



**City and Borough of Wrangell
Borough Assembly Meeting
*Revised AGENDA (to add Item 13i & Executive Session)***

October 11, 2016 – 7:00 p.m.

Location: Assembly Chambers, City Hall

1. CALL TO ORDER

- a. PLEDGE OF ALLEGIANCE led by Assembly Member Mark Mitchell
- b. INVOCATION to be given by Nettie Covalt with the Presbyterian Church
- c. CEREMONIAL MATTERS – *Community Presentations, Proclamations, Certificates of Service, Guest Introductions*
 - i. Proclamation – Extra Mile Day (November 1, 2016)

2. ROLL CALL

3. AMENDMENTS TO THE AGENDA

4. CONFLICT OF INTEREST

5. CONSENT AGENDA

- a. Item (*) 6a, 7a, & 7b

6. APPROVAL OF MINUTES

- *a. Minutes of the following Assembly Meetings:
 - Public Hearing and Regular Assembly: September 27, 2016

7. COMMUNICATIONS

- a. Minutes of the Regular Wrangell Medical Center meeting held August 17, 2016
- b. Minutes of the Regular School Board meeting held August 11, 2016

8. BOROUGH MANAGER'S REPORT

9. BOROUGH CLERK'S FILE

10. MAYOR/ASSEMBLY REPORTS AND APPOINTMENTS

- a. Reports by Assembly Members
- b. City Board and Committee Annual Appointments
- c. Prior Vacant City Boards and Committee Appointments
- d. Appoint Vice-Mayor

11. PERSONS TO BE HEARD

12. UNFINISHED BUSINESS

- a. **PROPOSED ORDINANCE No. 926: AN ORDINANCE OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, AMENDING CERTAIN SECTIONS OF**

TITLE 20, ZONING, OF THE WRANGELL MUNICIPAL CODE, TO ADD LICENSED MARIJUANA ESTABLISHMENT FACILITIES AS CONDITIONAL USES IN CERTAIN SPECIFIED ZONING DISTRICTS, AND TO UPDATE THE TEMPORARY AND SPECIAL ZONING ACTS TABLE (*second reading*)

13. NEW BUSINESS

- a. **PROPOSED ORDINANCE No. 927:** AN ORDINANCE OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, AMENDING THE MINOR OFFENSE FINE SCHEDULE IN CHAPTER 1.20, GENERAL PENALTY, OF THE WRANGELL MUNICIPAL CODE (*first reading*)
- b. Approval of a Change Order to Colaska Inc., dba Seacon for the Asphalt Road Paving project
- c. Approval of a Sole Source Procurement to Alaska Pump & Supply, Inc.
- d. Acceptance of resignation of the Borough Manager
- e. Process for replacing the Borough Manager
- f. Approval to cancel the Regular Borough Assembly Meeting of October 25, 2016
- g. Approval to reschedule the Regular Assembly Meeting of November 22, 2016 to Tuesday, November 29, 2016
- h. Approval to write off uncollectible accounts and send to collections
- i. **Approval of an Assignment of Lease from Josh Young, dba J & R Fiberglass Repair, to Christensen Trades & Tangibles LLC, dba CTT Marine for Boat Yard Lot 6 in the Marine Service Center**

14. ATTORNEY'S FILE - None

15. EXECUTIVE SESSION

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

16. ADJOURNMENT

Agenda Items 1 - 6

CITY & BOROUGH OF WRANGELL

BOROUGH ASSEMBLY

AGENDA ITEM

October 11, 2016

ITEM NO. 1 CALL TO ORDER:

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

RECOMMENDED ACTION:

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

- a. Pledge of Allegiance to be given by Assembly Member Mark Mitchell
- b. Invocation to be given by Nettie Covalt with the Presbyterian Church
- c. CEREMONIAL MATTERS – *Community Presentations, Proclamations, Certificates of Service, Guest Introductions*
 - i. Proclamation – Extra Mile Day (November 1, 2016)

ITEM NO. 2 ROLL CALL – BOROUGH CLERK:

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

RECOMMENDED ACTION:

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

ITEM NO. 3 AMENDMENTS TO THE AGENDA:

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

RECOMMENDED ACTION:

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

ITEM NO. 4 CONFLICT OF INTEREST:

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

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

ITEM NO. 5 CONSENT AGENDA:

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

RECOMMENDED ACTION:

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

****6a, 7a, & 7b***

ITEM NO. 6 APPROVAL OF MINUTES:

INFORMATION:

6a *Minutes of the Public Hearing and Regular Assembly meetings held September 27, 2016*

**Extra Mile Day
PROCLAMATION
November 1, 2016**

WHEREAS, Wrangell, Alaska, is a community which acknowledges that a special vibrancy exists within the entire community when its individual citizens collectively “go the extra mile” in personal effort, volunteerism, and service; and

WHEREAS, Wrangell, Alaska, is a community which encourages its citizens to maximize their personal contribution to the community by giving of themselves wholeheartedly and with total effort, commitment, and conviction to their individual ambitions, family, friends, and community; and

WHEREAS, Wrangell, Alaska, is a community which chooses to shine a light on and celebrate individuals and organizations within its community who “go the extra mile” in order to make a difference and lift up fellow members of their community; and

WHEREAS, Wrangell, Alaska, acknowledges the mission of Extra Mile America to create 550+ Extra Mile cities in America and is proud to support “Extra Mile Day” on November 1, 2016.

NOW THEREFORE, I, Mayor of the City & Borough of Wrangell, Alaska, do hereby proclaim November 1, 2016, to be

Extra Mile Day

I urge each individual in the community to take time on this day to not only “go the extra mile” in his or her own life, but to also acknowledge all those who are inspirational in their efforts and commitment to make their organizations, families, community, country, or world a better place.


_____, Mayor
David L. Jack

Attest: 

Kim Lane, MMC, Borough Clerk



**Minutes of Public Hearing
Held September 27, 2016**

Mayor David L. Jack called the Budget Public Hearing to order at 6:30 p.m., September 27, 2016, in the Borough Assembly Chambers. Assembly Members Powell, Rooney, Mitchell, Blake were present. Assembly Members Prysunka and Decker were absent. Borough Manager Jeff Jabusch and Borough Clerk Kim Lane were also in attendance.

Public Hearing Items:

- 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 *(second 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 *(second reading)*
- c. **REQUEST FOR A CONTRACT ZONE** from Single Family Residential to Multi-Family Residential for a triplex building (3 living units), Lots 4 and 5, Block 5, USS 2127, requested by Isobel Brophy of Greystone Holdings Inc.

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.

David L. Jack, Mayor

ATTEST: _____
Kim Lane, MMC, Borough Clerk

Minutes of Regular Assembly Meeting Held on September 27, 2016

Mayor David L. Jack called the Regular Assembly meeting to order at 7:00 p.m., September 27, 2016, in the Borough Assembly Chambers. Assembly Members Mitchell, Rooney, Powell and Blake were present. Assembly Member Decker participated by telephone. Assembly Member Prysunka was absent. Borough Manager Jeff Jabusch and Borough Clerk Kim Lane were also in attendance.

The Pledge of Allegiance was led by Assembly Member Mark Mitchell.

The Invocation was given by Don McConachie.

AMENDMENTS TO THE AGENDA

CONFLICT OF INTEREST

CONSENT AGENDA

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

APPROVAL OF MINUTES

The minutes of the Public Hearing and the Regular Assembly meetings held September 13, 2016; minutes of the Special Assembly meeting held September 16, 2016, were approved as presented.

COMMUNICATIONS

- a. Correspondence letter from Terri Henson and Barbara Conine, WMC Board Members.
- b. Parks & Recreation Board Minutes from the April 6, 2016 Regular meeting.
- c. Letter from the Wrangell Chamber of Commerce regarding Statewide Internet Sales Tax.

BOROUGH MANAGER'S REPORT

Manager Jabusch's report was provided.

Manager Jabusch read his letter of resignation for the listening public and the Assembly. Jabusch stated that his last day would be on March 31, 2017.

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 the September 21, 2016 Wrangell Medical Center Board.

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

There was one letter of interest received from Charles Haubrich for the open Planning & Zoning seat that expires October 2017. Mayor Jack appointed Mr. Haubrich to fill that vacancy. There were no objections from the Assembly.

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

PERSONS TO BE HEARD

Kelsey Martinson, 223 S. Front Street spoke on behalf of the Happy Cannabis and reported that with his proposed new business, he would employ two (2) full-time in the busy season and two (2) part-time employees in the off season; and an additional three (3) full-time employees.

UNFINISHED BUSINESS

12a 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 *(second reading)*

M/S: Rooney/Mitchell, to adopt Ordinance No. 924. Motion approved unanimously by polled vote.

12b 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 *(second reading)*

M/S: Powell/Blake, to adopt Ordinance No. 925. Motion approved unanimously by polled vote.

NEW BUSINESS

13a PROPOSED ORDINANCE No. 926: AN ORDINANCE OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, AMENDING CERTAIN SECTIONS OF TITLE 20, ZONING, OF THE WRANGELL MUNICIPAL CODE, TO ADD LICENSED MARIJUANA ESTABLISHMENT FACILITIES AS CONDITIONAL USES IN CERTAIN SPECIFIED ZONING DISTRICTS, AND TO UPDATE THE TEMPORARY AND SPECIAL ZONING ACTS TABLE *(first reading)*

M/S: Blake/Rooney, to approve first reading of Ordinance No. 926, and move to a second with a Public Hearing to be held on October 11, 2016.

In response to Assembly Member Rooney, **Carol Rushmore, Economic Development Director** explained the boundary map.

Motion approved unanimously by polled vote.

13b REQUEST FOR A CONTRACT ZONE from Single Family Residential to Multi-Family Residential for a triplex building (3 living units), Lots 4 and 5, Block 5, USS 2127, requested by Isobel Brophy of Greystone Holdings Inc.

M/S: Rooney/Mitchell, to approve a Contract Zone from Single Family Residential to Multi-Family Residential for a triplex building (3 living units), Lots 4 and 5, Block 5, USS 2127, requested by Isobel Brophy of Greystone Holdings Inc., as recommended by the Planning & Zoning Commission. Motion approved unanimously by polled vote.

13c Approval of an Assignment of Lease and Assumption of an Existing Tidelands Lease from Lynn Maxand for John Maxand

M/S: Blake/Powell, to approve the Assignment of Lease and Assumption for Lot 13A, Block 84A, Wrangell Tidelands Addition ATS#83 to James R. Maxand, requested by John Maxand through Lynn Maxand, POA. Motion approved unanimously by polled vote.

13d PROPOSED RESOLUTION No. 09-16-1352: A RESOLUTION OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, IN SUPPORT OF THE ALASKA MENTAL HEALTH LAND EXCHANGE ACT OF 2016 BUT ASKING FOR RECONSIDERATION OF CERTAIN PARCELS WITHIN WRANGELL'S BOROUGH BOUNDARY

M/S: Powell/Blake, to approve Resolution No. 09-16-1352.

Carol Rushmore, Economic Development Director explained that the proposed Resolution was to support the land trade between the Alaska Mental Health and the Forest Service with some exceptions. She explained that once the pieces of land were traded to the Forest Service, they would be lost forever.

Motion approved unanimously by polled vote.

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

EXECUTIVE SESSION – None.

Regular Assembly Meeting adjourned at 7:30 p.m.

David L. Jack, Mayor

ATTEST: _____
Kim Lane, MMC, Borough Clerk

Agenda Item 7

CITY & BOROUGH OF WRANGELL

BOROUGH ASSEMBLY AGENDA ITEM October 11, 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 Wrangell Medical Center meeting held August 17, 2016
- b. Minutes of the Regular School Board meeting held August 11, 2016



**WRANGELL MEDICAL CENTER
BOARD OF DIRECTORS MEETING MINUTES
August 17, 2016 - 5:30 p.m.
Location: Nolan Center**

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

ROLL CALL:

Present: Terri Henson, Barb Conine, Judy Allen and Marlene Messmer,
Attending via teleconference: Bernie Massin, Olinda White, Woody Wilson
Absent: Maxi Wiederspohn
(one open seat)
Quorum established
Assembly representative Becky Rooney was absent

AMENDMENTS TO THE AGENDA: Remove item 5b., statistics

CONFLICT OF INTEREST: None

CONSENT ITEMS:

Motion made by Barb Conine to approve consent item 5.a minutes of the regular meeting held July 20, 2016, Judy Allen seconded, passed unanimously.

PERSONS TO BE HEARD: None this month

CORRESPONDENCE: See item 11.a

REPORTS AND COMMUNICATIONS FROM WMC STAFF:

- a. **Quality Report:** None this month, however it was noted that CMS has posted the annual update on the Nursing Home Compare website and WMC has received a 5-star rating.
- b. **CFO Report:**
 - In addition to the written report, Doran Hammett, CFO, added that staff are continuing to address the cash flow issues and that Optum 360 will be in town next week to do a chargemaster review and look at the internal processes to see where things might be able to change in order for the flow to work better. It was also noted that cash is always tight at the beginning of the fiscal year with a number of annual bills due then and the stop/slowdown in payments from Medicaid in June/July added to the issue. Additionally, the census had been low in late spring/early summer so that was a factor as well.
 - The auditors were here last week – though a final report hasn't been received, they seemed pleased with where things are and had good things to say about the staff's work prior to the audit (Doran also recognized Mary Jo for her part in making it a smooth process).

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

BOARD OF DIRECTORS MEETING

August 17, 2016 - 5:30 p.m.

REPORTS AND COMMUNICATIONS FROM WMC STAFF: (continued)

- c. CEO Report: In addition to the written report, Robert Rang, added:
 - Great strides have been made in hiring permanent nursing staff: Sherri Austin reported that two have already started work and three more will start in September, and that the final two positions currently open have had some interest so it may be that those positions will be filled by the end of the month as well.

MEDICAL STAFF REPORT:

- Dr Prysunka reported that Dr. Levine is still expected to begin work in September as long as the state licensing board doesn't hold up that process.

ACTION ITEMS:

- a. Approval to move ahead with the application for the housing assistance grant: passed after minimal discussion.

Motion: Barb Conine moved to approve the application for the housing assistance grant. Judy Allen seconded, motion passed unanimously in a poll vote.

DISCUSSION ITEMS:

- a. Board discussed their response to the memo from the Borough Assembly regarding the TruBridge contract, some of the issues which came to light include:
 - It is a 2-year contract, we are only just finishing the first year,
 - It may not be feasible to recruit, train and retain this kind of help – medical billing staff are in high demand and it would be likely that, after training and getting some experience our local staff would move on to an employer that could offer a more lucrative package than WMC could afford,
 - Training would be a minimum of a 2-year process, just to get someone started, and would require ongoing trips out of town for further training in order to remain current in a quickly changing field,
 - Even hiring 3 new people would not really cover the billing – backup would be needed when someone was sick or on vacation in order to keep the billing current,
 - The compliance officer, Scott Glaze, added that there is significant risk which WMC would be taking on to have the billing done in-house, if we contract out that billing, then the contractor takes on the risk (particularly in regards to potential information leaks/HIPPA violations),
 - Even if staff were to be trained, WMC would need to contract out the billing during the training period which would result in double the cost for that time period,
 - Conclusion: Robert Rang, CEO, and WMC staff, will be available to answer questions at the next Assembly meeting, and the Board will look at the question again after the upcoming evaluations by TruBridge, but WMC staff who have done the billing in the past are very nervous about the implications of trying to bring the billing back to WMC.

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

BOARD OF DIRECTORS MEETING

August 17, 2016 - 5:30 p.m.

INFORMATION ITEMS:

- b. New Building project: The Foraker Group replied that they are not taking any new applications at this time. A phone call is scheduled for a discussion with the Rassmussen Group so more info will be available at the next meeting. Also a request was made for a workshop between the board and Assembly in late October to look at funding, etc...

BOARD COMMENTS:

Assembly member Wilson: I appreciate the CEO's "Year in Review", the amount of work that our staff does is clearly apparent, and I really appreciate seeing it.

ADJOURN: With no further business, the meeting adjourned at 6:09 p.m.

Maxi Wiederspohn

Kris Reed,
Date Certified:

PROCEEDINGS

MINUTES

WRANGELL SCHOOL BOARD REGULAR MEETING

August 11, 2016 6:30 PM
Evergreen Elementary School Room 101

<p>School Board President Susan Eagle called the regular meeting of the Wrangell Public School Board to order at 6:31 P.M. on August 11, 2016.</p>	<p>CALL TO ORDER</p>
<p>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.</p>	<p>DETERMINE QUORUM</p>
<p>The Pledge of Allegiance was recited, led by Susan Eagle.</p>	<p>FLEDGE OF ALLEGIANCE</p>
<p>Diane O'Brien, Secondary Parent, and Superintendent Mayer sang "Happy New Year" to the School Board.</p>	<p>GUESTS TO BE HEARD</p>
<p>Mrs. O'Brien told the board that she is so excited for the school year. She's talked to Mr. Schwan, Ms. Nordstrom and Mr. Bradley and is excited about the energy the new team is bringing to the school. Mrs. O'Brien told the board members that she can see that a lot of items are going to get done that have been discussed in the advisory committee meetings in previous years.</p>	
<p>The agenda was approved as presented by unanimous consent.</p>	<p>APPROVAL OF AGENDA</p>
<p>Correspondence was reviewed as presented.</p>	<p>REVIEWED CORRESPONDENCE</p>
<p>Motion to approve the minutes of the June 20, 2016 Regular School Board Meeting, 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.</p>	<p>APPROVED THE MINUTES OF JUNE 20, 2016 REGULAR SCHOOL BOARD MEETING</p>
<p>Motion to approve the minutes of the July 6, 2016 Special School Board Meeting, 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.</p>	<p>APPROVED THE MINUTES OF JULY 6, 2016 SPECIAL SCHOOL BOARD MEETING</p>
<p>Information & Reports were accepted by unanimous consent.</p>	<p>ACCEPTED INFORMATION & REPORTS</p>
<p>Motion to support the AASB Resolution areas of focus as presented by Tammy Groshong, seconded by Aleisha Mollen. Poll vote: Aleisha Mollen: Yes; Tammy Groshong: Yes; Pam McCloskey: Yes; Susan Eagle: Yes. Motion approved.</p>	<p>SUPPORTED THE AASB AREAS OF FOCUS</p>
<p>Motion to apply for the APEI Safety Training Grant in the amount of \$1,000.00 to help pay for the expense of providing CPR/First Aid training for staff members by Aleisha Mollen, seconded by Pam McCloskey. Poll vote: Tammy Groshong: Yes; Pam McCloskey: Yes; Aleisha Mollen: Yes; Susan Eagle: Yes. Motion approved.</p>	<p>APPROVED THE APPLICATION OF THE APEI SAFETY TRAINING GRANT</p>
<p>School Board President Susan Eagle appointed Aleisha Mollen to the Borough Assembly's Special ANSEP Committee.</p>	<p>APPOINTED ALEISHA MOLLEN TO BOROUGH'S SPECIAL ANSEP COMMITTEE</p>
<p>The School Board members reviewed the Crisis Plan. Superintendent Patrick Mayer told the School Board that the Safety Committee met and reviewed the Crisis Plan. This is not a public document due to the confidential nature of some of the contents and the protection and safety of our students. Mrs. Groshong said that the plan looks really good. Mrs. McCloskey said that the plan is very well done and is very thorough. She asked Mr. Mayer if the emergency buckets are complete and easily accessible. Mr. Mayer responded that the buckets are collected and restocked over the summer for distribution in the fall.</p>	<p>REVIEWED CRISIS PLAN</p>
<p>Motion to accept the Fiscal Year 2017 Budget as revised by Tammy Groshong, seconded by Pam McCloskey. Poll vote: Aleisha Mollen: Yes; Tammy Groshong: Yes; Pam McCloskey: Yes; Susan Eagle: Yes. Motion approved.</p>	<p>ACCEPTED THE FY17 BUDGET REVISION</p>

