



**City and Borough of Wrangell**  
**Rescheduled Regular (now a Special) Borough Assembly Meeting**

**SPECIAL ASSEMBLY MEETING AGENDA**

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**December 17, 2015 – 7:00 p.m.**

**Location: Assembly Chambers, City Hall**

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**1. CALL TO ORDER**

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

**2. ROLL CALL**

**3. AMENDMENTS TO THE AGENDA**

**4. CONFLICT OF INTEREST**

**5. CONSENT AGENDA**

- a. Item (\*) 6a, 7a, 7b, 7c, 7d, 7e, & 7f and 13d

**6. APPROVAL OF MINUTES**

- \*a. Minutes of the Public Hearing and Regular Assembly meetings held November 10, 2015; Minutes of the Special Assembly meeting held December 2, 2015

**7. COMMUNICATIONS**

- a. Gaming Permit Application renewal from Wrangell Elks Lodge #1595
- b. Minutes of the Parks & Recreation Board regular meeting held October 14, 2015
- c. School Board Action from the November 16, 2015 Regular meeting
- d. Minutes of the Wrangell Medical Center Hospital Board meeting held October 21, 2015
- e. Minutes of the Regular School Board meeting held September 9, 2015
- f. POA-2015-586, Thomas Bay, Letter regarding a proposal from the US Dept. of the Army

- \*13d. Approval of the final Plat of the Meyer Family Subdivision

**8. BOROUGH MANAGER'S REPORT**

**9. BOROUGH CLERK'S FILE**

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

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

- c. Appointment to fill the vacancy on the Wrangell Medical Center, Hospital Board, unexpired term ending October 2016
- d. *Nomination* of an Assembly Member to the Southern Southeast Regional Aquaculture Association (SSRAA) board

**11. PERSONS TO BE HEARD**

**12. UNFINISHED BUSINESS**

**13. NEW BUSINESS**

- a. **PROPOSED RESOLUTION No. 12-15-1335:** A RESOLUTION OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, IN SUPPORT OF FULL FUNDING FOR THE STATE OF ALASKA HARBOR FACILITY GRANT PROGRAM IN THE FY 2017 STATE CAPITAL BUDGET
- b. **PROPOSED ORDINANCE No. 913:** AN ORDINANCE OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, AMENDING CHAPTER 14.09, PROHIBITED PRACTICES, AND CHAPTER 14.11, FEES AND PENALTIES, OF TITLE 14, HARBOR AND PORT FACILITIES, OF THE WRANGELL MUNICIPAL CODE, TO ADD A NEW SECTION 14.09.120 ON PENALTY FOR VIOLATION AND REFERENCE THE FINE SCHEDULE IN WMC 1.20.050, AND REPEAL SECTION 14.11.015 ON PENALTIES (*first reading*)
- c. **PROPOSED ORDINANCE No. 914:** 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*)
- \*d. Approval of the final Plat of the Meyer Family Subdivision ~**Consent Agenda Item**
- e. Approval of a Professional Design Contract to Morris Engineering for the City Dock Electrical Upgrades
- f. Approval of amendments to the 2016 Fiscal Year Budget

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

**15. EXECUTIVE SESSION** – None

**16. ADJOURNMENT**

# Agenda Items 1 - 6

## CITY & BOROUGH OF WRANGELL

### BOROUGH ASSEMBLY

#### AGENDA ITEM

December 17, 2015

#### **ITEM NO. 1 CALL TO ORDER:**

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

#### **RECOMMENDED ACTION:**

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

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

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

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

#### **RECOMMENDED ACTION:**

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

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

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

**RECOMMENDED ACTION:**

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

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

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

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

**ITEM NO. 5 CONSENT AGENDA:**

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

**RECOMMENDED ACTION:**

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

***\*6a, 7a, 7b, 7c, 7d, 7e, 7f and 13d***

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

**INFORMATION:**

**6a** Minutes of the Public Hearing and Regular Assembly meetings held November 10, 2015; Minutes of the Special Assembly meeting held December 2, 2015

**Minutes of Public Hearing  
Held November 10, 2015**

Mayor David L. Jack called the Public Hearing to order at 6:30 p.m., November 10, 2015, in the Borough Assembly Chambers. Assembly Members Mitchell, Blake, Prysunka, and Powell were present. Assembly Member Decker arrived at 6:32 p.m. Borough Manager Jeff Jabusch and Borough Clerk Kim Lane were also in attendance.

**Public Hearing Item:**

- a. **PROPOSED ORDINANCE No. 911:** AN ORDINANCE OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, AMENDING CERTAIN SECTIONS OF CHAPTER 15.18, GARBAGE, OF THE WRANGELL MUNICIPAL CODE, RELATING TO MAINTENANCE OF REFUSE CONTAINERS AND OUTSIDE BURNING OF CERTAIN MATERIALS, AND AMENDING THE SECTION ON PENALTY FOR VIOLATION TO REFERENCE THE MINOR OFFENSE FINE SCHEDULE IN WMC 1.20.050 (*revised – third reading*)
  
- b. **PROPOSED ORDINANCE No. 912:** 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 – *Postponed from the October 27, 2015 meeting (third reading)*

**WRITTEN TESTIMONY**

There was a letter received from Terry Sherer for Ordinance No. 911.

**ORAL TESTIMONY - None**

Public Hearing recessed at 6:33 p.m.

Public Hearing reconvened at 6:55 p.m.

Public Hearing Adjourned at 6:56 p.m.

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

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

**Minutes of Regular Assembly Meeting  
Held on November 10, 2015**

Mayor David L. Jack called the Regular Assembly meeting to order at 7:00 p.m., November 10, 2015, in the Borough Assembly Chambers. Assembly Members Decker, Powell, Mitchell, Blake, Prysunka and Rooney were present. Borough Manager Jeff Jabusch and Borough Clerk Kim Lane were also in attendance.

The Pledge of Allegiance was led by Assembly Member Steve Prysunka.

The Invocation was given by Don McConachie.

**CEREMONIAL MATTERS**

Certificate of Service was presented to Cori Robinson for her service on the Hospital Board.

**AMENDMENTS TO THE AGENDA**

Manager Jabusch requested that Item 13d (Approval of the proposal received for the Wrangell Institute Master Plan Development and Subdivision), not be considered by the Assembly this evening. Jabusch stated that the review committee wanted to conduct interviews with those who submitted proposals and that once the committee had a decision, we would bring it back to the Assembly for approval.

**CONFLICT OF INTEREST**

Assembly Member Decker declared a potential conflict of interest to item 13e (Approval of the proposal received for the Wrangell Institute Master Plan Development and Subdivision).

Mayor Jack determined that there was no conflict. There were no objections from the Assembly.

**CONSENT AGENDA**

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

**APPROVAL OF MINUTES**

Minutes of the Public Hearing and Regular Assembly meetings held October 27, 2015 were approved, as presented.

**COMMUNICATIONS – None**

**BOROUGH MANAGER'S REPORT**

In addition to his report, Manager Jabusch stated that he and Finance Director Burgess had traveled to Craig last week to explore potential options for a new accounting program; he explained that the current program was obsolete and that soon, it would not be supported; the cost would be under \$100,000; would depend on the modules that we chose.

**BOROUGH CLERK'S FILE**

Clerk Lane's report was provided.

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

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

Assembly Member Prysunka stated that SEAPA had had a special meeting; he and Clay Hammer had attended; SEAPA had been looking at purchasing Bell Island; preliminary work had been done; the Board had decided not to pursue the purchase at this time.

Assembly Member Decker stated that Dan Ortiz had a survey available online that was on the State's financial crisis; survey had been emailed to the Assembly.

Assembly Member Blake questioned Manager Jabusch on the Emergency Action Plan. Blake stated that he would like to be involved in the process.

Manager Jabusch stated that he would be researching what needed to be done and who would be doing it; Jabusch also said that the Fire Department had been given cots and emergency supplies.

Chief Doug McCloskey stated that there was an Emergency Action plan that was about 10 to 12 years old; Jamie Roberts, LEPC was in the process of preparing cliff notes to revise the plan.

### **10b** City Boards and Committee Appointments

Mayor Jack appointed Duke Mitchell to the Planning & Zoning Commission vacancy, with the term expiring October 2018.

As there were no letters received for the other boards and committees, the Mayor directed the Clerk to continue advertising for those vacancies.

### **10c** Appointment to fill the vacancies on the SEAPA Board (one voting seat and one alternate seat)

Mayor Jack recommended that Steve Prysunka be appointed to fill the SEAPA Board Voting member seat. There were no objections from the assembly.

Mayor Jack recommended that Clay Hammer be appointed to fill the SEAPA Board Alternate member seat. There were no objections from the assembly.

### **10d** Appointment of an assembly member as the Hospital Board Liaison

***M/S: Mitchell/Prysunka, to appoint Becky Rooney to fill the vacancy of Hospital Board Liaison to the Wrangell Medical Center Board. Motion approved unanimously by polled vote.***

**PERSONS TO BE HEARD** - None

## **UNFINISHED BUSINESS**

**12a PROPOSED ORDINANCE No. 911:** AN ORDINANCE OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, AMENDING CERTAIN SECTIONS OF CHAPTER 15.18,

GARBAGE, OF THE WRANGELL MUNICIPAL CODE, RELATING TO MAINTENANCE OF REFUSE CONTAINERS AND OUTSIDE BURNING OF CERTAIN MATERIALS, AND AMENDING THE SECTION ON PENALTY FOR VIOLATION TO REFERENCE THE MINOR OFFENSE FINE SCHEDULE IN WMC 1.20.050 (*revised – third reading*)

***M/S: Blake/Mitchell, to adopt Ordinance No. 911. Motion approved unanimously by polled vote.***

**12b PROPOSED ORDINANCE No. 912:** 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 – *Postponed from the October 27th meeting (third reading)*

***M/S: Prysunka/Rooney, to adopt Ordinance No. 912. Motion approved unanimously by polled vote.***

## **NEW BUSINESS**

**13a** Approval of an Electric Department Rate Study

***M/S: Rooney/Mitchell, to accept HDR Engineering's Proposal to conduct an electric rate study in the amount of \$24,990 with funding to come from the electrical department's approved budget for this project.***

Assembly Member Blake expressed concern with this study; with the study would be the appearance that rates might go up; assembly had stated that rates would not go up when the conversion with SEAPA had occurred; project engineer would be making \$375 per hour; \$25,000 should be used to invest in the aging equipment that we currently have.

Assembly Member Prysunka expressed concern that our infrastructure was not included in the study that was done five years ago; the City had already paid once to have this done five years ago and now we are looking to spend \$25,000 to do the same thing. Prysunka stated that he didn't understand why this same company would allow us to not have our infrastructure taken into account when they did the study five years ago; appears that we would be paying the same amount of money for them to plug new numbers into a spreadsheet that we own.

Assembly Member Decker questioned how come this study couldn't be done in-house; maybe there was some information that was missing.

In response to Assembly Member Mitchell, Manager Jabusch stated that five years ago when they had done the rate study, they did ask the question of our Superintendent at the time as to why the infrastructure wasn't included; Capital projects were considered; Jabusch agreed that that information should have been included; he stated that the aging of our system may not have been looked at by staff; if the system study had been done at that time with the infrastructure, they would have had better information to complete the study; there is a lot more to it than plugging in numbers; there is an actual science to doing the rate study; part of the study is to make sure that each class of customer is treated fairly; there are rules that they have to go by; data collected looks at the rates between commercial and residential rates.



Assembly Member Powell questioned the rate increase in 2014; why do we need to pay \$25,000 to tell us that we need to raise rates; would rather see us implement a small rate increase instead of pay \$25,000.

Jabusch stated that the reserves in the Light Department were doing down; the increase was to raise the reserves; the reserves have gone up a little bit.

Assembly Member Prysunka stated that his concern was that the community was told that we would not raise rates; SEAPA has not raised rates however, the rates may go up due to the community's needs; worried because we are at 80% of our infrastructure; would have liked to have known that information early on.

Jabusch agreed with Prysunka; stated that Clay Hammer has been proactive in assessing the infrastructure now; if the Assembly did not want to approve the study, part of the agreement with SEAPA is that the City is required to be able to provide back-up generation; we are around the limit where we could do this.

Decker questioned if the systems study that was done back in 2005 came with a price tag for the infrastructure we have. Jabusch stated that yes, he believed it did.

Prysunka expressed his concern that the Assembly was not notified before now what our distribution system is at 80% of its life; stated that he would like to see the Utility department to come up with a priority list of what needs to be done.

Jabusch stated that if the Assembly did not want to approve the study, staff could look at doing what needed to be done within the budget.

***Motion failed with Rooney, Decker, Powell, Mitchell, Blake, Prysunka, and Mayor Jack voting no.***

**13b** Approval to renew the Attorney's Contract from November 1, 2015 through October 31, 2018

***M/S: Blake/Powell, to approve the Legal Services Agreement from Hoffman & Blasco, LLC, to provide the City and Borough of Wrangell and Wrangell Medical Center with legal representation for the period of November 1, 2015 through October 31, 2018. Motion approved unanimously by polled vote.***

**13c** Approval of a one-year extension to the Professional Services Contract for Lobbying Services with Ray Matiashowski & Associates

***M/S: Decker/Rooney, to approve a one year extension to the Professional Services Contract for Lobbying Services with Ray Matiashowski & Associates, not to exceed \$36,000, with funds to come from the General Fund Reserve and for the extended period to expire on October 31, 2016, as allowed on the Professional Services Contract dated November 25, 2014.***

Assembly Member Mitchell questioned if this was a service that we really needed since the funding was going to be tight.

Assembly Members Rooney and Decker explained the reasons why a lobbyist was necessary, especially when there was no money; a lobbyist would be useful in protecting our interests.

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

**13d** Approval of the proposal received for the Wrangell Waterfront Industrial Property Assessment and Feasibility Study

This item was removed from the Agenda under Amendments to the Agenda and was therefore, not considered.

**13e** Approval of the proposal received for the Wrangell Institute Master Plan Development and Subdivision

***M/S: Decker/Rooney, to award the contract for \$94,349, to come from a legislative grant through the Department of Commerce, Community and Economic Development for the Wrangell Institute Master Plan and Subdivision to Corvus Design Inc. Motion approved unanimously by polled vote.***

**13f** Approval of the bid received for the Sewer Pumps Replacement Project

***M/S: Prysunka/Powell, to authorize the Borough Manager to enter into a contract with CBC Construction, Inc. for the construction of the Wrangell Sewer Pumps Replacement Project Pump Stations, 4 & 6 Improvements in a contract amount of \$821,112.00 to be paid from the following funds: DCCED/DCRA/CDBG, USDA/RD Grant, USDA/RD Loan, Sewer Dept Reserves, and DEC Loan.***

Manager Jabusch thanked everyone involved for helping to get this done; he stated that since the bids had come in a little over the engineers estimate, therefore we are working at getting additional grant funding.

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

**ATTORNEY'S FILE** – None

**EXECUTIVE SESSION** – None

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

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David L. Jack, Mayor

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

**Minutes of Special Assembly Meeting  
Held December 2, 2015**

Mayor David Jack called the Special Assembly meeting to order at 12:00 p.m., December 2, 2015, in the Borough Assembly Chambers. Assembly Members Blake, Rooney, Powell, Mitchell, Decker and Prysunka were present. Borough Manager Jeff Jabusch and Borough Clerk Kim Lane were also in attendance.

**CONFLICT OF INTEREST**

Assembly Member Mitchell declared a conflict of interest to item 5a (Approval of the Mitchell-Buhler Replat), since he was the party listed on the replat. There were no objections from the Assembly.

