with increased production into July, and as the water consumption doubled instantly we were trying to get twice the demand through dirty filters and it just would not get it done.

- As the water was being drawn from the holding tanks to supply both the town's demand and the water necessary to backwash the filters more often, the plant did not have the capacity to make water at a rate that could keep up with demand.
- At that point we had started to use the four wheeler again, but we were behind in the process and it took a couple of weeks to get control of it again. It was soon after the first real dire low water supply that the processors took steps to modify their systems for more salt water use in lieu of fresh water use.
- Through community conservation, repair of leaks found and the efforts of the seafood processors we were able to bet back on target and make it through the summer.
- **Reasons for what went wrong could include:**
  - The original plant design does not work well with the type of water we have, so maybe the idea of the new plant should have been more urgently pursued.
  - Mechanical controls could have been sought before now to replace the use of the four wheelers with a safer method for churning the sand so it can be backwashed. This could have eliminated the concern of OSHA and our employees about safety risks, even though air packs are supplied for them.
  - When OSHA discouraged us this spring from using the four wheelers, we should have stood up to them and said this will not work without the four wheeler, but we are looking at implementing ventilation and looking at options for mechanical means to maintain the filters.
  - We did not sit down with our staff, the processors and others earlier to map out potential concerns and ask the processors to go to saltwater where they could prior to the season starting knowing this could cause a problem.
  - Last year one of the processors ran a double shift and we understood they were going to only run one shift this year, so I guess most of us did not understand their to be a problem until it actually happened. Then it was too late.
  - Ultimately, it is the manager's responsibility to understand everything that is going on in the city and in this case that didn't happen in time to avoid the crisis that took place. We will move forward with the changes below for next year and at the same time keep working on the necessary steps for a new plant.
- **Changes for next year:**
  - We are currently in design and working with DEC for the changes to the roughing filter which we believe will help with color removal.
  - We are working with the engineers to have the sand dredged and 100% cleaned prior to next summer. This will be the first time the sand has been cleaned since put in place in 1998, and it should make a huge difference in the filters' ability to perform. Our engineers have recently done this with another water plant.
  - We plan to keep both processors in the loop of what we are doing along the entire process.
  - We will begin a water conservation effort with the community in June to get folks in the conservation mode prior to the processors' startup.
  - We will probably limit water to tour ships.

### **Miscellaneous Projects:**

- Working with our attorney to finalize a new Alaska Court Lease at the Public Safety Building. Only a small issue to be resolved by the attorney.
- We have finished our review and have sent a proposal to Trey Acteson of SEAPA about an interruptible rate for our High School. We were told that this would be put on hold because of low rain and dam levels at this time.
- Working with the software consultant and Finance Director in the planning for the new accounting software. This will be on going for the 8 months until all systems are changed over and completed. It is likely that it will take at least a year to work out all the bugs which is pretty normal. After we get the basic systems working we will explore added more module to the system such as our utility billing which is currently on a different program.
- Working with Staff and Assembly to come up with a suitable site for a new or expanded cemetery. A possible list of sites has been submitted to the assembly for consideration.
- The first ANSEP meeting will be Monday night, Sept. 12<sup>th</sup>, at 6:30 at city hall. This likely will be more of an organizational meeting for the group.
- The negotiations and investigations on the mill property is ongoing but no new information at this time.
- We have been asked to move forward with the process of selling the belt freezer by Trident. There are multiple steps that need to be done by the borough, including the inclusion of the Planning and Zoning, Port Commission and the Economic Development Committee for discussion and comments.
- This fall the safety committee will get back to developing a borough wide safety manual after we received some assistance from OSHA.

### **Public Works and Capital Projects Update**

#### **Asphalt Road Paving**

The various roadways scheduled to receiving new asphalt roadway patching have been prepped for Secon's paving crew's arrival. To date the weather has delayed the project, and Secon is on standby to send their crew to Wrangell at the first opportunity provided by good paving weather. The streets to be partially paved are as follows:

- Base Bid: 350 feet of Third Street.
- Alternate A: 75 feet of Sunset Blvd.
- Alternate A: 170 feet of Ocean View Drive
- Alternate B: 100 feet of Cedar Circle
- Alternate C: 210 feet of St. Michaels Street
- Alternate D: 175 feet of First Avenue

#### **Barge Ramp Concrete Paving**

BW Enterprises completed the barge ramp paving project. Required compressive strength of the concrete was achieved by the seven day breaks and thus the yard was reopened for use on September 3<sup>rd</sup> to the barge companies.



### **Wood Street Improvements**

Rock-N-Road Contractors are working to conclude installation of the storm drains and their related structures prior to finalizing grades for construction of the concrete roadway. The Contractor is still on schedule for a substantial completion date of no later than October 15<sup>th</sup>.

### **Water Treatment Plant Pilot Study**

The water plant pilot study is in its last couple of weeks in Wrangell. Following the final data collection, CRW plans to finalize their findings report and recommendations.

Following the Borough's request to CRW Engineers to provide a cost proposal for the development of a Preliminary Engineering report (PER) for a Water Treatment Plant Improvement project, CRW Engineers submitted their PER proposal. This proposal includes in its scope of work those engineering and environmental tasks as outlined in the USDA's PER and EA bulletins. The final PER will describe the project, alternatives considered, capital and O&M costs, life-cycle costs, and additional information critical to the funding agency's underwriting process. In addition to moving the PER process forward by way of acquiring a cost estimate, the CBW staff have begun the initial application process to the USDA's Water, Waste and Disposal program.

### **Water Treatment Plant Update - No Change Since last Report**

After our initial review of the proposed modifications to the roughing filters with DEC, their office has requested an engineered plan submittal outlining the modifications and proposed affects to the treatment system. CRW Engineering's research of slow sand filter systems' roughing filter component shows that some further modifications to our original design thought would enhance the effects of the changes. Thus CRW has made additional proposed modifications to the plan and is in the process of finalizing their submittal for review and discussion with DEC.

CRW Engineering was provided an approval to proceed with developing a sand filter dredging plan. Once complete, CBW staff will plan to clean the sand, one filter at a time. Given the added work load of the water staff, this work will need to be performed once filter maintenance work has slowed, the pilot study is complete (as it is requiring a great deal of staff time to manage), and we have additional help for the dredging work.

### **Byford Property Clean-Up – No Change Since last Report**

DEC's contractor, NRC, completed the clean-up of the contaminated soils/materials at the Byford Property Clean-up project. Contaminated soils were excavated and treated with EcoBond which stabilizes metal compounds in the soil. After treatment, all soils were stockpiled on site. There are no containers stockpiled with soil in Wrangell. All contaminated materials such as metals, tires, oil drums, etc., have been shipped out of Wrangell. Following completion of the clean-up effort, DEC performed a final site inspection of the project. DEC is now working with EPA and ADNR to determine a location for final disposal as a capped monofill. EPA's contractors are currently performing site assessments of the various rock pits along Pats Lake Road before making a final determination and developing a disposal plan.

### **City Dock Electrical Upgrades - No Change Since last Report**

Morris Engineering has completed the electrical design work for the electrical upgrades at the City Dock. Staff is working to complete the remaining bid package prior to releasing the solicitation package for competitive bidding. The work under this project includes replacing

existing electrical components (lighting and 240V power center) and an additive alternate to upgrade the power center to a 480V three-phase service to support larger vessel that may seek future, long-term moorage in Wrangell.

#### **Community Center Renovations - No Change Since last Report**

After identifying life and safety issues as the last critical improvements to the facility which qualified under the scope of work of the HUD project grant, remaining grant funds were used to develop engineering design plans for a portion of the electrical upgrades as recommended by Jensen Yorba Lott's Condition Survey for that facility. The design is complete and could qualify as a completed Phase I design of the fire alarm system, as required for upgrades by the State Fire Marshall. Further work will be performed after securing additional new funding for the project, as listed on our CIP.

#### **Shoemaker Harbor Float Design - No Change Since last Report**

PND has completed the 65% level design drawings for the Shoemaker Bay Harbor Float Design project, including modifications to the potable water system and fire suppression requirements. Staff will provide a final review of the 65% level design and return comments to PND who will then complete the project to the required 90% level plan review drawings. Project design plans were to be sufficient for inclusion in the State of Alaska 50/50 matching harbor grant program.

Bid ready construction documents were not required as part of this design project. Rather, because portions of the construction funding for this project were still being sought, bid-ready construction documents were planned to approved following securing of the full project funding.

An upgrade proposal was sent in for the State of Alaska Harbor Matching Grant Program. Last year Shoemaker Bay placed 2<sup>nd</sup> among all applications. The number one project was Kodiak and they were funded. Hopefully, that will move us to number one and the state again will fund the program at five million dollars. We should know if we achieved the number one ranking in mid-October. And we should know if the governor again put money in his budget by the end of the year. Then it has to survive the legislature.

#### **Scrap Metal and Hazardous Waste Services – No Change Since last Report**

The SEASWA group has begun discussions with Waste Management for cooperating on scrap metal disposal services. Waste Management's sustainable waste services manager, Mike Holzschuh, visited Wrangell on August 9th and met with Sanitation staff and Wrangell's SEASWA board rep, Chris Hatton, to review our solid waste facility and learn of its full operations. Waste Management is working to develop a proposal for each SEASWA community, based on their needs. The proposal is expected to outline a program for removing Wrangell's scrap metal and creating a sustainable program for all materials which have potential for scrap recycling or other sustainable disposal (i.e. ferrous and non-ferrous metals, batteries, hazardous waste, etc.). We expect to see Waste Management's proposal by the end of September.

Waste Management has also expressed an interest in providing a competitive proposal for solid waste disposal at such time as Wrangell's term contract with Republic Services expires.

SEASWA is also seeking a new vendor to take over the Hazardous Waste Collection contract following Carson Dorn's decision to opt out of the program. Acceptable vendors are required to

provide hazardous waste handling training to local operators, manage the waste during the HHW annual event, order waste shipping containers and prepare all shipping manifests and manage disposal according to EPA regulations. Options explored early on were 1) having one of the SEASWA communities act as the group's collection vendor (no community has shown interest to date); 2) asking one of the shipping companies, AML or Samson if they would like to provide the service (neither were interested). Waste Management has expressed an interest in including the hazardous waste collection and management as part of their proposal to the SEASWA communities.

### **Evergreen**

As the state is working on Right – of- Way issues, Carol Rushmore has been working on getting the required forms filled out from residents that have encroachments in the right of way. This is a requirement of the federal funds. Most of these are scrubs and other non-building items.

### **Wrangell Parks and Recreation-Swimming Pool Department**

The Parks and Recreation department increased fees in hopes of increasing revenues some to help offset the amount that is required to be funded by the General Fund. Between our year ends of June 2015 to June 2016 we showed a user fee increase of approximately 35% or an additional \$16,637. This accomplished the goal set of an increase of 25%.

For many years Wrangell Parks and Recreation (WPR) Aquatics programs sat idle. Years ago the facility saw high use through recreation programs, the local swim team and the school system. Over the course of past decade, the department was able to sustain several programs that met the needs of varying age ranges and fitness interests; arthritis class, water aerobics, lap swim, general and family swim, learn to swim and lifeguard certifications.

Through new developments and community partnership, we are seeing increased attendance at the facility. Including higher numbers in the previously mentioned classes or activities. Additionally, the department has welcomed “Wrangell Swim Club” into the facility twice a week for several seasons ongoing. The club will move to practicing four days a week in the near future, in an effort to prepare swimmers for their first competition in Petersburg this November.

The WPR administrative team has partnered with local swim coach Bruce McQueen to offer a United States Masters Swimming (USMS) adult program. The USMS program began in August of 2015. There are currently 17 adult swimmers registered with the local club, Wrangell Island Masters Swimming (WIMS). With 17 members, we have the largest per capita ratio of swimmers in the region. We are 1 of 11 statewide workout groups. Many of the local club members are interested in traveling statewide for sanctioned meets. 4 of those club members will become Adult Learn to Swim Certified instructors, who will work to develop and implement swim lessons for adults locally in April. The local club meets twice a week for coached workouts. WIMS participates in monthly meets with the youths Wrangell Swim Club.

Through new developments and enhanced partnership with the Wrangell Public School District the department is hosting the middle and high school physical education class each for a month. Along with the age old program of elementary swim lessons which began nearly a decade ago. In January, students at the high school level will be able to choose the American Red Cross Lifeguard Course as an elective to their course work.

The overall objective of the HS aquatics PE program is to graduate swimmers capable of comfortably and efficiently swimming a continuous 300-yard swim with a combination of front crawl and breaststroke. In order to accomplish that objective, instruction will focus on developing an efficient swimming body position in the water, effective breathing technique and stroke mechanics and enhancing physical conditioning. Basic backstroke drills will be incorporated as they assist in developing front crawl competency, and side stroke will be addressed as it provides an effective resting stroke. A variety of drills and exercises will be used to emphasize certain aspects of effective swimming. While the purpose of this course is not to develop competitive swimmers, instruction will include performing strokes, entries and turns that are consistent with the competitive rules of USA Swimming. At the end of the month, Students will be invited to an optional Lifeguard certification course.

Students of the Evergreen Elementary School have previously participated in the Learn to Swim program through Wrangell Parks and Recreation. This is next level of progression for students of the physical education aquatics program. It is an introductory unit to a variety of aquatics activities, including an extension of the Learn to Swim Curriculum from the Elementary School. The program is designed to provide the students an opportunity to play various water games that teach safe behavior in and around the pool while developing a positive attitude and respect for the water. In this unit the students will be able to recognize that working out in a pool is a great form of physical exercise. Through various activities, including swimming and the use of special equipment, the student will be exposed to water activities that enhance fitness.

Thanks to great partnership and Coach Bruce McQueen we have continued to offer a great sports alternative for Wrangell youth while adding a viable, nationally recognized adult fitness program; all with a fairly minimal budget, and an almost exclusively volunteer effort. We are especially excited to report the momentum and success of our Aquatics programs, because we are working towards our goals set in the strategic planning session prior to the turn of the fiscal year.