Motion to offer Odile Meister a long-term substitute contract for 86.75% of the day to teacher Music during the regular teacher's absence 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 LONG-TERM SUBSTITUTE CONTRACT
Motion to offer Virginia Oliver a teaching contract for 176 days at .27 fte to teach Tlingit Language/Culture at the secondary level by Aleisha Mollen; seconded by Tammy Groshong. Poll vote: Aleisha Mollen: Yes; Tammy Groshong: Yes; Pam McCloskey: Yes; Susan Eagle: Yes. Motion approved.	OFFERED VIRGINIA OLIVER A TEACHING CONTRACT
Motion to offer Jenna Turner a teaching contract for the 2016-2017 school year to fulfill the position of Elementary Counselor by Pam McCloskey, seconded by Aleisha Mollen. Poll vote: Tammy Groshong: Yes; Pam McCloskey: Yes; Aleisha Mollen: Yes; Susan Eagle: Yes. Motion approved.	OFFERED JENNA TURNER A TEACHING CONTRACT
Motion to offer Kerry Nordstrom a contract addendum for ten additional days at her per diem rate for the purpose of fulfilling counseling responsibilities by Aleisha Mollen; seconded by Tammy Groshong. Poll vote: Pam McCloskey: Yes; Aleisha Mollen: Yes; Tammy Groshong: Yes; Susan Eagle: Yes. Motion approved.	OFFERED KERRY NORDSTROM A CONTRACT ADDENDUM
Motion to offer Charity Hommel an extracurricular contract for the position of Senior Class Co-advisor pending receipt of a satisfactory criminal background check and a pre-employment drug test by Tammy Groshong, seconded by Pam McCloskey. Poll vote: Pam McCloskey: Yes; Aleisha Mollen: Yes; Tammy Groshong: Yes; Susan Eagle: Yes. Motion approved.	OFFERED CHARITY HOMMEL AN EXTRACURRICULAR CONTRACT AS SENIOR CLASS CO-ADVISOR
Motion to approve the hire of William Bradley as Activities Director with the appropriate placement on the classified salary schedule by Pam McCloskey, seconded by Aleisha Mollen. Poll vote: Aleisha Mollen: Yes; Tammy Groshong: Yes; Pam McCloskey: Yes; Susan Eagle: Yes. Motion approved.	APPROVED THE HIRE OF WILLIAM BRADLEY, ACTIVITIES DIRECTOR
Motion to approve the hire of Megan Clark with appropriate placement on the salary schedule by Aleisha Mollen; seconded by Pam McCloskey. Poll vote: Tammy Groshong: Yes; Pam McCloskey: Yes; Aleisha Mollen: Yes; Susan Eagle: Yes. Motion approved.	APPROVED THE HIRE OF MEGAN CLARK, PARAPROFESSIONAL
Motion to approve the hire of Robert Marshall with the appropriate placement on the classified salary schedule, pending receipt of a satisfactory criminal background check by Tammy Groshong; seconded by Aleisha Mollen. Poll vote: Pam McCloskey: Yes; Aleisha Mollen: Yes; Tammy Groshong: Yes; Susan Eagle: Yes. Motion approved.	APPROVED THE HIRE OF ROBERT MARSHALL, PARAPROFESSIONAL
Motion to approve the hire of Richard Rivard with the appropriate placement on the classified salary schedule, pending receipt of a satisfactory criminal background check by Pam McCloskey, seconded by Aleisha Mollen. Poll vote: Aleisha Mollen: Yes; Tammy Groshong: Yes; Pam McCloskey: Yes; Susan Eagle: Yes. Motion approved.	APPROVED THE HIRE OF RICHARD RIVARD, PARAPROFESSIONAL
The resignation letters from Hannah Armstrong and Lynde Glasen, Paraprofessionals were reviewed as an item of information.	REVIEWED RESIGNATION LETTERS
Motion to accept the first reading of Board Policy #5123, Promotion/Acceleration/Retention using the AASB Model Policy by Tammy Groshong, seconded by Pam McCloskey. Poll vote: Tammy Groshong: Yes; Pam McCloskey: Yes; Aleisha Mollen: Yes; Susan Eagle: Yes. Motion approved.	ACCEPTED THE FIRST READING OF BOARD POLICY #5123, PROMOTION/ACCELERATION/RETENTION
Motion to accept the first reading of Board Policy #6146, Graduation Requirements changing the number of Social Studies credits required for graduation to three credits by Pam McCloskey; seconded by Aleisha Mollen. Poll vote: Pam McCloskey: Yes; Aleisha Mollen: Yes; Tammy Groshong: Yes; Susan Eagle: Yes. Motion approved.	ACCEPTED THE FIRST READING OF BOARD POLICY #6146, GRADUATION REQUIREMENTS
The School Board reviewed Board Policy #6155, Gifted and Talented Students	REVIEWED BOARD POLICY #6155 GIFTED AND TALENTED STUDENTS
Motion to request permission from the Borough Assembly to purchase real estate property at fair market value for the purpose of providing additional parking at the secondary school by Aleisha Mollen, seconded by Tammy Groshong. Poll vote: Aleisha Mollen: Yes; Tammy Groshong: Yes; Pam McCloskey: No; Susan Eagle: Yes. Motion approved.	APPROVED REQUESTING PERMISSION FROM THE BOROUGH ASSEMBLY TO PURCHASE REAL ESTATE PROPERTY
Reviewed the upcoming dates and meeting announcements.	REVIEWED DATES & MTG ANNOUNCEMENTS

Mrs. Groshong told the other Board Members that she is looking forward to the start of school.

**PRESIDENT'S REMARKS AND
COMMENTS FROM BOARD
MEMBERS**

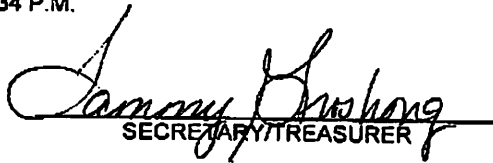
Aleisha Mollen reminded the Board Members and audience that August 31 is the filing deadline for school board candidacy.

Mrs. Eagle informed the audience that we are looking for candidates to run for school board. Mrs. McCloskey will not be running for another term.

Pam McCloskey said that although she's enjoyed being a part of the School Board, meetings often conflict with work obligations.

Meeting Adjourned at 7:34 P.M.

ADJOURNED AT 7:34 P.M.


SECRETARY/TREASURER

MEMORANDUM

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

**FROM: JEFF JABUSCH
BOROUGH MANAGER**

SUBJECT: MANAGER'S REPORT

DATE: OCTOBER 11, 2016

Manager Traveling:

I will be out of town on personal leave from the afternoon of October 12 through the Morning of October 18th. I will be in touch with staff if there are any concerns. I have asked Kim Lane to be the acting manager in my absence.

Lobbyist Meeting:

Our lobbyist, Ray Matiashowski, was in town and we were able to chat about several topics. The two most pressing was the Shoemaker Bay Funding and the Evergreen Project. Now that Wrangell is rated number one in the harbor matching grant program, the effort by both us and him will be to get this in the governor's budget going to the legislature. Very difficult task, but if it doesn't get in there, it would not have good odds to be added by the legislature. The second task is to be sure Evergreen moves along. While Ray was in town, we had a phone conversation with Randy Ruaro, Bert Stedman's chief of staff about Evergreen. We all wanted to be sure we all had the same information and a plan going forward to be sure DOT/PF transfers the current year's funding to next year. We both plan to keep in touch every couple of weeks with DOT/PF to be sure it doesn't get dropped and another year lost.

Miscellaneous Projects Being Worked On:

- Working with our attorney to finalize a new Alaska Court Lease at the Public Safety Building. Only a small issue to be resolved between the State's attorney and our attorney. This has been ongoing. We have the bid in the paper to replace the carpet in the court which has been an issue of the court.
- Our proposal to SEAPA was received and is being worked on by them to determine if they will accept our proposal or will offer a variation. At this time it is in their hands.
- Working with the software consultant and Finance Director in the planning for the new accounting software. This will be on going 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 adding more modules 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. The assembly has selected four sites for us to investigate and we will move forward with those as soon as some of the current issues are behind us. This will be on going.
- We are sending a memo to all of the required boards to provide input on the sale of the Belt Freezer to Trident Seafoods. Once the boards have this for discussion and

comments back to the assembly, the assembly will hold a public hearing and can discuss and decide if the sale is in the best interest of the borough.

- We are working on the property tax foreclosure process. We will be finishing up an old one and starting a new one which will bring us up to date on foreclosures.
- I am working on trying to find out the process that was done when the original water plant was done. This includes what process was done back then so that we don't repeat the same errors in the current selection process. This may be difficult because there is no one left that was in the decision making process from when our current plant was planned and built. I plan to have this to the assembly the first meeting in November.

Public Works and Capital Projects Update

Wood Street Improvements

Rock-N-Road Contractors are nearly complete with the concrete paving project. The Contractor is on hold, awaiting the arrival of their concrete supplier's material to provide enough concrete to complete the last approximate 120' of road paving. While awaiting receipt of material, the Contractor is performing final backfilling and sloping to final grades, signs installation and finishes to water and electrical systems. Compressive strength tests will be performed at the seven day mark for each section of pavement placed, prior to opening the roadway for the public's use. Rock-N-Road anticipates meeting their substantial completion date of October 15, 2016.

Water Treatment Plant Pilot Study

The water plant pilot study's testing efforts are complete. Final sampling reports are expected from the testing lab in short order. Meanwhile, CRW Engineering Group has received their Notice to Proceed with the Preliminary Engineering Report for the Water Treatment Plant Improvements project, for which Borough staff has begun working to submit a funding application to the USDA's Water, Waste and Disposal program. Staff has started portions of the USDA application. Carol, Amber and Lee will all be involved in this very time consuming and lengthy process. After doing a great job with the Sewer Pump USDA application process, they should again be up for the task.

Byford Property Clean-Up

DEC has issued a contract to Ahtna Engineering Services to assist ADEC in achieving the planning steps for the design and construction of a permanent Class I Industrial Landfill through a hydrologic study of the rock pit site on Pats Creek Road, owned by the State of Alaska, DNR. Part of Ahtna's work includes developing conceptual site drawings, topographical survey, leachability and geotechnical evaluations, and site testing to determine safe and secure containment of the non-hazardous soil repository. This hydrological study is proposed to be complete by the end of December 2016.

Community Center Renovations

Following recent repairs of sprinkler system deficiencies in the Community Center, the project grant has been closed out. The Community Center Renovations project, funded by HUD, included a new roof for the entire building, renovations to the Multi-purpose classroom, asbestos-containing pipe insulation removal and sprinkler system repairs. The grant also funded the electrical engineering design for life and safety upgrades to the fire alarm system, as well as much-needed electrical distribution upgrades for the building. Further work to the fire alarm and

electrical systems will be performed after new funding has been secured for the Community Center, as listed on our CIP.

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.

Dump Metal-

Our Public Works Director has contacted Channel Construction and he will take all of our metal at the dump when he comes here. He also plans to take the junk out the road that has accumulated. Channel Construction is non-committal about a particular date, but it is our understanding that he still plans to come to Wrangell in the near future.

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.

Library Report:

The library has completed the final report for the federal library grant that we received for \$7000.00. We used part of these funds to purchase a new open book scanner-copier for the public to use. This will also provide staff with archiving capability. We applied for Category II funding through the federal government to purchase new filtering, firewall, wireless access points and wireless router switch to support our increased bandwidth. Fall story time will begin on Thursday, October 6th and continue until December 8th.

Washington DC Lobbyist Report:

1. FY 2017 Federal Budget/Appropriations: Congress has adjourned for the election but will return in the second week of November for a “Lame Duck” session to consider unfinished business, including the FY 2017 appropriations bills. In the interim, Congress has passed a short-term Continuing Resolution to keep the Federal government operating through December 9. We anticipate that Congress will bundle the appropriations bills into one or more larger legislative packages to finish its budget for the year.

2. Federal Elections: The Federal election season is in full swing. The Presidential race is very close; control of the Senate is a toss-up; and Republican majority in the House of Representatives may shrink. The following is a quick breakdown of the Congressional and Presidential races to date—

-- **Presidential:** The race has tightened over the last month, with Donald Trump gaining ground in the popular vote polling. Hillary Clinton has an edge in most polls and received a little bump after last week’s debate. In the high population/electoral vote count “Blue” States (called by some political wonks “the Blue Wall”), the Democrats have benefited from a statistically significant trend. Since 1992, the Democratic candidate for President has won the same 18 States and the District of Columbia. This translates into 242 electoral votes, 89% of the 270 votes needed to be elected President. During the same span, the Republican candidate has taken 13 States each race, getting 102 electoral votes and representing 38% of the vote total needed. The States in play that will determine the final outcome include Florida, Virginia and North Carolina in the South; Ohio, Iowa, Michigan, Minnesota and Wisconsin in the Midwest; Maine, New Hampshire and Pennsylvania in the Northeast; and Colorado, New Mexico and Nevada in the West. These are all States where the polling margin is within the statistical margin of error. While Mrs. Clinton had the polling edge after last week’s debate and has a narrow lead, there are two debates remaining and the race could swing back forth a few more times before Election Day.

There are additional factors in play which make this election difficult to handicap. Both candidates have extremely high negative ratings, higher than any other race in recent history. Recent polling in many of the Blue Wall battleground states shows low single digit spreads in favor of Mrs. Clinton. The Millennial vote that propelled Senator Bernie Sanders during the Democratic primaries is unpredictable. There is concern that many of these young voters will either not turn up at the polls, or will vote for third party candidates such as the Green Party or the Libertarians. Slight shifts in the popular vote

in the Blue Wall battleground states could push the electoral count to Mr. Trump. His stance on the loss of U.S. manufacturing jobs could help him make in-roads into the Midwest in States that have been favoring the Democrats in recent elections, but his position on immigration could cost him Nevada and New Mexico, states with high Hispanic populations. For Mrs. Clinton, further revelations about missing emails from her emails on a private server while Secretary of State remains a continuing vulnerability.

-- **Senate:** Control of the Senate is up for grabs. There are currently 54 Republicans, 44 Democrats, and 2 independents (both of which caucus with the Democrats). The Democrats need a net gain of 4 seats if Mrs. Clinton wins the White House to regain control of the Senate (it would be 50-50 with the Vice President breaking the tie), or 5 seats if Mr. Trump wins. If Mr. Trump wins, the Senate is likely to remain Republican, while a Mrs. Clinton victory increases the chances of a Democratic takeover but does not assure it. Democrats have edges in these current States held by Republicans – Illinois, Wisconsin, and Indiana, while the Republicans have a very narrow edge in only one State, Nevada, held by a Democrat. All the other competitive States – New Hampshire, Pennsylvania, Missouri, and North Carolina -- are held by Republicans but are too close to call. In good news for Republicans, two States where they earlier faced serious threats – Ohio and Florida – have recently seen their candidates' prospects for re-election improve significantly.

For Alaska, Senator Murkowski's re-election prospects have improved recently. She won her primary by 70% of the vote. Ray Metcalfe is the Democratic nominee while former Republican Joe Miller will run on the Libertarian ticket and Margaret Stock is running as an Independent. The wild card of Senator Begich entering the race as a write-in candidate, with the possibility of splitting the vote, has been removed for the Democrats when he decided not to enter the race.

-- **House of Representatives:** The Republicans have a substantial advantage with respect to House seats. They are expected to retain that majority, although they may experience some erosion in number as there are more Republican seats considered at risk than there are for the Democrats. There are 435 members in the House, 246 Republicans, 186 Democrats, and 3 vacancies (2 traditionally Democratic seats and 1 Republican seat). Current polls suggest that 5 to 7 Republican-held seats are likely to or lean in the direction of changing hands and another 14 are toss-ups, whereas 1 Democratic seat is expected to switch and 4 others are considered toss-ups.

On the Alaska front, Congressman Don Young faces Democratic nominee Steve Lindbeck. Lindbeck is well respected within the Democratic Party. In a Presidential election year favoring Republican candidates in Alaska, and Republican voter turnout may help Mr. Young on Election Day.

3. Tongass National Forest & Alaska Mental Health Trust Land Swap Bill: The Senate Energy and Natural Resources Committee has held a hearing on legislation authored by Senator Murkowski to authorize land swaps between the Forest Service and Alaska Mental Health Trust. The land swaps are in stand-alone legislation (S. 3006 – The Alaska Mental Health Trust Land Exchange Act) as well as part of a broader bill (S. 3203 – The Alaska Economic Development and Access to Resources Act). Approximately 18,000 acres of Mental Health Trust lands near Petersburg, Wrangell, Juneau, Ketchikan, Sitka and Myers Chuck would be swapped into the

Tongass National Forest in exchange for valuable timber-producing land in Ketchikan and on Prince of Wales Island. The Senator has stated that she would like to pass the bill by the end of the year. The Forest Service testified at the hearing and stated it supported the “goals” of the bill and would work with the Committee to produce a bill the Obama Administration could support. The Alaska Mental Health Trust has published maps at the below link of the specific parcels to be swapped. Page 6 shows the Wrangell areas, totaling about 1100 acres that would move into Forest Service ownership.

<http://mhtrustland.wpengine.com/wp-content/uploads/2015/05/USFS-AMHT-EXCH-Proposed-Land-Exchange.pdf>

We have received the Borough Resolution supporting the bill but requesting that 115 acres in the Pats Creek area remain in Mental Health Trust hands. We have provided the Resolution to Senator Murkowski’s staff along with a map from the Borough showing the location of the 115 acres, while informing the staff that the recreation area along Pats Creek/Lake and the Log Transfer Facility would still be part of the transfer to the USFS. Staff are reportedly working on a new draft of the legislation but we have not heard yet whether the request will be accommodated.

4. British Columbia Mines: The Alaska Delegation continues to press this issue with the State Department, sending a follow up letter in September, that among other measures, urges – appointment of a Special Representative for U.S.-Canada Transboundary Issues; convening an Interagency Workgroup; and establishing a more formal consultation process with area local governments and tribes, the State, and other Federal agencies. The full text of the letter can be found here.

<https://www.murkowski.senate.gov/imo/media/doc/AK%20Delegation%20Transboundry%20Letter%20to%20Secretary%20Kerry.pdf>

5. Payment-in-lieu-of-Taxes (“PILT”) and Secure Rural Schools (“SRS”): PILT is fully funded for the next fiscal year in both the House and Senate Interior Appropriations Bills but the bills still need to pass during the Lame Duck. We believe there will be an effort to pass a one-year extension for SRS.