**PERSONS TO BE HEARD** – None

**ITEMS OF BUSINESS**

**5a** Approval of the Mitchell-Buhler Replat

***M/S: Rooney/Prysunka, to approve the Mitchell-Buhler final Replat.***

Assembly Member Blake asked for clarification that when the highway was put in, the lots were not legally divided; the assembly today is approving the subdivision of each of the lots and making them each separate lots.

Manager Jabusch answered, yes.

***Motion approved with Blake, Prysunka, Rooney, Decker, Powell, and Mayor Jack voting yes; Mitchell abstained and did not vote.***

**5b** Approval of the proposal received for the Wrangell Waterfront Industrial Property Assessment and Feasibility Study

***M/S: Decker/Blake, to award a contract for \$87,000 to Maul Foster and Alongi Inc., to come from a legislative grant through the Department of Commerce, Community and Economic Development for the Wrangell Industrial Property Assessment and Feasibility Study.***

Assembly Member Rooney requested that the completion date be included in the contract agreement.

Assembly Member Decker stated that she was one of the members of the selection committee and provided information as to how the committee came to their decision to recommend the award to Maul Foster and Alongi Inc.

Special meeting adjourned at 12:05 p.m.

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

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

Unapproved

# Agenda Item 7

## CITY & BOROUGH OF WRANGELL

### BOROUGH ASSEMBLY AGENDA ITEM December 17, 2015

#### **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. Gaming Permit Application renewal from Wrangell Elks Lodge #1595
  - b. Minutes of the Parks & Recreation Board regular meeting held October 14, 2015
  - c. School Board Action from the November 16, 2015 Regular meeting
  - d. Minutes of the Wrangell Medical Center Hospital Board meeting held October 21, 2015
  - e. Minutes of the Regular School Board meeting held September 9, 2015
  - f. POA-2015-586, Thomas Bay, Letter regarding a proposal from the US Dept. of the Army
- \*13d. Approval of the final Plat of the Meyer Family Subdivision

Form **826****Gaming Permittee Application**CITY CLERK  
NOV 05 2015  
**2016**

RECEIVED

**Organization Information**

Federal EIN 92-0014018	If renewing, enter gaming permit # 106	Phone Number (907) 874-3456	Fax Number (907) 874-3742
Organization Name Wrangell Elks Lodge #1595	Website address	Email address wrangell1595@gcl.net	
Mailing Address PO Box 377	City Wrangell	State AK	Zip Code 99929
<b>Entity Type</b> (check one)	<b>Organization Type</b> (check one) for definitions see AS 05.15.690 and 15 AAC 160.995.		
<input checked="" type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Association	<input type="checkbox"/> Charitable <input type="checkbox"/> Civic or service <input type="checkbox"/> Dog mushers' association <input type="checkbox"/> Educational <input type="checkbox"/> Fishing derby association	<input checked="" type="checkbox"/> Fraternal <input type="checkbox"/> Labor <input type="checkbox"/> Municipality <input type="checkbox"/> Nonprofit trade association <input type="checkbox"/> Outboard motor association	<input type="checkbox"/> Police or fire department <input type="checkbox"/> Political <input type="checkbox"/> Religious <input type="checkbox"/> Veterans <input type="checkbox"/> IRA/Native Village
*** Does the organization have 25 or more members, as defined in your articles of incorporation or bylaws, who are Alaska residents? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			

**Members in Charge of Games**

Members in charge must be natural persons and active members of the organization or employees of the municipality and designated by the organization. Members in charge may not be licensed as an operator, be a registered pull-tab vendor or an employee of a vendor for this organization. If more than one alternate, attach a separate sheet.

Primary Member First Name Shirley	M.I. J	Primary Member Last Name Clark	Alternate Member First Name Morgan	M.I. D	Alternate Member Last Name Joseph
Social Security Number		Email sjcbookkeeping@gcl.net	Social Security Number		Email daveleah@gcl.net
Daytime Phone Number (907) 874-3129	Cell Number (907) 305-0909	Fax Number (907) 874-4129	Daytime Phone Number (907) 874-2375	Cell Number (907) 305-0491	Fax Number (907) 874-3742
Home Mailing Address PO Box 1289			Home Mailing Address PO Box 1133		
City Wrangell	State AK	Zip Code 99929	City Wrangell	State AK	Zip Code 99929
Has the primary member passed the test? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		Permit # under which test was taken: 106	Has the alternate member passed the test? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		Permit # under which test was taken: 106

**Legal Questions** \*\*\* These questions must be answered. If you answer Yes to either question, see Instructions.

<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Does any member of management, or any person who is responsible for gaming activities, have a prohibited conflict of interest as defined by 15 AAC 160.954?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Has any member of management, or any person who is responsible for gaming activities, ever been convicted of a felony, extortion, or a violation of a law or ordinance of this state, or another jurisdiction, that is a crime involving theft or dishonesty, or a violation of gambling laws?
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We declare, under penalty of unsworn falsification, that we have examined this application, including any attachments, and that, to the best of our knowledge and belief, it is true and complete. We understand that any false statement made on the application or any attachments is punishable by law. By our signatures below, we, the primary member, the alternate member, and if applicable, the manager of gaming, agree to allow the Department of Revenue to review any criminal history we may have, in accordance with 15 AAC 160.934.

Primary Member in Charge's Signature <i>Shirley Clark</i>	Printed Name Shirley Clark, Secretary	Date 11-3-15
President or Other Officer's Signature (see instructions) <i>Adam Morse</i>	Printed Name Adam Morse, Exalted Ruler	Date
Alternate Member in Charge's Signature <i>Morgan David Joseph</i>	Printed Name Morgan David Joseph, Trustee	Date 11/4/15
Manager of Gaming Signature <i>Shirley Clark</i>	Printed Name Shirley Clark, Secretary	Date 11-3-15

DEPARTMENT USE ONLY
Validation #

Pay online with OTIS at [www.tax.alaska.gov](http://www.tax.alaska.gov) or make check payable to State of Alaska.

**Permit Fee**

The permit fee is based on the 2015 estimated gross receipts. Check the appropriate box.

<input type="checkbox"/> New applicant	\$20
<input type="checkbox"/> \$0 - \$20,000	\$20
<input type="checkbox"/> \$20,001 - \$100,000	\$50
<input checked="" type="checkbox"/> \$100,001 or more	\$100

[www.tax.alaska.gov](http://www.tax.alaska.gov) • [dor.tax.gaming@alaska.gov](mailto:dor.tax.gaming@alaska.gov)

Mail to: Alaska Department of Revenue, PO Box 110420, Juneau AK 99811-0420



Gaming Permit # 106	Organization Name Wrangell Elks Lodge #1595
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**Facility-Based Games (self-directed)** If more than two facilities, attach a separate sheet.

Facility Name Wrangell Elks Lodge #1595	Physical Address 103 Front Street	City Wrangell	State AK	Zip Code 99929
Facility Type (check one) <input checked="" type="checkbox"/> Owned <input type="checkbox"/> Leased <input type="checkbox"/> Donated	Game Type (check all that apply) <input checked="" type="checkbox"/> Bingo <input checked="" type="checkbox"/> Raffle <input checked="" type="checkbox"/> Pull-tabs <input type="checkbox"/> Animal classic (chicken)* <input type="checkbox"/> Animal classic (rat race)* <input type="checkbox"/> Calcutta pool**			
Facility Name Wrangell Elks Lodge #1595	Physical Address 103 Front Street	City Wrangell	State AK	Zip Code 99929
Facility Type (check one) <input type="checkbox"/> Owned <input type="checkbox"/> Leased <input type="checkbox"/> Donated	Game Type (check all that apply) <input type="checkbox"/> Bingo <input type="checkbox"/> Raffle <input type="checkbox"/> Pull-tabs <input type="checkbox"/> Animal classic (chicken)* <input type="checkbox"/> Animal classic (rat race)* <input type="checkbox"/> Calcutta pool**			

**Area-Based Games** If more than two areas, attach a separate sheet. \*restricted game type \*\*see instructions for mandatory attachments

Area Wrangell, Alaska	Game type (check all that apply) <input checked="" type="checkbox"/> Raffle <input type="checkbox"/> Contest of skill <input checked="" type="checkbox"/> Fish derby <input type="checkbox"/> Dog musher' contest <input type="checkbox"/> Special draw raffle ** <input type="checkbox"/> Big Bull Moose Derby <input type="checkbox"/> Classic/Other (specify) _____
Area	Game type (check all that apply) <input type="checkbox"/> Raffle <input type="checkbox"/> Contest of skill <input type="checkbox"/> Fish derby <input type="checkbox"/> Dog musher' contest <input type="checkbox"/> Special draw raffle ** <input type="checkbox"/> Big Bull Moose Derby <input type="checkbox"/> Classic/Other (specify) _____

**Manager of Gaming** Required only for self-directed pull-tabs and bingo.

Manager First Name Shirley	MI J	Manager Last Name Clark	Social Security Number	Daytime Phone Number (907) 874-3129
Home Mailing Address PO Box 1289		Email sjcbookkeeping@goi.net		Mobile Phone (907) 305-0909
City Wrangell	State AK	Zip Code 99929	Has the manager of gaming passed the test? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Permit # under which test taken 106

**Vendor Information** Attach 2016 vendor registration form(s) and fee(s) for each vendor listed below.

Bar or Liquor Store Name	Physical Address	City	State AK	Zip Code
Bar or Liquor Store Name	Physical Address	City	State AK	Zip Code
Bar or Liquor Store Name	Physical Address	City	State AK	Zip Code
Bar or Liquor Store Name	Physical Address	City	State AK	Zip Code
Bar or Liquor Store Name	Physical Address	City	State AK	Zip Code

**Operator Information**

Designate operator who will conduct activities on the organization's behalf. Attach signed operating contract(s). If more than one operator, operator location, or game type, attach a separate sheet.

Operator License #	Operator	Facility Name	Game Type(s)	
Physical Address		City	State	Zip Code

**Multiple-Beneficiary Permittee Information (MBP)**

Designate the MBP with which the organization has signed a partnership or joint venture agreement.

MBP Permit #	MBP Name	Facility Name	Game Type(s)	
Physical Address		City	State	Zip Code

**Dedication of Net Proceeds** Describe in detail how the organization will use the net proceeds from gaming activities.

All proceeds are used for donations given back to the community through Youth Activities, Senior Citizen Activities, Scholarships and Veterans Activities.

**WRANGELL PARKS RECREATION BOARD  
REGULAR MEETING Minutes OCTOBER 14, 2015  
7:00 ASSEMBLY CHAMBERS**

**CALL TO ORDER:** Chairman Lippert called the Parks & Recreation Advisory Board's meeting to order in the Assembly Chambers at 7:05.

**ROLL CALL:** Board member in attendance were Haig Demerjian, Cindy Martin & Alice Rooney

**AMENDMENT TO AGENDA:** Under New Business there was an error. Change the word charge to user.

**APPROVAL OF MINUTES**

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

**CORRESPONDENCE** None

**PERSON'S TO BE HEARD** None

**Board member reports:** Welcome Alice Rooney. Alice is looking forward to being on the board and working on different and long term projects.

**DIRECTOR'S REPORT-** Verbal report for the Alaska Recreation and Parks Conference Review. See Attachment.

**UNFINISHED BUSINESS** None

**NEW BUSINESS**

- A. AICS Fitness Program through Grant Funding with Parks and Rec Facilities as a resource. The board discussed different components of the relationship, including finances, liability, and employee/staff sharing. Board member Rooney suggested looking into previous mutual agreements between the city and AICS. It was further suggested that if one was not in place that it would be beneficial to begin drafting that agreement. Thomas concluded that she would investigate further and would like to continue strengthening the relationship between the two entities.
  
- B. YOGA and HIIT exercise classes: Held Monday and Saturdays currently do not have a fee associated with it. It was a free trial program that Stacy Florschutz, a summer intern. She hosted several classes to see what the interest and buy in was throughout the community. Now there are two community members, Kristin Glaze and Katerina Sostaric, volunteering their time to keep the classes going. All the classes or programs have a fee associated with them. Kate would like to establish the \$4.00 fee for those classes. These fee is consistent



with open gym costs for the community center. The fee addressed the base costs associated with the facility use.

A motion was made by Rooney to establish a fee of \$4.00 per session for the Yoga and HIIT Class, 2<sup>nd</sup> Demerjian. Motion passed.

- C. Registration Policies- a discussion was held on what the registration policies are for other communities and P&R departments. Through this conversation the board discussion investigating the internal volunteer policies for the City. If policies are not already in place it is encouraged to begin working on that process.

#### CLOSING

- A. Next agenda items
- B. The meeting was adjourned at 8:15

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Chairman  
Bob Lippert

---

Recording Secretary  
Betsy McConachie

**BOARD ACTION**

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

**WRANGELL PUBLIC SCHOOL BOARD  
REGULAR MEETING  
NOVEMBER 16, 2015**

- Approved the Agenda as Presented
- Accepted the Minutes of the October 19, 2015 Regular Board Meeting
- Sanctioned High School Track & Field at no cost to the district
- Offered Extracurricular Contracts:
  - Alyssa Allen, Head Middle School Volleyball Coach
  - Jenifer Gerald, Freshmen Class Co-Advisor
  - Matthew Gerald, Freshmen Class Co-Advisor
  - Toni Marie Guggenbickler, Sophomore Class Advisor
  - Jenna Turner, Elementary Student Council Advisor
  - Jessica Whitaker, Assistant Middle School Volleyball Coach
- Approved the Hire of Hannah Armstrong, Lynde Brown and Danielle Easterly, Paraprofessionals
- Reviewed the resignation of Beth Comstock, Junior Class Advisor as an item of information
- Accepted the Second Reading of Board Policy #6152, Assignment of Students
- Reviewed Board Policy #7013, Social Interaction
- Revised the Strategic Plan as presented
- Adjourned



**WRANGELL MEDICAL CENTER  
BOARD OF DIRECTORS MEETING MINUTES  
October 21, 2015 - 5:30 p.m.  
Location: Nolan Center**

**CALL TO ORDER:**

Meeting was called to order at 5:30 by CEO, Robert Rang

**ROLL CALL:**

Present: Bernie Massin, Barb Conine, Judy Allen, Marlene Messmer, and Maxi Wiederspohn

Attending via Teleconference: Woody Wilson,

Absent: Beth Spaulding, Cori Robinson, & Terri Henson,

Quorum established

Assembly representative Stephen Prysunka was not present

**ORGANIZATION OF THE BOARD:**

a. Election of officers

- I. President: Letter of interest received from Terri Henson, Bernie Massin also indicated that he would like to be considered, with no other nominations Judy Allen moved to close nominations, Barb Conine seconded, Terri Henson was elected by secret ballot with 4 yes votes (Bernie Massin received two votes, three members absent)
- II. Vice President: Barb Conine nominated Bernie Massin, with no other nominations, Judy Allen moved to close nominations, Barb Conine seconded, passed unanimously with 6 yes votes (three members absent)
- III. Secretary: Barb Conine nominated Maxi Wiederspohn, with no other nominations, Judy Allen moved to close nominations, Barb Conine seconded, passed unanimously with 6 yes votes (three members absent)
- IV. Treasurer: Judy Allen nominated Barb Conine, with no other nominations, Judy moved to close nominations, Maxi Wiederspohn seconded, passed unanimously with 6 yes votes (three members absent)

**AMENDMENTS TO THE AGENDA:** removed item 6.b statistics: July, August, September, 2015

**CONFLICT OF INTEREST:** None

**CONSENT ITEMS**

Motion made by Barb Conine to approve consent item 6.a, minutes of the regular meeting held September 16, 2015. Seconded by Maxi Wiederspohn, motion passed unanimously.

**PERSONS TO BE HEARD:**

Janet Bunes (113 Reid St) spoke of the upcoming WMC Foundation Book Sale (Nov. 14 at the Nolan Center, setup on the 13ths from 1-5 pm in the classroom) and encouraged folks to help with set up and/or attend the book sale. The sale supports the WMC Foundation's Scholarship program. The first scholarship was awarded in May 2014 to a student who is studying to be an EMT.