#### Swimming Pool Strategic Goals for FY 2016-2017

- Plan and implement new recreational swimming programs.
- Offer a Lifeguarding Certification Class to assist management in maintaining lifeguard staff.
- Offer Water Safety Instructor Class to assist management in maintaining aquatic staff for swimming lesson instruction.
- Expand swimming lessons to implement the American Red Cross Learn-to-Swim swimming lesson programs for infants, youth and adults.
- Maintain standards to pass ADEC pool sanitation inspection.
- Work with local schools and day care centers to make use of our facilities as part of their recreation curriculum.
- Expand United States Master's program to implement Adult Learn to Swim program

#### WRANGELL ISLAND SWIMMING PROGRAMS



### **Light Department:**

SEAPA substation project is more than 3/4 done and hope to be complete within the next week. Church Street first phase is done and crew will be pulling the old poles as time allows. Dwight and Lorne were both sent out for meter training last month. Added 2 spans of primary power to Spruce Ave at 12.7 mile last month. Been a busy but productive season and getting some of the items on the deficiency report completed.

### **Wrangell Convention Visitor Bureau:**

The WCVB in partnership with the Harbor Department and Wrangell Chamber of Commerce brought up some young videographers over the 4<sup>th</sup> of July (including a local student who was



part of the team) to create a series of 7 short themed videos to help with promotional activities. The first review has been completed and we are awaiting the final edits which should be available soon and will posted on the website.

### **Planning and Zoning Commission:**

The P&Z Commission are looking at development issues and how zoning could address changes in building opportunities: including developing the Marijuana ordinance, looking at how our zoning can address tiny houses/cottages and their unique development needs; yurts; planned unit developments; and trailer park requirements.

### **GIS Mapping:**

Reuben Wienshilbom has been our GIS mapping contractor to assist with basic map parcel updates since the inception of our GIS mapping system 13 years ago. He recently went back to graduate school and used Wrangell Mapping as his graduate degree project to format our mapping so that the information can be found online and available to the general public. We have been working to update our mapping information over the last 7 months and then working with ESRI to get our maps published. This will allow the general public to look up basic property information and community data on their own computers. The maps should be published by the end of September or early October.

### **Museum's Alaska Grant 2016**

Wrangell Museum received a collection management grant in June 2016 for the amount of \$3,689.00. This project was made possible by a grant from the collections management fund of Museums Alaska, with generous support from the Rasmuson Foundation. Grants such as these help make it possible for us to properly care for our collection.

The grant was specifically for use in textile preservation and storage. The grant allowed us to purchase the proper storage equipment and build storage to house the collection. We have a small space and so we needed to think about our needs and limited space. By custom building our areas and taking advantage of existing space such as under our rolling tables we were able to meet our goals. The following photos show what is going on with the grant project.



By using the underneath of our rolling tables we created rolled storage. Taking it from a pile to organize.



A handy Volunteer uses shelving to create a dedicated storage area for boxed textiles.



A corner was used to create a hanging storage area. A sheet and Velcro were added to make this area dust free.

Two additional shelves were created over to store supplies and light bulky items.

The Wrangell Museum is very pleased with the way our project turned out. A very big thank you to Museums Alaska and the Rasmuson Foundation.

# Agenda Item 9

## CITY & BOROUGH OF WRANGELL

### BOROUGH ASSEMBLY AGENDA ITEM

### CLERK'S REPORT September 13, 2016

#### Mark Your Calendar:

- 9/21 Hospital Board mtg. @ 5:30 pm in the Nolan Center Classroom
- 9/27 Regular Assembly mtg. @ 7pm in the Assembly Chambers
- 10/4 Regular Borough Election from 8 am to 8 pm at the Nolan Center!!
- 10/5 Parks & Recreation Board mtg. @ 7pm in the Assembly Chambers
- 10/6 Canvass Board meets @ 11:30 pm in the Assembly Chambers



- 10/12-13 SEAPA Board Mtg. to be held in Wrangell, with times TBD

### SE Conference

To be held in Petersburg from September 19-22, 2016.

Assembly Member Decker will be attending.



**CITY AND BOROUGH OF WRANGELL**  
**SAMPLE BALLOT**  
**REGULAR ELECTION**  
**OCTOBER 4, 2016**

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

**FOR BOROUGH MAYOR**  
**TWO YEAR TERM**

**VOTE FOR NO MORE THAN ONE**

David L. Jack ☐

Kipha Valvoda ☐

☐

**FOR ASSEMBLY MEMBER**  
**THREE YEAR TERM**

**VOTE FOR NO MORE THAN TWO**

Julie Decker ☐

☐

☐

**FOR PORT COMMISSION**  
**THREE YEAR TERM**

**VOTE FOR NO MORE THAN TWO**

John A. Yeager ☐

☐

☐

**FOR SCHOOL BOARD**  
**THREE YEAR TERM**

**VOTE FOR NO MORE THAN TWO**

Georgianna Buhler ☐

Rinda Howell ☐

Robert Rang ☐

Scott W. Seddon ☐

☐

☐

**FOR HOSPITAL BOARD**  
**FOUR YEAR TERM**

**VOTE FOR NO MORE THAN ONE**

Barbara Conine ☐

Marlene Messmer ☐

☐

**FOR HOSPITAL BOARD**  
**UNEXPIRED TERM**  
**UNTIL OCTOBER 2018**

**VOTE FOR NO MORE THAN TWO**

Patrick V. Mayer ☐

Olinda White ☐

☐

☐

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

**PROPOSITION 1**

**Explanation**

Section 3-10 of the Home Rule Charter provides that the Nolan Museum and Civic Center shall be operated by a board established by ordinance and appointed by the Assembly. The Assembly has determined that the Nolan Board, established by ordinance as an advisory board, is no longer necessary or cost effective as its function is provided by the Friends of the Wrangell Museum. The Assembly therefore adopted Ordinance No. 919 proposing an amendment to the Charter to repeal Section 3-10.

**CHARTER AMENDMENT**

Shall the Home Rule Charter of the City and Borough of Wrangell be amended to repeal Section 3-10, Nolan Museum and Civic Center, as set forth in Ordinance No. 919?

YES ☐

NO ☐

# Agenda Items 10 a - b

## CITY & BOROUGH OF WRANGELL

### BOROUGH ASSEMBLY AGENDA ITEM September 13, 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 \_\_\_\_\_.*

# Agenda Item 12a

## CITY & BOROUGH OF WRANGELL

### BOROUGH ASSEMBLY AGENDA ITEM September 13, 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 *(second reading-as amended)*

#### Attachments:

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

#### RECOMMENDED ACTION:

Move to adopt Ordinance No. 922 (as amended).

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]~~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]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]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]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]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: August 23, 2016.

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

David L. Jack, Mayor

ATTEST:

Kim Lane, Borough Clerk

## Cemetery Pricing

## Price

<b>Open/Closing Adult Grave</b>	\$900
<b>Open/Closing Adult Grave (Weekend)</b> 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
<b>Open/Closing Child Grave</b>	\$900
<b>Open/Closing Child Grave (Weekend)</b> 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
<b>Cremains Burial to Grave</b>	\$180
<b>Cremains Burial to Grave (Weekend)</b> 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
<b>Open &amp; Close Niche</b>	\$120
<b>Open &amp; Close Niche (Weekend)</b> Requires min. of two personnel: 1 hr to remove four marble slabs; Replace after ceremony.	\$330
<b>Niche Name Plate</b> Requires min. of two personnel: 1 hr to remove four marble slabs, install plate from backside and replace.	\$120
<b>Memorial Name Plate</b> Requires min. of one personnel: 30-minutes to install.	\$30
<b>Headstone Installation</b>	
<b>For Brass Plaque:</b> 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
<b>For Stone Plate:</b> 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 12b

## CITY & BOROUGH OF WRANGELL

### BOROUGH ASSEMBLY AGENDA ITEM September 13, 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 *(second 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 adopt Ordinance No. 923.

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: August 23\_\_\_\_\_, 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 September 13, 2016

#### INFORMATION:

Review of the revised Local Contractor's Policy (*postponed from the last Regular meeting*)

#### Attachments:

1. *Proposed* Contractors Policy
2. Memo from Manager Jabusch.

#### **MOTION BEFORE THE ASSEMBLY (Postponed from the Regular Assembly meeting held August 23, 2016):**

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.

#### Definitions:

- Contractor : A contractor for the purpose of this policy is someone that routinely does work related to constructing, altering, repairing, moving or demolishing a building, road, underground utilities and all of their subcomponents such as earthwork, electrical, plumbing, and mechanical.
- Local: It is someone who has a business located in Wrangell and routinely works in Wrangell and pays sales tax in Wrangell as part of their business.
- General Contractor: "general contractor" means a contractor whose business operations require the use of more than three trades or the use of mechanical or specialty contractors and subcontractors who are under the supervision of the contractor.
- "Specialty Contractor" means a contractor that is licensed by the State of Alaska to do work that requires the use of not more than three trades. For the purposes of this policy, this could include, but not limited to earthwork, utilities, electricians, plumbers and mechanical contractors.

#### 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

## Contractor – KEEP this policy

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.
  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

## Contractor – KEEP this policy

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~~ If 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 general 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 to the list for the remainingder of the calendar year.

### **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 would be solicited from any contractor on the list. 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~~ \$5,000 and \$10,000 where everyone on the list will receive an offer to submit a quote 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 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.~~ 2. 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.~~ 3. 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.

adopted January 13, 2015



Contractor – KEEP this policy

5-4. 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 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.

## **MEMORANDUM**

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

**FROM: JEFF JABUSCH  
BOROUGH MANAGER**

**SUBJECT: Approval of modifications to the Local Contractor's Policy**

**DATE: September 13, 2016**

After the last meeting, we addressed the following concerns of the assembly with the marked up changes to the policy which are the changes from what was presented at the August meeting.

1. Definition of a contractor was added. This comes out of the state statutes with a slight modification. We also provide definitions for a general contractor, local and specialty contractor
2. Changed policy so that if under \$5,000 goes to the next one on the list without quotes. \$5,000 to \$10,000 quotes from everyone that applies on the list. If over \$10,000 the rules in our ordinance govern the process.

All changes that are being proposed are in color that have not been previously approved by the assembly.

**Recommended Motion:**

Move to approve the recommended changes as presented to the borough's local contractor for hire policy.

# **Agenda Item 12d**

## **CITY & BOROUGH OF WRANGELL**

### **BOROUGH ASSEMBLY AGENDA ITEM September 13, 2016**

#### **INFORMATION:**

Discussion and possible action regarding scrap metal removal options in Wrangell *(added at the request of Assembly Member Rooney - removed from the August 23<sup>rd</sup> Assembly Meeting agenda)*

Attachments: None.

#### **RECOMMENDED ACTION:**

Assembly discussion and possible action.

# Agenda Item 13a

## CITY & BOROUGH OF WRANGELL

### BOROUGH ASSEMBLY AGENDA ITEM September 13, 2016

#### INFORMATION:

**PROPOSED ORDINANCE No. 924:** AN ORDINANCE of the City and Borough of Wrangell, Alaska, authorizing the issuance of a sewer revenue bond in the principal amount of \$91,000 to finance a portion of the cost of acquiring, constructing and installing certain additions and betterments to and extensions of the Borough's sewer system; fixing the date, form, terms, maturities and covenants of the bond; reserving the right of the Borough to issue future revenue bonds with a lien on revenues on a parity with the bond upon compliance with certain conditions; and providing for the sale of the bond to the United States Department of Agriculture, Rural Development *(first reading)*

#### Attachments:

1. Memo from Manager Jabusch
2. **Proposed Ordinance No. 924**

#### RECOMMENDED ACTION:

Move to approve Ordinance No. 924 and move to second with a Public Hearing to be held on September 27, 2016.

## **MEMORANDUM**

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

**FROM: JEFF JABUSCH  
BOROUGH MANAGER**

**SUBJECT: USDA Loan Ordinance No. 924**

**DATE: September 7, 2016**

The ordinance attached is required to accept the loan offered by USDA for the final steps needed for the recently completed sewer pump station upgrades. Back almost a year ago the assembly passed a resolution to authorize the loan and move forward with the application with USDA for the loan to help us pay for the unfunded portion of the project. USDA required a portion of the funding to come from this loan (\$91,000) with the balance from them in the form of a grant. An ordinance is required by USDA to complete this portion of the process.

Once this portion is completed, the borough manager can sign the final paperwork and bond and we can then get our money.

Recommended Motion:

Move to approve first reading of Ordinance No. 924, and move to the second with a Public Hearing to be held on September 27<sup>th</sup>, 2016.

CITY AND BOROUGH OF WRANGELL, ALASKA

SEWER REVENUE BOND, 2016

\$91,000

ORDINANCE NO. 924

AN ORDINANCE of the City and Borough of Wrangell, Alaska, authorizing the issuance of a sewer revenue bond in the principal amount of \$91,000 to finance a portion of the cost of acquiring, constructing and installing certain additions and betterments to and extensions of the Borough's sewer system; fixing the date, form, terms, maturities and covenants of the bond; reserving the right of the Borough to issue future revenue bonds with a lien on revenues on a parity with the bond upon compliance with certain conditions; and providing for the sale of the bond to the United States Department of Agriculture, Rural Development.

Passed \_\_\_\_\_, 2016

Prepared by:

STRADLING YOCCA CARLSON & RAUTH, P.C.  
Seattle, Washington

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CITY AND BOROUGH OF WRANGELL, ALASKA

ORDINANCE NO. 924

AN ORDINANCE of the City and Borough of Wrangell, Alaska, authorizing the issuance of a sewer revenue bond in the principal amount of \$91,000 to finance a portion of the cost of acquiring, constructing and installing certain additions and betterments to and extensions of the Borough's sewer system; fixing the date, form, terms, maturities and covenants of the bond; reserving the right of the Borough to issue future revenue bonds with a lien on revenues on a parity with the bond upon compliance with certain conditions; and providing for the sale of the bond to the United States Department of Agriculture, Rural Development.