6. Healthcare Legislation: Since enactment of the Affordable Care Act (ACA), a number of private health insurers have left the Alaska marketplace to the point where there is only one provider left. This has had a major impact on the insurance cost and availability for many Alaskans, with the problem also present in other rural States and communities with nearly one-third of counties across the U.S. down to one insurer. The Delegation has introduced legislation – The Ensuring Healthcare Opportunities Act -- to amend the ACA to make the Alaska insurance marketplace attractive again by reducing many of the mandated services under the ACA while keeping in place others such as coverage for pre-existing conditions and for children under the age of 26 on their parents’ plan. The legislation would only apply to “one insurer” counties. It is unlikely to be considered this year but its chances may fare better in the next Congress and with a new Administration.

7. Landless Southeast Tribes: Hearings were heard on September 22nd on Senator Murkowski’s proposal to set up a land claims withdrawal process and formation of urban corporations for the Native Villages of Petersburg, Wrangell, Ketchikan, Tenakee, and Haines.

Senator Sullivan is cosponsor. In the Senate, the proposal has been folded into a larger bill -- S. 3273, The Alaska Native Claims Settlement Improvement Act – also sponsored by Senator Murkowski. Rep. Young is the sponsor of the counterpart House bill. The Administration testified that it does not support the proposal “as written” but would work with the Senator to address its concern that the legislated transfers do not create a precedent for other similar communities to seek to overturn prior administrative decisions and re-open their status determinations under ANSCA.

8. Fisheries and Oceans:

- **Marine Monuments:** The Antiquities Act provides the President with unilateral executive authority to establish national marine monuments without an act of Congress. This authority permits the President to ban all economic activity within the monument boundary, including commercial fishing. President Obama has used Antiquities Act authority recently to dramatically expand the existing marine monument in the Hawaiian Islands and create the first monument in the Atlantic off the coast of New England. There is also an active discussion about a series of marine monument designations off the coast of California. The Alaska fishing industry is concerned that the President will also use his executive authority to withdraw additional marine waters from fishing in the region of the Bering Sea with deep-water corals. Senator Murkowski has introduced S. 437, the Improved National Monument Designation Process Act. The legislation would require each marine designation to be validated by an Act of Congress and supported by the state legislature and governor of the state in question. The Senate Energy & Natural Resources Committee held a hearing on the bill on September 22 but a markup has not yet been scheduled. Senator Sullivan is a cosponsor while Rep. Young has introduced counterpart legislation in the House.
- **NPDES Incidental Discharge Moratorium:** As noted in our last report, the House has passed an amendment to the National Defense Authorization Act that would make a permanent exemption for all commercial fishing vessels from EPA NPDES permitting requirements. The Senate continues to debate the issue as well but has not reached any legislative agreement with the House. The current permit moratorium remains in effect until December 19, 2017.
- **Coast Guard Regulation Of Fishing Vessels Performing Research:** The Coast Guard has issued a letter indicating that it intends to tighten safety regulations and inspections of commercial fishing vessels that are engaged in fisheries research and surveys on behalf of NMFS. This would be a change in a 35 year old policy that has regulated such vessels as commercial fishing vessels even when they are periodically engaged in research. Subsequently, leaders of 27 West Coast and North Pacific fishing groups have written the Coast Guard asking that the new policy be withdrawn.
- **Magnuson-Stevens Act (“MSA”):** Consideration of a reauthorization of the MSA will not occur this year and will have to be taken up in the next Congress.
- **Alternative Safety Compliance:** The Senate Commerce Committee has approved legislation introduced by Senator Sullivan to delay implementation of the U.S. Coast Guard’s Alternative Safety Compliance Program for older commercial fishing vessels for

a period of three years. The delay is also included in House-passed legislation reauthorizing the Coast Guard. Subsequently, the USCG announced that it is indefinitely suspending the development of a mandatory program, and will instead develop Voluntary Safety Guidelines for older vessels.

- **Ocean Monitoring Legislation:** The Senate has passed legislation to reauthorize NOAA programs supporting coastal and ocean observation systems. The legislation includes a requirement for the development of products and public access to make it easier for users to access ocean observation information and to improve regional weather forecasting which should benefit fishing vessels in the Bering Sea and Gulf of Alaska. Rep. Young is the author of the House bill. Senators Murkowski and Sullivan are cosponsors.
- **Saltonstall-Kennedy Grant Program:** NOAA has announced that \$10 million will be available to support fishery projects. The focus areas are Aquaculture, Fishery Data Collection, Techniques for Reducing Bycatch, Climate Change Adaptation, Promotion/Development/Marketing, Socio-Economic Research, and Territorial Science.
- **Recreational Fishing:** The Senate Interior Appropriations Bill includes provisions prohibiting EPA regulations of lead in ammunition and fishing tackle. It also delays a USFWS rule-making to pre-empt Alaska State management of fish and game on Federal refuges. The Senate Committee on Commerce, Science & Transportation has approved a bill authorizing NOAA to conduct a study to estimate the economic value of the recreational fishing industry.
- **North Pacific Ocean Convention:** Legislation implementing an international treaty to bring high seas fishing in the North Pacific under management has now passed the House. Senator Sullivan and Rep. Young have led this effort.

9. Water Resources Development Act (WRDA): Both the House and Senate have now passed WRDA two –year reauthorization bills. While a WRDA authorization bill is not needed should the Borough pursue Army Corps funding for the dredging and wave barrier in Shoemaker Harbor, Congress’s movement toward reauthorizing WRDA every two years is a positive development for coastal communities. We think there is a very good chance the legislation will get enacted by the end of the year.

10. Miscellaneous

- **Comprehensive Energy Legislation:** Negotiations between the House and Senate conferees continue. This is a bill we are likely to see taken up during the Lame Duck session.
- **Pebble Mine:** The Democratic National Committee platform includes a provision calling for the EPA to establish proactively science-based restrictions on discharges of dredged or fill material to the potential Pebble Mine and that such restrictions also cover other potential mines in the drainage area.
- **Alaska Native Vietnam Vets Legislation:** The House has passed legislation authored by Rep. Young that grants Alaska Native Vietnam Vets equitable treatment for land

allotments. In the Senate, the legislation has been folded into a larger bill -- S. 3273, The Alaska Native Claims Settlement Improvement Act -- sponsored by Senator Murkowski

- **King Cove Road:** Senator Murkowski held a hearing on S. 3204, the King Cove Road Land Exchange Act, on September 22. The legislation would mandate the transfer of an easement through the Izembek Wilderness to allow construction of a gravel road connecting Cold Bay with the King Cove road system. Fifty-two medevacs have occurred since the Secretary of Interior's ruling. A markup has not yet been scheduled.
- **Native American Tourism Legislation:** The President has signed into legislation (The NATIVE Act) that directs Federal agencies with tourism portfolios such as the Park Service to include Alaskan and other tribes in tourism strategy planning; provides greater technical assistance to tribes to develop recreational and cultural travel and tourism infrastructure. All three Alaska Members supported the bill.

Agenda Item 9

CITY & BOROUGH OF WRANGELL

BOROUGH ASSEMBLY AGENDA ITEM

CLERK'S REPORT October 11, 2016

Mark Your Calendar:

10/12 Parks & Recreation Board Mtg. to be held @ 7pm in the Assembly Chambers
10/13 Planning & Zoning Mtg. to be held @ 7pm in the Assembly Chambers
10/17 Property Taxes DUE
10/19 Wrangell Medical Center Board Mtg. to be held @ 5:30 pm at the Nolan Center
10/8 (Sat) TAX FREE DAY!!

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

Regular Borough Election of October 4, 2016



I would like to extend a big  to the **Election Workers** for their time and dedication, and to the following City Departments:

The Employees of Public Works

The Nolan Civic Center Staff

The preparations for the Election went very well. As of September 4th, Wrangell had **1,685** Registered Voters. The total number of ballots cast for the October 4th Regular Election was **456**. The voter turnout was **27%**. Last years election had a 23% voter turnout.

Kim Lane, Borough Clerk

AML (ACoM, NEO & Conference)

Alaska Municipal League Conference schedule is as follows:

Pre-Conference (NEO-Newly Elected Officials Training)	- Nov. 14 & 15, 2016
Regular Conference	- Nov. 16 & 17, 2016
ACoM (Alaska Conference of Mayors)	- Nov. 15, 2016

I have received confirmation from the Mayor that he would like to attend ACoM & the AML Regular Conference from Nov. 15-17. Assembly Member Rooney has expressed interest in attending the AML Regular Conference from Nov. 16-17.

TBD: NEO and AML Regular Conference (Assembly Member Gilbert) from Nov. 14 - 17th.

Agenda Items 10 a - d

CITY & BOROUGH OF WRANGELL

BOROUGH ASSEMBLY AGENDA ITEM October 11, 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:

- | | |
|---------------------------|--------------------------------|
| • Terri Henson | Planning & Zoning Commission |
| • Apyrl Hutchinson | Planning & Zoning Commission |
| • | Planning & Zoning Commission |
| • | Parks & Recreation Board |
| • | WCVB |
| • | WCVB |
| • | Economic Development Committee |
| • | Economic Development Committee |

Recommended Action:

Mayor: If there are no objections to the above appointments to the City Boards and Committees, I will declare them appointed for terms ending October, 2019.

If there are seats that are left vacant (no letters received), direct the Borough Clerk to advertise for the vacancies along with the prior vacant seats.

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

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

Motion: Move to appoint _____ to fill the vacancy on the _____ for the term up until October _____.

➤ **Item 10c** **Prior Vacant City Boards and Committee Appointments**

There were no letters of interest received for these vacancies.

- **Planning & Zoning Commission** (unexp until 10-2017)
- **Economic Development Committee** (unexp. until 10-2018)

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

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

*Motion: Move to appoint _____ to fill the vacancy on the
_____ for the term up until October _____.*

➤ **Item 10d** **Nomination of Vice-Mayor**

RECOMMENDED ACTION

Move to nominate: _____ ?????? for Vice-Mayor.

(There needs to be a second to the motion)

Agenda Item 12a

CITY & BOROUGH OF WRANGELL

BOROUGH ASSEMBLY AGENDA ITEM October 11, 2016

INFORMATION:

PROPOSED ORDINANCE No. 926: AN ORDINANCE OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, AMENDING CERTAIN SECTIONS OF TITLE 20, ZONING, OF THE WRANGELL MUNICIPAL CODE, TO ADD LICENSED MARIJUANA ESTABLISHMENT FACILITIES AS CONDITIONAL USES IN CERTAIN SPECIFIED ZONING DISTRICTS, AND TO UPDATE THE TEMPORARY AND SPECIAL ZONING ACTS TABLE *(second reading)*

Attachments:

1. **Proposed Ordinance No. 926**
2. Memo from Planning & Zoning Commission

Additional Information:

The Planning and Zoning Commission unanimously recommend adopting the attached ordinance, Proposed Ordinance 926 of the Assembly of the City and Borough of Wrangell Alaska amending certain sections of Title 20, Zoning, of the Wrangell Municipal Code, to add Licensed Marijuana Establishment Facilities as Conditional Uses in certain specific zoning districts, and to update the Temporary and Special Zoning Acts Table.

RECOMMENDED ACTION:

Move to adopt Ordinance No. 926.

CITY AND BOROUGH OF WRANGELL, ALASKA

ORDINANCE NO. 924

AN ORDINANCE OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, AMENDING CERTAIN SECTIONS OF TITLE 20, ZONING, OF THE WRANGELL MUNICIPAL CODE, TO ADD LICENSED MARIJUANA ESTABLISHMENT FACILITIES AS CONDITIONAL USES IN CERTAIN SPECIFIED ZONING DISTRICTS, AND TO UPDATE THE TEMPORARY AND SPECIAL ZONING ACTS TABLE

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 Title 20, Zoning, of the Wrangell Municipal Code to add licensed marijuana establishment facilities as conditional uses in certain specified zoning districts, and to update the temporary and special zoning acts table.

SEC. 2. Amendment of Section. Section 20.12.050 of the Wrangell Municipal Code is amended to read:

20.12.050	Temporary and special zoning acts.
Ord. No.	Description
...	
<u>864</u>	<u>Rezone by Contract Zone from single-family residential to multifamily residential for a three-unit structure; Lot 20A, Oliver Subdivision</u>
<u>867</u>	<u>867 Amending Title 20, including adding Remote Residential Mixed Use District</u>
<u>1/28/14 motion</u>	<u>Rezone of Lot 12 and portion of Lot 5 USS 2589 from Waterfront Development to Rural Residential</u>

<u>2/24/15 motion</u>	<u>Reassignment of Contract Zone Ordinance 609 from Fennimore to Matney</u>
<u>7/28/15 motion</u> <u>Pending signature</u>	<u>Rezone by Contract Zone from Single Family Residential to Light Industrial Lot C Torgamsen- Glasner Subdivision.</u>
<u>3/31/16 motion</u>	<u>Rezone by Contract Zone from Commercial to Single Family Residential Lot 7B, Block 2, USS 1119.</u>
<u>4/26/16 motion</u> <u>Pending signature</u>	<u>Rezone by Contract Zone from Single Family Residential to Light Industrial, Lot A-1A and Lot A, Torgamsen – Prunella Subdivision.</u>

SEC. 3. Amendment of Section. Section 20.28.040 of the Wrangell Municipal Code is amended to read:

Chapter 20.28

RR-1 DISTRICT – RURAL RESIDENTIAL

...

20.28.040 Conditional uses.

The following are the uses which may be permitted in the RR-1 district by action of the commission under the conditions and procedures specified in Chapter 20.68 WMC:

- A. Home occupations;
- B. Public and private elementary and secondary schools and colleges;
- C. Nursery schools, private kindergartens, and child care centers;
- D. Public buildings and structures;
- E. Hospitals, sanitariums, nursing homes and convalescent homes;
- F. Churches and cemeteries;
- G. Radio and television transmitters and towers;
- H. Mobile home parks;
- I. Neighborhood-oriented commercial development (e.g., neighborhood grocery);
- J. Quarrying, material extraction and processing;

- K. Energy-related facilities;
- L. Commercial animal establishments;
- M. Fisheries enhancement/aquaculture;
- N. Recreational vehicle parks;
- O. Marine ways;
- P. Storage of equipment for private and/or commercial use only;
- Q. Cottage industry[.];
- R. Licensed retail marijuana store facility, provided the facility must be located on one acre or more of land and meet setbacks;
- S. Licensed marijuana testing facility, provided the facility must be located on one acre or more of land and meet setbacks;
- T. Licensed marijuana product manufacturing facility, with the exception of solvent based manufacturing processes which are not allowed, and provided the facility must be located on one acre or more of land and meet setbacks;
- U. Licensed standard cultivation marijuana facility (500 square feet or more under cultivation), provided the facility must be located on two acres or more of land and meet setbacks;
- V. Licensed limited cultivation marijuana facility (fewer than 500 square feet under cultivation), provided the facility must be located on one acre or more of land and meet setbacks.

...

SEC. 4. Amendment of Section. Section 20.28.040 of the Wrangell Municipal Code is amended to read:

Chapter 20.30

RR-2 DISTRICT – RURAL RESIDENTIAL

...

20.30.040 Conditional uses.

The following are uses which may be permitted in the rural residential-2 (RR-2) district by action of the commission under the conditions and procedures specified in Chapter 20.68 WMC:

- A. Home occupations;
- B. Public and private elementary and secondary schools and colleges;
- C. Nursery schools, private kindergartens and child care centers;
- D. Public buildings and structures;
- E. Hospitals, sanitariums, nursing homes and convalescent homes;
- F. Churches and cemeteries;
- G. Radio and television transmitters and towers;
- H. Mobile home parks/subdivision;
- I. Neighborhood-oriented commercial development (e.g., neighborhood grocery);
- J. Quarry, material extraction and processing;
- K. Energy-related facilities;
- L. Commercial animal establishments;
- M. Fisheries enhancement/aquaculture;
- N. Recreational vehicle parks;
- O. Marine ways;
- P. Storage of equipment for private and/or commercial use;
- Q. Cottage industry[.];
- R. Licensed retail marijuana store facility, provided the facility must be located on one acre or more of land and meet setbacks;
- S. Licensed marijuana testing facility, provided the facility must be located on one acre or more of land and meet setbacks;
- T. Licensed Marijuana product manufacturing facility, with the exception of solvent based manufacturing processes which are not allowed, and provided the facility must be located on one acre or more of land and meet setbacks;
- U. Licensed standard cultivation marijuana facility (500 square feet or more under cultivation), provided the facility must be located on two acres or more of land and meet setbacks;

V. Licensed limited cultivation marijuana facility (fewer than 500 square feet under cultivation), provided the facility must be located on one acre or more of land and meet setbacks.

...

SEC. 5. Amendment of Section. Section 20.31.040 of the Wrangell Municipal Code is amended to read:

Chapter 20.31
RMU DISTRICT – REMOTE RESIDENTIAL MIXED-USE

...

20.31.040 Conditional uses.

A. The following licensed marijuana establishment facilities are uses which may be permitted in the remote residential mixed-use (RMU) district, with the exception of the Union Bay RMU subarea zone (RMU-U), by action of the commission under the conditions and procedures specified in Chapter 20.68 WMC: retail store, testing, standard cultivation (500 or more square feet under cultivation), limited cultivation (fewer than 500 square feet under cultivation), and product manufacturing with the exception of solvent based manufacturing processes which are not allowed. Licensed marijuana establishment facilities are not allowed in the Union Bay RMU subarea zone (RMU-U).

[A]B. Other compatible uses which are consistent with the intent of this chapter, as determined by the commission, may be allowed with appropriate conditions in accordance with Chapter 20.68 WMC, if such uses would serve the community's best interest.

...

SEC. 6. Amendment of Section. Section 20.40.040 of the Wrangell Municipal Code is amended to read:

Chapter 20.40

TM DISTRICT – TIMBER MANAGEMENT

...

20.40.040 Conditional uses.

The following uses may be permitted in the timber management district by action of the commission under the conditions and procedures set forth in Chapter 20.68 WMC:

- A. Storage (inside or screened);
- B. Mineral extraction (including quarries) and processing;
- C. Temporary dwellings and facilities associated with permitted or other conditional uses;
- D. Commercial hunting and fishing camps and lodges;
- E. Private roads;
- F. Public utility uses (i.e., power lines and other energy-related facilities);
- G. Mariculture and fisheries enhancement;
- H. Recreational vehicle parks;
- I. Cabins;
- J. Commercial animal establishments; **[and]**
- K. Cottage industry[.];
- L. Licensed marijuana establishment facilities as follows: retail store, testing, standard cultivation (500 or more square feet under cultivation), limited cultivation (fewer than 500 square feet under cultivation), and product manufacturing with the exception of solvent based manufacturing processes which are not allowed.

...

SEC. 7. Amendment of Section. Section 20.44.040 of the Wrangell Municipal Code is amended to read:

Chapter 20.44

C DISTRICT COMMERCIAL

...

20.44.040 Conditional uses.

The following are uses which may be permitted in the commercial district by action of the commission under the conditions and procedures specified in Chapter 20.68 WMC:

A. Gasoline/service stations[.];

B. Licensed marijuana retail store facility;

C. Licensed marijuana testing facility;

D. Licensed marijuana product manufacturing facility, with the exception of solvent based manufacturing processes which are not allowed;

E. Licensed standard cultivation marijuana facility (500 or more square feet under cultivation), provided the facility must be located indoors only and must be limited to no more than a 2,000 square foot grow area;

F. Licensed limited cultivation marijuana facility (fewer than 500 square feet under cultivation).

...