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

WRANGELL MEDICAL CENTER  
BOARD OF DIRECTORS MEETING:  
October 21, 2015 - 5:30 p.m.

CORRESPONDENCE:

- a. Memo from Terri Henson: Officer Elections
- b. Memo from City Clerk: Assembly Approval of Personnel Policy revision
- c. Cori Robinson: Letter of Resignation

REPORTS AND COMMUNICATIONS FROM WMC STAFF:

CEO's Report:

(Marla Sanger) In addition to the attached report:

- Pam Prescott has really hit the ground running – bringing her training in process improvement to her work at WMC, really happy with how quickly she's jumped in and become involved.
- Over 75% of the staff have been vaccinated for the flu, and the public flu clinic was very successful last Friday
- It has been a great pleasure having Robert join us, he stepped right in and assumed the role of CEO and has done a marvelous job.

(Robert Rang)

- Also attended the ASHNHA conference in September, it's vital for small facilities to attend, not only for networking, but for the information presented
- During my first week, met with staff and department leaders, have been branching out this week and meeting with partners in the community, next week will be meeting with Marla to get up to speed on continuing projects for a smooth handoff,
- Have noticed that staff are very resilient and have done a great job through some difficult periods,
- A critical need is to get a Director of Nursing hired; Diana Nore has done a marvelous job but is burning the candle at both ends and needs to be able to step away from the added duties.

CFO's Report:

- At this point we're at roughly 2% over budget in net patient revenue and 2% under on expenditures,
- The audit is complete (except for the cost report which is in process), with only 3 audit adjustments (much of the lack of adjustments is due to the great work by Mary Jo Pullman),
- The cost report will likely get filed at the end of November – and may result in a roughly \$175,000 repayment to Medicare (which should not be a problem to repay – without dipping into the line of credit that the City has extended),
- It is still a goal to get to the point of having 60 days' cash on hand, working our way that direction,
- With recent switch to ICD10 coding, have been watching very closely to be sure that there aren't any hiccups, the Long Term Care bills have gone through and we're expecting payment in a week or so – this would not be the case if there were issues with the coding,

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

WRANGELL MEDICAL CENTER  
BOARD OF DIRECTORS MEETING:  
October 21, 2015 - 5:30 p.m.

REPORTS AND COMMUNICATIONS FROM WMC STAFF: (continued)

CFO's Report: (continued)

- Bank account review: it has been decided to remove Marla Sanger, outgoing CEO, and Larry (Woody) Wilson, Board Member as signers on the First Bank account 648610 and Wells Fargo accounts 4282, 9614 and 0076, to be replaced by Robert Rang, incoming CEO, and Terri Henson, Board Member, on each of these accounts. Kris Reed will also be added to the First Bank account.
- Q – Barb Conine: Have we seen changes from the Medicaid Expansion?
- A – Marla Sanger: Really need to get those who are eligible signed up before we'll see the difference – still a work in progress.
- It was noted that the new billing system has already brought in funds that had not been expected, and as long as everything gets done daily, we're doing very well (Rose Shymanski reporting)
- Looking at having TruBridge come to Wrangell and Petersburg for additional training in the new process.

MEDICAL STAFF REPORT: None this month

ACTION ITEMS:

- a. Barb Conine moved to approve resignation of Board Member Cori Robinson, Judy Allen seconded, passed unanimously

DISCUSSION ITEMS:

- a. Committee Appointments
  - I. Finance Committee: Chairperson Terri Henson, Treasurer Barb Conine
  - II. Quality Committee: Treasurer Barb Conine, others as asked by Barb
  - III. Strategic Planning Committee: Vice President Bernie Massin, Woody Wilson

BOARD DEVELOPMENT:

- a. Confidentiality Agreement: The agreements were signed by those present

BOARD COMMENTS:

Barb Conine – Thank you and Welcome to Robert

Bernie Massin – Thank you Marla, we're sorry we're losing you.

Question: what is being done to reduce the number of traveling nurses?

A: (Robert) I will be looking at the staffing plan with Diana Nore and deciding how many FTE's are needed and then look at opportunities for staffing – the Director of Nursing is the highest priority, then nursing staffing.

ADJOURN: With no further business, the regular meeting adjourned at 6:10 p.m.

Maxi Wiederspohn

Kris Reed,

Date Certified:

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

## PROCEEDINGS

### MINUTES WRANGELL SCHOOL BOARD REGULAR MEETING

September 9, 2015, 6:30 PM

Evergreen Elementary School Room 101-Intermediate

School Board Vice-President Rinda Howell called the regular meeting of the Wrangell Public School Board to order at 6:30 pm on Wednesday, September 9, 2015.

**CALL TO ORDER**

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

**DETERMINE QUORUM**

The Pledge of Allegiance was recited, led by Rinda Howell.

**FLEDGE OF ALLEGIANCE**

Anne Luetkemeyer read a letter into the minutes. She requested that her concerns be put on the board agenda. She referred to the School Board Self Evaluation about advocating for the community. She would like to see the communication opened up and a more collaborative process.

**GUESTS TO BE HEARD**

Diane O'Brien commended Tasha Morse on a great event last Friday. Metropolitan Music visited Wrangell and hosted a great event. Eight students and one adult left the event with a new instrument that evening. Music lights up the brain and Mrs. O'Brien feels that it was a great lift off for the music department. She would like to see some funds generated for the music program to purchase new instruments. Mrs. O'Brien told the board that Mr. Benson attended the entire event.

Mrs. O'Brien told the board that Mr. Benson has been very visible with the students and she feels that he is off to a successful start.

Mrs. O'Brien expressed concern about the class sizes at the elementary school. Mr. Mayer and Mrs. Jenson responded that the largest class in the elementary has nineteen students.

Motion to approve the agenda as presented by Tammy Groshong, seconded by Aleisha Mollen. The agenda was approved as presented by unanimous consent.

**APPROVAL OF THE  
AGENDA**

Motion to approve the items on the consent agenda as presented by Aleisha Mollen, seconded by Tammy Groshong. Poll vote: Tammy Groshong: Yes; Aleisha Mollen: Yes; Rinda Howell: Yes. Motion approved.

**APPROVED THE  
CONSENT AGENDA**

- Accepted the minutes of August 3, 2015 Regular School Board Meeting

Information & Reports were accepted by unanimous consent.

**ACCEPTED INFORMATION &  
REPORTS**

The School Board Members reviewed the AASB Nominations packet. Mrs. Howell told the other Board Members that she would like to be considered for nomination to the AASB Board of Directors. A special board meeting will be held Monday, October 5 at 6:30 PM. In order to have a quorum to take action on Mrs. Howell's nomination.

**DISCUSSED THE AASB  
NOMINATIONS PACKET**

Motion to approve the 2015-2016 calendar as revised by Aleisha Mollen; seconded by Tammy Groshong. Poll vote: Aleisha Mollen: Yes; Tammy Groshong: Yes; Rinda Howell: Yes. Motion approved.

**APPROVED THE 2015-  
2016 CALENDAR AS  
REVISED**

Ms. Howell turned the floor over to Mr. Mayer. Mr. Mayer said the crisis plan was revised with input from the police department, fire department, local emergency planning committee and Wrangell Ministerial alliance. Site Crisis plans will be developed that will include evacuation sites and plans. Ms. Howell expressed concern about communication with parents in the event that the phones are off line. Announcements will be given via KSTK. Parents who come to the school during a crisis will be directed as appropriate. Mrs. O'Brien would like the dates of the Safety Committee Meetings published. Board Member Groshong requested a hard copy of the Crisis Plan.

**REVIEWED THE  
DISTRICT CRISIS PLAN**

Motion to offer Lisa Nikodym a contract addendum in the amount of \$10,003.52 to complete the duties of Activities Director for the 2015-2016 school year by Tammy Groshong, seconded by Aleisha Mollen. Poll vote: Tammy Groshong: Yes; Aleisha Mollen: Yes; Rinda Howell: Yes. Motion approved.

**OFFERED LISA  
NIKODYM A CONTRACT  
ADDENDUM AS  
ACTIVITIES DIRECTOR**

Motion to offer Laurie Brown an extracurricular contract to fill the position of High School Assistant Girls Basketball Coach for the 2015-2016 school year by Tammy Groshong, seconded by Aleisha Mollen. Poll vote: Aleisha Mollen: Yes; Tammy Groshong: Yes; Rinda Howell: Yes. Motion approved.

OFFERED LAURIE BROWN AN EXTRACURRICULAR CONTRACT

Motion to offer Jack Carney an extracurricular contract to fill the position of Middle School Wrestling Head Coach for the 2015-2016 school year by Aleisha Mollen, seconded by Tammy Groshong. Poll vote: Tammy Groshong: Yes; Aleisha Mollen: Yes; Rinda Howell: Yes. Motion approved.

OFFERED JACK CARNEY AN EXTRACURRICULAR CONTRACT

Motion to offer Cindy Martin and Barbara Neyman extracurricular contracts to work as co-advisors of the Middle School Yearbook program during the 2015-2016 school year by Tammy Groshong, seconded by Aleisha Mollen. Poll vote: Aleisha Mollen: Yes; Tammy Groshong: Yes; Rinda Howell: Yes. Motion approved.

OFFERED CINDY MARTIN AND BARBARA NEYMAN EXTRACURRICULAR CONTRACTS

Motion to hire Bridgette Andrews as a paraprofessional with appropriate placement on the salary schedule by Aleisha Mollen, seconded by Tammy Groshong. Poll vote: Tammy Groshong: Yes; Aleisha Mollen: Yes; Rinda Howell: Yes. Motion approved.

APPROVED THE HIRE OF BRIDGETTE ANDREWS, PARAPROFESSIONAL

Motion to hire Cynthia Crary as IT Coordinator with appropriate placement on the salary schedule by Tammy Groshong, seconded by Aleisha Mollen. Poll vote: Aleisha Mollen: Yes; Tammy Groshong: Yes; Rinda Howell: Yes. Motion approved.

APPROVED THE HIRE OF CYNTHIA CRARY, IT COORDINATOR

Motion to hire Laurie Stargel as a paraprofessional with appropriate placement on the salary schedule by Aleisha Mollen, seconded by Tammy Groshong. Poll vote: Tammy Groshong: Yes; Aleisha Mollen: Yes; Rinda Howell: Yes. Motion approved.

APPROVED THE HIRE OF LAURIE STARGEL, PARAPROFESSIONAL

Motion to hire Megan Talburt as High School Secretary with appropriate placement on the salary schedule by Aleisha Mollen, seconded by Tammy Groshong. Poll vote: Aleisha Mollen: Yes; Tammy Groshong: Yes; Rinda Howell: Yes. Motion approved.

APPROVED THE HIRE OF MEGAN TALBURT, HIGH SCHOOL SECRETARY

The resignation of Mikki Angerman, Elementary Student Council Advisor and Bridget Davidson, Paraprofessional was presented as an item of information.

PRESENTED RESIGNATIONS FOR INFORMATION

Motion to accept the first reading of Board Policy 6145.3, Concussion Policy as recommended by the Association of Alaska School Boards by Aleisha Mollen; seconded by Tammy Groshong. Poll vote: Tammy Groshong: Yes; Aleisha Mollen: Yes; Rinda Howell: Yes. Motion approved.

ACCEPTED THE FIRST READING OF BP-6145.3, CONCUSSION

Motion to accept the second reading of Board Policy 6163.1, Library and Resource Materials Selection Policy, Board Policy #6172, Special Education and Board Policy #6181, Charter Schools based on the AASB model policies by Aleisha Mollen; seconded by Tammy Groshong. Poll vote: Aleisha Mollen: Yes; Tammy Groshong: Yes; Rinda Howell: Yes. Motion approved.

ACCEPTED THE SECOND READING OF BOARD POLICY

Reviewed School Board Policy #6182, Correspondence Courses and #6185, Homebound Instruction.

REVIEWED BOARD POLICY

Motion to accept the second reading of Board Policy #7323, Meeting Conduct by Aleisha Mollen, seconded by Tammy Groshong. Poll vote: Tammy Groshong: Yes; Aleisha Mollen: Yes; Rinda Howell: Yes. Motion approved.

ACCEPTED THE SECOND READING OF BP-7323, MEETING CONDUCT

Reviewed the Upcoming Dates and Meeting Announcements

REVIEWED THE UPCOMING DATES

Reviewed Future Agenda Items

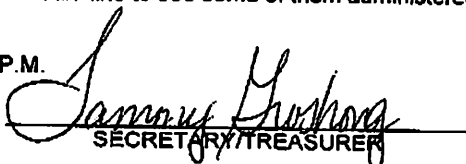
REVIEWED FUTURE AGENDA ITEMS

Tammy Groshong thanked Ms. Luetkemeyer for speaking to the Board and said that she would also like to see communication enhanced. Aleisha Mollen verified the dates of the Open Houses at the school sites. She told the other board members that she attended the Music Night and was happy to see the excitement of the students and parents. Miss Mollen said that she was the adult who left with a new instrument. Rinda Howell thanked the students and staff for their dedication and hard work. Ms. Howell asked the administration why all student assessments are conducted in the last half of the year. She would like to see some of them administered in the fall.

COMMENTS FROM BOARD MEMBERS

Meeting Adjourned at 7:42 P.M.

ADJOURNED AT 7:42 P.M.

  
SECRETARY/TREASURER

Dear Board Members,

Hopefully we are all fresh from our summer break and ready for a year of improved communication and teamwork. My idea of a 'win win' for our students and each other is a method or venue for all of us to keep in better touch. Last year during more than one Board Meeting the opportunity to voice our opinion was limited at best. People were actually told to stop talking while they had the floor. Letters were written that were never answered. Decisions made everyday that affect us were developed without consideration for all concerned even after we expressed our desire to be a part of the 'Think Tank.'

I am an optimistic person. Still, I believe more people reach a healthier decision than one person can. It may take more effort and patience but you usually come to a conclusion that will live longer, because everyone can live with it.

From where I sit and from what I have seen so far this year there is no change in the top down management style of our current administration. I think the Board should take a more active collaborative roll in the decision making and policy building of this school district. At present, administrative decisions are being made about curriculum, scheduling and personnel that barely involve the stakeholders. The impact of these decisions is felt everyday and yet those affected are not being asked for their input. The School Board must be involved with policies that change existing patterns and impact the whole staff.

I want to address these issues at our next board meeting. I want to understand why our School Board is not following their own policy to create



a collaborative climate that will enhance our school. The Board is taking its lead from the administration. I think it should be the other way around. Correct me if I'm wrong.

Anne Luetkemeyer

**PROCEEDINGS**

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**MINUTES**  
**WRANGELL SCHOOL BOARD**  
**SPECIAL MEETING**  
 October 6, 2015; 6:30 PM  
 Evergreen Elementary School Room 101-Intermediate

President Susan Eagle called the Special meeting of the Wrangell Public School Board to order at 6:30 PM on Monday, October 5, 2015.

**CALL TO ORDER**

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

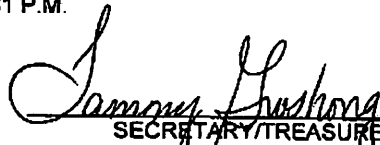
**DETERMINE QUORUM**

Motion to nominate Rinda Howell to the AASB Board of Directors by Aleisha Mollen, seconded by Tammy Groshong. Poll vote: Tammy Groshong: Yes; Aleisha Mollen: Yes; Susan Eagle: Yes. Motion approved.

**NOMINATED RINDA HOWELL TO THE AASB BOARD OF DIRECTORS**

Meeting Adjourned at 6:31 P.M.

