



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

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**Tuesday, August 22, 2017  
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 David Powell
- b. INVOCATION to be given by a member of the Baha'i Faith
- c. CEREMONIAL MATTERS – *Community Presentations, Proclamations, Certificates of Service, Guest Introduction*
  - i. Monofill Wrangell Junkyard Property Clean-up Update – Sally Schlichting, DEC
  - ii. Certificate of Service – Robbie Austin (Jan 2017 – August 2017) Planning & Zoning Commission

**2. ROLL CALL**

**3. AMENDMENTS TO THE AGENDA**

**4. CONFLICT OF INTEREST**

**5. CONSENT AGENDA**

- a. Item (\*) 6a, and 7a through 7g

**6. APPROVAL OF MINUTES**

- a. Borough Assembly Minutes: Regular meeting of July 25, 2017

**7. COMMUNICATIONS**

- a. SEAPA's 2nd Quarter Community Flyer (2017)
- b. 2<sup>nd</sup> Quarter Expenditure Report from Catholic Community Services (4-1 thru 6-30-17)
- c. Letter from KSTK regarding the transfer of ownership to CoastAlaska (*referenced in the Borough Manager's Report*)
- d. *Thank you* letter to Representative Dan Ortiz regarding Shoemaker Bay Harbor project – from Manager Von Bargaen
- e. *Thank you* letter regarding Shoemaker Bay Harbor project to Senator Bert Stedman – from Manager Von Bargaen
- f. Letter from the Regulatory Commission of Alaska regarding the TBPA transfer to SEAPA (*referenced in the Borough Manager's Report*)
- g. Letter from the Wrangell Cooperative Association to the State of Alaska, DEC

**8. BOROUGH MANAGER'S REPORT**

**Water Update (report)  
Parks & Recreation Report**

**9. BOROUGH CLERK'S FILE**

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

- a. Reports by Assembly Members

**11. PERSONS TO BE HEARD**

**12. UNFINISHED BUSINESS** - None

**13. NEW BUSINESS**

- a. Request to vacate a private access/utility easement along the mutual property line of Lots 37A and 37B of the Senna Subdivision, zoned Rural Residential (*public hearing item*)
- b. Approval of the Senior Citizen Tax Exemption for Lloyd and Charlotte Brown
- c. Approval of the Senior Citizen Tax Exemption for Anthony and Sueann Guggenbickler
- d. **PROPOSED RESOLUTION No. 08-17-1373:** A RESOLUTION OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, AMENDING THE ASSESSMENT VALUE FOR TAX YEAR 2017 FOR LLOYD AND CHARLOTTE BROWN, LOT 19D, USS 2900, 5.5 MILE SHOEMAKER LOOP ROAD, DUE TO A MANIFEST CLERICAL ERROR
- e. **PROPOSED RESOLUTION No. 08-17-1374:** A RESOLUTION OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, AMENDING THE ASSESSMENT VALUE FOR TAX YEAR 2017 FOR ANTHONY AND SUEANN GUGGENBICKLER LOT 44, BLOCK 26, A PORTION OF CEDAR STREET VACATION, 802 ZIMOVIA HIGHWAY, DUE TO A MANIFEST CLERICAL ERROR

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

**15. EXECUTIVE SESSION** – None

**16. ADJOURNMENT**

# Agenda Items 1 - 6

## CITY & BOROUGH OF WRANGELL

### BOROUGH ASSEMBLY

#### AGENDA ITEM

August 22, 2017

#### **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 led by Assembly Member David Powell
- b. INVOCATION to be given by a member of the Baha'i Faith
- c. CEREMONIAL MATTERS – *Community Presentations, Proclamations, Certificates of Service, Guest Introduction*
  - i. Monofill Wrangell Junkyard Property Clean-up Update – Sally Schlichting, DEC
  - ii. Certificate of Service – Robbie Austin (Jan 2017 – August 2017)  
Planning & Zoning Commission

#### **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, and 7a through 7g***

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

**INFORMATION:**

**\*6a Borough Assembly Minutes: Regular meeting of July 25, 2017**



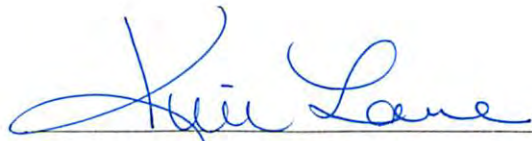
# ***CERTIFICATE OF SERVICE***

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

**Robbie Austin**

for his service and dedication as a member of the Planning & Zoning Commission

*January 2017 to August 2017*



ATTEST: Kim Lane, MMC, Borough Clerk

Dated this 22nd day of August, 2017



David L. Jack, Mayor



## **Minutes of Regular Assembly Meeting Held on July 25, 2017**

Mayor David L. Jack called the Regular Assembly meeting to order at 7:00 p.m., July 25, 2017, in the Borough Assembly Chambers. Assembly Members Rooney, Decker, Mitchell, Prysunka, Gilbert, and Powell were present. Assembly Member Powell was absent. Borough Manager Lisa Von Barga and Borough Clerk Kim Lane were also in attendance.