SEC. 8. Amendment of Section. Section 20.48.040 of the Wrangell Municipal Code is amended to read:

Chapter 20.48

I DISTRICT – INDUSTRIAL

...

20.48.040 Conditional uses.

The following are permitted conditional uses in this district:

A. Animal establishments; **[and]**

B. Licensed marijuana establishment facilities as follows: retail store, testing, standard cultivation (500 or more feet under cultivation), limited cultivation (fewer than 500 square feet under cultivation), and product manufacturing with the exception of solvent based manufacturing processes which are not allowed.

[B]C. Other compatible uses which are consistent with the intent of this chapter, as determined by the commission, may be allowed with appropriate conditions in accordance with Chapter 20.68 WMC, if such uses would serve the community's best interest.

...

SEC. 9. Amendment of Section. Section 20.50.040 of the Wrangell Municipal Code is amended to read:

Chapter 20.50

WD DISTRICT – WATERFRONT DEVELOPMENT

...

20.50.040 Conditional uses.

The following are uses which may be permitted in the waterfront development district by action of the commission under the conditions and procedures specified in Chapter 20.68 WMC:

A. Water-related uses not mentioned above and their accessory uses;

B. Other uses if there is no suitable upland alternative for a nonwater-related or nonwater-dependent use;

C. Retail and wholesale businesses;

D. Laundries and consumer services; **[and]**;

E. Animal establishments other than establishments for livestock[.];

F. Licensed marijuana establishment facilities as follows: retail store, testing, standard cultivation (500 or more square feet under cultivation), limited cultivation (fewer than 500 square feet under cultivation), and product manufacturing with the exception of solvent based manufacturing processes which are not allowed.

...

SEC. 10. Amendment of Section. Section 20.51.040 of the Wrangell Municipal Code is amended to read:

Chapter 20.51
IL DISTRICT – LIGHT INDUSTRIAL

...

20.51.040 Conditional uses.

The following are uses which may be permitted in the light industrial district by action of the commission under the conditions and procedures specified in Chapter 20.68 WMC:

A. Those commercial uses as specified in WMC 20.44.020;

B. Recreational vehicle parks;

C. Multifamily structures, dormitories, roominghouses, bunk houses and boardinghouses;

D. Public parks and playgrounds associated with a high density residential development;

[and]

E. Animal establishments[.];

F. Licensed marijuana retail store facility;

G. Licensed marijuana testing facility;

H. Licensed Marijuana product manufacturing facility, with the exception of solvent

based manufacturing processes which are not allowed;

I. Licensed standard cultivation marijuana facility (500 or more square feet under cultivation).

J. Licensed limited cultivation marijuana facility (fewer than 500 under cultivation).

...

SEC. 11. Classification. This ordinance is of a permanent nature and shall be codified in the Wrangell Municipal Code.

SEC. 12. 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. 13. Effective Date. This ordinance shall be effective upon adoption.

PASSED IN FIRST READING: September 27, 2016.

PASSED IN SECOND READING: _____, 2016.

David L. Jack, Mayor

ATTEST:

Kim Lane, Borough Clerk

MEMORANDUM

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

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

SUBJECT: Proposed Ordinance 924 of the Assembly of the City and Borough of Wrangell Alaska amending certain sections of Title 20, Zoning, of the Wrangell Municipal Code, to add Licensed Marijuana Establishment Facilities as Conditional Uses in certain specific zoning districts, and to update the Temporary and Special Zoning Acts Table.

DATE: September 9, 2016

BACKGROUND:

The Planning and Zoning Commission were tasked last spring to develop an ordinance addressing where licensed marijuana facilities could operate. After several workshops and public meetings the Commission developed a recommendation that was sent to the Assembly to review. From that, a draft ordinance was created. The Attorney reviewed staff's draft ordinance and made necessary language changes for clarity.

The Planning and Zoning Commission held a public hearing on the draft ordinance on September 8, 2016. There were no comments during the public hearing.

RECOMMENDATION:

The Planning and Zoning Commission unanimously recommend adopting the attached ordinance, Proposed Ordinance 924 of the Assembly of the City and Borough of Wrangell Alaska amending certain sections of Title 20, Zoning, of the Wrangell Municipal Code, to add Licensed Marijuana Establishment Facilities as Conditional Uses in certain specific zoning districts, and to update the Temporary and Special Zoning Acts Table.

ATTACHMENTS:

1. Draft Ordinance 924

Table of **Proposed** Permissible Uses - PZ Recommendation to Assembly

CU= Conditional Use

P=Permitted

Marijuana License Activity	SF	MF	RR₁	RR₂	RMU	C	IL	I	WD	SMB	OS/P	TM
Limited Cultivation <500ft			CU****	CU****	CU*	CU	CU	CU	CU			CU
Standard Cultivation >500ft			CU*****	CU*****	CU*	CU**	CU	CU	CU			CU
Manufacturing			CU***, ****	CU***, ****	CU*,***	CU***	CU***	CU***	CU***			CU***
Testing			CU****	CU****	CU*	CU	CU	CU	CU			CU
Retail			CU****	CU****	CU*	CU	CU	CU	CU			CU
as of:	14-Apr	14-Apr	26-May	26-May	12-May	12-May	12-May	12-May	12-May	12-May	12-May	12-May

* Businesses, including marijuana businesses, not allowed in RMU-U

** maximum of 2000 sqft grow area, and indoors only

***all manufacturing except solvent based processes

**** Minimum of 1 acre of land required, and meet setbacks

***** Minimum of 2 acres of land required, and meet setbacks

Single Family SF

MultiFamily MF

Rural Residential 1 RR1

Rural Residential 2 RR2

Remote Residential Mixed Use RMU

Commercial C

Light Industrial IL

Industrial I

Waterfront Development WFD

Shoemaker Bay Waterfront Development SMB

Open Space/Public OS/P

Timber Management TM

as of 5/27/16

Agenda Item 13a

CITY & BOROUGH OF WRANGELL

BOROUGH ASSEMBLY AGENDA ITEM October 11, 2016

INFORMATION:

PROPOSED ORDINANCE No. 927: AN ORDINANCE OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, AMENDING THE MINOR OFFENSE FINE SCHEDULE IN CHAPTER 1.20, GENERAL PENALTY, OF THE WRANGELL MUNICIPAL CODE (*first reading*)

Attachments:

1. **Proposed Ordinance No. 927**
2. Memo from Clerk Lane
3. WMC Section 10.44 Possession, control or consumption of alcoholic beverages by persons under 21 years of age
4. WMC Section 10.48 Possession of tobacco by a minor

RECOMMENDED ACTION:

Move to approve first reading of Ordinance No. 927 and move to a Second with a Public Hearing to be held on November 8, 2016.

CITY AND BOROUGH OF WRANGELL, ALASKA

ORDINANCE NO. 927

AN ORDINANCE OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, AMENDING THE MINOR OFFENSE FINE SCHEDULE IN CHAPTER 1.20, GENERAL PENALTY, OF THE WRANGELL MUNICIPAL CODE

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 the Minor Offense Fine Schedule in Section 1.20.050 of Chapter 1.20, General Penalty, of the Wrangell Municipal Code to add to the fine schedule offenses relating to Chapter 10.44, Possession, Control, or Consumption of Alcoholic Beverages by persons under 21 years of age.

SEC. 2. Amendment. Section 1.20.050 of the Wrangell Municipal Code is amended to read:

1.20.050 Minor Offense Fine Schedule.

In accordance with AS 29.25.070(a), citations for the following offenses may be disposed of as provided in AS 12.25.195-.230, without a court appearance, upon payment of the fine amounts listed below plus the state surcharge required by AS 12.55.039 and AS 29.25.074. Fines must be paid to the police department. If an offense is not listed on a fine schedule, the defendant must appear in court to answer the charges. The Alaska Court System's Rules of Minor Offense Procedure apply to all offenses listed below. Citations charging these offenses must meet the requirements of Minor Offense Rule 3. If a person charged with one of these offenses appears in court and is found guilty, the penalty imposed for the offense may not exceed the fine amount for that offense listed below.

The fine amounts listed below are doubled for motor vehicle or traffic offenses committed in a highway work zone or traffic safety corridor, as those terms are defined in AS 28.90.990 and 13 AAC 40.010(b).

An offense listed in this schedule may not be disposed of without court appearance if the offense is in connection with a motor vehicle accident that results in the death of a person.

Section	Offense	Penalty/Fine
---------	---------	--------------

7.04.010	Cruelty – Abandonment	\$200
7.04.020	Animals at large prohibited	First offense - \$15, second offense - \$50, third offense - \$100. Fourth and subsequent offenses are mandatory court appearance offenses with a minimum fine of \$200 and a maximum fine of \$500.00.
7.08.010	Licensing	\$25.00 fine for each offense.
7.08.020	Dog Vaccination required	\$50.00 fine for each offense.
7.08.030	At large – Prohibited – Nuisance declared	First offense - \$15, second offense - \$50, third offense - \$100. Fourth and subsequent offenses are mandatory court appearance offenses with a minimum fine of \$200 and a maximum fine of \$500.00.
7.08.035	Objectionable animals	First offense - \$15, second offense - \$50, third offense - \$100. Fourth and subsequent offenses are mandatory court appearance offenses with a minimum fine of \$200 and a maximum fine of \$500.00.
7.08.040	Restraint requirements	First offense - \$15, second offense - \$50, third offense - \$100. Fourth and subsequent offenses are mandatory court appearance offenses with a minimum fine of \$200 and a maximum fine of \$500.00.
7.08.045 & 7.08.050	Off-leash areas & Off –leash area rules	First offense - \$15, second offense - \$50, third offense - \$100. Fourth and subsequent offenses are mandatory court appearance offenses with a minimum fine of \$200 and a maximum fine of \$500.00.
7.08.115	Potentially dangerous and dangerous dogs: violation of restrictions, confinement requirements, and sign requirements	First offense - \$200. Second and subsequent offenses are mandatory court appearance offenses with a minimum fine of \$300 and a maximum fine of \$500.00.
7.08.120	Biting dog – Confinement	First offense - \$200. Second and subsequent offenses are mandatory court appearance offenses with a minimum fine of \$300 and a maximum fine of \$500.00.
7.08.140	Proclamation to confine all dogs during epidemic	First offense - \$200 Second and subsequent offenses are mandatory court appearance offenses with a minimum fine of \$300 and a maximum fine of \$500.00.

7.08.150	Interference with animal enforcement agents	First offense - \$200 Second and subsequent offenses are mandatory court appearance offenses with a minimum fine of \$300 and a maximum fine of \$500.00.
9.08.080	Accumulations of rubbish & materials prohibited	\$100.00 fine for each offense.
9.12.020, 9.12.030, & 9.12.040	Fireworks where prohibited; sale where prohibited; display violations	First offense - \$200. Second and subsequent offenses are mandatory court appearance offenses with a minimum fine of \$300 and a maximum fine of \$500.00.
9.16.020	Deposit in public places	0-1 pound = \$50.00 fine, 1-5 pounds = \$150.00 fine, 6-10 pounds = \$250.00, 11-15 pounds = \$350.00 fine, 15 + pounds = \$500.00 fine.
9.16.030	Maintaining sidewalks free of litter.	\$75.00 fine for each offense.
9.16.040	Deposit from vehicles prohibited	\$75.00 fine for each offense.
9.16.050	Operating litter-generating vehicles prohibited	0-1 pound = \$50.00 fine, 1-5 pounds = \$150.00 fine, 6-10 pounds = \$250.00, 11-15 pounds = \$350.00 fine, 15 + pounds = \$500.00 fine.
9.16.060	Deposit on private property prohibited	0-1 pound = \$50.00 fine, 1-5 pounds = \$150.00 fine, 6-10 pounds = \$250.00, 11-15 pounds = \$350.00 fine, 15 + pounds = \$500.00 fine.
9.16.070	Property owner's responsibility to maintain premises	\$75.00 fine for each offense.
9.16.080	Handbills – Restrictions generally	\$75.00 fine for each offense.
9.16.090	Handbills – Distribution on private property	\$75.00 fine for each offense.
9.16.100	Posting notices prohibited	\$50.00 fine for each offense.
10.18.010	Abuse of 911 system	First offense - \$200. Second and subsequent offenses are mandatory court appearance offenses with a minimum fine of \$300 and a maximum fine of \$500.00.
10.36.010	Discharge of firearms and other weapons prohibited within certain areas	First offense - \$200. Second and subsequent offenses are mandatory court appearance offenses with a minimum fine of \$300 and a maximum fine of \$500.00.
<u>10.44.010</u>	<u>Possession, Control, or Consumption of Alcoholic Beverages</u>	<u>\$500.00 fine for each offense.</u>

10.46.010(A)(1)	Consumption of marijuana in a public place prohibited	\$100.00 fine for each offense.
10.46.010(A)(2)	Consume marijuana outdoors adjacent public place without consent of property owner	\$100.00 fine for each offense.
<u>10.48.010</u>	<u>Possession of tobacco by a minor</u>	<u>\$75.00 fine for each offense.</u>
11.28.020	Prohibited parking places	\$50.00 fine for each offense.
11.28.030	Red-painted curbs and signs – No parking	\$50.00 fine for each offense.
11.28.040	Time-limit parking	\$50.00 fine for each offense.
11.28.080	Blocking roadway prohibited	\$50.00 fine for each offense.
11.28.090	Bus stop and passenger zone – Parking prohibited	\$50.00 fine for each offense.
11.28.100	Loading and unloading materials	\$50.00 fine for each offense.
11.28.130	Method of parking – Loading permits	\$50.00 fine for each offense.
11.30.030	Parking in excess of posted time limit – Parking lots	\$50.00 fine for each offense.
11.30.040	Proper parking required – Parking lots	\$50.00 fine for each offense.
11.30.050	Vehicles and objects prohibited – Parking lots	\$75.00 fine for each offense.
11.36.060	Stop when traffic obstructed	\$75.00 fine for each offense.
11.36.070	Bicycle restrictions on sidewalks	\$50.00 fine for each offense.
11.36.080	U-turns prohibited	\$50.00 fine for each offense.
11.36.100	Dragging objects prohibited	\$50.00 fine for each offense.
11.36.110	Projecting loads on passenger vehicles	\$50.00 fine for each offense.
11.36.160	Use of coaster, rollerskates, skateboards, sleds and skis	\$50.00 fine for each offense.
11.36.170	Excessive acceleration	\$50.00 fine for each offense.
11.64.010	Sound trucks – permit required	\$100.00 fine for each offense.
11.68.020	Registration required	\$50.00 fine for each offense.
11.68.030	Required equipment	\$50.00 fine for each offense.
11.68.040	Snowmobile operation restricted	\$50.00 fine for each offense.
11.68.050	Designated right-of-way	\$50.00 fine for each offense.
11.76.020	Junk vehicles unlawful	\$50.00 fine for each offense. Each 10 days shall constitute a separate violation.
14.09.005	Speeding	\$150.00 fine for each offense.
14.09.015	Hazard to navigation	\$100.00 fine for each offense.
14.09.020	Failure to register	\$25.00 fine for each offense.
14.09.025	Improper mooring	\$25.00 fine for each offense.
14.09.030	Inadequate equipment	\$50.00 fine for each offense.
14.09.035	Improper use of facilities	\$50.00 fine for each offense.

14.09.040	Improper waste disposal	\$50.00 fine for each offense.
14.09.045	Improper petroleum product disposal	\$100.00 fine for each offense.
14.09.050	Improper care and control of animals	\$25.00 fine for each offense.
14.09.055	Water sports	\$25.00 fine for each offense.
14.09.065	Improper use of seaplane float	\$50.00 fine for each offense.
14.09.070	Improper use of a loading zone	\$25.00 fine for each offense.
14.09.075	Improper use of fire equipment	\$100.00 fine for each offense.
14.09.080	Improper use of utilities	\$50.00 fine for each offense.
14.09.085	Tampering and defacing signs	\$25.00 fine for each offense.
14.09.090	Nuisance	\$100.00 fine for each offense.
14.09.095	Failure to comply with rules, regulations or procedures.	\$100.00 fine for each offense.
14.09.100	Obstruct or impede use of any launch ramp	\$50.00 fine for each offense.
15.18.030	Refuse containers – Required	\$150.00 fine for each offense.
15.18.032	Refuse containers – Maintained	\$150.00 fine for each offense.
15.18.050	Disposal of offensive refuse prohibited	\$150.00 fine for each offense.
15.18.052	Burning of certain materials prohibited	\$150.00 fine for each offense.
15.18.075	Monofill disposal permit and fees	\$150.00 fine for each offense.

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 SECOND READING: _____, 2016

PASSED IN SECOND READING: _____, 2016

David L. Jack, Mayor

ATTEST:

Kim Lane, Borough Clerk

MEMORANDUM

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

**FROM: KIM LANE, MMC
BOROUGH CLERK**

SUBJECT: Ordinance No. 927 – Minor Offense Fine Schedule in Chapter 1.20

DATE: October 11, 2016

Explained:

The proposed Ordinance is being brought forward as an ongoing drive to bring our fine schedule in Chapter 1.20 up to date. Having the fines and/or penalties listed in Chapter 1.20 will help law enforcement and the residents of Wrangell to be clear on what the penalty/fee is for each violation.

Starting October 4, 2016, the AK Court System is classifying a Minor Consumption of Alcohol a Minor Offense. What that means is that the City can add this offense to its Minor Offense Fine Schedule in Chapter 1.20 whereas before, the State would handle and receive the revenue for this offense.

In Chapter 10.44.010 and 10.48.010, there are provisions that state that the offense is a violation and punishable under 1.20. We are just adding those fines in the fine schedule.

Recommended Motion:

Move to approve first reading of Ordinance No. 927, and move to the second with a Public Hearing to be held on November 8th, 2016.

Chapter 10.44

POSSESSION, CONTROL, OR CONSUMPTION OF ALCOHOLIC BEVERAGES

Sections:

10.44.010 Possession, control or consumption of alcoholic beverages by persons under 21 years of age.

10.44.010 Possession, control or consumption of alcoholic beverages by persons under 21 years of age.

A. It shall be unlawful for any person under the age of 21 to possess, consume or be in control of any alcoholic beverages within the City and Borough of Wrangell, except those furnished to persons under AS 04.16.051(b).

B. Violation of this section is punishable as provided for in WMC 1.20.010. [Ord. 833 § 61, 2009; Ord. 675 § 5, 2000.]

Chapter 10.48

POSSESSION OF TOBACCO BY A MINOR

Sections:

10.48.010 Possession of tobacco by a minor.

10.48.010 Possession of tobacco by a minor.

A. It shall be unlawful for any person under 19 years of age to purchase, possess or use any cigarette, pipe, cigar or other tobacco product on public property or in any public place within the corporate limits of the borough.

B. Possession of tobacco by a minor is a violation of this section and is punishable as provided for in WMC

1.20.010. [Ord. 833 § 61, 2009; Ord. 675 § 5, 2000.]