**ADJOURNED AT 6:31 P.M.**



\_\_\_\_\_  
 SECRETARY/TREASURER



DEPARTMENT OF THE ARMY  
ALASKA DISTRICT, U.S. ARMY CORPS OF ENGINEERS  
REGULATORY DIVISION  
P.O. BOX 6898  
JBER, AK 99506-0898

DEC 01 2015

Regulatory Division  
POA-2015-586

Dear Reviewer:

This letter concerns an application by Northern Southeast Regional Aquaculture Association (NSRAA), file number POA-2015-586, Thomas Bay, for a Department of the Army permit under Section 10 of the Rivers and Harbors Act of 1899 (30 Stat. 1151; 33 U.S.C. 403) for the placement of twenty salmon rearing net pens (each 40' by 40', two ladders of ten pens each) would be secured with twelve 900lb Danforth type bottom anchors. Anchors would be secured to the net pen complex with 1 ¼" poly type line or ½" steel cable. The feed barge would be secured at this location from ~ March 1<sup>st</sup> to June 1<sup>st</sup> each year. The net pens would be secured at this location for 12 months of the year. The purpose of the project is to release salmon fry for harvest by common property fisheries when the salmon return as adults.

The project site is located within Section 22, T. 56 S., R. 79 E., Copper River Meridian; USGS Quad Map AK-Petersburg D-3; Latitude 56.9951° N., Longitude 132.8311° W.; Northeast of Petersburg; Wrangell-Petersburg Borough; in Petersburg, Alaska. Directions to site: head north from Petersburg up Frederick Sound approximately 14 miles to the entrance to Thomas Bay. The cove selected is on the east side of Ruth Island located in Thomas Bay.

Preliminary determinations indicate the proposed work would be minor, would not have significant individual or cumulative impact on environmental values, and should encounter no appreciable opposition. This project has been reviewed for impacts to species listed under the Endangered Species Act (ESA), to essential fish habitat (EFH), and to historic properties. It has been determined there would be no effect to any species protected under ESA and no effect to EFH. In addition, there is no potential to cause effects to historic properties.

We have determined that a Letter of Permission is the most appropriate form of authorization to be issued in this case. The decision whether to issue the Letter of Permission will depend on comments received from Federal and State resource agencies, as well as adjacent property owners. Enclosed is a copy of the plans and application received.

Your comments concerning this proposal must be received within 15 days of the date of this letter. If no comments are received, it will be presumed that you have no substantive objections to the issuance of the Letter of Permission.

Please contact Mr. Timm Kennedy of my staff via email at [timm.a.kennedy@usace.army.mil](mailto:timm.a.kennedy@usace.army.mil), by mail at the address above, by phone at (907) 753-2784, or toll free from within Alaska at (800) 478-2712, if you have questions. For more information about the Regulatory Program, please visit our website at [www.poa.usace.army.mil/Missions/Regulatory.aspx](http://www.poa.usace.army.mil/Missions/Regulatory.aspx).

Sincerely,

A handwritten signature in blue ink that reads "Shane McCoy". The signature is written in a cursive style with a large initial "S" and a stylized "M".

Shane McCoy  
Chief, South Section

Enclosures



**APPLICATION FOR DEPARTMENT OF THE ARMY PERMIT  
(33 CFR 325)**

**OMB APPROVAL NO. 0710-0003  
EXPIRES: 31 August 2012**

Public reporting burden for this collection of information is estimated to average 11 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to Department of Defense, Washington Headquarters, Executive Services and Communications Directorate, Information Management Division and to the Office of Management and Budget, Paperwork Reduction Project (0710-0003). Respondents should be aware that notwithstanding any other provision of law, no person shall be subject to any penalty for failing to comply with a collection of information if it does not display a currently valid OMB control number. Please **DO NOT RETURN** your form to either of those addresses. Completed applications must be submitted to the District Engineer having jurisdiction over the location of the proposed activity.

**PRIVACY ACT STATEMENT**

Authorities: Rivers and Harbors Act, Section 10, 33 USC 403; Clean Water Act, Section 404, 33 USC 1344; Marine Protection, Research, and Sanctuaries Act, Section 103, 33 USC 1413; Regulatory Programs of the Corps of Engineers; Final Rule 33 CFR 320-332. Principal Purpose: Information provided on this form will be used in evaluating the application for a permit. Routine Uses: This Information may be shared with the Department of Justice and other federal, state, and local government agencies, and the public and may be made available as part of a public notice as required by Federal law. Submission of requested information is voluntary, however, if information is not provided the permit application cannot be evaluated nor can a permit be issued. One set of original drawings or good reproducible copies which show the location and character of the proposed activity must be attached to this application (see sample drawings and instructions) and be submitted to the District Engineer having jurisdiction over the location of the proposed activity. An application that is not completed in full will be returned.

**(ITEMS 1 THRU 4 TO BE FILLED BY THE CORPS)**

1. APPLICATION NO.	2. FIELD OFFICE CODE	3. DATE RECEIVED	4. DATE APPLICATION COMPLETE
--------------------	----------------------	------------------	------------------------------

**(ITEMS BELOW TO BE FILLED BY APPLICANT)**

5. APPLICANT'S NAME: First - Scott Middle - Last - Wagner Company - Northern Southeast Regional Aquaculture Association (NSRAA) E-mail Address - scott_wagner@nsraa.org	8. AUTHORIZED AGENT'S NAME AND TITLE (an agent is not required) First - Middle - Last - Company - E-mail Address -
6. APPLICANT'S ADDRESS Address - 1308 SMC Rd City - Sitka State - AK Zip - 99835 Country - USA	9. AGENT'S ADDRESS Address - City - State - Zip - Country -
7. APPLICANT'S PHONE NOS. W/AREA CODE. a. Residence b. Business c. Fax 907-747-6850 907-747-1470	10. AGENT'S PHONE NOS. W/AREA CODE a. Residence b. Business c. Fax

**STATEMENT OF AUTHORIZATION**

11. I hereby authorize, \_\_\_\_\_ to act in my behalf as my agent in the processing of this application and to furnish, upon request, supplemental information in support of this permit application.

\_\_\_\_\_  
APPLICANT'S SIGNATURE

\_\_\_\_\_  
DATE

**NAME, LOCATION, AND DESCRIPTION OF PROJECT OR ACTIVITY**

12. PROJECT NAME OR TITLE (see instructions)

Thomas Bay salmon rearing site

13. NAME OF WATERBODY, IF KNOWN (if applicable)

Thomas Bay

14. PROJECT STREET ADDRESS (if applicable)

Address

15. LOCATION OF PROJECT

Latitude: \*N 56.994  
Longitude: \*W 132.829

City - State - Zip -

16. OTHER LOCATION DESCRIPTIONS, IF KNOWN (see instructions)

State Tax Parcel ID Municipality City and Borough of Sitka  
Section - 22 Township - T99S Range - R79E

17. DIRECTIONS TO THE SITE

Northeast of Petersburg, AK. From Petersburg head north up Frederick Sound approximately 14 miles to the entrance to Thomas Bay. The cove selected is on the east side of Ruth Island located in Thomas Bay.



18. Nature of Activity (Description of project, include all features)

See attached sheet

19. Project Purpose (Describe the reason or purpose of the project, see instructions)

See attached sheet

**USE BLOCKS 20-23 IF DREDGED AND/OR FILL MATERIAL IS TO BE DISCHARGED**

20. Reason(s) for Discharge

N/A

21. Type(s) of Material Being Discharged and the Amount of Each Type in Cubic Yards:

Type Amount in Cubic Yards	Type Amount in Cubic Yards	Type Amount in Cubic Yards
N/A		

22. Surface Area in Acres of Wetlands or Other Waters Filled (see instructions)

Acres N/A

Or

Liner Feet

23. Description of Avoidance, Minimization, and Compensation (see instructions)

See separate Mitigation Statement attached

24. Is Any Portion of the Work Already Complete? Yes  No  IF YES, DESCRIBE THE COMPLETED WORK

25. Addresses of Adjoining Property Owners, Lessees, Etc., Whose Property Adjoins the Waterbody (if more than can be entered here, please attach a supplemental list).

Address - USFS 123 Scow Bay Loop Rd

City - Petersburg

State - AK

Zip - 99833

26. List of Other Certifications or Approvals/Denials Received from other Federal, State, or Local Agencies for Work Described in This Application.

AGENCY	TYPE APPROVAL*	IDENTIFICATION NUMBER	DATE APPLIED	DATE APPROVED	DATE DENIED
Alaska Dept. Fish & Game	Permit for hatchery	#28		1988	
ADFG	PAR	In Process			N/A
ADFG	FTP	In Process			N/A
AK DNR	Land Use Permit	In Process			N/A

\* Would include but is not restricted to zoning, building, and flood plain permits

27. Application is hereby made for a permit or permits to authorize the work described in this application. I certify that the information in this application is complete and accurate. I further certify that I possess the authority to undertake the work described herein or am acting as the duly authorized agent of the applicant.

\_\_\_\_\_  
SIGNATURE OF APPLICANT

\_\_\_\_\_  
DATE

\_\_\_\_\_  
SIGNATURE OF AGENT

\_\_\_\_\_  
DATE

The application must be signed by the person who desires to undertake the proposed activity (applicant) or it may be signed by a duly authorized agent if the statement in block 11 has been filled out and signed.

18 U.S.C. Section 1001 provides that: Whoever, in any manner within the jurisdiction of any department or agency of the United States knowingly and willfully falsifies, conceals, or covers up any trick, scheme, or disguises a material fact or makes any false, fictitious or fraudulent statements or representations or makes or uses any false writing or document knowing same to contain any false, fictitious or fraudulent statements or entry, shall be fined not more than \$10,000 or imprisoned not more than five years or both.

18. Nature of Activity (Description of project, include all features)

See attached sheet

19. Project Purpose (Describe the reason or purpose of the project, see instructions)

See attached sheet

**USE BLOCKS 20-23 IF DREDGED AND/OR FILL MATERIAL IS TO BE DISCHARGED**

20. Reason(s) for Discharge

N/A

21. Type(s) of Material Being Discharged and the Amount of Each Type in Cubic Yards:

Type	Type	Type
Amount in Cubic Yards	Amount in Cubic Yards	Amount in Cubic Yards
N/A		

22. Surface Area in Acres of Wetlands or Other Waters Filled (see instructions)

Acres N/A  
Or  
Liner Feet

23. Description of Avoidance, Minimization, and Compensation (see instructions)

See separate Mitigation Statement attached

24. Is Any Portion of the Work Already Complete? Yes  No  IF YES, DESCRIBE THE COMPLETED WORK

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Address - USFS 123 Scow Bay Loop Rd  
City - Petersburg State - AK Zip - 99833

26. List of Other Certifications or Approvals/Denials Received from other Federal, State, or Local Agencies for Work Described in This Application.

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ADFG	FTP	In Process			N/A
AK DNR	Land Use Permit	In Process			N/A

\* Would include but is not restricted to zoning, building, and flood plain permits

27. Application is hereby made for a permit or permits to authorize the work described in this application. I certify that the information in this application is complete and accurate. I further certify that I possess the authority to undertake the work described herein or am acting as the duly authorized agent of the applicant.

 10/27/15  
 SIGNATURE OF APPLICANT      DATE      SIGNATURE OF AGENT      DATE

The application must be signed by the person who desires to undertake the proposed activity (applicant) or it may be signed by a duly authorized agent if the statement in block 11 has been filled out and signed.

18 U.S.C. Section 1001 provides that. Whoever, in any manner within the jurisdiction of any department or agency of the United States knowingly and willfully falsifies, conceals, or covers up any trick, scheme, or disguises a material fact or makes any false, fictitious or fraudulent statements or representations or makes or uses any false writing or document knowing same to contain any false, fictitious or fraudulent statements or entry, shall be fined not more than \$10,000 or imprisoned not more than five years or both.



## Applicant Proposed Mitigation Statements

### Background:

The U.S. Army Corps of Engineers (Corps) and the Environmental Protection Agency issued regulations that govern national compensatory mitigation policy for activities in waters of the U.S., including wetlands, authorized by Corps permits. The final mitigation rule was published in the federal register on April 10, 2008, and became effective on June 9, 2008. The final rule establishes standards and criteria for the use of appropriate and practicable compensatory mitigation for unavoidable functional losses of aquatic resources authorized by Corps permits (33 CFR Part 332). Additionally, the rule requires new information to be included in Corps permit applications and public notices to enable meaningful comments on applicant proposed mitigation. In accordance with 33 CFR Part 325.1(d)(7), "For activities involving discharges of dredged or fill material into waters of the U.S., the application must include a statement describing how impacts to waters of the United States are to be avoided and minimized. The application must also include either a statement describing how impacts to waters of the United States are to be compensated for or a statement explaining why compensatory mitigation should not be required for the proposed impacts." For additional information, the final mitigation rule can be viewed at: [http://www.usace.army.mil/cw/cecwo/reg/news/final\\_mitig\\_rule.pdf](http://www.usace.army.mil/cw/cecwo/reg/news/final_mitig_rule.pdf)

Mitigation is a sequential process of avoidance, minimization, and compensation. Compensatory mitigation is not considered until after all appropriate and practicable steps have been taken to first avoid and then minimize adverse impacts to the aquatic ecosystem. Please provide your proposed avoidance, minimization, and compensatory mitigation below:

### Applicant's Proposed Mitigation (attach additional sheets as necessary):

#### 1. Avoidance of impacts to waters of the U.S., including wetlands:

*Please describe how, in your project planning process, you avoided impacts to waters of the U.S., including wetlands, to the maximum extent practicable. Examples of avoidance measures include site selection, routes, design configurations, etc...*

This site was selected due to the protected waters of the Inlet where NSRAA proposes to anchor the net pen complex. A total of 12 bottom anchors will be needed. Rock bolts may replace bottom anchors below MHW in bedrock or other suitable substrate if possible. This type of anchoring minimizes bottom disturbance in the area below MLW. In addition at no time will the net pen complex, nets or barge impact the bottom during any tidal stage.



## Applicant Proposed Mitigation Statements

2. Minimization of unavoidable impacts to waters of the U.S., including wetlands:

*Please describe how your project design incorporates measures that minimize the unavoidable impacts to waters of the U.S., including wetlands, by limiting fill discharges to the minimum amount/size necessary to achieve the project purpose.*

There will be no fill discharges from this proposed activity.

3. Compensation for unavoidable impacts to waters of the U.S., including wetlands:

*Please describe your proposed compensatory mitigation to offset unavoidable impacts to waters of the U.S., or, alternatively, why compensatory mitigation is not appropriate or practicable for your project. Compensatory mitigation involves actions taken to offset unavoidable adverse impacts to waters of the U.S., including wetlands, streams and other aquatic resources (aquatic sites) authorized by Corps permits. Compensatory mitigation may involve the restoration, enhancement, establishment (creation), and/or the preservation of aquatic sites. The three mechanisms for providing compensatory mitigation are mitigation banks, in-lieu fee of mitigation, and permittee-responsible mitigation. Please see the attached definitions for additional information.*

No mitigation is proposed as impacts are minimal.

## Applicant Proposed Mitigation Statements

### Definitions:

Enhancement: the manipulation of the physical, chemical, or biological characteristics of an aquatic resource to heighten, intensify, or improve a specific aquatic resource function(s). Enhancement results in the gain of selected aquatic resource function(s), but may also lead to a decline in other aquatic resource function(s). Enhancement does not result in a gain in aquatic resource area.

Establishment (creation): the manipulation of the physical, chemical, or biological characteristics present to develop an aquatic resource that did not previously exist at an upland site. Establishment results in a gain in aquatic resource area and functions.