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

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

**AMENDMENTS TO THE AGENDA** - None

**CONFLICT OF INTEREST** – None

### **CONSENT AGENDA**

***M/S: Gilbert/Prysunka to approve Consent Agenda Items marked with an (\*) asterisk; Item 6a and 7a through 7d. Motion approved unanimously by polled vote.***

### **APPROVAL OF MINUTES**

The Minutes of the Regular Assembly meeting held June 27, 2017; Minutes of the Special Assembly meeting held July 13, 2017 were approved as presented.

### **COMMUNICATIONS**

- a. Regional Assessment of Borough Government Finances and Employment
- b. School Board Minutes: Regular May 15, 2017 and Special June 5, 2017
- c. School Board Action: Special July 13, 2017
- d. Wrangell Medical Center Board Minutes: June 21, 2017

### **BOROUGH MANAGER'S REPORT**

Borough Manager Von Barga's report was provided.

### **BOROUGH CLERK'S FILE**

Clerk Lane's report was provided.

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

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

Decker stated that the community should definitely read the ISER Report as it explains where we (Wrangell) fall with regards to revenues and dependence on State funding; things will definitely get worse for us.

Prysunka reported on the SEAPA scheduled shutdown for upgrades at the Tyee Plant; had discussed what the implications might be if we had switched over to generators and the workers went on Strike; the Union provided no written notification that the workers would come back to work if they were needed for the switchback; there will be financial consequences to the co-op; ramifications to the community are not yet known; had overwhelming support from the other two communities to not go on diesels and to keep the lights on in Wrangell.

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

There was one letter of interest received from **Mary Campbell** for the Economic Development Board. Mayor Jack appointed Ms. Campbell to fill the vacancy until October 2019. There were no objections from the Assembly.

## **10c SEARHC Liaison Appointment (Manager or Assembly Member)**

Mayor Jack appointed Becky Rooney to act as the Liaison on the SEARHC/AICS Board. There were no objections from the Assembly.

## **PERSONS TO BE HEARD**

**Governor Frank Murkowski**, spoke to the Assembly on some of his observations to address the economy in Wrangell.

## **UNFINISHED BUSINESS - None**

## **NEW BUSINESS**

**13a PROPOSED RESOLUTION No. 07-17-1368:** A RESOLUTION OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA PROVIDING FOR A CHANGE IN THE UNION WAGE AND GRADE TABLE AND PROVIDING FOR AN EFFECTIVE DATE

***M/S: Rooney/Gilbert, to adopt Resolution No. 07-17-1368, which modifies the Union's Wage and Grade Table. Motion approved with Gilbert, Prysunka, Rooney, Decker, and Jack voting yes; Mitchell voted no.***

**13b PROPOSED RESOLUTION No. 07-17-1369:** A RESOLUTION OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, PROVIDING FOR THE AMENDMENT OF THE JOB DESCRIPTION FOR THE POLICE DEPARTMENT'S ADMINISTRATIVE ASSISTANT AND PROVIDING FOR AN EFFECTIVE DATE

***M/S: Prysunka/Gilbert, to adopt Resolution No. 07-17-1369, which amends the Job Description for the Police Department's Administrative Assistant. Motion approved unanimously by polled vote.***

**13c PROPOSED RESOLUTION No. 07-17-1370:** A RESOLUTION OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, PROVIDING FOR THE AMENDMENT OF THE JOB DESCRIPTION FOR THE ELECTRICAL LINE FOREMAN AND PROVIDING FOR AN EFFECTIVE DATE

***M/S: Prysunka/Gilbert, to adopt Resolution No. 07-17-1370, which amends the Job Description for the Electrical Line Foreman. Motion approved unanimously by polled vote.***