Agenda Item 13b

CITY & BOROUGH OF WRANGELL

BOROUGH ASSEMBLY AGENDA ITEM October 11, 2016

INFORMATION:

Approval of a Change Order to Colaska Inc., dba Seacon for the Asphalt Road Paving project

Attachments:

1. Memo from Amber Al-Haddad, PW Director
2. Draft Change Order #1 to Colaska Inc (dba Seacon)
3. Summary of Bid Quantities vs. Final Quantities for project

RECOMMENDED ACTION:

Move to approve Change Order #1 to Colaska Inc. (dba Secon) for the Asphalt Road Paving project in the amount of \$33,587.30 which will be funded in part by reimbursement by Alaska Housing Finance Corporation, and Wrangell's Water, Sewer and Sales Tax Street funds.

MEMORANDUM

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

FROM: AMBER AL-HADDAD, PUBLIC WORKS DIRECTOR

**SUBJECT: APPROVAL OF A CHANGE ORDER TO COLASKA (dba SECON) FOR
ASPHALT ROAD PAVING**

DATE: October 6, 2016

BACKGROUND

Following the September 12th completion of the contract Asphalt Road Paving project between Colaska Inc. (Secon) and the City and Borough of Wrangell (CBW), final asphalt quantities have been confirmed between the CBW and Secon.

After award of the contract, Secon agreed to perform additional asphalt work on behalf of the CBW at various locations of road and sidewalk patching, and they agreed to include additional asphalt at the contract's unit price. They also offered a separate price for changing some of the machine-placed work to hand-placed work, as it was necessary to create swales for water drainage along Cedar Circle, and their equipment did not have the capability to create the swale by machine (the drainage issue was not identified in the bid documents).

Also after award of the contract to Secon, the CBW was contacted by Alaska Housing Finance Corporation (AHFC), offering to pay for the cost to extend the asphalt roadway replacement area at Cedar Circle, which is the Borough-owned roadway that leads from Zimovia Highway to the Etolin Heights housing complex. Secon agreed to perform the additional work for the Cedar Circle at the CBW's contract's unit prices also. AHFC was provided an estimate for the demolition, preparation and replacement of the asphalt area added to the project at their request, and they agreed to reimburse Wrangell after final quantities were determined.

A Change Order #1 is necessary to add the extra work to Secon's contract. The breakdown shown below is reflected differently than as shown in Seacon's Change Order document. The costs presented in this Memo below are shown as allocated to the various funding sources, while the costs in the Change Order (totaling the same amount) are directly tied to the bid items and their respective quantities:

<u>Cost Item</u>	<u>Funding</u>	<u>Amount</u>
• Additional costs considering area differentials and hand placement unit cost difference for CBW's portion of swale on Cedar Circle (see summary of bid vs. final quantities)	Sales Tax Street Fund	\$ 3,813.85
• Additional Cedar Circle paving and hand placement cost For AHFC's portion of swale on Cedar Circle	AHFC	\$28,498.81
• Zimovia Hwy sidewalk patch (from sewer main break)	Sewer Dept.	\$ 543.32
• Evergreen Ave road patch (from water service install)	Water Dept.	<u>\$ 731.32</u>

Total Change Order #1

\$33,587.30

RECOMMENDATION

Move to approve Change Order #1 to Colaska Inc. (dba Secon) for the Asphalt Road Paving project in the amount of \$33,587.30 which will be funded in part by reimbursement by Alaska Housing Finance Corporation, and Wrangell's Water, Sewer and Sales Tax Street funds.

ATTACHMENTS

1. Draft Change Order #1 to Colaska Inc. (dba Secon)
2. Summary of Bid Quantities vs. Final Quantities for the Asphalt Road Paving 2016 project

CHANGE ORDER

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

PROJECT:**Asphalt Road Paving 2016**

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

CHANGE ORDER NO:

1

INITIATION DATE:

09/16/16

TO CONTRACTOR:**Colaska Inc (dba Secon)**

PO Box 32159, Juneau, Alaska 99803

THE CONTRACT IS CHANGED AS FOLLOWS:

a. Unit price adjustments for Pay Items: 2743.1, 2743.1-A, 2743.1-B, 2743.1-C, and 2743.1-D - Asphalt Paving (see attached spreadsheet for details)	\$25,632.86
b. Modify Cedar Circle Swale Areas from machine paving to hand placement (cost difference for 111.34 sy total)	\$6,679.80
c. Add Evergreen Avenue Road Patch (5' x 28')	\$731.32
d. Add Zimovia Hwy Sidewalk Patch (8' x 13')	\$543.32
TOTAL CHANGE TO CONTRACT THIS CHANGE ORDER:	\$33,587.30

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

The original Contract Sum was:	\$ 189,747.00
Net change by previously authorized Change Orders:	\$ -
The contract Sum prior to the Change Order was:	\$ 189,747.00
The contract Sum will be <input checked="" type="checkbox"/> (increased) <input type="checkbox"/> (-decreased) <input type="checkbox"/> (unchanged) by this Change Order:	\$ 29,587.30
The new Contract Sum including this Change Order will be:	\$ 219,334.30
The Contract Time will be <input type="checkbox"/> (increased) <input type="checkbox"/> (-decreased) <input checked="" type="checkbox"/> (unchanged) by:	

CONTRACTOR**Colaska Inc. (dba Secon)**

P.O. Box 32159, Juneau Alaska 99803

OWNER**City and Borough of Wrangell**

P.O. Box 531, Wrangell, AK 99929

BY

DATE

BY

DATE

City and Borough of Wrangell
Asphalt Road Paving 2016
Bid Quantities vs. Final Quantities

Pay Item No.	Pay Item	Pay Unit	Unit Price		Bid Quantities	Bid Price		Final Quantities	Final Price
1505.1	Mobilization - Base Bid	LS	\$ 60,000.00		1	\$ 60,000.00		1	\$ 60,000.00
1550.01	Traffic Control Base Bid	LS	\$ 9,000.00		1	\$ 9,000.00		1	\$ 9,000.00
2743.1	Third Street Asphalt Paving - Base Bid	SY	\$ 47.00		856	\$ 40,232.00		897.26	\$ 42,171.22
1550.01 - A	Traffic Control - Add Alt A	LS	\$ 1.00		1	\$ 1.00		1	\$ 1.00
2743.1-A	Sunset Boulevard Asphalt Paving - Add Alt A	SY	\$ 47.00		167	\$ 7,849.00		170.3	\$ 8,004.10
2743.1-A	Ocean View Drive Asphalt Paving - Add Alt A	SY	\$ 47.00		378	\$ 17,766.00		386.97	\$ 18,187.59
1550.01 - A	Traffic Control - Add Alt B	LS	\$ 1.00		1	\$ 1.00		1	\$ 1.00
2743.1-B	Cedar Circle Asphalt Paving - Add Alt B	SY	\$ 47.00		312	\$ 14,664.00		795.31	\$ 37,379.57
1550.01 - A	Traffic Control - Add Alt C	LS	\$ 1.00		1	\$ 1.00		1	\$ 1.00
2743.1-C	St. Michaels Street Asphalt Paving	SY	\$ 47.00		467	\$ 21,949.00		498.92	\$ 23,449.24
1550.01 - A	Traffic Control - Add Alt D	LS	\$ 1.00		1	\$ 1.00		1	\$ 1.00
2743.1-D	First Avenue - Add Alt D	SY	\$ 47.00		389	\$ 18,283.00		365.62	\$ 17,184.14
Add	Cedar Circle Asphalt Paving - Hand Placement	SY	\$ 60.00		0	\$ -		111.33	\$ 6,679.80
Add	Evergreen Avenue Full Width Road Patch	SY	\$ 47.00		0	\$ -		15.56	\$ 731.32
Add	Zimovia Highway Sidewalk Patch	SY	\$ 47.00		0	\$ -		11.56	\$ 543.32
	Total					\$ 189,747.00			\$ 223,334.30

Final Amount	\$ 223,334.30
Bid Amount	<u>\$ (189,747.00)</u>
Change Order Amount	\$ 33,587.30

Agenda Item 13c

CITY & BOROUGH OF WRANGELL

BOROUGH ASSEMBLY AGENDA ITEM October 11, 2016

INFORMATION:

Approval of a Sole Source Procurement to Alaska Pump & Supply, Inc.

Attachments:

1. Memo from Amber Al-Haddad, PW Director
2. AK Pumps Quote

RECOMMENDED ACTION:

Move to approve a sole-source procurement expenditure to Alaska Pump & Supply, Inc. for two pumps in the total amount of \$33,737.00, to be paid from the Sewer Department's 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: SOLE-SOURCE PROCUREMENT OF SEWER PUMPS

DATE: September 27, 2016

BACKGROUND

In May of 2016, Wrangell completed the upgrades to two sewer pump stations; however, spare pumps were not made a part of that contract.

Spare pumps for the two rehabilitated pump stations are essential to have on hand because the pumps are typically made to order and have a 12- to 16-week lead time before shipping from Sweden. The two Flygt pumps, one a 11 Hp unit and the other a 34 Hp unit, will serve to replace one of the existing two pump sizes in case of pump failure. Without having the pumps on hand, additional loading would be placed on the remaining operable pumps, and at times when flow is at its peak, the pump stations may not be able to adequately keep up with the reduced number of pumps.

The requested replacement pumps are for two of the most essential pump stations that transfer raw sewage and wastewater from Wrangell's downtown and a portion of the Zimovia Highway to the wastewater treatment facility.

The Sewer Department's FY 2016/17 budget included funding for the purchase of the two pumps.

Under Wrangell's procurement code, WMC Section 5.10.050, competitive bidding is not required when materials can be furnished only by a single dealer. Alaska Pump & Supply, Inc. is Flygt's sole distributor for Alaska. We seek approval to sole source the procurement of the Flygt pumps from Alaska Pump & Supply, Inc. in an amount totaling \$33,737.00.

RECOMMENDATION

Move to approve a sole-source procurement expenditure to Alaska Pump & Supply, Inc. for two pumps in the total amount of \$33,737.00, to be paid from the Sewer Department's FY17 capital projects fund.

ATTACHMENT

A. Alaska Pump & Supply, Inc.'s September 20, 2016 quote for two pumps.



ALASKA PUMP & SUPPLY, INC

261 EAST 56TH AVE, BLDG. A • ANCHORAGE, ALASKA 99518 • PHONE: (907)563-3424 • FAX: (907)562-5449

September 20, 2016

ATTN: Brian Christian - City of Wrangell

QUOTE: AKP16-0891

Project: Spare Pumps

PH: 907-874-3458

Email: wrgwwtp@aptalaska.net

We are pleased to provide pricing for the following equipment:

Qty	Part #	Description	Each	Total
1	FLYGT 3172.830-5004	FLYGT 3172.830-5004: 4" Submersible Pumps, FM Approved Explosion Proof #NP3171.830HT~453 Impeller + FLS Moisture Sensor Supplied with 34 Hp IE3 Premium Efficient Motor 3/60/460 with 65 Feet of 4G10+S(2x0.5) 25mm (~1") Cable	\$ 24,246.00	\$ 24,246.00
1	FLYGT 3127.910-5005	FLYGT 3127.910-5005: 4" Submersible Pumps, FM Approved Explosion Proof #NP3127.910HT~488 Adaptive Impeller + FLS Moisture Sensor Supplied with 11 Hp IE3 Line Start Permanent Magnet Premium Efficient Motor 3/60/460 with 65 Feet of 4G10+S(2x0.5) 25mm (~1") Cable	\$ 9,491.00	\$ 9,491.00
Please reference AKP16-0891 when placing order.				Total: \$33,737.00

Subject to Alaska Pumps Terms & Conditions of Sale. Net Thirty (30) Terms are subject to Alaska Pumps' credit department approval.

F.O.B.: Alaska Pump

Ships: 10-12 Weeks

Regards,

John Murphy

Inside Sales

Alaska Pump & Supply, Inc.

PH: (907) 563-3424

FAX: (907) 562-5449

John.Murphy@dxpe.com

This quotation is the sole property of Alaska Pump & Supply, Inc. It is issued to you for your confidential use only. In consideration of this quote, the issued party agrees that this quotation shall not be reproduced or copied or disposed of directly or indirectly, or issued for the purpose other than that for which it has been supplied for without written permission. Alaska Pump & Supply, Inc. reserves the right to refuse to sell all or part of this quotation. Quote is valid for 30 days unless noted.

Alaska Pump & Supply, Inc. Terms and Conditions Apply

Agenda Item 13d

CITY & BOROUGH OF WRANGELL

BOROUGH ASSEMBLY AGENDA ITEM October 11, 2016

INFORMATION:

Acceptance of resignation of the Borough Manager

Attachments:

1. None

RECOMMENDED ACTION:

Move to accept the resignation of the Borough Manager with the retirement date set at March 31, 2017.

Agenda Item 13e

CITY & BOROUGH OF WRANGELL

BOROUGH ASSEMBLY AGENDA ITEM October 11, 2016

INFORMATION:

Process for replacing the Borough Manager

Attachments:

1. Memo from Manager Jabusch
2. *Reference Only*: PROTHMAN Agreement from 2009
3. Advertisement from 2013

RECOMMENDED ACTION:

Move to have the Borough Clerk advertise in all of the applicable places and to select a Special Hiring Committee for a New Borough Manager to consist of 3 (three) members of the Borough Assembly, the current Borough Manager, and the Borough Clerk.

MEMORANDUM

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

FROM: JEFF JABUSCH, BOROUGH MANAGER

**SUBJECT: DISCUSSION AND POSSIBLE DIRECTION ON REPLACING THE
BOROUGH MANAGER**

DATE: OCTOBER 11, 2016

The borough in the past has hired borough managers using two different approaches.

One is to hire a headhunter or a consultant that goes out and finds managers through a variety of ways. They get a large list and then whittle it down to about 10 and then engage the assembly to get it down to usually three to five. They then bring them all to town, do interviews and eventually the assembly hires someone.

The second approach is to do our own hiring through a normal advertising process. We would receive the applications and then proceed in a couple of different directions. One would be to have a selection committee of say three from the assembly and one staff person. They would go through the applications and weed out those that the committee feels easily don't have the experience or education to do the job. Maybe the committee could then rate the remaining applicants to get the top five to ten. At that point, staff or committee members could do some fact finding about each. This would include checking references and talking to people in the community that would have had exposure to them such as elected officials or others. After this process the committee could get the number down to 5 or so and then engage the entire assembly with additional questions, interviews and follow up. Assembly then could decide to either bring their top choice up or maybe the top couple for face to face interviews. Finally, select an applicant and offer the job to the top choice. This is just an idea and can be modified to meet the wishes of the assembly.

Lastly, I can tell you that we have used both methods more than once and I don't think we have had any more luck with a headhunter when with doing our own process. Doing it ourselves is going to be much cheaper and we should be able to do the process with the assembly and staff.

Following is a summary of the last two processes we used in hiring managers:

Option 1:

In 2009, the City paid PROTHMAN, which is a company that provided the search and hiring services for a new Borough Manager \$34,431.12. Here is an outline of what their agreement stated as the services that they had provided:

- Planning & Research
- Identifying the "Ideal" Candidate
- Recruitment Strategy
- Candidate Screening
- Final Interviews
- After a six month process, Tim Rooney was hired

~~ Their agreement from 2009 is attached FOR REFERENCE ONLY ~

Option 2:

In 2013, the Assembly chose to advertise around Alaska and Seattle. We also advertised with SE Conference, AML and Alaska Municipal Management Association.

The Assembly chose to do the selections and interviews. There were multiple Executive Sessions (quite a few canceled due to a lack of a quorum) to go through the applications and perform the interviews.

Attachments:

- 1. PROTHMAN Agreement from 2009 (for reference only)**
- 2. Advertising from 2013**

Recommended Motion:

Recommend to have the Borough Clerk advertise in all of the applicable places and to select a Special Hiring Committee for a new Borough Manager to consist of 3 (three) members of the Borough Assembly, the current Borough Manager and the Borough Clerk.



December 12, 2008

Mr. Robert S. Prunella
Borough Manager
City and Borough of Wrangell
P.O. Box 531
Wrangell, AK 99929

Dear Mr. Prunella:

Thank you for your confidence in Prothman to conduct the recruitment for the City and Borough of Wrangell's next Borough Manager. The following represents the scope of work for this search and associated professional fees and expenses.

Project Planning & Research

We suggest the following steps as a starting point:

- ◆ Review the proposed search outline and modify as needed
- ◆ Develop a project timeline
- ◆ Identify the geographic scope of the search
 - Regional
 - Western United States
 - National
- ◆ Decide if a salary survey is needed
This review will provide the City and Borough with accurate salary information to evaluate if the position is at "market rate." If a survey is needed, we will work with the City and Borough to identify similar organizations for compensation comparisons.
- ◆ Gather and review all relevant documents related to the Borough Manager position and the City and Borough of Wrangell
- ◆ Interview key stakeholders

Identifying the "Ideal" Candidate

The Position Profile includes:

- ◆ A description of the ideal candidate qualifications
 - Years of related experience required
 - Previous positions and sizes of communities
 - Specific relevant experience
 - Education requirements
 - Ideal personality traits and work habits
- ◆ City and Borough of Wrangell information, including:
 - Location and quality of life opportunities
 - A summary of City and Borough services
 - Number of City and Borough employees and budget size
 - A basic description of the position
- ◆ A description of key issues and priorities facing the City and Borough and the Borough Manager position
- ◆ A description of the compensation package
- ◆ Information on how and when to apply

Recruitment Strategy

We will accomplish this by:

- ◆ Creating Recruitment Brochures
Highlighting the position and the City and Borough
- ◆ Direct Mail Campaign
Researching and compiling a comprehensive list of potential candidates to be reached through a direct mail campaign
- ◆ Direct Contact Calls
Making direct recruiting calls to promising candidates based upon our extensive personal knowledge of excellent candidates
- ◆ Ads in Print and on the Web
Creating and placing targeted ads in professional publications, journals and on related websites targeting qualified candidates

Candidate Screening

We will do so by:

- ◆ Initial Resume Screening
We will conduct an initial review of all resumes, screening for minimum qualifications.
- ◆ Supplemental Questions & Applications
The remaining qualified applicants will be asked to complete an application and Supplemental Questions/Writing Sample
- ◆ First Workshop
Based upon the responses to the supplemental questions, we further screen the applicant pool, bringing the most promising candidates for review. Using the application, supplemental questionnaire, resume and other materials submitted by the candidates, we will work with the City and Borough to identify the top semifinalists. Prior to the workshop we will provide a candidate sourcing summary detailing the efforts of advertising, direct mail campaign, and direct recruiting phone calls. The summary also includes a list of the applicants and from where they have applied. We will also begin preliminary discussions about designing the final interview process.
- ◆ Consultant Semifinalist Interviews
Prothman will conduct in-person or videoconference interviews with each of the semifinalist candidates.
- ◆ Second Workshop
Based upon the results of the semifinalist interviews, we will present our findings and recommendations for your review. We will advise you of the candidates meeting the qualifications, our knowledge of them, and their strengths and weaknesses relative to fit with your organization. We will then work with you to identify candidates to invite to the final interviews. We will also complete the planning and design of the final interview process and begin identifying potential interview questions.

Final Interviews

The Final Interview process includes completing key steps before the actual interviews take place. These steps include performing background checks, coordinating candidate travel, compiling final interview binders, determining the final interview configuration and facilitating the selection of the successful candidate. Each of these steps is described below:

- ◆ Background Checks
Prior to the final interviews we will conduct a background check on each of the finalist candidates. If a "red flag" is found we will work diligently to either verify that the *issue is*

serious enough to eliminate the candidate from further consideration or be able to fully explain the issue to the City and Borough's satisfaction.