In-lieu fee program: a program involving the restoration, establishment, enhancement, and/or preservation of aquatic resources through funds paid to a governmental or non-profit natural resources management entity to satisfy compensatory mitigation requirements for DA permits. Similar to a mitigation bank, an in-lieu fee program sells compensatory mitigation credits to permittees whose obligation to provide compensatory mitigation is then transferred to the in-lieu program sponsor. However, the rules governing the operation and use of in-lieu fee programs are somewhat different from the rules governing operation and use of mitigation banks. The operation and use of an in-lieu fee program are governed by an in-lieu fee program instrument.

Mitigation bank: a site, or suite of sites, where resources (e.g., wetlands, streams, riparian areas) are restored, established, enhanced, and/or preserved for the purpose of providing compensatory mitigation for impacts authorized by DA permits. In general, a mitigation bank sells compensatory mitigation credits to permittees whose obligation to provide compensatory mitigation is then transferred to the mitigation bank sponsor. The operation and use of a mitigation bank are governed by a mitigation banking instrument.

Permittee-responsible mitigation: an aquatic resource restoration, establishment, enhancement, and/or preservation activity undertaken by the permittee (or an authorized agent or contractor) to provide compensatory mitigation for which the permittee retains full responsibility.

Practicable: available and capable of being done after taking into consideration cost, existing technology, and logistics in light of overall project purposes.

Preservation: the removal of a threat to, or preventing the decline of, aquatic resources by an action in or near those aquatic resources. This term includes activities commonly associated with the protection and maintenance of aquatic resources through the implementation of appropriate legal and physical mechanisms. Preservation does not result in a gain of aquatic resource area or functions.

Restoration: the manipulation of the physical, chemical, or biological characteristics of a site with the goal of returning natural/historic functions to a former or degraded aquatic resource. For the purpose of tracking net gains in aquatic resource area, restoration is divided into two categories: re-establishment and rehabilitation.

### **Block 18 Nature of Activity**

NSRAA proposes to permit a salmon net pen rearing operation at the location referenced in block 15 and depicted in attached Figure 1. The array of 20 pens (each 40'x40', two ladders of 10 pens each) would be secured by up to (12) 900lb danforth type bottom anchors . Rock bolts of 1¼" diameter may be substituted for bottom anchors if bedrock or other suitable material is found below MHW. The attached figure 3 shows a typical rock bolt assembly. Anchors and rock bolts would be secured to the net pen complex with 1¼" poly type line or ½" steel cable.

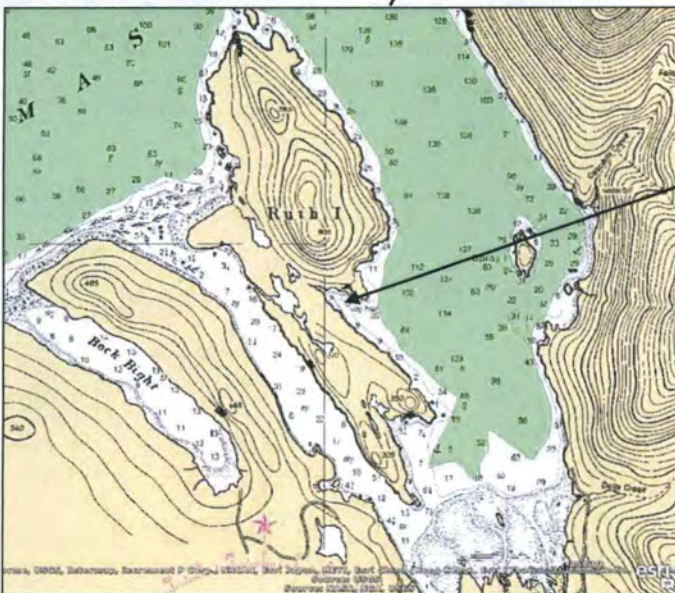
The feed barge and net pens would be secured at this location from approximately March 1 to June 1 each year. The net pens would be secured at this location for 12 months of the year. See attached figures for location and anchor points.

### Block 19 Project Purpose

- The purpose of this project is to release salmon fry for harvest by common property fisheries when the salmon return as adults. Currently the 5 year average ex-vessel value to common property fisheries from NSRAA releases at Medvejie and Deep Inlet is \$5.9 million, with a record \$10.4 million in 2013. This release site would provide additional common property fishery opportunity. Thomas Bay was identified as a potential fisheries enhancement area by Alaska Dept of Fish and Game (Summary of the Alaska Department of Fish and Game Consideration of NSRAA Request for Potential New Salmon Enhancement Sites/Opportunities, ADFG 2013). Criteria listed for identifying the Inlet were no subsistence stocks and no salmon index streams.



Figure 1 Vicinity Map Thomas Bay net pen rearing site

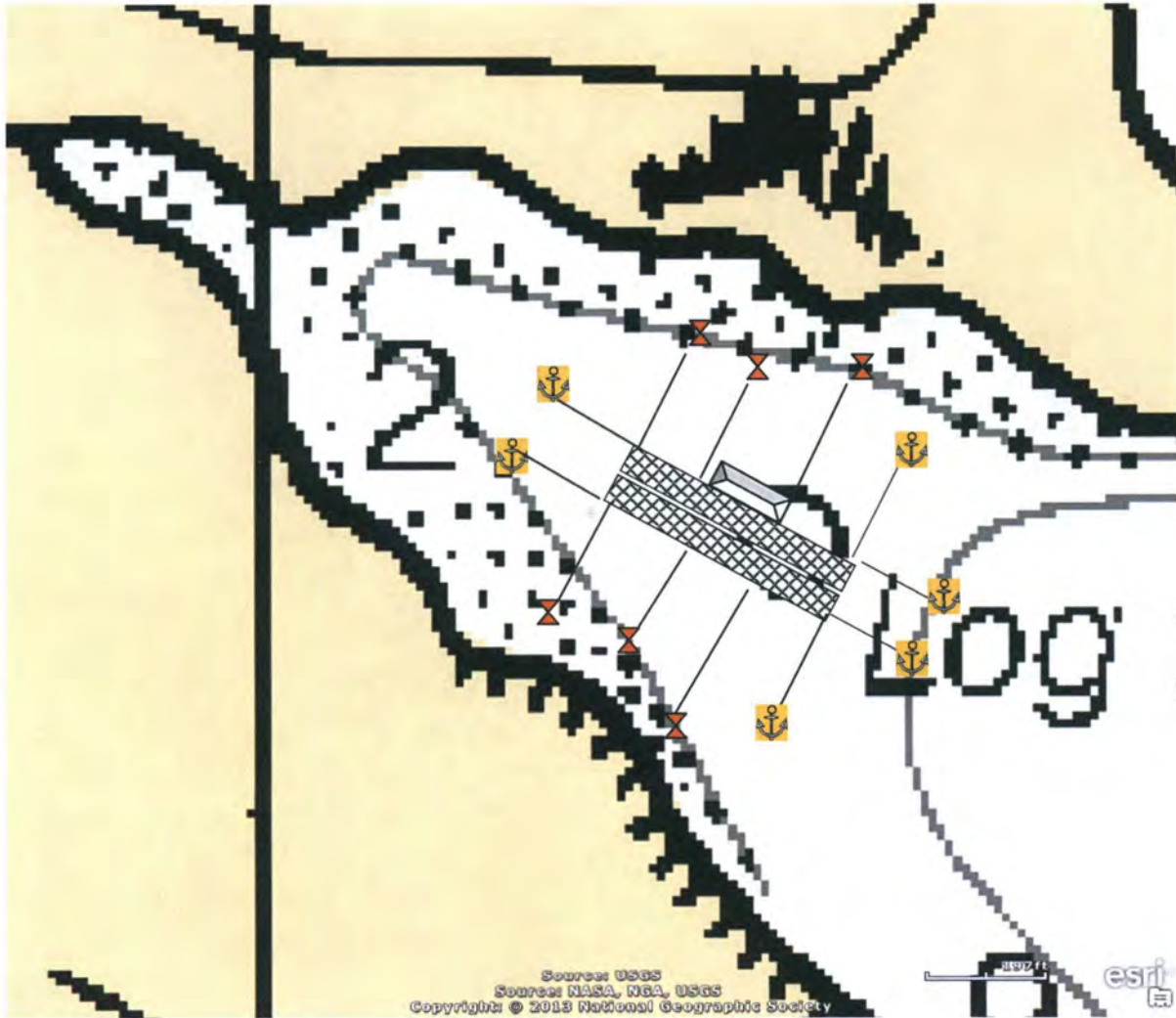


Rearing Site

Applicant: Northern Southeast Regional Aquaculture Association (NSRAA)  
 File No.: POA-2015-586  
 Waterway: Thomas Bay  
 Proposed Activity: Salmon net pens  
 Sec. 23 T. 56 S. R. 79E M. Copper River  
 Lat. 56.9951 N Long. 132.8311 W  
 Sheet 1 of 3 1 Dec 2015




Figure 2 Plan View




 Rock bolt placement below MHW

Scale:  200'

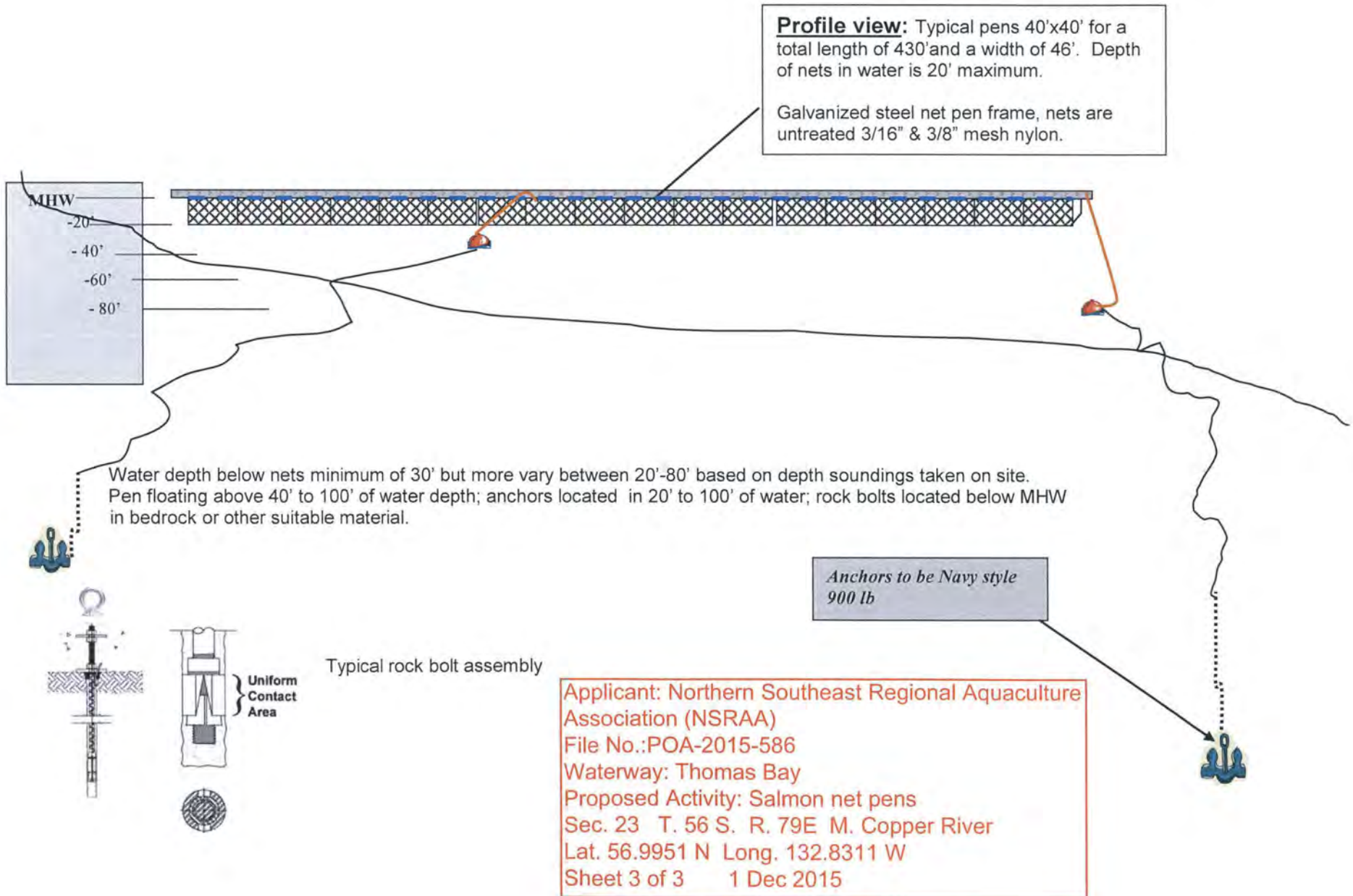
 900lb Danforth style anchor with 90' of 1 1/4" chain

 Two ladders of 10 net pens at 40'x40' (total 20).

 100'x40' Feed Barge and living quarters for two. In place from March 1 to June 1 each year.

Applicant: Northern Southeast Regional  
Aquaculture Association (NSRAA)  
File No.: POA-2015-586  
Waterway: Thomas Bay  
Proposed Activity: Salmon net pens  
Sec. 23 T. 56 S. R. 79E M. Copper River  
Lat. 56.9951 N Long. 132.8311 W  
Sheet 2 of 3 1 Dec 2015

Figure 3. Typical Cross Section view of net pens and anchoring system.



## **MEMORANDUM**

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

**FROM: JEFF JABUSCH  
BOROUGH MANAGER**

**SUBJECT: MANAGER'S REPORT**

**DATE: DECEMBER 8, 2015**

### **Capital Projects Update**

#### **Cassiar Street Project**

Cassiar Street Utility and Roadway Improvements Phase II project was completed in October with a Substantial Completion of October 26<sup>th</sup>. The Contractor BW Enterprises is finalizing the closeout documentation. Given the project's fall season construction, the seeding of the top soil covering the new sewer line, which was replaced in the McCormack Right of Way, will be performed in the spring 2016. The Borough received a project extension, through September 2016, which will allow us plenty of time to finish pick-up work and finalize all necessary documentation to close out the two project grants.

#### **City Dock Electrical Upgrades**

Staff has worked with Morris Engineering to develop a scope of work for the electrical upgrades to the City Dock. Following the Assembly's approval of a request to proceed with Morris Engineering for the design of this project, bidding documents should be ready for solicitation within four to six weeks. Competitive bidding for the construction of the electrical project will follow completion of the design.

#### **Community Center Renovations**

The City and Borough of Wrangell received a HUD community facility grant for the Wrangell Community Center, under which improvements to date have included replacing the roof, renovating the multi-purpose classroom and removing the asbestos pipe insulation. Following completion of these renovations grant funds remain.

Staff have identified life and safety issues as those next critical improvements to the facility that qualify under the scope of work of the HUD project grant. Utilizing the information from the recent Community Center's Condition Survey work, which was performed by Jensen Yorba Lott's team of design professionals, staff are working with that team's electrical engineer, Begenyi Engineering, for the design of a portion of the recommended electrical upgrades, primarily the design of the fire alarm system, as required for upgrades by the State Fire Marshall.

#### **Connection to Upper Reservoir**

Through preliminary research, to assist in the development of a design RFP for the ByPass of the Upper Reservoir to the Water Treatment Plant, staff is currently reviewing the earlier



design plans for this project which had some level of geotechnical and design work performed but was not completed. Staff's next steps will be to complete the RFP for selection of a professional design firm for the project's engineering work.

### **Sewer Pump Stations' Replacement**

Following the Assembly's approval of a construction contract award and subsequent receipt of the contractor's bonds, certificate of insurance and an agreement for the Sewer Pump Stations' Replacement project, staff are preparing to issue a Notice to Proceed to CBC Construction, Inc. A pre-construction meeting is scheduled with the contractor and engineer for Wednesday, December 9<sup>th</sup> to review the work plan, schedules, and protocol for the work ahead.