WHEREAS, the City and Borough of Wrangell, Alaska (the "Borough"), a municipal corporation and home rule borough of the State of Alaska, owns, operates and maintains a sewage collection and treatment system (the "System"), as authorized by Section 8-1 of the Borough Charter; and

WHEREAS, the Borough has determined that it is in the best interest of the Borough and its residents to construct and equip upgrades to some of the pumping stations in the System (as described more fully herein, the "Project"); and

WHEREAS, the Borough has received state and federal grants for most of the cost of the Project; and

WHEREAS, by a letter of conditions dated August 31, 2015 (the "Letter of Conditions"), the United States of America, acting through the United States Department of Agriculture, Rural Development ("USDA"), has offered to lend the Borough \$91,000 for a portion of the cost of the Project; and

WHEREAS, by resolution of the Borough Assembly, adopted on October 13, 2015 (the "Loan Resolution"), the Borough accepted the terms of the USDA loan; and

WHEREAS, in accordance with the Letter of Conditions and the Loan Resolution, the Borough now wishes to authorize the issuance of a sewer revenue bond of the Borough in the principal amount of \$91,000 (the "Bond") to evidence and secure payment of the USDA loan; and

WHEREAS, the former City of Wrangell (the "City"), by Ordinance No. 636, passed by the City Council on July 8, 1997, issued to USDA the City's Sewer Revenue Bond, 1997, in the initial principal amount of \$250,000 (the "1997 Bond"), approximately \$188,120.68 of which remains outstanding; and

WHEREAS, the incorporation of the Borough as a unified home rule borough was approved by the Local Boundary Commission and by the Borough's voters and became effective on May 30, 2008; and



WHEREAS, as a result of the incorporation of the Borough, the City was dissolved and the Borough succeeded to all rights, powers, duties, assets and liabilities of the City, including the System and the 1997 Bond; and

WHEREAS, as required by the Letter of Conditions, the Bond will be issued with a first lien position on revenue of the System, so USDA as holder of the 1997 Bond is deemed to have waived the parity conditions set forth in Ordinance No. 636 and consented to the issuance of the Bond on a parity of lien with the 1997 Bond, as provided herein;

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

Section 1.      Definitions. As used in this ordinance the following terms have the following meanings:

“Assembly” means the Borough Assembly as the general legislative authority of the Borough as the same shall be duly and regularly constituted from time to time.

“Assessments” means the assessments (including interest and penalties) levied in any utility local improvement district of the Borough created for the acquisition or construction of additions and betterments to, or extensions of the System, if the assessments are pledged to the Bond Fund.

“Average Annual Debt Service” on any of the Parity Bonds means the amount determined by dividing (a) the sum of all interest and principal to be paid on such bonds from the date of determination to the last maturity date of the bonds, by (b) the number of calendar years from and including the calendar year in which the determination is made to the last calendar year in which the bonds will be outstanding.

“Bond” means the \$91,000 par value sewer revenue bond of the Borough authorized to be issued by this ordinance.

“Bond Fund” means the “City and Borough of Wrangell Sewer Revenue Bond Redemption Fund” renamed and continued by Section 5 of this ordinance to pay and secure the payment of all Parity Bonds.

“Borough” means the City and Borough of Wrangell, a municipal corporation and home rule borough duly organized and existing under and by virtue of the laws of the State of Alaska and the Borough’s Charter.

“Borough Clerk” means the Borough Clerk, or the successor to the duties of that office.

“Costs of Maintenance and Operation” means all necessary operating expenses, current maintenance expenses, expenses of reasonable upkeep and repairs, and insurance and administrative expenses, but excludes depreciation, payments for debt service or into reserve accounts and costs of capital additions to or replacements of the System, taxes levied by the Borough or payments in lieu of such taxes.

“Finance Director” means the Finance Director of the Borough or the successor to the duties of that office.

“Future Parity Bonds” means any and all sewer revenue bonds of the Borough issued after the date of the issuance of the Bond and having a lien on the money in the Sewer Fund for the payment of the principal thereof and interest thereon equal to the lien upon the money in such fund for the payment of the principal of and interest on the Bond.

“Gross Revenue” means all of the earnings, revenue and money, except Assessments, received by the Borough from or on account of the operation of the System including proceeds from the sale, lease or other disposition of any of the properties or facilities of the System, and the income from investments of money in the Revenue Fund and any bond fund or from any other investment thereof except the income from investments irrevocably pledged to the payment of revenue bonds pursuant to a plan of retirement or refunding. Gross Revenue shall not include grants or bond proceeds, but shall include federal or state reimbursements of operating expenses to the extent that such expenses are included as Costs of Maintenance and Operation.

“Letter of Conditions” means the letter from USDA to the Borough dated August 31, 2015, establishing conditions for the USDA loan, together with any amendments or supplements to that letter.

“Loan Resolution” means the resolution adopted by the Assembly on October 13, 2015, in the form set forth in RUS Bulletin 1780-27, accepting the USDA loan and prescribing certain terms to be included in this ordinance.

“Net Revenue” means Gross Revenue less the Costs of Maintenance and Operation.

“Parity Bonds” means the 1997 Bond, the Bond, and any Future Parity Bonds.

“Principal and Interest Account” means the special account of that name heretofore created in the Bond Fund and continued pursuant to Section 5 for the purpose of paying the principal of and interest on all Parity Bonds.

“Professional Utility Consultant” means the independent person(s) or firm(s) selected by the Borough having a favorable reputation for skill and experience with sewer systems of comparable size and character to the System in such areas as are relevant to the purposes for which they are retained.

“Project” means constructing and equipping upgrades to pumping stations in the System.

“Reserve Account” means the special account of that name heretofore created in the Bond Fund and continued pursuant to Section 5B for the purpose of securing the payment of all Parity Bonds.

“Sewer Fund” means the heretofore established Sewer Fund of the Borough.

“Short-Lived Asset Reserve Fund” means the fund of that name established pursuant to Section 6 of this ordinance.

“System” means the existing sewage collection and treatment system of the Borough and such improvements or additions as may be made to such system for as long as any Parity Bonds are outstanding and may include the water supply and distribution system of the Borough and the storm drainage system of the Borough if either is or both are ever combined with the sewer system.

“Term Bonds” means any Future Parity Bonds identified as Term Bonds in the ordinance authorizing the issuance thereof, the payment of the principal of which is provided for by a mandatory schedule of deposits of money equal (in the aggregate) to the full principal amount of such Term Bonds, into the Bond Fund, and by a mandatory redemption schedule corresponding (as to time and amounts) to such mandatory schedule of deposits.

“USDA” means the United States, acting by and through the Department of Agriculture, Rural Development.

“1997 Bond” means the City of Wrangell, Alaska, Sewer Revenue Bond, 1997, issued pursuant to Ordinance No. 636 passed by the Wrangell City Council on July 8, 1997, and now an obligation of the Borough.

Section 2. Authorization of Bond. To provide financing for a portion of the cost of the Project, the Borough shall issue and sell its sewer revenue bond in the aggregate principal amount of \$91,000 (the “Bond”). The Bond shall be designated “City and Borough of Wrangell, Alaska, Sewer Revenue Bond, 2016,” shall be dated as of the date of its delivery to USDA as the initial purchaser, shall be numbered R-1, shall be in the denomination of \$91,000, shall be fully registered, shall bear interest from the date of its issuance on the unpaid principal balance thereof at a per annum interest rate to be established by USDA, as provided in Section 16 of this ordinance (so long as that rate does not exceed 4.0% per annum), shall be amortized over a 40-year period with approximately equal semiannual installments of principal and interest payable on the dates acceptable to USDA and set forth in the Bond, until all principal installments of the Bond have been paid or such payment has been duly provided for; provided, however, that the final payment of all principal of and interest on the Bond shall nevertheless be due at final maturity of the Bond approximately 40 years after the date of the Bond.

Payments will be applied first to interest and then to principal, and interest shall accrue on the basis of a 365-day year.

Both principal of and interest on the Bond are payable in lawful money of the United States of America to the owner or owners thereof at the address appearing on the registration books of the Borough maintained by the Finance Director; provided, however, that as long as USDA is the owner and holder of the Bond, the Borough will make payments by any electronic funds transfer or similar means established by USDA from time to time.

The Bond is payable solely from the Gross Revenue and is not a general obligation of the Borough.

The Bond shall be registered as to both principal and interest as long as any of the installments of the Bond remain unpaid, and the Borough will maintain in the office of the Finance Director books for the registration and transfer of the Bond. No transfer of the Bond so registered will be valid unless made on those registration books upon the written request of the registered owner or its duly authorized agent.

Section 3. Prepayment. The Borough hereby reserves the right to prepay principal installments remaining unpaid at the price of par plus accrued interest, in whole, or in part in chronological order, at any time. No advance notice of intended prepayment or redemption is required.

Section 4. Priority of Payments from Sewer Fund. There has heretofore been established in the office of the Finance Director a special fund of the Borough designated as the “City and Borough of Wrangell Sewer Fund” (the “Sewer Fund”). All of the Gross Revenue must be deposited in the Sewer Fund as collected. The Sewer Fund must be held separate and apart from all other funds and accounts of the Borough, and the Gross Revenue deposited in the Sewer Fund will be used only for the following purposes and in the following order of priority:

First, to pay the Costs of Maintenance and Operation;

Second, to pay the interest on any Parity Bonds;

Third, to pay the principal of any Parity Bonds;

Fourth, to make all payments required to be made into the Reserve Account created to secure the payment of Parity Bonds;

Fifth, to make all payments required to be made into any revenue bond redemption fund or revenue warrant redemption fund and debt service account or reserve account created to pay and secure the payment of the principal of and interest on any revenue bonds or revenue warrants of the Borough having a lien upon the Gross Revenue junior and inferior to the lien thereon for the payment of the principal of and interest on the Parity Bonds; and

Sixth, to make all payments required to be made into the Short-Lived Asset Reserve Fund; and

Seventh, to retire by redemption or purchase in the open market any outstanding revenue bonds or revenue warrants of the Borough, to make necessary additions, betterments, improvements and repairs to or extensions and replacements of the System of the Borough, or for any other lawful Borough purposes.

Section 5. Bond Fund. To pay and secure payment of all Parity Bonds, Ordinance No. 636 authorized the creation of a special fund designated as the “City of Wrangell 1997 Sewer Revenue Bond Redemption Fund.” That fund is hereby renamed and continued as the “City and Borough of Wrangell Sewer Revenue Bond Redemption Fund” (the “Bond Fund”), which fund contains the Principal and Interest Account and the Reserve Account established by Ordinance No. 636 and is to be drawn upon for the sole purpose of paying the principal of and interest on all Parity Bonds.

A. Principal and Interest Account. As long as the Bond remains outstanding, the Borough hereby irrevocably obligates and binds itself to set aside and pay from the Sewer Fund into the Principal and Interest Account, in addition to amounts required to be paid therein on account of any other issue of Parity Bonds, those amounts necessary, after taking into consideration such other funds as are on hand in the Principal and Interest Account and available for the payment of principal and interest on the Bond, to pay the interest or principal and interest next coming due on the Bond. These payments from the Sewer Fund shall be made on or before the day on which the regular semiannual payment of principal of and interest on the Bond is due and payable in an amount equal to such regular payment.

The Borough covenants and agrees that if it issues any Future Parity Bonds that are Term Bonds, it will provide in each ordinance authorizing the issuance of the same for annual payments to be made from the Sewer Fund into the Principal and Interest Account sufficient, together with Gross Revenue collected and deposited and such other money as is on hand and available therefor in such account, to amortize the principal of Future Parity Bonds that are Term Bonds on or before the maturity date thereof.

B. Reserve Account. The Borough covenants and agrees that it will pay into the Reserve Account out of the Gross Revenue (or, at the option of the Borough, out of any other funds on hand legally available for such purposes) annual payments sufficient with other money in the Reserve Account to have on deposit therein by ten years from the date of delivery of the Bond, a total amount of not less than the Average Annual Debt Service on the Bond, to be paid at the rate of not less than 1/10 of such amount per year.

The Borough further covenants and agrees that if it issues any Future Parity Bonds it will provide in each ordinance authorizing the issuance of such Future Parity Bonds that, within ten years of the date of issuance of such Future Parity Bonds, the Borough will have set aside and paid into the Reserve Account an amount that will at least equal the Average Annual Debt Service on such Future Parity Bonds. This amount shall be accumulated by one or more deposits commencing not later than six months after the date of issuance of such Future Parity Bonds and continuing no less often than semiannually until such amount has been accumulated.

The Borough further covenants and agrees that when the required deposits have been made into the Reserve Account, it will at all times maintain therein an amount at least equal to the Average Annual Debt Service on all outstanding Parity Bonds. Whenever there is a sufficient amount in the Bond Fund, including the Reserve Account and the Principal and Interest Account, to pay the principal of premium if any, and interest on all outstanding Parity Bonds, the money in the Reserve Account may be used to pay such principal, premium, if any, and interest. Money in the Reserve Account may also be withdrawn to redeem and retire, and to pay the premium, if any, and interest due to such date of redemption, on any outstanding Parity Bonds, as long as the money left remaining on deposit in the Reserve Account are equal to the average annual debt service on the remaining outstanding Parity Bonds.

If there is a deficiency in the Principal and Interest Account to meet maturing installments of either interest on or principal of and interest on Parity Bonds, the deficiency shall be made up from the Reserve Account by the withdrawal of money therefrom. Any deficiency created in the Reserve Account by reason of any such withdrawal shall then be made up out of Gross Revenue after making necessary provision for the payments required to be made under paragraph "First" through "Third" of Section 4 of this ordinance.

All money in the Reserve Account may be kept in cash or invested as permitted under Alaska law. Interest earned on or any profits made from the sale of any such investments shall be deposited in and become a part of the Principal and Interest Account.