- **References**
We will ask each candidate to provide names of their supervisors, subordinates and peers for the last several years. From this list we will conduct detailed reference checks on the finalist candidates through detailed conversations with the individuals who have direct knowledge of the candidate's work and management style. We will also make a point of contacting individuals not on the candidate's preferred list of references.
- **Education Verification**
Prior to the final interviews we will verify that the candidate did in fact graduate with the degrees listed on their resume.
- **Criminal History and Driving Record Check**
We will conduct a criminal history and driving record check on each candidate in the states in which they have worked.
- **Sex Offender Check**
We will verify that the candidate is not a registered sex offender in the states where they have worked.
- ♦ **Candidate Travel Coordination**
For those candidates who will be traveling to the final interviews, we will coordinate the travel arrangements. We will coordinate and finalize air travel, hotel reservations and rental cars.
- ♦ **Final Interview Binders**
The binders include:
 - A master schedule of all panels and candidate interviews
 - A draft list of suggested interview questions designed to augment questions that you may wish to ask
 - Each candidate's resume
 - Each candidate's application
 - Each candidate's answers to the supplemental questions
 - Confidential reference checks on each candidate
 - Education verifications for each candidate's degrees
 - Criminal history checks on each of the finalist candidates
- ♦ **Final Interview Process**
Elements of the final interview process include:
 - Identifying interview panel participants (if desired by the City and Borough)
We work with the City and Borough to identify the participants of different interview panels to ensure that all stakeholders have been represented.
 - Providing suggested interview questions for each panel
 - Providing facilitators
Panel facilitators, if needed, will assist the panel members in their review and editing of the suggested interview questions, as well as the consideration and discussion of possible new questions.
 - Facilitate the selection of the successful candidate. We will also notify the unsuccessful candidates.
- ♦ **Assisting in Developing a Compensation Package and Letter of Offer**
Once the top candidate has been selected, we can also assist (if requested) the City and Borough in developing a letter of offer outlining the compensation package and further assisting as an active advisor until an employment agreement is reached.

Professional Fee & Expenses

Fee for professional services is \$20,000 plus expenses. All expenses incurred for conducting the recruitment are the responsibility of the City and Borough. Expenses will vary depending upon direction from the City and Borough regarding how geographically broad the recruitment effort is and where the top candidates come from (travel expenses). Expenses will be discussed with the City and Borough prior to expenditure. A 3% charge will be added to all pass through expenses which reflects City and State B&O tax obligations. Expense items include but are not limited to:

- Newspaper, trade journal websites and other advertising related to the announcement of the position
- Direct mail announcements and regret letters
- Facsimile and delivery expenses
- Printing of documents and materials
- Consultant travel and related expenses
- Any client-required licenses, fees or taxes
- Travel and related expenses for candidates during the interview process

Professional fees are billed in three equal installments during the course of the search. The first installment is billed when Prothman begins the project. The second installment is billed at the mid-point of the recruitment. The final installment is billed at the conclusion of the search. Expenses are billed monthly.

Guarantee

Our record of success in placing highly qualified candidates provides that Prothman will guarantee the placement of a qualified candidate. Provided the Client follows our finalist candidate recommendations and the key elements of the search process as outlined in the proposal, if the selected finalist candidate is terminated for cause within **one year** from the employment date, we will conduct a replacement search with no additional professional fee. The only cost to you would be the expenses related to the additional search.

Cancellation

You have the right to cancel the search at any time. Your only obligation would be the fees and expenses incurred prior to cancellation.

Accepted by:

CITY AND BOROUGH OF WRANGELL**PROTHMAN**

Robert S. Prunella
Borough Manager

12/22/08
date



Greg Prothman
President

1/6/09
date



City & Borough of Wrangell, Alaska

NOTICE OF JOB OPENING

BOROUGH MANAGER

The City & Borough of Wrangell is accepting employment applications for the position of Borough Manager until September 20, 2013, 5:00 p.m.

Salary Range depending on experience

\$80,184-\$111,093 with excellent benefits

The Borough is looking for a top executive and operations officer, accountable for accomplishing short and long-range business and program objectives. This is an appointed position.

This position typically requires a master's degree in public administration, business, planning, and civil engineering or the equivalent and eight years of progressively responsible municipal experience.

For a complete job description, please contact the Borough Clerk's Office at 907-874-2381 or email: clerk@wrangell.com or visit Borough website: <http://www.wrangell.com/jobs>

Please send a cover letter, detailed resume and references to: City & Borough of Wrangell, P.O. Box 531, Wrangell, AK 99929, or fax: (907) 874-3952 or email: clerk@wrangell.com

Agenda Item 13f

CITY & BOROUGH OF WRANGELL

BOROUGH ASSEMBLY AGENDA ITEM October 11, 2016

INFORMATION:

Approval to cancel the Regular Borough Assembly Meeting of October 25, 2016

Additional Information:

Due to a lack of a quorum for this meeting, I am requesting that this meeting be canceled.

RECOMMENDED ACTION:

Move to cancel the Regular Borough Assembly Meeting scheduled for October 25, 2016 and to have only one Regular meeting on October 11, 2016.

Agenda Item 13_g

CITY & BOROUGH OF WRANGELL

BOROUGH ASSEMBLY AGENDA ITEM October 11, 2016

INFORMATION:

Approval to reschedule the Regular Assembly Meeting of November 22, 2016 to Tuesday, November 29, 2016

Additional Information:

Due to a foreseen absences of Assembly members and the Borough Clerk (for processing the agenda and packet) for this meeting, I am requesting that this meeting be rescheduled for November 29, 2016.

RECOMMENDED ACTION:

Move to reschedule the Regular Borough Assembly Meeting scheduled for November 22, 2016 to Tuesday, November 29, 2016.

Agenda Item 13h

CITY & BOROUGH OF WRANGELL

BOROUGH ASSEMBLY AGENDA ITEM October 11, 2016

INFORMATION:

Approval to write off uncollectible accounts and send to collections

Attachments:

1. Memo from Finance Director Burgess
2. Collections List's (Utilities, Misc., & Harbor)
 - Utility Collections
 - Miscellaneous Collections
 - Harbor Collections

RECOMMENDED ACTION:

Move to approve the write-off lists and authorize the Finance Department to send to Collections.

MEMORANDUM

To: Mayor David Jack and Assembly
From: Lee Burgess, Finance Director
Subject: Approval to write off uncollectible accounts and to send them to collection agency
Date: June 22, 2016

Background:

Periodically after unsuccessful attempts by the Finance Department to reach customers and elicit payments on delinquent accounts, we compile a list of accounts deemed uncollectible to send to a collections agency. Doing so requires Borough Assembly approval to write off these amounts. The accounts before you span several fiscal years, from approximately 2011 to current, so while the amounts to send to collections appear sizeable, the following should be noted:

- 1) This total amount uncollectible constitutes a small enough percentage (approximately .6%) of total billings over the same period of time that it is within normal and expected ranges of generally accepted accounting principles.
- 2) Writing off these amounts does not absolve the individual of responsibility to pay the amounts owed, rather it permits Finance Dept. staff to forward uncollectible accounts on to the next stage of normal collection procedures.
- 3) The financial effect of uncollectible accounts is reflected annually in the Borough's audited financial statements, net of revenues. In other words, approving to send these amounts to collections does not impact the Borough financially in the current year, rather it only authorizes us to proceed to the next step of the collection procedures.
- 4) We are within the statute of limitations (6 years) to collect on most if not all of these accounts.
- 5) Collections agencies normally are entitled to between 25-40% of accounts collected on (whether collected by the agency or the Borough) and, while it would be ideal if we could avoid this, it is normal practice to forward accounts such as these to collections, as it is typically not economical for municipal finance departments to dedicate staff and resources to doing what collections agencies are specialized to be able to do.
- 6) Amounts in excess of \$5,000 may be sent first to the Borough Attorney to pursue legal avenues for collection, to the extent possible, as those methods may increase the probability of collection.

Breakdown of amounts uncollectible:

Miscellaneous Accounts Uncollectible

Wrangell Municipal Light & Power	\$23,618
Water Dept.	\$4,288
Sewer Dept.	\$10,525
General Fund Revenues	\$2,857
Sales Tax	\$442
Total Misc. A/R	\$41,730

Utilities Accounts Uncollectible

Light & Power	\$90,943
Water	\$13,374
Sewer	\$13,374
Sanitation	\$11,368
Sales tax	\$4,681
Total Utilities Uncoll.	\$133,740

Harbor Accounts Uncollectible:

	\$26,945
Total Harbor Uncoll.	\$26,945

Attachments:

Detailed List of Write offs.

Recommendation:

Move to approve the write off list and authorize the finance department to send to collections.

Utilities - Collections List

ACCOUNT	NAME	LAST KNOWN MAILING ADDRESS	CITY	STATE	ZIP CODE	AMOUNT	DATE PROPOSED	REASON FOR INABILITY TO COLLECT
10815-04	Alaska Great Water Adv.-Dennis Bowen	PO Box 3979	Palmer	AK	99645	389.14	3/1/2014	No payments on acct since May 2011-Mail Returned
10549-08	Amanda Holder	PO Box 2087	Wrangell	AK	99929	1,436.40	3/1/2014	No payments on acct since December 2011-Mail Returned
11575-10	Amanda Holder	PO Box 2087	Wrangell	AK	99929	804.89	3/1/2014	No payments on acct since October 2011-Mail Returned
11628-09	Angie Ellis	PO Box 66	Petersburg	AK	99833	2,948.79	3/1/2014	No payments on acct since November 2010-Mail Returned
10128-03	Anthony Rice	PO Box 2125	Wrangell	AK	99929	189.00	3/1/2014	No payments on acct since May 2012-Mail Returned
10514-20	Antonio Garcia	PO Box 1785	Wrangell	AK	99929	256.41	3/1/2014	No payments on acct since September 2013-(Didn't fulfill contract)
12047-12	Aundria Chambers	General Delivery	Wrangell	AK	99929	141.78	3/1/2014	No payments on acct since July 2012-Mail Returned
11587-02	Beaver Connections	PO Box 2214	Wrangell	AK	99929	5,855.09	3/1/2014	No payments on acct since June 2013
11450-02	Bill Krepps	PO Box 504	Kaukauna	WA	54130	29.82	3/1/2014	No payments on acct since September 2013-Mail Returned
13896-01	Brett Claggett	PO Box 487	Wrangell	AK	99929	811.78	3/1/2014	No payments on acct since September 2010-No response
11996-03	Catherine Armendarez	PO Box 944	Wrangell	AK	99929	88.04	3/1/2014	No payments on acct since May 2013-Mail Returned
12617-06	Charles Johnson	PO Box 199	Wrangell	AK	99929	92.25	3/1/2014	No payments on acct since July 2011-No response
11445-01	Chuck Draves	31434 State Hwy 6	Crosby	MN	56441	568.38	3/1/2014	No payments on acct since July 2013-Mail Returned
10111-03	Cody Hood	3760 Canterbury Ct	Bellingham	WA	98225	1,030.07	3/1/2014	No payments on acct since March 2011-Mail Returned
10514-08	Coni Bell	PO Box 2194	Wrangell	AK	99929	2,609.73	3/1/2014	No payments on acct since April 2010-No response
11673-09	Corey J Michell	PO Box 2007	Wrangell	AK	99929	498.85	3/1/2014	No payments on acct since December 2011-No response
10071-13	Dale Watts	PO Box 1635	Wrangell	AK	99929	1,131.94	3/1/2014	No payments on acct since February 2013-Mail Returned
11018-10	Daniel L Watts	PO Box 1635	Wrangell	AK	99929	989.63	3/1/2014	No payments on acct since March 2011-Mail Returned
11438-02	Daniel Meissner	PO Box 64	Wrangell	AK	99929	953.88	3/1/2014	No payments on acct since September 2011-No response
11681-06	David Richter	PO Box 1478	Valdez	AK	99608	310.56	3/1/2014	No payments on acct at all-Mail Returned
12113-05	Debbie Washburn	2396 Molten Way C-2	Milton	WA	98354	1,359.47	3/1/2014	No payments on acct since April 2012-Mail Returned
10126-11	Delma Palmer	PO Box 1524	Wrangell	AK	99929	134.96	3/1/2014	No payments on acct at all-Mail Returned
13162-11	Derek Thomas	PO Box 787	Seward	AK	99664	561.69	3/1/2014	No payments on acct since September 2012-Mail Returned
12053-10	Dominic Lee	General Delivery	Wrangell	AK	99929	82.72	3/1/2014	No payments on acct at all-No response
13199-01	Doug Ely	PO Box 1911	Wrangell	AK	99929	968.27	3/1/2014	No payments on acct since July 2012-Mail Returned
10640-17	Ellen Barr	PO Box 1134	Wrangell	AK	99929	16.44	3/1/2014	No payments on acct since September 2012-Mail Returned
11672-09	Elmer Carlstrom	PO Box 1608	Wrangell	AK	99929	165.70	3/1/2014	No payments on acct since March 2013-Mail Returned
12040-05	Eric Purvis	PO Box 182	Wrangell	AK	99929	127.35	3/1/2014	No payments on acct since June 2012-No response
10107-08	Frank Sheppard	541 7th Street	Newport	TN	37821	3,336.81	3/1/2014	No payments on acct since October 2012-Mail Returned-(Didn't fulfill contract)
10327-20	Greg Knight	PO Box 798	Wrangell	AK	99929	263.85	3/1/2014	No payments on acct since June 2013-Mail Returned
10896-02	Jaison Rhinehart	PO Box 641	Kahuku	HI	96731	1,152.62	3/1/2014	No payments on acct since March 2012-Mail Returned
10525-21	Janetty Phelan	PO Box 1753	Wrangell	AK	99929	1,968.41	3/1/2014	No payments on acct since October 2013-Skipped Town-(Didn't fulfill contract)
12517-03	Jeffrey McAuliff	3952 East County 16th St	Yuma	AZ	85365	436.61	3/1/2014	No payments on acct since December 2009-Mail Returned
10369-08	Jeremiah Paul	PO Box 1452	Wrangell	AK	99929	46.51	3/1/2014	No payments on acct since October 2012-Mail Returned
13031-02	Jerod Opsal	3815 Yale St.	Burnaby	BC	V5C1P5	327.05	3/1/2014	No payments on acct since November 2010-No response
12036-02	Jerry Davis	1117 S PT Higgins RD	Ketchikan	AK	99901	345.57	3/1/2014	No payments on acct since October 2009-No Response
12106-15	Jessie Miller	PO Box 951	Wrangell	AK	99929	2,585.23	3/1/2014	No payments on acct since October 2011-Mail Returned
10801-03	John Eilertsen	PO Box 1702	Wrangell	AK	99929	151.39	3/1/2014	No payments on acct since June 2012-(Didn't fulfill contract)
13869-01	John Eilertsen	PO Box 1702	Wrangell	AK	99929	733.09	3/1/2014	No payments on acct since March 2012-No response to statements sent.
12019-19	Jordan Romero	PO Box 2242	Wrangell	AK	99929	776.81	3/1/2014	No payments on acct since November 2012-Mail Returned
10939-04	Joseph Linderborg	PO Box 1667	Wrangell	AK	99929	812.72	3/1/2014	No payments on acct since January 2012-No response
10114-07	Joseph Sims	PO Box 2187	Wrangell	AK	99929	1,496.31	3/1/2014	No payments on acct since January 2012-No response

10103-03	Katy McIntire	PO Box 2087	Wrangell	AK	99929	1,515.00	3/1/2014	No payments on acct at all-Mail Returned
12638-05	Ken Schultz	PO Box 1933	Wrangell	AK	99929	328.59	3/1/2014	No payments on acct since February 2010-Mail Returned
12669-03	Ken Schultz	PO Box 1933	Wrangell	AK	99929	173.05	3/1/2014	No payments on acct since March 2010-Mail Returned
12685-05	Ken Schultz	PO Box 1933	Wrangell	AK	99929	65.31	3/1/2014	No payments on acct since March 2010-Mail Returned
11684-03	Ken Trammel	PO Box 2214	Wrangell	AK	99929	327.92	3/1/2014	No payments on acct since July 2013-Stated Will Not Pay
11516-03	Ken/Amanda Simpson	PO Box 692	Wrangell	AK	99929	942.30	3/1/2014	No payments on acct since June 2012--Mail Returned-(Didn't fulfill contract)
10939-06	Kirsten Boitz	1825 S Chuagach Street	Palmer	AK	99964	82.87	3/1/2014	No payments on acct since May 2013-Mail Returned
10121-07	Kirsten Larkin	14002 38th St. NE	Vancouver	WA	98682	1,185.37	3/1/2014	No payments on acct since October 2009-No Response
10549-09	Linda Harris	PO Box 2087	Wrangell	AK	99929	1,105.91	3/1/2014	No payments on acct since May 2012-Mail Returned
10331-07	Lindsay Sweat	4702 Polo Wood St	Bakersfield	CA	93312	181.67	3/1/2014	No payments on acct since February 2013-Mail Returned
11537-07	Lisa Gillen	PO Box 344	Wrangell	AK	99929	825.34	3/1/2014	No payments on acct since May 2013-No response
10080-09	Loren Wallace	PO Box 1972	Wrangell	AK	99929	88.91	3/1/2014	No payments on acct since October 2013-Estate?
12291-08	Louise J Christmas	PO Box 542	Wrangell	AK	99929	66.63	3/1/2014	No payments on acct since March 2011-No response
12326-15	Lynn Marks	General Delivery	Wrangell	AK	99929	623.62	3/1/2014	No payments on acct since May 2013-Mail Returned-(Didn't fulfill contract)
11015-09	Marca Jackson	PO Box 827	Wrangell	AK	99929	513.41	3/1/2014	No payments on acct since July 2013-No response
10555-05	Marilyn Webster	PO Box 1636	Wrangell	AK	99929	524.58	3/1/2014	No payments on acct since November 2012-Mail Returned-(Didn't fulfill contract)
12517-04	Mariyan Aleksiev	PO Box 853	Wrangell	AK	99929	68.09	3/1/2014	No payments on acct since October 2012- Mail Returned
10193-14	Mary Lou Churchill	PO Box 1571	Wrangell	AK	99929	789.00	3/1/2014	No payments on acct since Sept 2012-Mail Returned (Didn't fulfill contract)
10154-03	Michael W Shilts	PO Box 761	Wrangell	AK	99929	416.76	3/1/2014	No payments on acct since March 2010-No response
10709-02	Michael W Shilts	PO Box 761	Wrangell	AK	99929	37.65	3/1/2014	No payments on acct since March 2010-No response
11005-04	Michelle Devera	PO Box 2062	Wrangell	AK	99929	4,348.30	3/1/2014	No payments on acct since July 2011-Mail Returned
12058-04	Michelle Devera	PO Box 2062	Wrangell	AK	99929	220.54	3/1/2014	No payments on acct since July 2011-Mail Returned
10037-01	Mike Stough	PO Box 1080	Wrangell	AK	99929	4,055.72	3/1/2014	No payments on acct since June 2012-No response to letter I sent or statements
13004-01	Mike Stough	PO Box 1080	Wrangell	AK	99929	3,258.30	3/1/2014	No payments on acct since June 2012-No response to letter I sent or statements
12359-08	Opal Wilsey	PO Box 891	Wrangell	AK	99929	524.58	3/1/2014	No payments on acct since August 2013-No Response
12016-08	Ophelia Anderson	PO Box 1942	Wrangell	AK	99929	433.09	3/1/2014	No payments on acct since February 2013-Mail Returned
12025-01	Pat Rooney	PO Box 2101	Wrangell	AK	99929	234.55	3/1/2014	No payments on acct since June 2011-No response
10095-03	Pat Taylor	128 Canyon View Rd	Kamiah	ID	83536	139.95	3/1/2014	No payments on acct since October 2012-No response
10379-06	Peter Whitmore	2904 Oaks Ave	Anacortes	WA	98221	2,157.58	3/1/2014	No payments on acct since August 2012-Mail Returned
10973-04	Raymond Foster	PO Box 1816	Wrangell	AK	99929	3,653.44	3/1/2014	No payments on acct since August 2013 (Didn't fulfill contract)
10269-05	Richard and Donna Fincher	PO Box 1200	Wrangell	AK	99929	942.40	3/1/2014	No payments on acct since February 2013-Mail Returned-(Didn't fulfill contract)
12311-04	Robbie Caldwell/CO Rob Blake	PO Box 2301	Wrangell	AK	99929	3,500.82	3/1/2014	No payments on acct since December 2011-No response
10525-19	Ronald Olson	PO Box 458	Wrangell	AK	99929	438.76	3/1/2014	No payments on acct since August 2012-Mail Returned (Didn't fulfill contract)
10114-08	Sandra Taylor	PO Box 1543	Wrangell	AK	99929	1,140.45	3/1/2014	No payments on acct since November 2012-Mail Returned-(Didn't fulfill contract)
11595-10	Scott Kissinger	PO Box 2025	Wrangell	AK	99929	787.64	3/1/2014	No payments on acct since April 2012-Mail Returned
11022-08	Sean Barclay	PO Box 2253	Wrangell	AK	99929	130.72	3/1/2014	No payments on acct since April 2012-Mail Returned
12326-13	Sean Kaer	PO Box 452	Wrangell	AK	99929	470.47	3/1/2014	No payments on acct since July 2012-Mail Returned
10185-05	Shannon Gillen	PO Box 2145	Wrangell	AK	99929	54.26	3/1/2014	No payments on acct since October 2012- No response
10643-14	Sonja Turner	PO Box 2113	Wrangell	AK	99929	741.46	3/1/2014	No payments on acct since September 2011-Mail Returned
10107-07	Sonya Sheppard	PO Box 666	Newport	TN	37821	1,268.41	3/1/2014	No payments on acct since July 2010-Mail Returned
12106-12	Sonya Sheppard	PO Box 666	Newport	TN	37821	661.49	3/1/2014	No payments on acct since June 2010-Mail Returned
10105-03	Stephanie Cartwright	PO Box 615	Wrangell	AK	99929	312.15	3/1/2014	No payments on acct since February 2011-Mail Returned
11703-02	Steven Buness	PO Box 1003	Wrangell	AK	99929	354.26	3/1/2014	No payments on acct since May 2011-Mail Returned