### **Shoemaker Harbor Float Design**

Following review of PND's 65% level design drawings for the Shoemaker Bay Harbor Float Design project, staff met with the engineers to review the plans and discuss details of the new potable water system, including the fire suppression system. PND is making modifications to the design based on staff recommendations and compatibility with existing systems. PND's 95% level plan review drawings are anticipated in late winter 2015.

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

Project engineers, CRW Engineering Group, are working with our water treatment plant operator, obtaining data to determine an appropriate design flow rate in order to assist in their Water Analysis and Draft Desktop Assessment task.

Since Wrangell's raw water is relatively high in turbidity, water testing has indicated that large dosages of coagulants are needed to significantly remove color. This characteristic is a negative for treatment options featuring coagulation as a primary means of contaminant removal. To date, CRW believes that Magnetic Ion Exchange (MIEX) bench testing has shown encouraging results in both color and organics removal by using a magnetized resin with a continuous ion exchange process to remove dissolved organic carbon from potable water sources.

CRW is discussing with the manufacturer the possibility of an option that features together Ozone (our current initial disinfection process) and MIEX; however, due to CRW's consultant's, Corix's, recent discontinuation of their water design services (pilot plant equipment) CRW has seen a minor setback by having to negotiate with another water design firm. This slide in CRW's schedule should not impact the pilot testing timeframe or the overall project schedule.

### **Wood Street**

The Wood Street Improvements project was previously anticipated to be bid in early 2016, following the State of Alaska's Evergreen Roadway Improvements project bidding phase, since it was staff's hope that the Wood Street project could benefit from the fact that there would be an asphalt plant in Wrangell during the 2016 construction season for the Evergreen Street Improvements project. Based on a potential delay in construction bidding for the Evergreen project (anticipated by DOT to be as early as late March) we may proceed with bidding the Wood Street project soon in order to ensure we do not lose the opportunity for a 2016 construction period and thus a loss of State grant funds for the project. Several deductive alternates will likely be developed in an effort to assist in the success of an awardable project.

## **Annual Library Information:**

### Programs:

- Summer Reading Program – grades K-9
- Read with the Ranger (summer storytime)
- Storytime – Spring and Fall Sessions
- Lynda.com – online training courses
- Genealogy workshop
- Game On videoconference
- Teaching Artist Academy videoconference
- Children's Concert with Katie Fitzjarrald
- Teddy Bear Clinic
- Elder Law Clinic videoconference
- Class visits (High school, middle school & elementary)
- Health Fair participant

### Training:

- Alaska Library Association Conference in Juneau Alaska
- E-rate training sessions (2) Federal funding for internet
- The Library Corporation – training session on new updates for automation system
- Basic Library Education training (on line courses)

### Stats:

- Total borrowers – 1,614
- New borrowers added this year – 182
- Check outs – 24,204
- Wireless usage – 3,044
- Computer usage – 4,848
- Paperback exchange – 1,272

Lana Johnson is retiring on December 15<sup>th</sup> so we are currently advertising for that position. We just launched our new subscription to Lynda.com which was purchased by the Friends of the Library. It is an on line training website. It has been received well. Mrs. Galla from the high school is currently using this subscription for her students in her Computer Applications and Multi-Media classes. She was very enthused to learn we had this to offer the community. We continue to proctor tests for the University of Alaska so that our students can stay here in town and still get their degrees. We received a grant to purchase two LeapPad LeapFrogs for pre-school children. The library also received a grant for two Playscape Magic Hands. These are heat sensitive play panels that teach children the wonder of heat transfer by using their hands and encourages tactile learning. Also, received 14 new wooden puzzles. The staff continues to apply for and research grants to help bring new opportunities to our community without the financial burden.

The Friends of the Library raised \$5,362 by selling raffle tickets for two round trip tickets anywhere Alaska Airlines flies. The tickets were donated by Alaska Airlines. We had our drawing on November 25<sup>th</sup> and the lucky winner was Greg Scheff.

### **Annual Light Department Projects Completed in 2015:**

- Clean up and straighten poles from 6 mile bluffs area out to 8-mile area
- Finalize Log Street/ Timber Avenue (13-mile) new line build. install transformers and cut over service drops to buildings
- Build new Cassiar Street extension. Install transformers and cut over service drops to buildings
- Build new Etolin street extension
- Install and commission new excitation system, Diesel Unit #4
- Complete OSHA required Arc Flash assessment
- Re-tie all pole top conductors on Church Street from Angerman's playground to KSTK
- Complete system study on Wrangell electrical distribution infrastructure
- Commercial three-phase power (480 volt) installed, Superior Marine, Marine Service Center
- Commercial three-phase power (120/240 volt) installed, Pritchett Welding, Marine Service Center
- Extensive brushing in vicinity of 4.5-mile and 9-mile as well as clearing switches and pad mount transformers around town
- Changed out and or add 12 service poles system wide
- Assist GCI with communication upgrade removing pole mounted amplifier boxes, establishing service connections to new ground mounted amplifiers
- Installed annual Christmas Tree

### **Nolan Center**

The 2015 Visitor season was busy for all those involved. The Museum had 5643 paid admissions from the April to Nov 7. The visitor center answered over 1375 emails and mailed out over 2700 planners.

We should have no problem making the Museum budget for 15/16 FY, the Civic side is having a slower year but the cycle seems to be that every other year is extremely busy. I still project we'll make our budget.

I attended the Museum conference in Cordova and felt this was very worthwhile. I was able to make contacts that I feel will be a benefit to us in the future. I was also able to talk with a couple of experienced curators on the numbering system we started last year and was pleased to find that we're on the right path.

In the museum we're still working on the inventory, Data entry and storage issues for our artifacts. Each item in the museum must be photographed, entered in to the inventory software, placed on exhibit or stored properly. Nancy is still working on the Photo project, this is a large project and she's made great progress. We have thousands of photos in our collection and each one must be entered into the software system and researched to add the best description possible.

In October we had a three day ANB / ANS 100 year conference, I have heard nothing but good on the performance of the Nolan center and staff. In November we had a potlatch for the return of the Frog hat. The hat had been gone from Wrangell for 118 years and we're very pleased to have it return, the hat will now be housed here in the museum. This is the fifth hat that we now house and expect others to follow. We now need display cases and protective barriers for the hats and Frog posts that we now house. I've met with Jackie Daily and Tis Peterson on this and we're looking at design and funding options.

We have two temporary exhibits in the lobby at the moment a photography display in the hall by the small theater and a woman's wear in the lobby.

We received a grant of \$3000.00 dollars to install LED lights in the Photo lab, Archive room, artifacts storage and in the lab. These lights will help prevent deterioration from the UV light from fluorescent lighting. Also included in the grant is funding to install a art hanging system that will get the art off the floor in storage and hung so that it's stored in a safer manner that protects it from damage and allows us to find pieces easily. *This grant was made possible by a grant from the Collections Management Fund of the Museums Alaska, with generous support from Rasmuson Foundation.* This is the second grant we have received from them and both have been a great help with our ongoing conservation project.

The Center had 44 paid rentals this past year, some with multiple days. We had some type of meeting, talk; tour, group or event preparation at the center over 100 days this past year, with most of that April-Oct.

We'll be doing extra work in the gardens this next year, some of the trees have overgrown their space and will need replacing. Other beds need to be thinned and we're hoping for a fence to be completed between the boat yard and us.

# Agenda Item 9

## CITY & BOROUGH OF WRANGELL

### BOROUGH ASSEMBLY AGENDA ITEM

### CLERK'S REPORT December 17, 2015

Mark Your Calendar:

12/10 Planning & Zoning Commission mtg. @ 7 pm in the Assembly Chambers

12/16 Hospital Board mtg. @ 5:30 pm in the Nolan Center Classroom

12/18-20 Jolly Shopping ALL WEEKEND

12/25 Christmas Day - City Hall Closed



12/28/15 thru 1/1/16 City Hall Closed to the general public for the Annual Year End maintenance & Records processing

12/9-10 SEAPA Board Mtg. to be held in Ketchikan, with times TBD

## ***Do detailed minutes put your board at risk?***

Do you include what directors say in the minutes of your nonprofit board meeting? Jurassic Parliament strongly recommends that you stop immediately.



Detailed accounts of “who said what to whom” in your minutes are **dangerous**. In the worst case, they provide fodder for your opponents should your board ever be involved in a lawsuit.

In the ordinary way, detailed minutes tend to **personalize and politicize your discussions**, moving the focus from WHAT the board decides to WHO said WHAT. This has a chilling effect on the free exchange of ideas and corrodes your decision-making process.

And in fact, **WHO said WHAT is irrelevant**. It is the decisions of the board AS A WHOLE that are important. **Discussion is merely a means to an end**, not an end in itself.

# Agenda Items 10 a - d

## CITY & BOROUGH OF WRANGELL

BOROUGH ASSEMBLY  
AGENDA ITEM  
December 17, 2015

### MAYOR/ASSEMBLY REPORTS AND APPOINTMENTS:

INFORMATION: This agenda item is reserved for the Mayor and Assembly Member's special reports. Such information items as municipal league activities, reports from committees on which members sit, conference attendance, etc., are examples of items included here.

- **Item 10a** Reports by Assembly Members
  
- **Item 10b** City Boards and Committee Appointments

#### Letters for City Boards & Committee Appointments received from:

- Planning & Zoning Commission (unexp. until 10-2018)
- Planning & Zoning Commission (unexp until 10-2017)
- Economic Development Committee (unexp. until 10-2018)
- Economic Development Committee (unexp. until 10-2018)
- Nolan Museum/Civic Center Board (unexp. until 10-2018)
- Nolan Museum/Civic Center Board (unexp. until 10-2018)

### Recommended Action:

*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** Appointment to fill the vacancy on the Wrangell Medical Center, Hospital Board, unexpired term ending October 2016.

**There was one (1) letter of interest received from:**

- **Olinda Chaffee White**

**Recommended Action:**

*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 Hospital Board for the unexpired term ending October 2018.*

- **Item 10d** *The nomination of an Assembly Member to the Southern Southeast Regional Aquaculture Association (SSRAA) board **would be made past the deadline for this year. SSRAA will send Wrangell a letter for the nomination, next year.***



Mayor David L. Jack  
PO Box 1093  
Wrangell, Ak. 99929

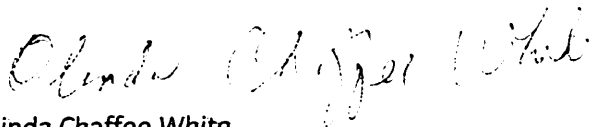
CITY CLERK  
NOV 23 2015  
RECEIVED

November 19, 2015

Dear Mayor Jack:

I would like to volunteer to fill the vacancy seat on the Board of Directors for the Wrangell Medical Center. I feel I would be very qualified with my 22 years of work experience at Wrangell Medical Center. I know more about the financials and regulations than other persons on the Board and believe I would be helpful.

Sincerely,



Olinda Chaffee White

# Agenda Item 13a

## CITY & BOROUGH OF WRANGELL

**BOROUGH ASSEMBLY  
AGENDA ITEM  
December 17, 2015**

**INFORMATION:**

**PROPOSED RESOLUTION No. 12-15-1335:** A RESOLUTION OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, IN SUPPORT OF FULL FUNDING FOR THE STATE OF ALASKA HARBOR FACILITY GRANT PROGRAM IN THE FY 2017 STATE CAPITAL BUDGET

Attachments:

1. **Proposed Resolution No. 12-15-1335**
2. Memo from Manager Jabusch.
3. Communities that applied for the grant and their rankings

**RECOMMENDED ACTION:**

Move to adopt Resolution No. 12-15-1335, which supports funding for the State of Alaska matching grant program for harbors.

CITY AND BOROUGH OF WRANGELL

RESOLUTION No. 12-15-1335

A RESOLUTION OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, IN SUPPORT OF FULL FUNDING FOR THE STATE OF ALASKA HARBOR FACILITY GRANT PROGRAM IN THE FY 2017 STATE CAPITAL BUDGET

**WHEREAS**, the Alaska Association of Harbormasters and Port Administrators recognizes the majority of the public boat harbors in Alaska where constructed by the State during the 1960s and 1970s; and

**WHEREAS**, these harbor facilities represent critical transportation links and are the transportation hubs for waterfront commerce and economic development in Alaskan coastal communities; and

**WHEREAS**, these harbor facilities are ports of refuge and areas for protection for ocean-going vessels and fishermen throughout the State of Alaska, especially in coastal Alaskan communities; and

**WHEREAS**, the State of Alaska over the past nearly 30 years has transferred ownership of most of these State owned harbors, many of which were at or near the end of their service life at the time of transfer, to local municipalities; and

**WHEREAS**, the municipalities took over this important responsibility even though they knew that these same harbor facilities were in poor condition at the time of transfer due to the State's failure to keep up with deferred maintenance; and

**WHEREAS**, consequently, when local municipal harbormasters formulated their annual harbor facility budgets, they inherited a major financial burden that their local municipal governments could not afford; and

**WHEREAS**, in response to this financial burden, the Governor and the Alaska Legislature passed legislation in 2006, supported by the Alaska Association of Harbormasters and Port Administrators, to create the Harbor Facility Grant program, AS 29.60.800; and

**WHEREAS**, the Alaska Association of Harbormasters and Port Administrators, is pleased with the Department of Transportation and Public Facilities administrative process to review, score and rank applicants to the Harbor Facility Grant Program, since State funds may be limited; and

**WHEREAS**, for each harbor facility grant application, these municipalities have committed to invest 100% of the design and permitting costs and 50% of the construction cost; and

**WHEREAS**, the municipalities of the City of Aleknagik, the City and Borough of Juneau, the City of Kodiak, the Municipality of Skagway, the City of Valdez, the City and Borough of Sitka, the City and Borough of Wrangell, the City of Whittier, and the Municipality of Anchorage have offered to contribute \$20,648,514 in local match funding for FY2017 towards nine harbor projects of significant importance locally as required in the Harbor Facility Grant Program; and

**WHEREAS**, completion of these harbor facility projects is all dependent on the 50% match from the State of Alaska's Harbor Facility Grant Program; and

**WHEREAS**, during the last eight years the Municipal Harbor Facility Grant Program has only been fully funded twice; and

**WHEREAS**, during the last ten years the backlog of projects necessary to repair and replace these former State owned harbors has increased to over \$100,000,000.

**NOW, THEREFORE, BE IT RESOLVED** by the Assembly of the City and Borough of Wrangell, Alaska, urges full funding in the amount of \$20,648,514 by the Governor and the Alaska Legislature for the State of Alaska's Municipal Harbor Facility Grant Program in the FY2017 State Capital Budget in order to ensure enhanced safety and economic prosperity among Alaskan coastal communities.

ADOPTED: \_\_\_\_\_.

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

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

## **MEMORANDUM**

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

**FROM: JEFF JABUSCH  
BOROUGH MANAGER**

**SUBJECT: Resolution Supporting the Alaska Association of Harbormasters**

**DATE: November 13, 2015**

### Background:

The State of Alaska has a harbor grant program where the State will grant 50% of the cost of a harbor up to \$5,000. The initial step in this process is for each community that has a need for matching funding to send in an application. The application includes a description of the project, why it is necessary, if engineering has already been completed, etc. Wrangell submitted our application this last summer. Carol Rushmore, Greg Meissner and PN&D Engineering worked on this application.

The next step in the process is that all of the applications submitted are reviewed, scored and ranked by the State Department of Transportation and Public Facilities, Harbor Division. After that process was completed, Wrangell ranked second. This means that if the Governor puts in even 6.4 million, our project will be funded. The project is fully designed and pretty much ready to go. If funded, we will know by May or June when the Governor is required to sign the budget. Once that is done, we would have to sell 2.5 million dollars of revenue bonds for the project before we could start. Once that is done, we would go to bid.