Section 6. Short-Lived Asset Reserve Fund. A special fund designated the "Wrangell Sewer System Short-Lived Asset Reserve Fund" (the "Short-Lived Asset Reserve Fund") is hereby authorized to be established in the office of the Finance Director. Money in the Short-Lived Asset Reserve Fund may be used from time to time to replace short-lived assets of the System. So long as the Bond remains outstanding, subject to the priorities established in Section 5 of this ordinance, the

Borough must deposit \$45,963 annually (or such other amounts as may be required by USDA) into the Short-Lived Asset Reserve Fund.

Section 7. Pledge of Sewer Revenue. The amounts pledged to be paid into the Bond Fund and the accounts therein out of the Sewer Fund are hereby declared to be a lien and charge upon Gross Revenue and the money in the Sewer Fund junior, subordinate and inferior to the Costs of Maintenance and Operation, equal in rank to the lien and charge that may later be made thereon to pay and secure the payment of the 1997 Bond and any Future Parity Bonds, and superior to all other charges of any kind or nature.

Section 8. Sufficiency of Revenues. The corporate authorities of the Borough hereby declare that in fixing the amounts to be paid into the Bond Fund as aforesaid they have exercised due regard to the reasonable and necessary costs of maintenance and operation of the System and the charges necessary to pay and secure the payment of the principal of and interest on the Bond and have not obligated the Borough to set aside and pay into the Bond Fund a greater amount of the Gross Revenue than in their judgment will be available over and above such reasonable and necessary costs of maintenance and operation and the amounts necessary to pay the principal of and interest on the Bond.

Section 9. General Covenants. So long as the Bond remains unpaid, the Borough hereby covenants and agrees with the owner of the Bond from time to time, as follows:

A. Maintenance and Operations. The Borough will at all times maintain and keep the System in good repair, working order and condition, will at all times operate the System and the business in connection therewith in an efficient manner and at a reasonable cost, and will comply with all applicable laws of the State of Alaska.

B. Rates. The Borough will impose and collect such rates and charges for service rendered by the System (i) that Gross Revenue paid into the Sewer Fund will be sufficient at all times to provide for the payment of the Costs of Maintenance and Operation and payments of principal of and interest on the Bond and any Parity Bonds; (ii) that all service rendered by the System shall be subject to the full rates prescribed by the rules and regulations of the Borough; and (iii) that no free service from the System will be permitted.

C. Books and Records. The Borough will maintain complete books and records relating to the operation of the System and its financial affairs, and will cause such books and records to be audited annually at the end of each fiscal year and an audit prepared in accordance with State law. At all reasonable times USDA shall have the right to inspect the System and the records, accounts and data of the Borough relating thereto.

D. Insurance. The Borough will carry fire and extended coverage insurance in an amount at least equal to the depreciated replacement value for all above-ground structures of the System, including equipment and machinery. The Borough will also carry adequate public liability insurance, workers' compensation insurance and other kinds of insurance as under good practice are ordinarily carried on such properties by utilities engaged in the operation of a sewer utility. The premiums paid for all such insurance may be regarded and paid as a Cost of Maintenance and Operation.

E. Assessments. The Borough shall promptly collect all Assessments levied in any utility local improvement district now or hereafter created to secure the payment of the principal of and interest on any Parity Bonds and shall pay the same into the Bond Fund without allocation of such Assessments to any particular series of Parity Bonds. It is hereby provided further, however, that nothing in this ordinance or in this subsection shall be construed to prohibit the Borough from issuing revenue bonds having a lien on Gross Revenue junior to the lien on such revenue for the payment of the principal of and interest on Parity Bonds and pledging as security for the payments of such junior lien bonds assessments levied in any utility local improvement district that may have been created to pay part or all the cost of improvements to the System for which such junior lien revenue bonds were specifically issued.

F. Disposition of Facilities. The Borough will not mortgage, sell, lease, or in any manner encumber or dispose of all the property of the System, unless provision is made for payment into the Bond Fund of a sum sufficient to pay the principal of and interest on all outstanding Parity Bonds, and that it will not mortgage, sell, lease, or in any manner encumber or dispose of any part of the System that is used, useful and material to the operation of the System unless provision is made for replacement thereof or for payment into the Bond Fund of an amount that bears the same ratio to the amount of the outstanding Parity Bonds as the revenue available for debt service for those Parity Bonds for the 12 months preceding such sale, lease, encumbrance or disposed of, bears to the revenue available for debt service for those Parity Bonds from the entire System for the same period. Any such money so paid into the Bond Fund shall be used to retire outstanding Parity Bonds at the earliest possible date.

Notwithstanding any other provision of this Subsection F, the Borough may sell or otherwise dispose of any of the works, plant, properties and facilities of the System or any real or personal property comprising a part of the same with a value less than 4% of the net utility plant of the System or which shall have become unserviceable, inadequate, obsolete or unfit to be used in the operation of the System, or no longer necessary, material to or useful in such operation, without making any deposit into the Bond Fund.

G. Fidelity Bond. The Borough will maintain an officer's fidelity bond for its Finance Director for as long as USDA is the registered owner of the Bond. A certified copy of such bond will be delivered to USDA.

#### Section 10. Tax Covenants; Special Designation.

A. General. The Borough hereby covenants that it will not make any use of the proceeds of sale of the Bond or any other funds of the Borough that may be deemed to be proceeds of the Bond pursuant to Section 148 of the Code that will cause the Bond to be an "arbitrage bond" within the meaning of said section and said regulations.

The Borough further covenants that it will not take any action or permit any action to be taken that would cause the Bond to constitute a "private activity bond" under Section 141 of the Code.

B. Special Designation. The Borough hereby designates the Bond as a "qualified tax-exempt obligation" within the meaning of Section 265(b)(3) of the Code. The Borough does not anticipate issuing more than \$10,000,000 of qualified tax-exempt obligations during 2016.

Section 11. Future Parity Bonds. The Borough hereby further covenants and agrees with the owner from time to time of the Bond for as long as any portion of the same remains outstanding, as follows:

A. That it will not hereafter issue any sewer revenue bonds or other obligations of the Borough that will have a lien and charge upon Gross Revenue superior to the lien and charge thereon of the Bond. The Borough may issue Future Parity Bonds for:

First, the purpose of acquiring, constructing and installing additions, betterments and improvements to and extensions of, acquiring necessary equipment for, or making necessary replacements of or repairs to the System, or

Second, the purpose of refunding by payment, redemption, exchange or purchase at or prior to their maturity any outstanding Parity Bond,

upon compliance with the following conditions:

1. So long as USDA holds the 1997 Bond and the Bond, USDA consents to the issuance of such Future Parity Bonds. With such consent, the certificate described in paragraph 6 below is not required, and the Borough will comply with the rest of the conditions set forth in this Section 11.A to the extent required by USDA.

2. At the time of the issuance of such Future Parity Bonds there is no deficiency in the Principal and Interest Account or the Reserve Account.

3. Each ordinance authorizing the issuance of such Future Parity Bonds must require that principal and interest on the Future Parity Bonds be payable out of the Bond Fund and further provide (i) for payments into the Bond Fund to satisfy the sinking fund requirement set forth in Section 5.A hereof with respect to any such Future Parity Bonds that are Term Bonds and (ii) for payments into the Reserve Account to satisfy the requirements of Section 5.B hereof.

4. Each ordinance authorizing the issuance of such Future Parity Bonds must require that any and all Assessments will be paid directly into the Bond Fund.

5. Each ordinance authorizing the issuance of refunding Future Parity Bonds must require that all uncollected Assessments that may have been levied to secure the payment of the principal of and interest on the bonds being refunded be paid directly into the Bond Fund.

6. At the time of the issuance of such Future Parity Bonds, the Borough shall have on file in the office of the Borough Clerk a certificate of a Professional Utility Consultant showing: that the Net Revenue determined and adjusted as hereafter provided for each calendar year after the issuance of such Future Parity Bonds (the "Adjusted Net Revenue") will equal at least 1.10 times the Annual Debt Service (after deducting Assessments, allocated to the years in which they would be received if the unpaid balance of each assessment roll were paid in the remaining number of installments with interest on the declining balance at the times and at the rate provided in the ordinance confirming the assessment roll) for each such calendar for all Parity Bonds plus the Future Parity Bonds proposed to be issued.

The Adjusted Net Revenue shall be the Net Revenue for a period of any 12 consecutive months out of the 24 months immediately preceding the date of delivery of such proposed Future



Parity Bonds as adjusted by such Professional Utility Consultant to take into consideration changes in Net Revenue estimated to occur under the following conditions for each year after such delivery for so long as any Parity Bonds, including the Future Parity Bonds proposed to be issued, shall be outstanding:

(i) the additional Net Revenue that would have been received if any change in rates and charges adopted by ordinance of the Borough prior to the date of such certificate and subsequent to the beginning of such 12-month period, had been in force during the full 12-month period;

(ii) the additional Net Revenue that would have been received if any facility of the System that became fully operational after the beginning of such 12-month period had been so operating for the entire period;

(iii) the additional Net Revenue estimated by such Professional Utility Consultant to be received from potential customers of the System with existing homes or other buildings that will be required to connect to any additions, betterments and improvements to and extensions of any facilities of the System that are (a) under construction at the time of such certificate or (b) will be constructed from the proceeds of the Future Parity Bonds to be issued;

(iv) the additional Net Revenue that would have been received if those customers added to the System subsequent to the beginning of such 12-month period had been customers for the entire period;

(v) the additional Net Revenue estimated to be received from any potential customers of the System who paid any required connection charge subsequent to the beginning of such 12-month period;

(vi) the additional Net Revenue estimated to be received from any potential customers of the System who received building permits subsequent to the beginning of such 12-month period and are anticipated to connect to the System;

(vii) The additional Net Revenue estimated to be received from any person, firm, association, private or municipal corporation under any executed service contract, which net revenue is not included in any of the sources of Net Revenue heretofore described in this subsection A(5); and,

(viii) The estimated change in Net Revenue as a result of any actual or reasonably anticipated changes in the Costs of Maintenance and Operation after such 12-month period.

Such Professional Utility Consultant may rely upon, and his or her certificate shall have attached thereto, financial statements of the System certified by the Finance Director showing income and expenses for the period upon which the same is based.

The certificate of such Professional Utility Consultant shall be conclusive and the only evidence required to show compliance with the provisions and requirements of this subsection A(5).

B. Notwithstanding the foregoing requirement, if Future Parity Bonds are to be issued for the purpose of refunding at or prior to their maturity any part or all of the then outstanding Parity

Bonds and the issuance of such refunding Future Parity Bonds will result in a debt service savings and does not require an increase of more than \$5,000 in any fiscal or calendar year for principal of and interest on such refunding Future Parity Bonds over and above the amount required in such year for the principal of and interest on the bonds being refunded thereby, the certificate described in subsection A.6 of this section is not required.

C. Nothing herein contained shall prevent the Borough from issuing any revenue bonds, warrants or other obligations that create a lien and charge upon Gross Revenue and money in the Sewer Fund junior or inferior to the payments required by this ordinance to be made into the Bond Fund and the Reserve Account.

Section 12. Transfer. The Bond may be transferred by the registered owner thereof, provided that such transfer relates to the entire unpaid principal amount of the Bond, and any such transfer shall be noted on the bond registration books of the Borough.

Section 13. Lost or Destroyed Bond. If the Bond is lost, stolen or destroyed, the Borough may execute and deliver a new bond of like date, number and tenor to the registered owner thereof in the manner provided by law and upon the owner's paying the expenses and charges of the Borough in connection therewith.

Section 14. Form of Bond. The Bond shall be in substantially the following form:

UNITED STATES OF AMERICA

NO. R-1

\$91,000

STATE OF ALASKA

CITY AND BOROUGH OF WRANGELL  
SEWER REVENUE BOND, 2016

The City and Borough of Wrangell, Alaska, a municipal corporation and home rule borough of the State of Alaska (the "Borough"), acknowledges itself indebted and for value received promises to pay, but solely from the Bond Fund (hereinafter identified), to the United States of America, acting by and through the Department of Agriculture, Record Development (the "Payee"), the principal sum of

NINETY-ONE THOUSAND AND NO/100 DOLLARS (\$91,000)

and to pay interest, from the date hereof, on the balance of said principal from time to time remaining unpaid at the rate of \_\_\_\_\_% per annum payable in semiannual installments of principal and interest, equal to \_\_\_\_\_ and No/100 Dollars (\$ \_\_\_\_\_), payable on \_\_\_\_\_, and semiannually thereafter, until all of such installments have been paid or such payment has been duly provided for, provided that the final payment of principal of and interest on this bond shall nevertheless be due on \_\_\_\_\_, 2056.

As long as the Payee is the registered owner of this bond, the Borough will make payments of principal and interest by any electronic funds transfer or similar means established by Payee from time to time. Upon final payment of the principal of and interest on this bond, it shall be submitted to the Borough for cancellation and surrender.

Both principal of and interest on this bond are payable solely out of the special fund of the Borough known as the “City and Borough of Wrangell Sewer Revenue Bond Redemption Fund” (the “Bond Fund”).

In addition to the installments of principal required to be paid by the Borough as hereinabove set forth, the Borough, at its option, shall have the right to prepay any or all unpaid principal installments in the chronological order of such installments at any time. No advance notice need be given of any prepayment hereunder.

This bond is issued pursuant to Ordinance No. \_\_\_\_\_ (the “Bond Ordinance”) for the purpose of financing the completion of certain additions and improvements to the Borough’s sewer system (the “System”). Capitalized terms used in this bond and not otherwise defined herein have the meanings given those terms in the Bond Ordinance.

The Borough does hereby pledge and bind itself to set aside from the Gross Revenue and to pay into the Bond Fund the various amounts required by the Bond Ordinance to be paid into and maintained in said Fund, on the dates and at the times provided by the Bond Ordinance. Said amounts so pledged to be paid into the Bond Fund are hereby declared to be a lien and charge upon such Gross Revenue junior, subordinate and inferior to the Costs of Maintenance and Operation of the System, equal in rank to the lien thereon of the 1997 Bond and any Future Parity Bonds, and superior to all other charges of any kind or nature. In the Bond Ordinance, the Borough has reserved the right to issue Future Parity Bonds on terms and conditions as set forth therein.