11537-06	Steven Miller	PO Box 344	Wrangell	AK	99929	1,699.47	3/1/2014	No payments on acct since May 2012-Mail Returned
13905-02	Tarabochia Inc.	PO Box 902	Astoria	OR	97103	216.92	3/1/2014	No payments on acct at all-Mail Returned
13918-02	Tarabochia Inc.	PO Box 902	Astoria	OR	97103	319.98	3/1/2014	No payments on acct at all-Mail Returned
10102-01	Tia Riach	PO Box 603	Wrangell	AK	99929	1,711.00	3/1/2014	No payments on acct since March 2010-Mail Returned-Moved
10103-01	Tia Riach	PO Box 603	Wrangell	AK	99929	860.29	3/1/2014	No payments on acct since November 2009-Mail Returned-Moved
10105-02	Tia Riach	PO Box 603	Wrangell	AK	99929	129.81	3/1/2014	No payments on acct at all.-Mail Returned-Moved
12336-04	Todd Maushardt	PO Box 936	Wrangell	AK	99929	729.48	3/1/2014	No payments on acct since January 2009-No response
10914-05	Travis LaLonde	PO Box 1581	Wrangell	AK	99929	601.53	3/1/2014	No payments on acct since March 2011-No response
10177-07	Tyver Gillen	PO Box 1704	Wrangell	AK	99929	1,155.35	3/1/2014	No payments on acct since September 2012-Mail Returned-(Didn't fulfill contract)
12064-03	Valerie Nakamura	917 Summit St	Aberdeen	WA	98520	99.18	3/1/2014	No payments on acct since November 2012-Mail Returned (Didn't fulfill contract)
12062-06	Victoria Barsay	253 W Badger Lane	Shelton	WA	98584	97.47	3/1/2014	No payments on acct since November 2011-Mail Returned
12014-12	Vincent Showalter	PO Box 65	Wrangell	AK	99929	178.88	3/1/2014	No payments on acct since July 2012-No Response
12067-09	Wendy Holben	PO Box 1334	Wrangell	AK	99929	53.96	3/1/2014	No payments on acct since June 2013-Mail Returned
10368-11	Betty McGillis	PO Box 941	Wrangell	AK	99929	536.15	7/1/2014	No payments on acct since June 2011-No response
10361-14	Casey C Crayne	PO Box 281	Wrangell	AK	99929	778.70	7/1/2014	No payments on acct since February 2014-No Response
10643-16	Cooper Seimears	PO Box 944	Wrangell	AK	99929	371.83	7/1/2014	No payments on acct since February 2014-No Response
10359-09	Cynthia Leach	PO Box 967	Wrangell	AK	99929	39.52	7/1/2014	No payments on acct since December 2010-No Response
11019-03	Daniel Koszuta Estate	PO Box 68	Kremilin	MT	59532	281.71	7/1/2014	No payments on acct since May 2012-No Response
10405-10	Dawn Robinson	PO Box 248	Wrangell	AK	99929	893.05	7/1/2014	No payments on acct since August 2014-No Response-Was on Contract
12014-15	Devin Oglend	PO Box 1675	Wrangell	AK	99929	149.25	7/1/2014	No payments on acct since July 2014-No response
12074-02	Don Westrope	1166 Ward Cove	Ketchikan	AK	99901	67.98	7/1/2014	No payments on acct since October 2013-No response
10243-09	Elizabeth Ashe	PO Box 1618	Wrangell	AK	99929	741.42	7/1/2014	No payments n acct since February 2011-No Response
10177-04	Elizabeth Garrett	PO Box 2366	Wrangell	AK	99929	105.79	7/1/2014	No payments on acct since September 2010-No response
12015-18	Eric Shaw	155 Carondelet Plaza # 508	Clayton	MO	63105	455.17	7/1/2014	No payments on acct at all-opened March 2014-No response
10254-04	Gary Buethe	PO Box 968	Wrangell	AK	99929	776.57	7/1/2014	No payments on acct since January 2014-No Response
11592-23	George Howell	PO Box 2246	Wrangell	AK	99929	714.13	7/1/2014	No payments on acct since March 2014-No Response
11526-02	Harold Rhodes	PO Box 1753	Wrangell	AK	99929	103.44	7/1/2014	No payments on acct since August 2013-Mail Returned
10206-02	Jerod Opsal	3815 Yale St.	Burnaby	BC	V5C1P5	159.28	7/1/2014	No payments on acct since November 2010-No response
12106-15	Jessie Miller	PO Box 951	Wrangell	AK	99929	3,319.21	7/1/2014	No payments on acct at all.-No Response-Mail Returned
12106-16	Jessie Miller	PO Box 951	Wrangell	AK	99929	277.50	7/1/2014	No payments on acct at all.-No Response-Mail Returned
10368-17	Jessie Oglend	PO Box 1675	Wrangell	AK	99929	958.26	7/1/2014	No payments on acct since April 2014-No Response
10151-02	Josie B Oar	PO Box 1094	Wrangell	AK	99929	441.46	7/1/2014	No payments on acct since October 2014-No Response
10480-13	Kirsta Michels	PO Box 198	Wrangell	AK	99929	50.79	7/1/2014	No payments on acct since March 2014-Would not give me current address.
11668-02	Kirsta Michels	PO Box 198	Wrangell	AK	99929	3,466.65	7/1/2014	No payments on acct since March 2014-Would not give me current address.
12015-14	Melani Lawson	PO Box 1094	Wrangell	AK	99929	295.66	3/1/2014	No payments on acct since October 2013-No response
10929-02	Michael Simpson	PO Box 692	Wrangell	AK	99929	26.53	7/1/2014	No payments on acct since February 2014-No Response
10114-04	Nickholas Rooney	PO Box 582	Wrangell	AK	99929	48.08	7/1/2014	No payments on acct since April 2010-No response
11682-10	Nicole Webster	PO Box 1014	Wrangell	AK	99929	283.33	7/1/2014	No payments on acct since August 2014-No Response
10127-02	Raymond Ballesteroz	PO Box 1987	Wrangell	AK	99929	867.32	7/1/2014	No payments on acct since April 2012-No response
12326-19	Robyn A Byrd	PO Box 501	Wrangell	AK	99929	590.74	7/1/2014	No payments on acct since February 2014-No Response
12015-21	Scott Harr	5247 NE Stable Drive	Hillsboro	OR	97124	147.72	7/1/2014	No payments on acct since November 2014-No Response
13863-06	Scott Huddleston	General Delivery	Wrangell	AK	99929	459.43	7/1/2014	No payments on acct since January 2014-Mail Returned
12044-13	Shaylin M Townsend	PO Box 2017	Wrangell	AK	99929	112.26	7/1/2014	No payments on acct since August 2013-Mail Returned

12105-17	Troy Winchester	PO Box 248	Wrangell	AK	99929	27.16	7/1/2014	No payments on acct since December 2013-No Response
10939-07	William Shanks	PO Box 102	Wrangell	AK	99929	419.39	7/1/2014	No payments on acct since February 2014-No Response
11005-07	Abraham P McIntyre	PO Box 1994	Wrangell	AK	99929	410.55	6/30/2015	No payments on acct since March 2015-No Response
11704-02	Anita Stewart	PO Box 396	Wrangell	AK	99929	106.41	6/30/2015	No payments on acct since April 2015-No Response Moved
12060-09	April Young	PO Box 2292	Wrangell	AK	99929	26.34	6/30/2015	No payment on acct since March 2015-No Response
10717-02	Caleb Miethe	PO Box 2031	Haines	AK	99827	133.86	6/30/2015	No payments on acct since February 2015-No Response
12360-03	Clint Lewis	PO Box 518	Wrangell	AK	99929	3,300.64	6/30/2015	No payments on acct since disconnected December 2014-No Response
13215-05	Deborah Dewitt	PO Box 1754	Wrangell	AK	99929	242.32	6/30/2015	No payments on acct since March 2015-No Response
12118-21	Duane Ricker	PO Box 1012	Wrangell	AK	99929	533.25	6/30/2015	No payments on acct since October 2014-No Response
12118-23	Duane Ricker	PO Box 1012	Wrangell	AK	99929	139.94	6/30/2015	No payments on acct since October 2015-No Response
10462-25	Dustin Villers	2420 Circle Drive	Roseburg	OR	97471	166.28	6/30/2015	No payments on acct since November 2014-No Response
11540-02	Freda & Mark Collins	PO Box 514	Wrangell	AK	99929	481.52	6/30/2015	No payments on acct since March 2015-No Response
10132-10	Joseph Lewis	PO Box 2024	Wrangell	AK	99929	661.22	6/30/2015	Moved-last pmt on acct was May 2015-No Response
11673-16	Kirsten Stutz	PO Box 1284	Wrangell	AK	99929	834.68	6/30/2015	No payments on acct since October 2014-No Response
10041-04	Larry Simpson	PO Box 185	Wrangell	AK	99929	533.53	6/30/2015	No payments on acct since February 2015-No Response
10657-03	Rebecca Haney	98293 South 4750 Road	Muldrow	OK	74948	346.09	6/30/2015	No payments on acct since October 2014-No Response
10135-11	Steven Barger	PO Box 1816	Wrangell	AK	99929	303.53	6/30/2015	No payments on acct since May 2015-Mail Returned
11682-12	Taylor Stavee	PO Box 1154	Wrangell	AK	99929	323.73	6/30/2015	No payments on acct since February 2015-No Response
12013-13	William Barker	PO Box 2303	Wrangell	AK	99929	382.95	6/30/2015	No payments on acct since February 2015-No Response
10943-03	Michelle Mingming	201 Walterschild Blvd. Apt 1-201	Cheyenne	WY	82007	2,448.01	9/1/2015	No payments on acct since June 2015-Mail Returned-called no response
10102-08	Carl Guggenbickler	PO Box 1494	Wrangell	AK	99929	248.49	5/16/2016	No payments on acct since December 2015-No Response
10080-13	David Saunders	23315 91st Street Ave Apt S #205	Kent	WA	98031	504.94	5/16/2016	No payments on acct since October 2014-No Response
13162-16	Gus Degner	POB Box 1815	Wrangell	AK	99929	802.13	5/16/2016	No payments on acct since October 2015-No Response
11769-02	Joseph Paul	5601 FM-517 Road East Apt 401	Dickenson	TX	77539	682.29	5/16/2016	No payments on acct since October 2015-No Response
10378-07	Kalon Jones	PO Box 1796	Wrangell	AK	99929	656.12	5/16/2016	No payments on acct since November 2015-No Response
10709-03	Ken Trammel	PO Box 2214	Wrangell	AK	99929	67.86	5/16/2016	No payments on acct since November 2015-No Response
10527-14	Mark Minor	1869 Huxley Court	San Jose	CA	95125	857.43	5/16/2016	No payments on acct at all-Mail Returned
10577-07	Megan Clark	PO Box 405	Wrangell	AK	99929	716.59	5/16/2016	No payments on acct since January 2016-No Response
10104-03	Nadine Bell	PO Box 488	Wrangell	AK	99929	298.56	5/16/2016	No payments on acct since September 2015-Mail Returned
10450-28	Nathan Davis	PO Box 461	Wrangell	AK	99929	701.42	5/16/2016	No payments on acct since December 2015-No Response
12013-06	Pamela Oglend	PO Box 1675	Wrangell	AK	99929	141.42	5/16/2016	No payments on acct at all-No response
12661-03	Ron Marshall	PO Box 1638	Wrangell	AK	99929	84.90	5/16/2016	No payments on acct since September 2014-No Response
12120-10	Tracy Gillen	PO Box 2096	Wrangell	AK	99929	385.05	5/16/2016	No payments on acct since November 2015-No Response
10995-26	Victor M Ibara Burgueno	PO Box 2072	Wrangell	AK	99929	189.10	5/16/2016	No payments on acct since September 2015-No Response
10601-01	Doug Roberts	PO Box 1956	Wrangell	AK	99929	2,355.27	3/1/2014	No payments on acct since April 2011-bankruptcy?
10506-08	Dennis Chapman	4003 County Road 72	Norfork	AR	72658	332.70	3/1/2014	No payments on acct since May 2010-No response Deceased
10118-10	Paul Paplow	PO Box 603	Wrangell	AK	99929	804.18	6/30/2015	No payment on acct since July 2014-No Response Deceased
10461-30	Benjamin Maley	PO Box 603	Wrangell	AK	99929	165.97	7/20/2016	No payments on acct since March 2016- No Response
10405-12	Bobbie Joe Gillen	PO Box 1671	Wrangell	AK	99929	841.97	7/20/2016	No payments on acct since February 2016-No Response
10193-23	Caleb Bosdell	PO Box 2333	Wrangell	AK	99929	59.54	7/20/2016	No payments on acct at all-No response
13364-11	Charles Ross	PO Box 1644	Wrangell	AK	99929	51.04	7/20/2016	No payments on acct since April 2016-No Response
14071-07	Chris Jensen	PO Box 402	Petersburg	AK	99833	38.85	7/20/2016	No payments on acct since April 2016-No Response
10640-24	Cortney Neidiffer	PO Box 2173	Wrangell	AK	99929	375.10	7/20/2016	No payments on acct since April 2016-No Response

13985-08	Daniel Smith	PO Box 911	Wrangell	AK	99929	39.61	7/20/2016	No payments on acct since March 2016-No Response
12015-23	DeAnn Martinez	PO Box 1214	Wrangell	AK	99929	333.95	7/20/2019	No payments on acct since March 2016-No Response
10995-28	Deborah Richards	PO Box 272	Wrangell	AK	99929	42.99	7/20/2019	No payments on acct since March 2016-No Response
10400-05	Hairtage Salon	PO Box 2161	Wrangell	AK	99929	194.48	7/20/2016	No payments on acct since May 2016-No Response
10325-19	Ivan Fairbanks	PO Box 1013	Wrangell	AK	99929	26.85	7/20/2016	No payments on acct since May 2016-No Response
12328-06	Jennifer Clark	PO Box 2334	Wrangell	AK	99929	365.43	7/20/2016	No payments on acct since June 2015-No Response
10377-07	Jessica Ritchie	PO Box 777	Wrangell	AK	99929	218.95	7/20/2016	No payments on acct since March 2016-No Response
12106-15	Jessie Miller	PO Box 951	Wrangell	AK	99929	3,319.21	7/20/2016	No payments on acct at all.-No Response-Mail Returned
10938-08	John Garlock	PO Box 408	Klawok	AK	99925	177.22	7/20/2016	No payments on acct since February 2016-No Response
12057-11	Samone Lyons	PO Box 1161	Wrangell	AK	99929	47.44	7/20/2016	No payments on acct since February 2016-No Response
10462-29	Samone Lyons	PO Box 1161	Wrangell	AK	99929	379.39	7/20/2016	No payments on acct since February 2016-No Response
10480-16	Shaleen Kuntz	PO Box 1701	Wrangell	AK	99929	158.23	7/20/2016	No payments on acct since March 2016-No Response
11681-12	Shane Gillen	PO Box 1671	Wrangell	AK	99929	611.63	7/20/2016	No payments on acct since May 2015-No Response
10582-15	Tracy Gillen	PO Box 1944	Wrangell	AK	99929	558.91	7/20/2016	No payments on acct since February 2016-No Response
10193-26	William Shilts	PO Box 134	Wrangell	AK	99929	33.92	7/20/2016	No payments on acc at all-No Response
Total to send to collections agency - all utility funds						133,740.11		