The resolution before you is to support the funding of the matching harbor program and will be sent on to the Governor, our lobbyist, Senator Stedman and Representative Ortiz. Although the money will again be tight, Dick Sommerville of PN&D Engineering said that he has discussed the importance of this program with the governor and it sounded like the governor supports it.

### Attachments:

1. Resolution
2. Communities that applied for funds and their rankings

### Recommended Motion:

Move to adopt Resolution 12-15-1335 which supports funding for the State of Alaska matching grant program for harbors.

**FY17 Harbor Grant Facility Grant Program**

<b>Rank</b>	<b>Score</b>	<b>Tier</b>	<b>Project name (listed alphabetically by Tier)</b>	<b>Grant Amount Approved (by Harbor PEB)</b>	<b>Local Match</b>	<b>Total project cost</b>	<b>Comments</b>
1	148.6	I	Kodiak: City Float	\$	1,365,792	\$	-
2	139.8	I	Wrangell: Shoemaker Bay Harbor	\$	5,000,000	\$	-
3	138.0	I	Sitka: Crescent Harbor	\$	5,000,000	\$	-
4	117.0	I	Aleknagik: City Dock	\$	94,000	\$	-
5	113.0	II	Whittier: Whittier Harbor	\$	500,000	\$	- Per statute, Tier II must be ranked after Tier I
6	102.8	II	Anchorage: Ship Creek Boat Ramp	\$	688,722	\$	- Per statute, Tier II must be ranked after Tier I
7	98.0	II	Juneau: Aurora Harbor	\$	2,000,000	\$	- Per statute, Tier II must be ranked after Tier I
8	93.4	II	Valdez: Valdez New SBH	\$	5,000,000	\$	- Per statute, Tier II must be ranked after Tier I
9	65.0	II	Skagway: Skagway Harbor	\$	1,000,000	\$	- Per statute, Tier II must be ranked after Tier I
<b>Total</b>				\$0	\$20,648,514	\$0	
<b>Total of selected projects</b>				\$	-		

# Agenda Item 13b

## CITY & BOROUGH OF WRANGELL

### BOROUGH ASSEMBLY AGENDA ITEM December 17, 2015

#### INFORMATION:

**PROPOSED ORDINANCE No. 913:** AN ORDINANCE OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, AMENDING CHAPTER 14.09, PROHIBITED PRACTICES, AND CHAPTER 14.11, FEES AND PENALTIES, OF TITLE 14, HARBOR AND PORT FACILITIES, OF THE WRANGELL MUNICIPAL CODE, TO ADD A NEW SECTION 14.09.120 ON PENALTY FOR VIOLATION AND REFERENCE THE FINE SCHEDULE IN WMC 1.20.050, AND REPEAL SECTION 14.11.015 ON PENALTIES (*first reading*)

#### **Background**

*The proposed Ordinance is being brought forward in order to address the violations in Chapter 14 by placing them in the minor offence fine schedule in title 1. This is a requirement of the State of Alaska's Court System. Essentially, if we do not list the fines and/or penalties in the fine schedule in Title 1, the violation is a mandatory court appearance.*

*Having the fines and/or penalties listed out in Title 1 will help law enforcement and the residents of Wrangell to be clear on what the penalty/fee is for each violation.*

*Also as stated above, this is a **requirement** of the State of Alaska's Court System.*

***This Ordinance was presented and passed by the Port Commission with some minor changes on October 1, 2015.***

Attachments:

#### **1. Proposed Ordinance No. 913**

#### **RECOMMENDED ACTION:**

Move to approve first reading and move to a second, with a public hearing to be held on January 12, 2016.

CITY AND BOROUGH OF WRANGELL, ALASKA

ORDINANCE NO. 913

AN ORDINANCE OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, AMENDING CHAPTER 14.09, PROHIBITED PRACTICES, AND CHAPTER 14.11, FEES AND PENALTIES, OF TITLE 14, HARBOR AND PORT FACILITIES, OF THE WRANGELL MUNICIPAL CODE, TO ADD A NEW SECTION 14.09.120 ON PENALTY FOR VIOLATION AND REFERENCE THE FINE SCHEDULE IN WMC 1.20.050, AND REPEAL SECTION 14.11.015 ON PENALTIES

[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 Title 14, Harbor and Port Facilities, of the Wrangell Municipal Code, specifically Chapter 14.09, Prohibited Practices, to add a new Section 14.09.120 on Penalty for Violation, and Chapter 14.11, Fees and Penalties, to repeal Section 14.11.015, Penalties.

SEC. 2. Amendment. The list of sections in Chapter 14.09, Prohibited Practices, of the Wrangell Municipal Code is amended to read:

Chapter 14.09  
PROHIBITED PRACTICES

Sections:

- 14.09.005 Speeding.
- 14.09.010 Operating under the influence.
- 14.09.015 Hazard to navigation.
- 14.09.020 Failure to register.
- 14.09.025 Improper mooring.
- 14.09.030 Inadequate equipment.
- 14.09.035 Improper use of facilities.
- 14.09.040 Improper waste disposal.
- 14.09.045 Improper petroleum product disposal.
- 14.09.050 Improper care and control of animals.
- 14.09.055 Water sports.
- 14.09.060 Negligent operation.
- 14.09.065 Improper use of seaplane float.
- 14.09.070 Improper use of a loading zone.



- 14.09.075 Improper use of fire equipment.
- 14.09.080 Improper use of utilities.
- 14.09.085 Tampering and defacing signs.
- 14.09.090 Nuisance.
- 14.09.095 Failure to comply with rules, regulations or procedures.
- 14.09.100 Obstruct or impede use of any launch ramp.
- 14.09.105 Tampering with impounded vessels.
- 14.09.110 Idle vessel removal.
- 14.09.120 Penalty for violation.

SEC. 3.        New Section. Chapter 14.09 of the Wrangell Municipal Code is amended by the addition of a new Section 14.09.120 to read:

**14.09.120 Penalty for violation.**

Any person violating any provision of this chapter is guilty of an infraction and shall be punished by the fine established in the WMC 1.20.050 fine schedule if the offense is listed in that fine schedule or by a fine of up to \$500.00 if the offense is not listed in the WMC 1.20.050 fine schedule.

SEC. 4.        Amendment. The list of sections in Chapter 14.11, Fees and Penalties, of the Wrangell Municipal Code is amended to read:

Chapter 14.11  
**FEES [AND PENALTIES]**

Sections:

- 14.11.005 Fee schedule.
- 14.11.010 Fee collection and lien.
- 14.11.015 **[Penalties]Repealed.**
- 14.11.020 Public hearing.

SEC. 5.        Repeal. Section 14.11.015 of the Wrangell Municipal Code is repealed in its entirety.

**14.11.015 [Penalties] Repealed.**

**[A. Nonmandatory Appearance Fine Schedule. The following penalties shall be imposed for the violation indicated:]**

<b>[Section</b>	<b>Violation</b>	<b>Fine</b>
<b><u>14.09.015</u></b>	<b>Hazard to navigation</b>	<b>\$100.00</b>
<b><u>14.09.020</u></b>	<b>Failure to register</b>	<b>\$25.00</b>
<b><u>14.09.025</u></b>	<b>Improper mooring</b>	<b>\$25.00</b>
<b><u>14.09.030</u></b>	<b>Inadequate equipment</b>	<b>\$50.00</b>
<b><u>14.09.035</u></b>	<b>Improper use of facilities</b>	<b>\$50.00</b>
<b><u>14.09.040</u></b>	<b>Improper waste disposal</b>	<b>\$50.00</b>
<b><u>14.09.045</u></b>	<b>Improper petroleum product disposal</b>	<b>\$100.00</b>
<b><u>14.09.050</u></b>	<b>Improper care and control of animals</b>	<b>\$25.00</b>
<b><u>14.09.055</u></b>	<b>Water sports</b>	<b>\$25.00</b>
<b><u>14.09.065</u></b>	<b>Improper use of seaplane float</b>	<b>\$50.00</b>
<b><u>14.09.070</u></b>	<b>Improper use of a loading zone per hour</b>	<b>\$2.00</b>
<b><u>14.09.075</u></b>	<b>Improper use of fire equipment</b>	<b>\$100.00</b>
<b><u>14.09.080</u></b>	<b>Improper use of utilities</b>	<b>\$50.00</b>
<b><u>14.09.085</u></b>	<b>Tampering and defacing signs</b>	<b>\$25.00</b>
<b><u>14.09.090</u></b>	<b>Nuisance</b>	<b>\$100.00</b>
<b><u>14.09.100</u></b>	<b>Obstruct or impede use of any boat launch ramp</b>	<b>\$50.00</b>
<b><u>14.09.105</u></b>	<b>Tampering with impounded vessels</b>	<b>\$100.00]</b>

**[B. Mandatory Appearance Fine Schedule. The following penalties shall be determined by the court pursuant to this schedule:]**

<b><u>14.09.005</u></b>	<b>Speeding</b>	<b>Up to \$300.00</b>
<b><u>14.09.010</u></b>	<b>Operating under the influence</b>	<b>Up to \$500.00</b>
<b><u>14.09.060</u></b>	<b>Negligent operation</b>	<b>Up to \$300.00</b>
<b><u>14.09.095</u></b>	<b>Failure to comply with rules, regulations and procedures</b>	<b>Up to \$300.00]</b>

**[C. Citation. A person committing a violation of this title shall be issued a citation, unless otherwise required by law or the immediate circumstances. A copy of the form of citation is found at the end of this chapter as Appendix “A.”]**

**[D. Mail-In Fine Procedure. If the violation for which the citation is issued is one which does not require a mandatory appearance, the person to whom it is issued may plead no contest or guilty to the offense without a court appearance by signing the appropriate blank on the citation and paying the specified fine in person or by mail within five days of the date of citation, to the borough accounting clerk, at Wrangell City Hall, 205 Brueger Street, Post Office Box 531, Wrangell, Alaska 99929. Acceptance of payment of the prescribed fine is complete satisfaction for the violation, and the offender shall be given a receipt which so states, if requested.]**

**[E. Promise to Appear. The citation form shall contain a place for the accused to sign acknowledging receipt of the citation and promising to appear in court at a time specified on the citation. If the accused person refuses to accept the citation or refuses to sign acknowledgement of receipt and promise to appear, the peace officer shall proceed in the manner provided by law for violations. If the accused accepts the notice but fails to pay the fine or appear in court as required, the citation shall be considered a summons for the charge of the violation and the accused shall be proceeded against in a manner prescribed by law.]**

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

SEC. 7.        Severability. If any portion of this ordinance or any application thereof to any person or circumstance is held invalid, the remainder of this ordinance and the application to other persons or circumstances shall not be affected thereby.

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

PASSED IN FIRST READING: \_\_\_\_\_, 2015.

PASSED IN SECOND READING: \_\_\_\_\_, 2015.

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David L. Jack, Mayor

ATTEST:

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Kim Lane, Borough Clerk

# Agenda Item 13c

## CITY & BOROUGH OF WRANGELL

### BOROUGH ASSEMBLY AGENDA ITEM December 17, 2015

#### INFORMATION:

**PROPOSED ORDINANCE No. 914:** 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)*

#### **Background**

*The proposed Ordinance is being brought forward in order to add the prior ordinance fines/penalties to the fine schedule in Title 1. This is a requirement of the State of Alaska's Court System. Essentially, if we do not list the fines and/or penalties in the fine schedule in Title 1, the violation is a mandatory court appearance.*

*Having the fines and/or penalties listed out in Title 1 will help law enforcement and the residents of Wrangell to be clear on what the penalty/fee is for each violation.*

*Also as stated above, this is a **requirement** of the State of Alaska's Court System.*

***This Ordinance was presented and passed by the Port Commission with some minor changes on October 1, 2015.***

Attachments:

#### **1. Proposed Ordinance No. 914**

#### **RECOMMENDED ACTION:**

Move to approve first reading and move to a second, with a public hearing to be held on January 12, 2016.

CITY AND BOROUGH OF WRANGELL, ALASKA

ORDINANCE NO. 914

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 14.09, Prohibited Practices, of Title 14, Harbor and Port Facilities.

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
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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.
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.
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.
<u>14.09.005</u>	<u>Speeding</u>	<u>\$150.00 fine for each offense.</u>
<u>14.09.015</u>	<u>Hazard to navigation</u>	<u>\$100.00 fine for each offense.</u>
<u>14.09.020</u>	<u>Failure to register</u>	<u>\$25.00 fine for each offense.</u>
<u>14.09.025</u>	<u>Improper mooring</u>	<u>\$25.00 fine for each offense.</u>
<u>14.09.030</u>	<u>Inadequate equipment</u>	<u>\$50.00 fine for each offense.</u>
<u>14.09.035</u>	<u>Improper use of facilities</u>	<u>\$50.00 fine for each offense.</u>
<u>14.09.040</u>	<u>Improper waste disposal</u>	<u>\$50.00 fine for each offense.</u>
<u>14.09.045</u>	<u>Improper petroleum product disposal</u>	<u>\$100.00 fine for each offense.</u>
<u>14.09.050</u>	<u>Improper care and control of</u>	<u>\$25.00 fine for each offense.</u>

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

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: \_\_\_\_\_, 2015

PASSED IN SECOND READING: \_\_\_\_\_, 2015.

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

ATTEST:

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

# **Agenda Item \*13d**

## **CITY & BOROUGH OF WRANGELL**

### **BOROUGH ASSEMBLY AGENDA ITEM December 17, 2015**

#### **INFORMATION:**

Approval of the final Plat of the Meyer Family Subdivision

1. Memo from Lavonne Klinke, P&Z Secretary
2. Final Plat Map (on display in the Assembly Chambers)

#### **RECOMMENDED ACTION:**

**~Approved under the Consent Agenda~**

# Memo

**To:** Kim Lane, Borough Clerk  
**From:** Lavonne Klinke, P & Z Secretary  
**CC:** Borough Assembly Members  
**Date:** 11/23/2015  
**RE:** Final plat review of the Meyer Family Subdivision, a subdivision of Lot 9 USS 2673, creating Lots 9-A and 9-B, zoned RMU-M, requested by Ronald and Cheryl Ann Meyer.

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The Planning and Zoning Commission at their regular meeting of November 12, 2015 approved the Final plat of the Meyer Family Subdivision, a subdivision of Lot 9 USS 2673, creating Lots 9-A and 9-B, zoned RMU-M. The Subdivision is between family members and to locate cabins on separate lots.

Motion passed unanimously by polled vote.

This lot, outlined in purple below, is located in Meyers Chuck very near the Meyers Chuck Dock.





# **Agenda Item 13e**

## **CITY & BOROUGH OF WRANGELL**

### **BOROUGH ASSEMBLY AGENDA ITEM December 17, 2015**

#### **INFORMATION:**

Approval of a Professional Design Contract to Morris Engineering for the City Dock Electrical Upgrades

#### **Attachments:**

1. Memo from Amber Al-Haddad
2. Proposal from Morris Engineering Group, LLC

#### **RECOMMENDED ACTION:**

Move to authorize the Borough Manager to issue an electrical design contract award to Morris Engineering in the amount of \$32,200, to be paid from the State of Alaska, DCCED grants for the Wrangell City Dock Rehabilitations project.

## **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 PROFESSIONAL DESIGN CONTRACT WITH  
MORRIS ENGINEERING FOR THE CITY & BOROUGH OF  
WRANGELL DOCK ELECTRICAL UPGRADES**

**DATE:** December 3, 2015

### **BACKGROUND:**

The City and Borough of Wrangell received two grants, one a \$3,250,000 grant from the State of Alaska DCCED and the second a \$1,000,000 grant from the Denali Commission, for the rehabilitation of the Wrangell City Dock. Following completion of the renovations to the pilings and the additional of dock railings, grant funds remain for additional dock upgrades, one of which has been identified by the Wrangell Harbor Master as electrical upgrades.