Reference is made to the Bond Ordinance for a more complete description of the covenants with and the rights of the owner of this bond. The Borough hereby covenants and agrees with the owner of this bond that it will keep and perform all the covenants of this bond and of the Bond Ordinance to be by it kept and performed.

This bond may be assigned, and upon such assignment the assignor shall promptly notify the Borough Finance Director by registered mail.

It is hereby certified and declared that this bond is issued pursuant to and in strict compliance with the Constitution and laws of the State of Alaska and the Charter and ordinances of the Borough, and that all acts, conditions and things required to be done precedent to and in the issuance of this bond have happened, been done and performed.

IN WITNESS WHEREOF, the City and Borough of Wrangell, Alaska, has caused this bond to be signed on behalf of the Borough with the manual or facsimile signature of the Mayor, to be attested by the manual signature of the Borough Clerk, and the seal of the Borough to be impressed hereon, as of this \_\_\_\_\_ day of \_\_\_\_\_, 2016.

CITY AND BOROUGH OF WRANGELL,  
ALASKA

\_\_\_\_\_  
/s/

Mayor

[SEAL]

ATTEST:

\_\_\_\_\_/s/\_\_\_\_\_  
Borough Clerk

### REGISTRATION CERTIFICATE

This bond is registered in the name of the owner on the books of the Borough in the office of the Borough Finance Director as to both principal and interest as noted in the registration blank below. No transfer hereof shall be valid unless made by the registered owner or his/her duly authorized agent in writing, and similarly noted hereon and on the bond registration books of the Borough.

Date of Registration	Name and Address of Registered Owner	Signature of Registrar
_____, 20__	United States Department of Agriculture, Rural Development Palmer, AK	
_____	_____	_____
_____	_____	_____

The Bond shall have endorsed thereon the following form of assignment:

#### ASSIGNMENT

FOR VALUE RECEIVED, the undersigned registered owner thereof hereby sells, assigns and transfers the within bond unto \_\_\_\_\_.

DATED \_\_\_\_\_

In the presence of \_\_\_\_\_

\_\_\_\_\_  
NOTICE: Signature(s) must be  
guaranteed pursuant to law.

(Repeat this form of assignment)

Section 15. Execution of the Bond. The Bond will be executed on behalf of the Borough with the manual or facsimile signatures of the Mayor and the Borough Clerk, and will have the seal of the Borough impressed or imprinted thereon.

If any officer of the Borough who has signed, attested, authenticated, registered or sealed the Bond ceases to hold that office before the Bond so signed, attested, authenticated, registered or sealed has been actually issued and delivered, the Bond will be valid nevertheless and may be issued by the Borough with the same effect as though the person who had signed, attested, authenticated, registered or sealed that Bond had not ceased to hold that office. The Bond may also be signed, attested, authenticated, registered or sealed on behalf of the Borough by a person who, at the actual

date of execution of the Bond is a proper officer of the Borough although at the original date of the Bond that person did not hold that office.

Only a Bond that bears a Registration Certificate in the form set forth in Section 14, manually executed by the Bond Registrar, will be valid or obligatory for any purpose or entitled to the benefits of this ordinance. The executed Registration Certificate will be conclusive evidence that the Bond so authenticated has been duly executed, authenticated and delivered hereunder and is entitled to the benefits of this ordinance.

Section 16. Sale of Bond. The Bond shall be sold to USDA at a price of par on the terms and conditions set forth in the Letter of Conditions and in this ordinance. The Borough Manager is authorized to accept the applicable interest rate provided by USDA, so long as that interest rate does not exceed 4.0%, and that interest rate and the applicable principal and interest payment dates acceptable to USDA shall be set forth in the Bond.

Section 17. Application of Bond Proceeds. The proceeds of the sale of the Bond shall be accounted for in the Sewer Fund and used to pay costs of the Project and costs of issuance of the Bond.

Section 18. Severability. If any covenant or agreement provided in this ordinance to be performed on the part of the Borough is declared by any court of competent jurisdiction to be contrary to law, then that covenant or agreement will be null and void and deemed separable from the remaining covenants and agreements in this ordinance and shall in no way affect the validity of the other provisions of this ordinance or of the Bond.

Section 19. General Authorization. The Mayor, Borough Manager, Borough Clerk, Finance Director and all other appropriate officers of the Borough are each hereby authorized and directed to take such steps, to do such other acts and things, and to execute such letters, certificates, agreements, papers, financing statements, assignments or instruments as in their judgment may be necessary, appropriate or desirable in order to carry out the terms and provisions of and complete the transactions contemplated by, this ordinance.

Section 20. Prior Acts. All acts taken pursuant to the authority of this ordinance but prior to its effective date are hereby ratified and confirmed.

Section 21. Effective Date. This ordinance is effective upon passage, in accordance with Section 2-10 of the Borough Charter.

PASSED by the Borough Assembly of the City and Borough of Wrangell, Alaska, at a regular meeting thereof held this \_\_\_\_ day of \_\_\_\_\_, 2016.

CITY AND BOROUGH OF WRANGELL,  
ALASKA

---

Mayor

ATTEST:

---

Borough Clerk

## CERTIFICATE

I, the undersigned, Borough Clerk of the City and Borough of Wrangell, Alaska (the "Borough"), and keeper of the records of the Borough Assembly (the "Assembly"), DO HEREBY CERTIFY:

1. That the attached Ordinance No. \_\_\_\_\_ (the "Ordinance") is a true and correct copy of an ordinance of the Borough as passed at a regular meeting of the Assembly held on \_\_\_\_\_, 2016, and duly recorded in my office.

2. That said meeting was duly convened and held in all respects in accordance with law, and to the extent required by law, due and proper notice of such meeting was given; that a legal quorum was present throughout the meeting and a legally sufficient number of members of the Council voted in the proper manner for the passage of the Ordinance; that all other requirements and proceedings incident to the proper passage of the Ordinance have been duly fulfilled, carried out and otherwise observed, and that I am authorized to execute this certificate.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the official seal of the Borough this \_\_\_\_\_ day of \_\_\_\_\_, 2016.

---

Kim Lane, Borough Clerk

[Borough Seal]

# **Agenda Item 13b**

## **CITY & BOROUGH OF WRANGELL**

### **BOROUGH ASSEMBLY AGENDA ITEM September 13, 2016**

#### **INFORMATION:**

**PROPOSED ORDINANCE No. 925:** AN ORDINANCE OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, AMENDING SECTION 18.04.040, BUILDING PERMITS – COMPLIANCE WITH ORDINANCES, OF THE WRANGELL MUNICIPAL CODE RELATING TO BUILDING PERMITS *(first reading)*

#### **Attachments:**

- 1. Proposed Ordinance No. 925**

#### **RECOMMENDED ACTION:**

Move to approve first reading of Ordinance No. 925 and move to a Second with a Public Hearing to be held on September 27, 2016.



CITY AND BOROUGH OF WRANGELL, ALASKA

ORDINANCE NO. 925

AN ORDINANCE OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, AMENDING SECTION 18.04.040, BUILDING PERMITS – COMPLIANCE WITH ORDINANCES, OF THE WRANGELL MUNICIPAL CODE RELATING TO BUILDING PERMITS

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 18.04.040, Building Permits – Compliance with ordinances, of the Wrangell Municipal Code relating to building permits.

SEC. 2. Amendment of Section. Section 18.04.040 of the Wrangell Municipal Code is amended to read:

**Section 18.04.040 Building permits – Compliance with ordinances.**

A. **[It is established that no]**~~No~~ permit will be issued for the construction of new buildings or building, within the corporate limits of the borough, which is inconsistent with any borough ordinances and regulations, except as provided in subsection B of this section for the Remote Residential Mixed-Use District (RMU).

B. The provisions of WMC Title 18, Buildings and Construction, do not apply to construction standards for the areas within the Remote Residential Mixed-Use District (RMU), unless the intended use of the structure is for commercial purposes. Persons seeking to construct new buildings or building within the RMU district the intended use of which is for noncommercial purposes must complete a Proposed Development application in lieu of the building permit application. Persons seeking to construct new buildings or building within the RMU district the intended use of which is for commercial purposes must complete a building permit application and comply with WMC Title 18.

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 13c**

## **CITY & BOROUGH OF WRANGELL**

### **BOROUGH ASSEMBLY AGENDA ITEM September 13, 2016**

#### **INFORMATION:**

**PROPOSED RESOLUTION No. 09-16-1350:** A RESOLUTION OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, DESIGNATING CANVASS BOARD DUTIES TO THREE ASSEMBLY MEMBERS FOR CANVASSING THE RESULTS OF THE REGULAR ELECTION TO BE HELD OCTOBER 4, 2016

#### **Attachments:**

- 1. Proposed Resolution No. 09-16-1350**

#### **RECOMMENDED ACTION:**

Move to approve Resolution No. 09-16-1350, designating three members of the Assembly to Canvass the results of the October 4, 2016 Municipal Election.

CITY AND BOROUGH OF WRANGELL

RESOLUTION NO. 09-16-1350

A RESOLUTION OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, DESIGNATING CANVASS BOARD DUTIES TO THREE ASSEMBLY MEMBERS FOR CANVASSING THE RESULTS OF THE REGULAR ELECTION TO BE HELD OCTOBER 4, 2016

WHEREAS, Wrangell Municipal Code Sec. 2.28.050 Canvass Board, provides that the Council shall, prior to the date of the election, designate three council members to serve on the Canvass Board; and

NOW, THEREFORE, BE IT RESOLVED BY THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, that Assembly Members David Powell, Mark Mitchell, and Becky Rooney be designated to serve on the Canvass Board and to attend the election, pursuant to Wrangell Municipal Code Sec. 2.28.050 to be held within six days after the election, pursuant to Wrangell Municipal Code Sec. 2.28.060 Canvass of Returns-Procedures Generally.

ADOPTED: \_\_\_\_\_, 2016

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

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

# **Agenda Item 13d**

## **CITY & BOROUGH OF WRANGELL**

### **BOROUGH ASSEMBLY AGENDA ITEM September 13, 2016**

#### **INFORMATION:**

**PROPOSED RESOLUTION No. 09-16-1351:** A RESOLUTION OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, AUTHORIZING THE CONVEYANCE OF PUBLIC LAND, LOT 5, BLOCK 38, USS 1119, PLAT 2015-6, WRANGELL TOWNSITE, BY QUITCLAIM DEED, TO LAURIE A. BROWN

#### **Attachments:**

- 1. Resolution No. 09-16-1351**
2. Information on the property

#### **RECOMMENDED ACTION:**

Move to approve Resolution No. 09-16-1351, for the sale of Over-the-Counter Lot 5, Block 38, USS 1119, Plat 2015-6, to Laurie A. Brown.

CITY AND BOROUGH OF WRANGELL, ALASKA

RESOLUTION NO. 09-16-1351

A RESOLUTION OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, AUTHORIZING THE CONVEYANCE OF PUBLIC LAND, LOT 5, BLOCK 38, USS 1119, WRANGELL TOWNSITE, BY QUITCLAIM DEED, TO LAURIE A. BROWN

WHEREAS, the City of Wrangell authorized the sale of public property located within the USS 1119, Wrangell Townsite, for bid/sale, at minimum bid, on August 26, 2014; and

WHEREAS, the Borough Assembly approved by Resolution No. 06-15-1320 to offer the remaining lots over-the-counter on a first-come, first-serve basis, and to be sold for the minimum bid value.

WHEREAS, the Borough Assembly has authorized Laurie A. Brown, P.O. Box 491, Wrangell, Alaska, 99929, to purchase Lot 5, Block 38, USS 1119, Wrangell Townsite, in the total amount of \$34,000.

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

Section 1. The Mayor and Borough Clerk are authorized to execute a quit claim deed to Laurie A. Brown to convey the following public land, when full price is paid:

Lot 5, Block 38, USS 1119, Wrangell Townsite.  
Wrangell Recording District, Wrangell, Alaska

ADOPTED: \_\_\_\_\_, 2016

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

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

## CITY AND BOROUGH OF WRANGELL

### OVER-THE-COUNTER SALE OF City Owned Lots FOR SALE

The City owned lots that are listed below were offered for sale pursuant to WMC 16.12.040 by a sealed bid process. The lots listed below did not receive any bids. The Borough Assembly approved Resolution No. 06-15-1319 on June 9, 2015 to authorize the lots to be sold over-the-counter pursuant to Wrangell Municipal Code 16.12.105, **beginning on June 22, 2015, at 9:00 a.m.**, Wrangell City Hall, 205 Brueger Street, Wrangell, Alaska 99929, on a first-come, first-serve basis, and will be sold for the minimum value.

Successful purchaser will be required to obtain any necessary federal/state permits for development of the land. These permits could include, but are not limited to Corps of Engineers wetland fill, a State water quality consistency determination, Borough building permit or other land use permits.

<u>Property Description</u>	<u>Square Footage</u>	<u>Minimum Bid Value</u>
Lot 1, Block 38 (SF)	7,501 sq. ft.	\$29,000
-----> Lot 5, Block 38 (SF)	15,134 sq. ft.	\$34,000
Lot 6, Block 38 (SF)	15,502 sq. ft.	\$30,000
Lot 16, Block 30B (SF)	7,799 sq. ft.	\$28,000
Lot 17, Block 30B (SF)	7,769 sq. ft.	\$28,000
Lot 18, Block 30B (SF)	7,788 sq. ft.	\$28,000
Lot 19, Block 30B (SF)	7,813 sq. ft.	\$28,000
Lot 20, Block 30B (SF)	6,887 sq. ft.	\$25,000

SENTINEL  
KSTK

Please publish 06/18/2015  
Please announce 6/10 thru 06/26/2015

Posted this 10<sup>th</sup> day of June, 2015

ADDITIONAL INFORMATION:

A Certified or cashier's check or cash equal to 25 percent of the bid must accompany the bid. Personal checks will not be accepted. Purchasers may choose to pay balance by cash or execute an installment purchase agreement with the City and Borough of Wrangell.