Misc. - Collections List

CUST.	NAME	AGING BAL.	SHOULD BE	DIFFERENCE	UNCOLLECTIBLE	Reason to send to collections
25566	OLEN ETTSWOLD	9,942.60			9,942.60	Letters/emails sent, no payments or response
25506	JOHN EILERTSEN-SE MARINE TRANS	6,514.53			6,514.53	Deceased, business dissolved
25368	JAMES & WILMA LESLIE	1,456.38	1,675.62	219.24	1,675.62	Letters/emails sent, no payments or response
25462	DALE EVANGER	1,164.55			1,164.55	Letters sent, no payment or response
14704	JERRY DAVIS	690.09			690.09	Letters sent, no payment or response
25858	OLIVER CONSTRUCTION	585.00			585.00	Letters sent, no payment or response
15614	DONNA WELLONS	550.00			550.00	Letters sent, no payment or response
25678	TAMMY ABADIE	525.00			525.00	Letters sent, no payment or response
25774	ROADHOUSE LODGE; D. SHERER	214.11			214.11	Letters sent, no payment or response
25718	GIGI TORGRAMSEN	187.25			187.25	Letters sent, no payment or response
25834	MIKE ASHTON	185.50			185.50	Letters sent, no payment or response
25604	STEVE GILE	185.50			185.50	Letters sent, no payment or response
15980	CHARLES SMITH	80.00			80.00	Letters sent, no payment or response
25528	ERIN SAMPLE	53.50			53.50	Letters sent, no payment or response
25674	RENEE CLAGGETT	42.80			42.80	Letters sent, no payment or response
15566	BEAVER CONNECTIONS, INC	38.39			38.39	Letters sent, no payment or response
15002	EDWARD KOSLOVICH	32.10			32.10	Letters sent, no payment or response
25624	PETER WHITMORE	26.75			26.75	Letters sent, no payment or response
14900	JANICE DILLON	25.00			25.00	Letters sent, no payment or response
25776	JOHN WELLONS	25.00			25.00	Letters sent, no payment or response
25530	LIZ BUNESS	25.00			25.00	Letters sent, no payment or response
15884	MIKE STOUGH	25.00			25.00	Letters sent, no payment or response
25856	MIKE GARDNER	18,937.08			18,937.08	Letters sent, no payment or response
Total Miscellaneous Accounts Receivable to send to Collections					41,730.37	

Harbor - Collections List

Wrangell Port and Harbor

PAST DUE as of 9/30/16 Uncollectable

[illegible]

Agenda Item 13i

CITY & BOROUGH OF WRANGELL

BOROUGH ASSEMBLY AGENDA ITEM October 11, 2016

INFORMATION:

Approval of an Assignment of Lease from Josh Young, dba J & R Fiberglass Repair, to Christensen Trades & Tangibles LLC, dba CTT Marine for Boat Yard Lot 6 in the Marine Service Center

Attachments:

1. Request from Josh Young, dba J & R Fiberglass Repair
2. Current Lease
3. Memo from Port Commission Secretary, Sherri Cowan

RECOMMENDED ACTION:

Move to approve a Consent to Assignment from Josh Young, dba J & R Fiberglass Repair, to Christensen Trades & Tangibles LLC dba CTT Marine for the Wrangell Marine Service Center Facility Lease Agreement, Boat Yard Lot 6, 60 feet x 60 feet (3600 square feet)

From: Joshua Young [\[mailto:joshua.d.young@gmail.com\]](mailto:joshua.d.young@gmail.com)

Sent: Saturday, October 01, 2016 12:16 PM

To: Kim Lane

Cc: Steven Christensen

Subject: Re: Lease in the Marine Service Center

Kim-

I am selling my business to Christensen Trades & Tangibles LLC, dba CTT Marine (Steven Christensen) and I would like the Port Commission and the Borough Assembly to approve a **Consent to Assignment** from me, Josh Young, dba J & [R Fiberglass Repair to](#) Christensen Trades & Tangibles LLC dba CTT Marine and I request that the same lease terms are followed.

Thank you- Joshua Young

Sent from Josh's iPhone

WRANGELL MARINE SERVICE CENTER (WMSC) FACILITY LEASE AGREEMENT

This Lease is entered into on the 1st day of January 2014, by and between the City and Borough of Wrangell (hereinafter "Lessor"), a municipal corporation, and Josh Young, dba J & R Fiberglass Repair (hereinafter "Lessee"), a business owner, doing business in the State of Alaska, for purpose of leasing borough-owned land in Wrangell. The parties hereby agree to the following conditions:

1. DURATION

This Lease shall be in effect for a five year term, more specifically, from the date above until the 31st day of December, 2018.

2. LEASED PROPERTY

The property subject to this Lease is described as: Boat Yard Lot 6, 60 feet x 60 feet (3600 sq. ft.)

3. PERMISSIBLE USES

A. Lessee shall utilize the property only for the purpose of placing a steel building w/2 rollup doors for the purpose of conducting fiberglass operations. Accessory uses of the property are allowed if pre-approved in advance in writing by the Borough Assembly and/or Port Commission.

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

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

4. CONDITIONS OF LEASING

A. Lease payments shall be in the amount of \$740.00, payable in advance on the 10th day of each month.

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

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

5. RENEWAL

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

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

6. OPERATION AND MAINTENANCE

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

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

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

D. Lessee shall pay all property taxes owed on the leased premises in accordance with the Wrangell Municipal Code. Lessee shall also collect and remit sales tax in accordance with Wrangell Municipal Code.

E. Lessee shall promptly repair, rebuild, or restore the leased premises, facilities or surrounding property damaged or destroyed by any event whatsoever, with the exception of events caused by the act, error, or omissions of Borough employees, contractors or representatives, or by inherent condition of normal wear and tear.

F. Lessor may, at all reasonable times and without prior notice, enter upon and inspect the leased premises. If the Lessor demonstrates that the Lessee has failed to perform maintenance or repair work required under the Lease, and if the Lessee, after prior notice of the deficiencies, fails to correct the deficiency or to begin corrective action within a reasonable time, the Lessor may enter any part of the Leased premises and perform the necessary work. The Lessee shall reimburse the Lessor for all reasonable expenses incurred by this work.

7. INDEMNITY AND INSURANCE

A. Lessee shall defend, indemnify, and hold harmless the Lessor from any and all claims or actions for injuries or damages sustained by any person or property arising, or in connection with, or incident to the operation of the leased premises.

B. Lessee shall provide adequate liability property and personal injury damage insurance as described below. The insurance shall not contain any exclusion for pollution, environmental impairment, or nuisance. The Lessor shall be listed as an additional insured on this policy. Proof of such insurance shall be provided to the Lessor as a condition of entering into the Lease. Lessee must notify the Lessor thirty (30) days in advance of any cancellation or alteration of such insurance. Failure to maintain insurance as specifically described in this section shall constitute default by Lessee.

C. Lessee shall keep the leased premises insured at Lessee's expense against fire and other risks covered by a standard fire insurance policy with an endorsement for extended coverage. Lessee covenants that it shall maintain at all times and pay the premiums on such policy or policies of casualty insurance to the building and leased premises designated the Lessor as loss payee, said policy to be in such amount and contain such terms as shall be from time to time determined sufficient by the Lessor. Lessee shall furnish the Lessor with a copy of said policy and all amendments or modifications thereto.

D. INSURANCE REQUIREMENTS

The Lessee shall not commence with use of the City and Borough's facility/land until the Lessee has obtained the insurance required under this contract. All coverage shall be with insurance carriers licensed and admitted to do business in the State of Alaska. All coverage shall be with carriers acceptable to the City and Borough of Wrangell. The required lines and limits of insurance are as follows:

1. **General Liability Insurance:** The User shall procure and maintain during the life of this agreement, General Liability Insurance on an "occurrence basis" with limits of liability not less than **\$ 1,000,000** per occurrence and/or aggregate combined single limit, personal injury, bodily injury and property damage.
2. **Motor Vehicle Liability Insurance:** The user shall procure and maintain during the life of this agreement, Motor Vehicle Liability Insurance, including applicable no fault coverages, with limits of liability of not less than \$1,000,000 per occurrence combined single limit. If the vehicle is a boom truck or is a boom truck combination, the policy must contain **LOAD/UNLOAD** coverage.

3. **Workers Compensation Insurance:** If the facility user has employees, they shall procure and maintain during the life of this agreement, Workers Compensation Insurance, including Employers' Liability Coverage, in accordance with all applicable statutes of the State of Alaska.
4. **Additional Insured:** General liability insurance and vehicle liability insurance, as described above, shall include an endorsement stating the following shall be an Additional Insured:

The City and Borough of Wrangell, its elected and appointed officials, all employees and volunteers, all boards, commissions and/or authorities and board members, including employees and volunteers thereof.

This coverage shall be primary to the Additional Insured's, and not contributing with any other insurance or similar protection available to the Additional Insured's, whether the other available coverage be primary, contributing or excess.

5. **Cancellation Notice:** General liability insurance and vehicle liability insurance, as described above, shall include an endorsement stating the following: "Sixty" (60) days advance written notice of cancellation, non-renewal, reduction and/or material change shall be sent to: Greg Meissner, Harbormaster, City and Borough of Wrangell, PO Box 531, Wrangell, AK 99929
6. **Proof of Insurance Coverage:** Prior to commencement of any seafood processing activities at the WMSC, the user shall provide the City and Borough of Wrangell with certificates of insurance and/or policies, acceptable to the City and Borough of Wrangell, for each of the insurance policies described above.

8. ENVIRONMENTAL INDEMNITY

A. Lessee acknowledges and agrees that environmental contamination may exist on or adjacent to the leased premises. Lessor has not made, and Lessee has not relied on, any representations as to the presence, absence, nature, or extent of any such environmental contamination by Lessor. Lessee hereby expressly assumes the risk that any such environmental contamination may cause loss of or damage to Lessee's real and personal property and improvements and may render the leased premises unfit for Lessee's purposes.

B. Lessee shall use, store, handle, and deal with all Environmental Substances (as defined below) in compliance with all Environmental Laws (as defined below). Lessee shall take prompt and responsible action to correct any noncompliance reported by Lessee or alleged by DEC or EPA with any requirements of any Environmental Law or any contamination or pollution caused by a release (as defined below) of an Environmental Substance. Lessee shall obtain all necessary permits, licenses, and other authorizations issued pursuant to Environmental Laws required for Lessee to own or operate the leased premises. Operation of the leased premises shall be in compliance with any terms and/or conditions of such permits, license, and other authorizations. "Environmental Laws" means all federal, State, or local laws, statutes, ordinance, codes, rules, regulations, orders, decrees, and directives imposing liability or standards of conduct for or relating to the protection of health, safety, or the environment. "Environmental Substances" include without limitation any substance, material, waste, pollutants, contaminant or chemical, regardless of how it is referred to or defined, that is regulated in, or pursuant to, any Environmental Laws. "Release" includes an actual or potential

discharge, deposit, spill, leak, pumping, pouring, emission, emptying, injection, escape, leaching, seepage, or disposal which is or may be in breach of any Environmental Law, regardless of cause. "Lessee" includes Lessee, any subsidiaries of the Lessee, any partnership or joint ventures involving the Lessee, Lessee's agents, representatives, employees, invitees, or contractors or any agents, representatives, employees, invitees, or contractors of Lessee's subsidiaries, partnerships, or joint ventures.

C. Lessee acknowledges and agrees that the creation, use, handling, storage, release, and disposal of waste, garbage, pollutants, and toxic or hazardous substances, and the investigation, remediation, and clean-up of environmental contamination, are governed by a wide variety of Environmental Laws. Lessee shall comply with all Environmental Laws and exercise the highest degree of care in the use, handling, and storage of hazardous substances and Environmental Substances and shall take all practicable measures to minimize the quantity and toxicity of hazardous substances and Environmental Substances used, handled, or stored on the leased premises.

D. Lessee shall defend, indemnify, and hold harmless Lessor from and against all claims, including nuisance described in 9 of this Lease, liabilities, suits, obligations, fines, judgments and penalties (and any other expenses, including attorneys' fees and other costs of litigation, raised, sought, or imposed by third parties in connection with Lessee's violation of any Environmental Laws or in connection with Lessee's creation, use, handling, storage, release, or disposal of any waste, garbage, pollutants, or toxic or hazardous substances (regardless of whether such creation, use, handling, storage, release, or disposal violated an Environmental Law) on the leased premises or in connection with Lessee's use of the leased premises or by any persons or entity associated with the Lessee as outlined in paragraph 8.B above.

E. Nothing in this Lease alters any obligation Lessor or Lessee may have to investigate, remediate, or clean up any environmental contamination that may exist on the leased premises.

9. WASTE AND NUISANCE PROHIBITED

During the term of this Lease, Lessee shall comply with all federal, State, and local laws affecting the leased premises, the breach of which might result in any penalty on Lessor or forfeiture of Lessor's title to the leased premises. Lessee shall not commit, or suffer to be committed, any waste on the leased premises, or any nuisance. Lessee shall not operate the leased premises in any manner which might constitute a nuisance.

10. ABANDONMENT OF LEASED PREMISES

Lessee shall not vacate or abandon the leased premises at any time during the term of this Lease. If Lessee shall abandon, vacate, or surrender the leased premises, or be dispossessed by process of law or otherwise, any personal property belonging to Lessee and left on the leased premises shall be deemed to be abandoned, and at the option of the Lessor, the personal property shall become the property of the Lessor, except such property as may be encumbered to the Lessor. Lessee agrees to defend, indemnify, and hold harmless the Lessor for any harm, damage, or injury to person or property, alleged to arise out of the actions of the Lessee in vacating or abandoning the leased premises, and as to any harm, damage, or injury to person or property arising out of the condition of the property at the time of vacating or abandoning the leased premises.

11. LIENS

Except with respect to activities for which Lessor is responsible, Lessee shall pay all claims for work done on and for services rendered or material furnished to the leased premises,

and shall keep the leased premises free from any liens. If Lessee fails to pay such claims or to discharge any lien, the Lessor may do so and collect the cost as additional rent. Any amount so added shall bear interest at the highest legal rate as allowed by law from the date of payment by the Lessor. Any amount paid by the Lessor on behalf of the Lessee shall be payable on demand. Such action by the Lessor shall not constitute a waiver of any right or remedy which the Lessor may have on account of Lessee's default.

12. LESSOR'S RIGHTS UNDER THIS LEASE

A. The Lessor may sue periodically to recover damages during the period corresponding to the remainder of the Lease term, and no action for damages shall bar a later action for damages subsequently accruing.

B. If Lessee fails to perform any obligation under this Lease, the Lessor shall have the option to do so after twenty (20) days written notice to Lessee. All of the Lessor's expenditures to correct the default shall be reimbursed by Lessee on demand with interest at the highest legal rate of interest allowed by law from the date of payment by the Lessor. Such action by the Lessor shall not waive any other remedies available to the Lessor because of the default.

C. All remedies in this Lease shall be in addition to and shall not exclude any other remedy available to the Lessor under any applicable law.

13. GOVERNING LAW

The laws of the State of Alaska shall govern the construction and interpretation of this Lease. The Superior Court for the State of Alaska, First Judicial District at Wrangell, Alaska, shall be the exclusive court for jurisdiction and venue of any and all actions of any kind and any nature arising out of or related to this Lease. The parties agree that trial of any action filed shall be in Wrangell, Alaska.

14. DEFAULT

If the Lessor determines that the provisions of the Lease are not being met and attempts to resolve the dispute in a reasonable manner are unsuccessful, written notice shall be given to the Lessee stating the nature of the deficiency and the necessary corrective action. Lessee shall either take immediate corrective action or respond to the Lessor within ten (10) calendar days stating the reason for the noncompliance and a schedule for compliance. If the Lessor determines that this response is unacceptable, the Lessor shall give Lessee written notice of default and the Lease is terminated. Lessee shall have a reasonable amount of time to remove all personal property. If the personal property is not removed within the time stated in the notice of default, the Lessor may take possession of the property.

15. TERMINATION

Each party shall have the right to terminate this Lease upon providing written notice of the intent to terminate sixty (60) days prior to the date of termination.

16. NOTICE

All notices and requests concerning this lease shall be in writing and addressed as follows:

Lessee: Josh Young
dba J & R Fiberglass Repair
P.O. Box 744, Wrangell, AK 99929

Lessor: City and Borough of Wrangell
P.O. Box 531, Wrangell, AK 99929

17. MISCELLANEOUS

A. This lease cannot be assigned without prior written consent of the other party.

B. The failure of either party at any time to enforce a provision of this lease shall in no way constitute a waiver of the provision, nor in any way affect the validity of the lease or any part of the lease, or any right of the party thereafter to enforce each and every provision hereof.

C. If any term of this lease is held to be invalid, void or unenforceable by a court of competent jurisdiction, the remaining provisions of the lease shall be valid and binding upon the parties.

D. The provisions of this lease are and will be for the benefit of the Lessor and Lessee only and are not for the benefit of any third party, no third party shall have the right to enforce the provisions of this lease.

The Lessee acknowledges that the Lessee has read and understands the terms of this lease and has had the opportunity to review this lease with counsel of his/her choice, and is executing this lease of his/her own free will.

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed by the duly authorized representative(s) signing below.

Date: 1-27, 20 14

City and Borough of Wrangell, Alaska
Lessor

Attest:

Kim Lane
Kim Lane
Borough Clerk

By Jeff Jabusch
Jeff Jabusch
Borough Manager

The foregoing instrument was acknowledged before me this 27th day of January, 20 14, by **Jeff Jabusch** and **Kim Lane**, Borough Manager and Borough Clerk, respectively, of the City and Borough of Wrangell, Alaska, an Alaska home rule municipal corporation, on behalf of the corporation.

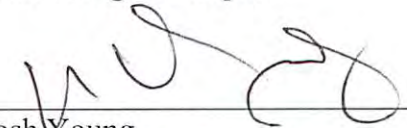


Lavonne Klinke
Notary Public for Alaska
Commission expires: 4-13-2015

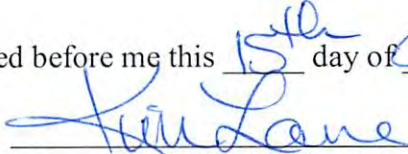
Date: _____, 20____

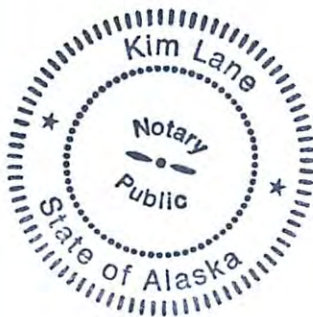
Josh Young
dba J & R Fiberglass Repair
Lessee

By


Josh Young
Owner/S&P Protective
Title COATING

The foregoing instrument was acknowledged before me this 15th day of January, 2014,
by Josh Young


Notary Public for Alaska
Commission expires: 7-27-14



Wrangell Port Commission

Memo

To: City and Borough of Wrangell Assembly

From: Sherri Cowan, Recording Secretary

Date: 10-06-16

**Re: Assignment of Lease from Josh Young, dba J & R Fiberglass
Repair, to Christensen Trades & Tangibles LLC, dba CTT Marine for Boat Yard
Lot 6 in the Marine Service Center**

The Port Meeting held October 6, 2016, made the “Motion to approve a Consent to Assignment from Josh Young, dba J&R Fiberglass Repair to Christensen Trades & Tangibles LLC dba CTT Marine for the Wrangell Marine Service Center Facility Lease Agreement, Boat Yard Lot 6, 60 FT x 60 FT (3600 square feet).

Agenda Item 14

CITY & BOROUGH OF WRANGELL

**BOROUGH ASSEMBLY
AGENDA ITEM
October 11, 2016**

INFORMATION:

ATTORNEY'S FILE – None

Agenda Item 15

CITY & BOROUGH OF WRANGELL

**BOROUGH ASSEMBLY
AGENDA ITEM
October 11, 2016**

Executive Session – None