The electrical upgrades is scheduled to include replacement of all existing electrical systems, including light pole/fixture replacement, as well as the upgrade to three-phase power availability at the main dock.

Due to the integral role that Morris Engineering played in the Front Street project's electrical work and his knowledge and documentation of the electrical systems in place at the head of the dock, staff has elected to negotiate the electrical design work under WMC 5.10.050, E, which allows professional services to be acquired without competitive bidding.

Morris Engineering has worked with staff in the development of the scope of work and has provided the Borough with a design cost estimate for that work. It is the intent of the City & Borough of Wrangell to accept Morris Engineering's proposal for a design fee in an amount of \$33,190.00.

### **RECOMMENDATION:**

Staff recommends the Assembly authorize the Borough Manager to issue an electrical design contract award to Morris Engineering in an amount of \$32,200, to be paid from the State of Alaska, DCCED grants for the Wrangell City Dock Rehabilitations project.

### **ATTACHMENT:**

1. Morris Engineering's fee proposal, dated December 2, 2015, reflecting a project cost of \$33,190.00.



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December 2, 2015

Amber Al-Haddad  
Public Works Director  
City & Borough of Wrangell  
PO Box 531  
Wrangell, AK 99929

Re: Proposal to design Wrangell Dock Lighting Replacement

Amber,

Morris Engineering Group, LLC is pleased to provide a proposal to the City & Borough of Wrangell to design the replacement of the electrical systems on the City Dock to include new lighting and one 208V, three phase, 100 amp power pedestal.

The design will include both electrical and structural engineering to ensure proper connection of the electrical equipment to the dock.

The electrical will include a new 200 amp three phase feeder to the dock which will feed a power center located on the dock. The power center will feed the new lighting via a contractor controlled by a photocell. The power center will also feed the pedestal with spare capacity for future electrical loads.

We will provide a 95% set of drawings, specifications, and an estimate. After receiving review comments we will provide a 100% set of drawings, specifications, and estimate. We will provide technical specifications for the City & Borough of Wrangell to include in their procurement specifications and bid documents.

Sincerely,

Mark Morris, PE  
Morris Engineering Group, LLC



PO Box 210049 Auke Bay, Alaska 99821, 907-789-3350  
 email: mark@morrisengineeringgroup.com

# Fee Estimate

12/1/2015

## Wrangell Dock Lighting Replacement

Scope of Services: Replace exciting electrical on the Wrangell dock with a new Power Center out on the dock that feeds new light poles and a 3 phase Power Pedestal 100A.

<u>Task</u>	<u>Engineer</u> (Hrs)	<u>Drafting</u> (Hrs)	<u>Travel</u>
<b>Design</b>			
Site visit to inspect dock and existing lighting	8		\$575
Light pole and Luminaire selection w/ client	6		
Lighting Calculations	6		
Develop site & dock plan drawing	10	8	
Single line diagram	6	4	
Light Pole mounting details	12	6	
Uplands site plan	4	4	
Uplands rack elevation	3	3	
Power Center single line	4	4	
Power Center elevations	8	6	
Power Center mounting details	4	4	
Power Pedestal single line	3	3	
Power Pedestal elevations	8	6	
Power Pedestal mounting details	6	4	
Coordination with Utilities	2		
Specifications	8		
Engineers cost estimate	6		
95% drawing submittal	5	5	
Review with client	2		
Final changes	4	4	
Bidding Services	5		
Totals	112	61	
Hourly Rate	\$165	\$90	
Fees	\$18,480	\$5,490	\$575
<b>Total Fee - Design &amp; Bidding</b>	<b>\$24,545</b>		



December 2, 2015

PND 15J090

Mark Morris, P.E.  
Morris Engineering Group, LLC.  
Juneau, AK 99801

Subject: Wrangell City Dock Electrical Supports - Fee Proposal

Dear Mr. Morris:

PND appreciates the opportunity to provide you this proposal to perform a site reconnaissance, and provide design services as detailed below for the City Dock in Wrangell, Alaska.

PND proposes to perform this work on a T&M basis in accordance with our May 2015 standard billing rates, attached. Estimated fees are summarized below and we will not exceed this amount without your prior approval.

Item Description	Estimated Cost
1. Preparation, travel and field inspection, as-built, research original drwgs	\$ 2,310
2. Design, Plans, Technical Specs and Coordination (Light poles, Pedestal & Panel)	\$ 5,810
3. Travel expenses, room and board	\$ 525
Total Estimated T&M Fees	\$ 8,645

PND appreciates this opportunity to assist you on this work. Should you find this proposal acceptable, please sign below and return a copy to PND as authorization to proceed. Feel free to call us at any time if you have any questions regarding this matter.

Sincerely,  
PND Engineers, Inc. | Juneau Office

John DeMuth, P.E., S.E.  
Principal

Accepted By: \_\_\_\_\_  
Signature & Date

Enclosure: Billing Rates



**PND ENGINEERS, INC.  
STANDARD RATE SCHEDULE  
EFFECTIVE MAY 2015**

		<i>Hourly Rate</i>
<u>Professional:</u>	Senior Engineer VII	\$180.00
	Senior Engineer VI	\$165.00
	Senior Engineer V	\$155.00
	Senior Engineer IV	\$145.00
	Senior Engineer III	\$135.00
	Senior Engineer II	\$125.00
	Senior Engineer I	\$115.00
	Staff Engineer V	\$110.00
	Staff Engineer IV	\$105.00
	Staff Engineer III	\$100.00
	Staff Engineer II	\$90.00
	Staff Engineer I	\$85.00
	Environmental Scientist VI	\$165.00
	Environmental Scientist V	\$150.00
	Environmental Scientist IV	\$135.00
	Environmental Scientist III	\$120.00
	Environmental Scientist II	\$105.00
	Environmental Scientist I	\$90.00
	GIS Specialist	\$90.00
<u>Surveyors:</u>	Senior Land Surveyor III	\$120.00
	Senior Land Surveyor II	\$110.00
	Senior Land Surveyor I	\$100.00
<u>Technicians:</u>	Technician VI	\$125.00
	Technician V	\$110.00
	Technician IV	\$90.00
	Technician III	\$80.00
	Technician II	\$70.00
	Technician I	\$45.00
	CAD Designer VI	\$110.00
	CAD Designer V	\$100.00
	CAD Designer IV	\$85.00
	CAD Designer III	\$70.00

# **Agenda Item 13f**

## **CITY & BOROUGH OF WRANGELL**

### **BOROUGH ASSEMBLY AGENDA ITEM December 17, 2015**

#### **INFORMATION:**

Approval of amendments to the 2016 Fiscal Year Budget

#### **Attachments:**

1. Memo from Lee Burgess, Finance Director
2. Explanation of amendments

#### **RECOMMENDED ACTION:**

Move to approve the budget amendments to the 2016 Fiscal Year Budget, as presented.



**MEMORANDUM**

**To: Mayor David Jack and Assembly**  
**From: Lee Burgess, Finance Director**  
**Subject: Amendments to Fiscal Year 2016 Budget**  
**Date: December 1, 2015**

**Background:**

A number of items or errors have been identified by staff that are recommended to be addressed via budget amendment, as follows.

- Line item for Electric Distribution equipment repair and maintenance was excluded from the budget in error. This is normally \$2,500 and is required maintenance for equipment and gear.
- The Water Department makes an approximately \$90,000 annual payment on a 1999 DEC loan (principal and interest) that was inadvertently not entered in the Water budget. Although this is a significant amount to increase the water budget expenditures, there was a Water Redemption Reserve set aside to make this payment annually so as not to require rate increases to water users. This money is currently invested in CDs at First Bank set to mature as loan payments come due.
- Finance charges to other departments are normally allocated out to various departments whose operations are assisted by finance personnel. This amount was increased this year to account for Administration staff time spent working on department-specific tasks or projects. This allocation has been on a percentage basis, however with the dissolution of Thomas Bay Power Authority, to which a portion of these charges was previously allocated, the remaining departments ended up with under-allocated amounts in their budgets. This is addressed by items 5-10 in the list of proposed budget amendments below.

<b>Item</b>	<b>Account Description</b>	<b>Page</b>	<b>Change</b>	<b>by</b>	<b>to</b>
1	Light Distribution Equipment Repair & Maintenance	66	Increase	2,500	2,500
2	Light Distribution Capital Purchases	66	Increase	15,000	40,000
3	Water Administration 1999 DEC Loan Interest	70	Increase	7,690	7,690
4	Water Administration 1999 DEC Loan Principal	70	Increase	82,297	82,297
5	Planning & Zoning - Charges from Finance & Admin	30	Increase	1,331	22,182
6	Sewer - Charges from Finance & Admin	59	Increase	1,024	17,063
7	Sanitation - Charges from Finance & Admin	62	Increase	409	6,825
8	Light & Power - Charges from Finance & Admin	67	Increase	4,095	68,252
9	Water - Charges from Finance & Admin	70	Increase	1,331	22,182
10	Port & Harbors - Charges from Finance & Admin	76	Increase	1,433	23,888

The total increase in expenditures to the various funds as reflected in the budget is as follows:

General Fund: \$1,331  
Sewer Fund: \$1,024  
Sanitation Fund: \$409  
Light Fund: \$6,595  
Water Fund: \$91,318  
Port & Harbors \$1,433

**Recommendation:** Move to approve the list of budget amendments as set forth above.

**Consolidated Budget Report through 11/30/2015\***  
**City and Borough of Wrangell**

*\*Note: November payroll, interdepartmental expenses and some revenues only posted through 10/31/15*

**Expenditures**

<b>Fund/Department</b>	<b>To Date</b>	<b>Budgeted</b>	<b>% of Budget</b>
Finance	147,048.29	423,908.00	34.70%
Administration	158,272.91	413,390.00	38.30%
Clerk/Assembly	60,886.85	172,180.00	35.40%
Fire	123,039.73	370,781.00	33.20%
Police	363,041.13	1,174,171.00	30.90%
Corrections/Dispatch	189,954.92	630,703.00	30.10%
Public Safety Bldg	87,815.82	251,240.00	35.00%
Garage	113,340.94	487,580.00	23.25%
Garage Materials	62,393.65	-	
Public Works	120,509.53	255,760.00	47.10%
Streets	162,886.30	493,965.00	33.00%
Library	93,920.91	283,420.00	33.10%
Community Promotion	53,460.44	142,200.00	37.60%
Planning Zoning	12,053.16	39,351.00	30.60%
Parks	16,542.85	62,318.00	26.60%
Cemetery	1,568.81	11,800.00	13.30%
Transfers (GF)	209,325.00	1,119,779.00	18.70%
<b>Special Revenue Funds</b>	<b>Expended to</b>	<b>Budgeted</b>	<b>% of Budget</b>
Capital Fund	93,703.66	785,200.00	11.90%
Youth Court	8,854.13	23,460.00	37.70%
Museum	59,536.87	163,506.00	36.40%
Civic Center	66,447.95	142,166.00	46.70%
Theater	27,818.17	81,234.00	34.20%
Pool	106,714.66	356,460.00	29.90%
Recreation	45,783.60	162,580.00	28.20%
Transient Tax	23,223.72	56,100.00	41.40%
<b>Enterprise Funds</b>	<b>Expended to</b>	<b>Budgeted</b>	<b>% of Budget</b>
Sewer C&T	234,803.46	914,410.00	25.70%
Sewer Admin	14,567.69	44,259.00	32.90%
Sanitation Collection	42,654.52	138,114.00	30.90%
Landfill	105,704.69	419,050.00	25.20%
Power Generation	963,516.22	3,232,770.00	29.80%
Power Distribution	220,554.57	740,410.00	29.80%
Power Administration	39,226.76	136,327.00	28.80%
Water Treatment	411,203.06	642,320.00	64.00%
Water Administration	17,222.72	50,991.00	33.80%
Harbor Dept.	272,803.98	900,224.00	30.30%
Dock and Barge Ramp	74,377.10	294,409.00	25.30%
Marine Serv. Center	66,042.12	307,319.00	21.50%
Port & Harbors Admin	40,043.17	107,795.00	37.20%

**Revenues**

<b>Major Revenues</b>	<b>To Date</b>	<b>Budgeted</b>	<b>% of Budget</b>
Property Tax Revenue	1,666,636.95	1,687,287.00	98.80%
Sales Tax (GF share)	1,012,737.38	1,717,000.00	58.98%
PILT	34,443.38	390,000.00	8.83%
Revenue Sharing	568,634.00	566,830.00	100.32%
Jail Rent	162,637.00	325,274.00	50.00%
Other GF Revenue	443,929.46	2,336,517.29	19.00%
Sales Tax (schools/roads)	476,582.30	809,000.00	59.00%
Secure Rural Schools	-	819,838.00	0.00%
<b>Special Revenue Funds</b>	<b>To Date</b>	<b>Budgeted</b>	<b>% of Budget</b>
Capital Fund	3,388.53	755,200.00	0.50%
Youth Court	4,750.00	31,580.00	15.00%
Museum	90,849.68	164,000.00	55.40%
Civic Center	13,712.15	143,140.00	9.58%
Theater	27,989.17	77,100.00	36.30%
Pool	137,277.75	358,050.00	38.30%
Recreation	63,534.25	162,580.00	39.10%
Transient Tax	42,006.21	43,250.00	97.10%
<b>Enterprise Funds</b>	<b>To Date</b>	<b>Budgeted</b>	<b>% of Budget</b>
Sewer Dept. Revenues	191,454.82	940,056.00	20.40%
Sanitation Revenues	197,734.83	575,863.00	34.30%
Light & Power Revenues	1,259,395.82	4,130,280.00	30.50%
Water Dept. Revenues	239,057.53	794,486.00	30.10%
Harbor Dept. Revenues	493,744.42	920,360.00	53.70%
Dock and Barge Ramp	148,385.38	237,610.00	62.50%
Marine Serv. Center	118,661.87	418,254.00	28.40%
Comm. Fish Infrastr.	-	111,677.00	0.00%
Harbor Replacement	-	220,000.00	0.00%

**Amendments to 2016 Fiscal Year Budget**

<b>Account Description</b>	<b>Page</b>	<b>Change</b>	<b>by</b>	<b>to</b>	<b>Reason</b>
Light Distribution Equipment Repair & Maintenance	66	Increase	2,500	2,500	Line item omitted in error. Normally ~ \$2,500 annually
Light Distribution Capital Purchases	66	Increase	15,000	40,000	\$15,000 of System Study approved last year came due in current year
Water Administration 1999 DEC Loan Interest	70	Increase	7,690	7,690	Omitted in error from budget page; payments ~\$90,000 annually until 2023
Water Administration 1999 DEC Loan Principal	70	Increase	82,297	82,297	As above
Planning & Zoning - Charges from Finance & Admin	30	Increase	1,331	22,182	Finance & Admin charges misallocated after eliminating TBPA.
Sewer - Charges from Finance & Admin	59	Increase	1,024	17,063	As above
Sanitation - Charges from Finance & Admin	62	Increase	409	6,825	As above
Light & Power - Charges from Finance & Admin	67	Increase	4,095	68,252	As above
Water - Charges from Finance & Admin	70	Increase	1,331	22,182	As above
Port & Harbors - Charges from Finance & Admin	76	Increase	1,433	23,888	As above

# **Agenda Item 14**

## **CITY & BOROUGH OF WRANGELL**

**BOROUGH ASSEMBLY  
AGENDA ITEM  
December 17, 2015**

INFORMATION:

ATTORNEY'S FILE – Summary Report provided to the Assembly

# **Agenda Item 15**

## **CITY & BOROUGH OF WRANGELL**

**BOROUGH ASSEMBLY  
AGENDA ITEM  
December 17, 2015**

Executive Session – None.