Term of installment purchase agreement shall not exceed 15 years. Interest rate on unpaid balance will accrue at prime plus two points at time of closing. The unpaid balance shall be evidenced by a promissory note secured by a deed of trust on the property.

Note: Upon determination of the highest bidder acceptable bid, the Borough Assembly shall adopt a resolution authorizing the conveyance of the public land to the successful bidder, upon payment in full (within 20 days from bid opening) or by purchase agreement for up to 15 years.

### **IMPORTANT ADDITIONAL INFORMATION TO BIDDER!!**

Successful bidders will be required to obtain any necessary federal/state permits for development of the land. These permits could include, but are not limited to Corps of Engineers wetland fill, a State water quality consistency determination, Borough building permit or other land use permits.

Access is available to each lot by way of Etolin Street. Sewer and water mains are located within the Etolin Street right-of-way corridor, with public utilities available at each property line. The existing water service is 1" HDPE. The sewer system is a force main system. The Municipal utility shall schedule the installation of future grinder pump stations within 90 days of a request for service received from the property owner. Both water and sewer connections are required according to Wrangell Municipal Codes 15.04-Water and 15.08-Sewer. Purchaser would need to coordinate with Wrangell Public Works for connections to the utility services.

Electrical power will be available by June 1<sup>st</sup>, 2015 with electrical service to be coordinated by the purchaser through the electric department.

No subdivision of these lots shall be granted until lot is paid in full.

The City & Borough of Wrangell reserves the right to reject any and all bids.

#### **Attachments:**

- 1. Land Appraisal from Appraisal Company of Alaska (available upon request)**
- 2. Subject Maps**
- 3. Subject Plat**







CITY AND BOROUGH OF WRANGELL, ALASKA



1 inch = 83.33333 feet

DISCLAIMER: THESE MAPS ARE FOR PLANNING PURPOSES ONLY.  
PROPERTY LINES ARE APPROXIMATE. UPDATED MARCH 2013.  
AERIAL PHOTO 2002.



# **Agenda Item 13e**

## **CITY & BOROUGH OF WRANGELL**

### **BOROUGH ASSEMBLY AGENDA ITEM September 13, 2016**

#### **INFORMATION:**

Approval to hold a Special Assembly Meeting on Monday, October 10, 2016 at 11:30 a.m. to Certify the results of the Regular Borough Election

Attachments: None.

#### **RECOMMENDED ACTION:**

Move to approve holding a Special Assembly meeting on Monday, October 10, 2016 at 11:30 a.m. to certify the election results of the Regular Borough Election to be held on October 4, 2016.



# **Agenda Item 13f**

## **CITY & BOROUGH OF WRANGELL**

### **BOROUGH ASSEMBLY AGENDA ITEM September 13, 2016**

#### **INFORMATION:**

Discussion and possible action regarding the potential for  
Statewide Internet Sales Tax

#### **Attachments:**

1. **None.**

#### **RECOMMENDED ACTION:**

Assembly discussion and possible action.

# **Agenda Item 13g**

## **CITY & BOROUGH OF WRANGELL**

### **BOROUGH ASSEMBLY AGENDA ITEM September 13, 2016**

#### **INFORMATION:**

Authorization to proceed with the Property Tax Foreclosures for tax years 2012 through 2015

#### **Attachments:**

1. Memo from Manager Jabusch

#### **RECOMMENDED ACTION:**

Move to authorize city staff to proceed with the property tax foreclosure for the tax years 2012 through 2015 as per Wrangell Municipal Code 5.04.370.

## **MEMORANDUM**

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

**FROM: JEFF JABUSCH  
BOROUGH MANAGER**

**SUBJECT: AUTHORIZATION TO PROCEED WITH PROPERTY TAX  
FORECLOSURE**

**DATE: September 7, 2016**

### **BACKGROUND:**

Both the Wrangell Municipal Code and the State Statutes allows for annual tax foreclosures for delinquent property taxes. These provisions assures that taxes will be collected so that cities counting on these revenues will not come up short when trying to provide public services such as police, fire, library, parks, pools, roads and other basic services provided.

Generally we try and do a foreclosure every other year. A foreclosure takes at a very minimum 15 months and usually longer to complete. The guidelines are governed by the State of Alaska and have many legal filings and some long waiting periods in between. Our last foreclosure for the tax years 2010 and 2011 has one more step and it will be complete and there is only one person remaining on the list. Although the assembly has approved tax years 2012 and 2013, we would like to take a new action approving tax years 2012 through 2015 so we can move forward with all years together. The previous collection person that was hired spent the nine months that she was here working on collection of Sales Taxes and did a great job. Our new collections person just started and her first collection task will be this foreclosure. We will work with her and the attorney to map out the process and then we will have her do a foreclosure every other year which seems to be the most efficient for us.

Section 5.04.370 of the Wrangell Municipal Code requires the assembly to elect to proceed with a foreclosure based on any and all delinquent real property taxes. Once the assembly approves a foreclosure to move forward the basic process is as follows.

1. Send a courtesy letter to all delinquent property tax owners that they have 30 days to avoid being on the foreclosure list.
2. File a petition for judgment with the court
3. Publish the foreclosure list in the paper for four consecutive weeks
4. Motion for judgment after the foreclosure is in the paper
5. Then there is a one year redemption period required by state law.
6. At the end of the one year redemption period there is notice of Expiration of Redemption required to be published and letters to those remaining on the list.
7. Wait 30 days after date of first publication.
8. City would get deed to the property from the clerk of the court.
9. Bring an ordinance to the assembly to either use the property for a public purpose or get permission to sell it.
10. Go through a normal process to sell the property. City would recover all of our taxes, penalties, and interest and foreclosure costs. The balance of the proceeds could go to the previous owner upon a valid claim.

### **Recommended Motion:**

Move to authorize city staff to proceed with the property tax foreclosure for the tax years 2012 through 2015.

# **Agenda Item 13h**

## **CITY & BOROUGH OF WRANGELL**

### **BOROUGH ASSEMBLY AGENDA ITEM September 13, 2016**

#### **INFORMATION:**

Approval of a fee proposal from CRW Engineering Group's for a Preliminary Engineering Report for the Water Treatment Plant Improvement project

#### **Attachments:**

1. Memo from Amber Al-Haddad
2. Fee proposal from CRW Engineering Group

#### **RECOMMENDED ACTION:**

Move to approve a contract amendment to CRW Engineering Group for development of a Preliminary Engineering Report for a Water Treatment Plant Improvement project in a lump sum amount of \$43,390. Project costs will be paid from Water Fund Revenues.

## **MEMORANDUM**

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

**FROM: AMBER AL-HADDAD, PUBLIC WORKS DIRECTOR**

**SUBJECT: APPROVAL OF CRW ENGINEER'S FEE PROPOSAL FOR  
PRELIMINARY ENGINEERING REPORT FOR WATER TREATMENT  
PLANT IMPROVEMENTS PROJECT**

**DATE: September 8, 2016**

### **BACKGROUND:**

The City and Borough of Wrangell is under contract with CRW Engineers to provide for the pilot testing, analysis and recommendations for a new and improved water treatment processing system under the Water Plant Pilot Study project.

CBW staff met with USDA to review their Water and Waste Disposal (WWD) program and its application to our future water treatment plant improvement project. With USDA's encouragement to apply to their program for our water treatment project, we have requested a fee proposal from CRW Engineers to add the Preliminary Engineering Report's (PER) level of report detail to their scope of work for the pilot study. With the PER in hand, Wrangell would be eligible to apply to USDA's WWD program. The PER requires a much higher level of detail in the engineering report than what was required of CRW through the pilot study project. The PER report will include a study of project alternatives, including a "do nothing" alternative, design analysis, refined project costs, and an Environmental Review as a Categorical Exclusion. The cost for this level of PER is proposed by CRW as a lump sum fee in the amount of \$43,390.

If it is determined that the Categorical Exclusion will not suffice as the Environmental Review document, additional environmental services would be required. CRW has prepared a cost estimate for these additional services, in the event the design analysis leads to the need for wetland delineation and further environmental analysis work. This potential, add-on environmental work has been estimated by CRW as a T&M, not to exceed price of \$39,993. If required to be added to the scope of work, we would seek additional approval from the Assembly to proceed with these add-on services.

Since grant funds for the Water Treatment Pilot Study project are fully expended, all costs associated with the preparation of the Preliminary Engineering Report (PER) would be covered by Water Fund Revenues.

### **RECOMMENDATION:**

Staff recommends the Assembly approve a contract amendment to CRW Engineering Group for development of a Preliminary Engineering Report for a Water Treatment Plant Improvement project in a lump sum amount of \$43,390. Project costs will be paid from Water Fund Revenues.

### **ATTACHMENTS:**

1. CRW Engineers' Preliminary Engineering Report fee proposal dated September 2, 2016.





CRW Engineering Group, LLC

**Memorandum**

from: Jon Hermon, P.E.

to: Ms. Amber Al-Haddad,  
CBW DPW Director

Date: September 2, 2016

A handwritten signature in black ink, appearing to be "J. Hermon", is located to the right of the "to:" field.

**RE: City and Borough of Wrangell (CBW) Water Treatment Improvements Preliminary Engineering Report (PER) and Environmental Report (ER): Fee Proposal**

Dear Ms. Al-Haddad:

In response to CBW's attached 8-18-16 Request for Proposal (RFP), we are pleased to submit this fee proposal to provide a PER and ER for CBW's use in pursuing design and construction funding for improvements planned for the water treatment plant. Included with this proposal is a spreadsheet showing the estimated breakdown of hours and fees for CRW Engineering Group, LLC (CRW), and our environmental subconsultant, Solstice Alaska Consulting (SolsticeAK). Also find attached schedules of our Year 2016 standard rates.

CRW proposes the following scope of work, deliverables and schedule for this project:

**A. SCOPE OF WORK**

1. Task A – Project Start-Up and Data Gathering

Primary steps will include the following:

- ◆ Conduct a teleconference with CBW to review project approach and discuss data gathering.
- ◆ Confer with USDA-RD staff to discuss project and seek any clarifications needed to streamline the review process.
- ◆ Gather and review any additional information needed to complete PER and ER.

2. Task B – Preliminary Engineering Report (PER)

Based on collected data and inputs from both CBW and USDA-RD, CRW will prepare a draft and final PER in accordance with USDA Bulletin 1780-2, included with the RFP. This PER will evaluate the five water treatment alternatives summarized in the Desktop Assessment Report produced for CBW earlier this year. A "do-nothing" alternative will also be evaluated. In general, the effort to produce this PER will be somewhat reduced because the Desktop Assessment effort has already selected an alternate for pilot testing based on technical merit and lowest life cycle cost. However, additional effort is needed to conform the findings of the more-limited Desktop Assessment to the PER format, and include other

information required for the PER, as well as produce the cost estimates, project descriptions and other summarized information to the level of detail required by the PER.

The PER will primarily include the following components:

- ◆ *Discussions of Project Location, Community & Environment, Existing Systems, Financial Status, Current Deficiencies and Need for the Project.* Additional information will be gathered to complete these sections and summarized to the level of detail typical for a PER.
- ◆ *Alternatives Considered* – We will evaluate the six aforementioned alternatives and identify needed capital improvements for each one. Concept-level sketches and flow diagrams will be included where appropriate for each alternative.
- ◆ *Costs* – We will estimate capital and O&M costs for each alternative to the level of detail typical for a PER.
- ◆ *Life Cycle Costs* – We will estimate life cycle costs for each alternative considered. The life cycle cost of each alternative will be a function of the capital cost and O&M cost of that alternative over its assumed design life. It's important to be aware that USDA-RD will fund only the option with the lowest life cycle cost, or one that is within 10% of the lowest life cycle cost if non-monetary factors dictate.
- ◆ *Proposed Project* – We will describe the various components of recommended alternative in sufficient detail. This project will ultimately need to be approved by CBW and USDA-RD. For this reason, the Draft (65%) PER will not yet include information about implementing the proposed project. Rather this information will be included in the Updated Draft (95%) PER after the recommended alternative has been approved.
- ◆ Submit the Draft (65%) PER to CBW and USDA-RD for review and commentary.
- ◆ Respond to review comments and discuss the PER in a teleconference conducted between CBW, USDA-RD and the CRW team. The narrative, sketches, estimates and figures will be revised from Draft to Final and edits made as needed per the review comments and subsequent discussion.
- ◆ Submit Updated Draft (95%) PER, which will include Proposed Project phasing and implementation of the recommended alternative.
- ◆ Submit a Final PER.

### 3. Task C – Environmental Report (ER)

As required by USDA-RD, the ER is a stand-alone document that identifies and evaluates any environmental impacts associated with the Proposed Project reflected in the draft PER report.

As requested by CBW, this effort assumes that a Categorical Exclusion will suffice as the ER. Accordingly, the level of effort estimated for this report assumes a routine documentation process according to USDA-RD Instruction 1970-B and will include the components outlined therein, and as reflected in SolsticeAK's attached fee proposal. It is therefore assumed that site visits, field work, public meetings, and environmental permitting will not be required.

For this ER effort, the CRW team will consult with appropriate government and tribal agencies, and submit project scoping letters to seek jurisdictional determinations of the permits that may be required for the Proposed Project. In addition to being summarized in the ER narrative, agency responses and scoping letters will be included in an appendix.

A Draft (95%) ER will be submitted with the Updated Draft (95%) PER. A Final ER will be submitted with the Final PER.

#### Additional Services

Should a typical ER be required instead of a Categorical Exclusion, the level of documentation effort will increase significantly. An Additional Services amount is included in the fee proposal spreadsheet as an adder to the Basic Services amount to cover this possibility, assuming that an on-site wetlands delineation is needed, but that no cultural resources field work will be required. Upon authorization given by CBW, CRW will proceed with this level of effort. We recommend that compensation for this task follow a time-and-materials (T&M), not-to-exceed (NTE) format.

### **B. DELIVERABLES**

Draft and final versions of deliverables for this project will be as noted in the RFP.

### **C. SCHEDULE**

The CRW team will proceed with the schedule noted in the RFP, which indicates a submittal date for the 95% Draft PER and ER by December 15, 2016.

### **D. FEE AND TERMS**

Other assumptions that form the basis of our proposal are indicated on the attached fee estimate spreadsheets (CRW and SolsticeAK). We propose the following compensation formats for this project:

- ◆ Tasks A, B & C : lump sum basis.
- ◆ Task D: T&E, NTE basis. With this format, budgets would not be exceeded without prior authorization given by CBW. When budgets are approximately 75% expended, CRW will report to CBW whether or not a budget overrun is anticipated for a particular

task, and if so, provide an estimate of the additional budget needed to complete the work of the task.

All work would be performed in accordance with a professional services contract between CRW and the City and Borough of Wrangell.

*END*

Attachments: Fee spreadsheet (2 pages, 8.5x11); fee proposals for SolsticeAK (2 pages, 8.5x11); standard rate schedules for CRW and SolsticeAK; CBW RFP.

City & Borough of Wrangell  
Water Treatment Improvements PER and ER  
Fee Estimate  
Sept 2016

	Footnotes	Principal	Project Manager	Senior Engineer	Project Engineer	Staff Engineer	Technician III	Clerical Staff	Total CRW Labor	Subnotes	Subconsultant Expenses	Misc. CRW Expenses	Task Totals
TASK	1	\$190	\$175	\$175	\$155	\$135	\$115	\$75			Cost x 1.10	Cost x 1.10	
<b>A. PROJECT START UP &amp; DATA GATHERING</b>													
1 Project Management and Coordination			2					2	\$500			\$110	\$610
2 Project Kick Off Meeting (Teleconference)	2		2		2				\$660				\$660
3 Data Gathering and Review			2		2	6			\$1,470	a	\$0		\$1,470
4 RD Consultation			2		2				\$660				\$660
Subtotal Task A:		0	8	0	6	6	0	2	\$3,290		\$0	\$110	\$3,400
<b>B. PRELIMINARY ENGINEERING REPORT (PER)</b>													
1 Project Management and Coordination		1	4					2	\$1,040			\$110	\$1,150
2 Project Planning/Existing Facilities/Conclusions & Recommendations			2		8				\$1,590				\$1,590
3 Alternatives Considered	3		2		20		16		\$5,290				\$5,290
4 Project Costs & Life Cycle Costs			4		8	24			\$5,180				\$5,180
5 Proposed Project			2		8		8		\$2,510				\$2,510
6 Compile and Submit Draft (65%) PER			1		4		2	2	\$1,175			\$330	\$1,505
7 Project Review Meeting (Teleconference)	2		2		2				\$660			\$55	\$715
8 Submit Updated Draft (95%) of PER			3		8	8	6	2	\$3,685			\$330	\$4,015
9 Submit Final PER			2		6	4	2	2	\$2,200			\$330	\$2,530
Subtotal Task B:		1	22	0	64	36	34	8	\$23,330		\$0	\$1,155	\$24,485
<b>C. ENVIRONMENTAL REPORT (ER)</b>													
1 Project Management and Coordination	4	1	4					2	\$1,040	a		\$110	\$1,150
2 Categorical Exclusion			4		8				\$1,940		\$8,030		\$9,970
3 Compile and Submit Draft (95%) of ER			2		4		2	2	\$1,350			\$330	\$1,680
4 Project Review Meeting (Teleconference)	2		2		2				\$660			\$55	\$715
5 Submit Final ER			2		6		2	2	\$1,660			\$330	\$1,990
Subtotal Task C:		1	14	0	20	0	4	6	\$6,650		\$8,030	\$825	\$15,505
Total Hours:		2	44	0	90	42	38	16	n/a		n/a	n/a	
Total Costs:		\$380	\$7,700	\$0	\$13,950	\$5,670	\$4,370	\$1,200	\$33,270		\$8,030	\$2,090	\$43,390

Footnotes and subnotes found on Page 2 of this spreadsheet.

TOTAL Basic Services Lump Sum Fee Amount: \$43,390

City & Borough of Wrangell Water Treatment Improvements PER and ER Fee Estimate Sept 2016													
	Footnotes	Principal	Project Manager	Senior Engineer	Project Engineer	Staff Engineer	Technician III	Clerical Staff	Total CRW Labor	Subnotes	Subconsultant Expenses	Misc. CRW Expenses	Task Totals
TASK	1	\$190	\$175	\$175	\$155	\$135	\$115	\$75			Cost x 1.10	Cost x 1.10	
D. ADDITIONAL SERVICES (ADDER- T&M, NTE)	5												
1 Project Management and Coordination		1	2					2	\$690				\$690
2 Environmental Report			6		8		4		\$2,750	b	\$36,553		\$39,303
Subtotal Task C:		1	8	0	8	0	4	2	n/a		n/a	n/a	
Total Costs:		\$190	\$1,400	\$0	\$1,240	\$0	\$460	\$150	\$3,440		\$36,553	\$0	\$39,993

Additional Services T&M, NTE Fee Amount: \$39,993

Footnotes:

- 1 Year 2016 standard rates are assumed for CRW labor.
- 2 Teleconference held between CBW in Wrangell and CRW's team in Anchorage.
- 3 Alternatives considered for PER will be limited to the five covered in the CBW Desktop Assessment Report plus a do-nothing alternative.
- 4 Categorical Exclusion level of effort per USDA-RD Instruction 1970.54.
- 5 Environmantal Report level of effort per USDA RUS Bulletin 1794A-602.

Subnotes:

- a See Attachment 1, Solstice Alaska Consulting fee proposal for **categorical exclusion** effort.
- b See Attachment 2, Solstice Alaska Consulting fee proposal for **environmental report** effort. The amount reflected here is only the additional cost above the amount estimated in Attachment 1.

## Attachment 1

<b>Solstice Alaska Consulting, Inc.</b>				<b>PROJECT TITLE:</b> WRG WTP Improvements							
				<b>TASK DESCRIPTION:</b> Environmental Report only		09.01.2016					
<b>METHOD OF PAYMENT:</b> T&E						<b>PREPARED BY:</b> Reich					
SUB-TASK DESCRIPTION	LABOR HOURS		Labor Subtotal	SUBCONSULTANTS			INDIRECT COSTS			Indirect Subtotal	Task Total
	R. Reich	C.Connaker		CRC	Wetlands						
<b>Task 1. Environmental Report</b>											
Project Description and Location	0.5	4	\$ 380							\$ -	\$ 380
Land Ownership and Land Use	0.5	4	\$ 380							\$ -	\$ 380
Historic Preservation (includes SHPO and Tribal consults)	4.0	16	\$ 1,760	\$800						\$ 800	\$ 2,560
T&E Species/Bio Resources (includes USFWS &NMFS consults)	1.0	8	\$ 760							\$ -	\$ 760
Wetlands	1.0	6	\$ 600		\$0					\$ -	\$ 600
Floodplains	0.5	1	\$ 140							\$ -	\$ 140
Coastal Areas	0.0	0.5	\$ 40							\$ -	\$ 40
Important Farmland	0.0	0.5	\$ 40							\$ -	\$ 40
Envir Risk Management	1.0	6	\$ 600							\$ -	\$ 600
Other Resources (migratory birds, eagle nests, etc.)	4.0	16	\$ 1,760							\$ -	\$ 1,760
											\$ -
<b>TOTAL LABOR HOURS</b>	12.5	62.0	75								\$ 7,260
<b>LABOR RATES (\$/HR)</b>	\$120.00	\$80.00						5% markup on subs and indirect			\$ 40
<b>LABOR COSTS (\$)</b>	\$1,500	\$4,960	\$6,460								\$ 7,300

**Assumptions:**

The following points are assumed for this project. If the assumptions change, Solstice may require a change in scope and budget to complete the project.

- No NEPA compliance would be required for a material site, or any other activities not directly related to the project.
- No fieldwork or site visit is required.
- Public meetings or other public involvement activities are not included in this scope.
- A routine environmental documentation processes is assumed. Addressing substantial controversy and/or detailed agency negotiations, including formal National Historic Preservation Act consultation or Endangered Species, would be done as additional services.
- Engineering support or design-related issues/questions encountered through the process will be addressed by CRW.
- CRW will provide drawings as required for the ER This may include, but is not limited to, a vicinity map, plan view of the entire project, and typical cross sections.
- No fieldwork or site visit is required.
- Permit acquisition not included in this budget.

## Attachment 2

<b>Solstice Alaska Consulting, Inc.</b>				<b>PROJECT TITLE:</b> WRG WTP Improvements							
				<b>TASK DESCRIPTION:</b> Environmental Report and Permitting		09.01.2016					
<b>METHOD OF PAYMENT:</b> T&E						<b>PREPARED BY:</b> Reich					
SUB-TASK DESCRIPTION	LABOR HOURS		Labor Subtotal	SUBCONSULTANTS			INDIRECT COSTS			Indirect Subtotal	Task Total
	R. Reich	C.Connaker		CRC	Wetlands		News Ad				
<b>Task 1. Environmental Report</b>											
1. Purpose and Need			\$ -				\$1,000			\$ 1,000	\$ 1,000
1.1 Project Description	4.0	16	\$ 1,760							\$ -	\$ 1,760
1.2 Purpose and Need	2.0	12	\$ 1,200							\$ -	\$ 1,200
2.0 Alternatives	4.0	16	\$ 1,760							\$ -	\$ 1,760
3.0 Affect Env/Env Consequences	20.0	62	\$ 7,360	\$800	\$20,000					\$ 20,800	\$ 28,160
4.0 Summary of Mitigation	1.0	6	\$ 600							\$ -	\$ 600
5.0 Correspondance and Coordination (includes advertise)	1.0	6.0	\$ 600							\$ -	\$ 600
6.0 Exhibits	1.0	4.0	\$ 440							\$ -	\$ 440
7.0 Lists of Preparers	0.0	1	\$ 80							\$ -	\$ 80
			\$ -							\$ -	\$ -
Task 2. Permit Acquisition	12	30	\$ 3,840								\$ 3,840
<b>TOTAL LABOR HOURS</b>	45.0	153.0	<b>198</b>								\$ 39,440
<b>LABOR RATES (\$/HR)</b>	\$120.00	\$80.00								5% markup on subs and indirect	\$ 1,090
<b>LABOR COSTS (\$)</b>	\$5,400	\$12,240	<b>\$17,640</b>								\$ 40,530

### Assumptions:

The following points are assumed for this project. If the assumptions change, Solstice may require a change in scope and budget to complete the project.

- No NEPA compliance would be required for a material site, or any other activities not directly related to the project.
- Wetlands fieldwork, but no cultural resources fieldwork.
- Public meetings or other public involvement activities are not included in this scope.
- A routine environmental documentation processes is assumed. Addressing substantial controversy and/or detailed agency negotiations, including formal National Historic Preservation Act consultation or Endangered Species, would be done as additional services.
- Engineering support or design-related issues/questions encountered through the process will be addressed by CRW.
- CRW will provide drawings as required for the ER This may include, but is not limited to, a vicinity map, plan view of the entire project, and typical cross sections.
- The project will be authorized under a Nationwide Army Corps of Engineers permit; no Individual Permit application will be required.

Note: Additional Services Amount = \$40,530 (Attachment 2) - \$7,300 (Attachment 1) = \$33,230.

\$33,230 x 1.10 = \$36,553 (shown in CRW fee proposal spreadsheet).





**CRW ENGINEERING GROUP, LLC**  
**Fee Schedule – 2016**

**EMPLOYEE CATEGORY**

Principal .....	\$190.00
Senior Engineer/Land Surveyor .....	\$175.00
Project Engineer/Land Surveyor .....	\$155.00
Registered Staff Engineer/Land Surveyor .....	\$135.00
Staff Engineer/Land Surveyor II (EIT/LSIT) .....	\$115.00
Staff Engineer/Land Surveyor I .....	\$105.00
Technician V .....	\$135.00
Technician IV .....	\$125.00
Technician III .....	\$115.00
Technician II .....	\$100.00
Technician I .....	\$ 80.00
Clerical/Administrative Support .....	\$ 75.00

**SUPPLIES AND SERVICES**

Direct Expenses and Supplies .....	Invoice + 10%
Subconsultants .....	Invoice + 10%
Meals (Per Diem) .....	\$60.00/day
In-house Expenses	
Xerox (8-1/2 x 11) .....	\$0.10/copy
Xerox (11 x 17) .....	\$0.20/copy
Color Copies (8-1/2 x 11) .....	\$1.00/copy
Mileage (Federal Rate) .....	\$0.56/mile
Bond Plots .....	\$1.00/square foot
Mylar Plots .....	\$2.00/square foot

**Solstice Alaska Consulting, Inc.**  
**Rate Sheet**  
**2016**

<b>Category</b>	<b>Rate</b>
Senior Planner Robin Reich Sharon Boyette	\$120/hour
Public Involvement Specialist Carla SlatonBarker	\$90/hour
Planner Kate Arduser	\$90/hour
Environmental Planner Olivia Cohn Carrie Connaker	\$80/hour
Office Assistant/Grant Writer	\$60/hour
Intern	\$35/hour



**CITY AND BOROUGH OF WRANGELL  
REQUEST FOR PROPOSALS  
ENGINEERING & ENVIRONMENTAL SERVICES  
for  
WATER TREATMENT FACILITY IMPROVEMENTS PROJECT**

**BACKGROUND**

The City and Borough of Wrangell owns and operates the water treatment facility, water storage tanks, and water distribution system. Due to the inefficiencies of the water treatment system and the critical need for capital infrastructure projects, the Borough has engaged the USDA in discussions for RUS funding on this project, which would improve the water treatment capacity for both water quality and community and economic growth.

**REQUEST FOR PROPOSAL**

The City and Borough of Wrangell (CBW) seeks a proposal from CRW Engineers for additional project engineering support, anticipated to be added to CRW Engineers' existing contract for the project entitled *Water Treatment Pilot Study*. This Request for Proposal describes the Scope of Work required as part of the USDA's Preliminary Engineering Report (PER) and the Environmental Review (ER) in order to make Wrangell eligible for application to federal programs in the pursuit of a future water treatment facility improvement project.

**SCOPE OF SERVICES & DELIVERABLES**

*Scope of Services*

Prepare a Preliminary Engineering Report (PER) for the project. The PER would ideally be completed within 90 days of the date of the contract amendment. The PER will include all components of the USDA's Bulletin 1780-2 for Preliminary Engineering Reports for Water and Waste Disposal Program (WWD).

A PER is a planning document required by many state and federal agencies as part of the process of obtaining financial assistance for development of drinking water, wastewater, solid waste, and storm water projects. An applicant for funding from the WWD program is required to submit a PER. The PER describes the proposed project from an engineering perspective, analyzes alternatives to the proposal, defines project costs, and provides information critical to the underwriting process. While much of the PER's required engineering analysis is already included in CRW's contract for the pilot plant study, there may be additional reporting components required by the PER. The attached Bulletin 1780-2 includes an interagency PER template that describes the required content, which CRW is asked to utilize in order to meet the requirements of the PER development.

In general, the PER should include a description of existing facilities and a description of the issues being addressed by the proposed project. It should identify alternatives, present a life

cycle cost analysis of technically-feasible alternatives and propose a specific course of action. The report should also include a detailed current cost estimate of the recommended alternative. The attached outline describes these and other sections to be included in the Report.

As outlined in the Bulletin, CRW Engineers, under this scope of work, would also conduct an environmental review in accordance with the National Environmental Policy Act (NEPA). The report should indicate that environmental issues were considered as part of the engineering planning and include environmental information pertinent to engineering planning. If the proposed alternative meets the criteria for submitting a Categorical Exclusion, a CE may be considered as the environmental review.

#### *Deliverables*

- Development and submittal of a Preliminary Engineering Report to evaluate the Wrangell Water Treatment Facility and provide recommendations for improving treatment processes for water quality and community/economic growth (a detailed outline of the contents required in the PER is attached in the Bulletin 1780-2).
- As part of the PER, conduct an Environmental Review (or Categorical Exclusion).

#### **TENTATIVE PER/ER SCHEDULE**

RFP Due:	September 2, 2016
Anticipated Contract Authorized:	September 14, 2016
Project Review Meeting:	September 16, 2016
65% Draft PER Delivery	November 15, 2016
95% Draft PER and ER Delivery	December 15, 2016

#### **CONTENTS OF PROPOSAL**

Fee proposal, staffing plan, hourly rates and reimbursable schedule.

Please submit proposal to Amber Al-Haddad, Public Works Director, Tel: 907-874-3904, Email: aal-haddad@wrangell.com

#### **ATTACHMENTS**

USDA/RUS BULLETIN 1780-2, Preliminary Engineering Reports for Water and waste Disposal Program

USDA/RUS BULLETIN 1794A-602, Guideline for Preparing the Environmental Report for Water and Environmental Program Proposals

Environmental Guidance for Categorical Exclusion, RD Instruction 1970-B, Exhibit C

USDA/RUS Bulletin 1780-26, Guidance for the use of EJCDC Documents on WWD Projects

# Agenda Item 13i

## CITY & BOROUGH OF WRANGELL

### BOROUGH ASSEMBLY AGENDA ITEM September 13, 2016

#### INFORMATION:

Approval of change orders to BW Enterprises for the Barge Ramp Concrete Paving project

#### Attachments:

1. Memo from Amber Al-Haddad
2. Proposed Change Order

#### **CORRECTED - RECOMMENDED ACTION:**

Move to authorize issuance of Change Order #1-#4 to BW Enterprises for changed conditions to the Barge Ramp Concrete Paving construction contract for a total increase of \$23,221.54, and a time extension of three days. Additional project costs will be paid from the Ports and Barge Ramp FY17 Capital Projects Fund.

## **MEMORANDUM**

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

**FROM: AMBER AL-HADDAD, PUBLIC WORKS DIRECTOR**

**SUBJECT: CHANGE ORDER APPROVALS – BARGE RAMP CONCRETE PAVING**

**DATE: September 8, 2016**

### **BACKGROUND:**

The City and Borough of Wrangell is under contract with BW Enterprises to provide construction services for the Barge Ramp Concrete Paving project.

Due to changed conditions, the Contractor made adjustment for:

1. Concrete removal for deadhead tie-back  
Repair top section of bulkhead; Prepare bulkhead to tie into new concrete section  
Support bulkhead footing with concrete subfooting  
Total.....\$7,000.00
2. Modify sidewalk apron from 6" thick concrete to 12" concrete.....\$4,116.66
3. Replace 12' (w) x 6" (d) shot rock with C1 for perimeter backfill.....\$3,100.00
4. Adjust quantity of 12" concrete pavement, pay item 3305.1, and 6" concrete sidewalk,  
pay item 3305.2, based on unit pricing.....\$9,004.88

Staff have tracked the above-mentioned contract modifications through the attached Change Orders #1 - #4 documents. The total value of these modifications results in an added cost to the contract in the amount of \$23,221.54. The work is currently complete and the project was accepted following achievement of 80% concrete compressive strength as confirmed with a 7-day concrete cylinder test break. Subsequently, the 21-day concrete cylinder test break provided for a compressive strength that exceeded the requirement.

### **RECOMMENDATION:**

Staff recommends the Assembly authorize issuance of Change Order #1-#4 to BW Enterprises for changed conditions to the Barge Ramp Concrete Paving construction contract for a total increase of \$23,221.54, and a time extension of three days. Additional project costs will be paid from the Ports and Barge Ramp FY17 Capital Projects Fund.

### **ATTACHMENTS:**

Change Orders #1 - #4 to BW Enterprises for changed conditions identified herein.

# CHANGE ORDER

OWNER ☐  
CONSTRUCTION MANAGER ☐  
ARCHITECT ☐  
CONTRACTOR ☒  
FIELD ☐  
OTHER ☐

PROJECT:

**Barge Ramp Concrete Paving**

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

CHANGE ORDER NO:

**1**

INITIATION DATE:

08/02/16

TO CONTRACTOR:

**BW Enterprises**

PO Box 2121, Wrangell, Alaska 99929

THE CONTRACT IS CHANGED AS FOLLOWS:

1. Remove 5' section of concrete behind cut-line which is adjacent to bulkhead. Replace an approximate 2' depth of shot rock with D1 to fill in the area with rebar tied back to the concrete deadhead. Compact D1 in lifts.

\$7,000.00

2. Reform top section of damaged bulkhead; clean loose material to receive new concrete, install #5 rebar (horizontal and vertical, where needed). Once cured, pin bulkhead to adjacent new slab section with epoxy at bulkhead and grease at slab.

3. Support bulkhead footing where erosion has occurred. Form approximately 16" h x 36" d with extent of depth extending two feet beyond the face of existing footing. Utilize #5 rebar 12" O.C. with a three parallel run.

4. Add three calendar days to substantial completion date to accommodate for City-imposed three days delay in project commencement due to barge activities.

TOTAL CHANGE TO CONTRACT THIS CHANGE ORDER:

**\$7,000.00**

**Not valid until signed by the Owner, Construction Manager, Architect, and Contractor.**

The original Contract Sum was: \$ 122,091.06

Net change by previously authorized Change Orders: \$ -

The contract Sum prior to the Change Order was: \$ 122,091.06

The contract Sum will be ☒ (increased) ☐ (-decreased) ☐ (unchanged) by this Change Order: \$ 7,000.00

The new Contract Sum including this Change Order will be: \$ 129,091.06

The Contract Time will be ☒ (increased) ☐ (-decreased) ☐ (unchanged) by: 3 calendar days

CONTRACTOR

**BW Enterprises, LLC**

P.O. Box 2121, Wrangell, Alaska 99929

OWNER

**City and Borough of Wrangell**

P.O. Box 531, Wrangell, AK 99929

BY

DATE

BY

DATE

# CHANGE ORDER

OWNER ☐  
CONSTRUCTION MANAGER ☐  
ARCHITECT ☐  
CONTRACTOR ☒  
FIELD ☐  
OTHER ☐

PROJECT:

**Barge Ramp Concrete Paving**

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

CHANGE ORDER NO: 2

INITIATION DATE: 08/10/16

TO CONTRACTOR:

**BW Enterprises**

PO Box 2121, Wrangell, Alaska 99929

THE CONTRACT IS CHANGED AS FOLLOWS:

1. Install sidewalk section at driveway apron as 12" in stead of originally specified 6" thickness. New Pay Item scheduled for \$195.00 per square yard quantity for an area of 4'-9" x 40' or 21.11 sy	\$4,116.66
TOTAL CHANGE TO CONTRACT THIS CHANGE ORDER:	<u>\$4,116.66</u>

**Not valid until signed by the Owner, Construction Manager, Architect, and Contractor.**

The original Contract Sum was:	\$ 122,091.06
Net change by previously authorized Change Orders:	\$ 7,000.00
The contract Sum prior to the Change Order was:	\$ 129,091.06
The contract Sum will be <input checked="" type="checkbox"/> (increased) <input type="checkbox"/> (-decreased) <input type="checkbox"/> (unchanged) by this Change Order:	\$ 4,116.66
The new Contract Sum including this Change Order will be:	<u>\$ 133,207.72</u>
The Contract Time will be <input type="checkbox"/> (increased) <input type="checkbox"/> (-decreased) <input checked="" type="checkbox"/> (unchanged) by:	

CONTRACTOR

**BW Enterprises, LLC**

P.O. Box 2121, Wrangell, Alaska 99929

OWNER

**City and Borough of Wrangell**

P.O. Box 531, Wrangell, AK 99929

BY \_\_\_\_\_ DATE \_\_\_\_\_

BY \_\_\_\_\_ DATE \_\_\_\_\_



# CHANGE ORDER

OWNER ☐  
CONSTRUCTION MANAGER ☐  
ARCHITECT ☐  
CONTRACTOR ☒  
FIELD ☐  
OTHER ☐

PROJECT:

**Barge Ramp Concrete Paving**

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

CHANGE ORDER NO: 3

INITIATION DATE: 09/01/16

TO CONTRACTOR:

**BW Enterprises**

PO Box 2121, Wrangell, Alaska 99929

THE CONTRACT IS CHANGED AS FOLLOWS:

1. Remove 12" (wide) x 6" (deep) around entire new concrete sections' perimeter. Replace with C1 and compact for smooth, uniform and level driving transition from concrete to aggregate storage yard area. \$3,100.00

TOTAL CHANGE TO CONTRACT THIS CHANGE ORDER: \$3,100.00

**Not valid until signed by the Owner, Construction Manager, Architect, and Contractor.**

The original Contract Sum was:	\$ 122,091.06
Net change by previously authorized Change Orders:	\$ 11,116.66
The contract Sum prior to the Change Order was:	\$ 133,207.72
The contract Sum will be <input checked="" type="checkbox"/> (increased) <input type="checkbox"/> (-decreased) <input type="checkbox"/> (unchanged) by this Change Order:	\$ 3,100.00
The new Contract Sum including this Change Order will be:	\$ 136,307.72
The Contract Time will be <input type="checkbox"/> (increased) <input type="checkbox"/> (-decreased) <input checked="" type="checkbox"/> (unchanged) by:	

CONTRACTOR

**BW Enterprises, LLC**

P.O. Box 2121, Wrangell, Alaska 99929

OWNER

**City and Borough of Wrangell**

P.O. Box 531, Wrangell, AK 99929

BY \_\_\_\_\_ DATE \_\_\_\_\_

BY \_\_\_\_\_ DATE \_\_\_\_\_

# CHANGE ORDER

OWNER ☐  
CONSTRUCTION MANAGER ☐  
ARCHITECT ☐  
CONTRACTOR ☒  
FIELD ☐  
OTHER ☐

PROJECT:

**Barge Ramp Concrete Paving**

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

CHANGE ORDER NO: 4

INITIATION DATE: 09/09/16

TO CONTRACTOR:

**BW Enterprises**

PO Box 2121, Wrangell, Alaska 99929

THE CONTRACT IS CHANGED AS FOLLOWS:

1. Unit price adjustments:	\$12,444.33
a. Pay Item 3305.1 - 12" Thick Concrete Pavement, increase from 578 sy to 671 sy @ \$133.81/sy	
b. Pay Item 3305.2 - 6" Thick Concrete Sidewalk, reduce from 45 lf to 10 lf @ \$98.27/lf	(\$3,439.45)
TOTAL CHANGE TO CONTRACT THIS CHANGE ORDER:	<u>\$9,004.88</u>

**Not valid until signed by the Owner, Construction Manager, Architect, and Contractor.**

The original Contract Sum was:	\$ 122,091.06
Net change by previously authorized Change Orders:	\$ 14,216.66
The contract Sum prior to the Change Order was:	\$ 136,307.72
The contract Sum will be <input checked="" type="checkbox"/> (increased) <input type="checkbox"/> (-decreased) <input type="checkbox"/> (unchanged) by this Change Order:	\$ 9,004.88
The new Contract Sum including this Change Order will be:	<u>\$ 145,312.60</u>
The Contract Time will be <input type="checkbox"/> (increased) <input type="checkbox"/> (-decreased) <input checked="" type="checkbox"/> (unchanged) by:	

CONTRACTOR

**BW Enterprises, LLC**

P.O. Box 2121, Wrangell, Alaska 99929

OWNER

**City and Borough of Wrangell**

P.O. Box 531, Wrangell, AK 99929

BY \_\_\_\_\_ DATE \_\_\_\_\_

BY \_\_\_\_\_ DATE \_\_\_\_\_

# **Agenda Item 14**

## **CITY & BOROUGH OF WRANGELL**

**BOROUGH ASSEMBLY  
AGENDA ITEM  
September 13, 2016**

INFORMATION:

ATTORNEY'S FILE – None

# **Agenda Item 15**

## **CITY & BOROUGH OF WRANGELL**

**BOROUGH ASSEMBLY  
AGENDA ITEM  
September 13, 2016**

Executive Session – None