**13d PROPOSED RESOLUTION No. 07-17-1371:** A RESOLUTION OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA PROVIDING FOR A CHANGE IN THE NON-UNION WAGE AND GRADE TABLE FOR THE POLICE DEPARTMENT'S ADMINISTRATIVE ASSISTANT AND PROVIDING FOR AN EFFECTIVE DATE

***M/S: Gilbert/Decker, to adopt Resolution No. 07-17-1371, which modifies the Non-Union's Wage and Grade Table. Motion approved unanimously by polled vote.***

**13e PROPOSED RESOLUTION No. 07-17-1372:** A RESOLUTION OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA PROVIDING FOR A CHANGE IN THE NON-UNION WAGE AND GRADE TABLE AND PROVIDING FOR AN EFFECTIVE DATE

***M/S: Prysunka/Rooney, to adopt Resolution No. 07-17-1372, which modifies the Non-Union's Wage and Grade Table. Motion approved with Decker, Gilbert, Prysunka, Rooney, and Jack voting yes; Mitchell voted no.***

**13f** Approval of the Bid received for the procurement of a Ford F-550 Mechanics Truck with Crane Body

***M/S: Prysunka/Rooney, to approve a contract award to Advanced Truck Body & Equipment Co, for the purchase of a Ford F-550 Mechanics Truck with Crane Body in the amount of \$57,730.00 with funding to come from the approved FY 2018 Garage Department's Capital Assets Fund. Motion approved with Mitchell, Gilbert, Rooney, Decker, and Jack voting yes; Prysunka voted no.***

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

**EXECUTIVE SESSION** - None

Regular Assembly Meeting adjourned at 8:18 p.m.

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David L. Jack, Mayor

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



# Agenda Item 7

## CITY & BOROUGH OF WRANGELL

### BOROUGH ASSEMBLY AGENDA ITEM August 22, 2017

#### **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. SEAPA's 2nd Quarter Community Flyer (2017)
- b. 2<sup>nd</sup> Quarter Expenditure Report from Catholic Community Services (4-1 thru 6-30-17)
- c. Letter from KSTK regarding the transfer of ownership to CoastAlaska
- d. *Thank you* letter to Representative Dan Ortiz regarding Shoemaker Bay Harbor project – from Manager Von Bargaen
- e. *Thank you* letter regarding Shoemaker Bay Harbor project to Senator Bert Stedman – from Manager Von Bargaen
- f. Letter from the Regulatory Commission of Alaska regarding the TBPA transfer to SEAPA (*referenced in the Borough Manager's Report*)
- g. Letter from the Wrangell Cooperative Association to the State of Alaska, DEC



## COMMUNITY FLYER

2<sup>nd</sup> Quarter 2017  
Trey Acteson, CEO

1900 First Avenue, Suite 318  
Ketchikan, Alaska 99901  
P 907.228.2281  
F 907.225.2287  
[www.seapahydro.org](http://www.seapahydro.org)

**SEAPA BOARD APPROVES FY17 REBATE:** Fiscal year 2017 was a record high year for power sales. The SEAPA Board (comprised of representatives from Petersburg, Wrangell, and Ketchikan) approved a \$2.7 million-dollar rebate for FY17, which will be distributed to the member utilities on a three-year average pro-rata basis in December, conditioned upon no significant financial events and possible further consideration of the Agency's reserves. A rebate of \$2.7 million would reduce the FY17 effective wholesale power rate from 6.8 cents/kWh to 5.36 cents/kWh, a 21% reduction. SEAPA utilizes the rebate method to return excess revenues after the business needs of the Agency have been met. The rebate process has allowed SEAPA to maintain a stable wholesale "base" power rate of 6.8 cents/kWh for over 19 years, while effectively managing annual fluctuations in sales and capital improvement needs.

**FY18 EXPENSE AND CAPITAL BUDGETS APPROVED:** The SEAPA Board of Directors approved the FY18 expense and capital budgets at the June 20<sup>th</sup> regular meeting in Wrangell. The Agency has several important infrastructure improvements slated for FY18 that will help ensure continued high reliability, availability, safety, and preservation of existing assets. The projects cover a broad range of equipment associated with our two hydro-electric facilities (Tyee & Swan) and 175 miles of transmission lines spanning from Petersburg to Ketchikan. The following is a partial list of the approved projects for FY18.

- Submarine cable remotely operated underwater vehicle (ROV) inspection
- Governor control modernization at Swan Lake (SWL)
- Station battery hydrogen and voltage monitoring system improvements
- Handrail and ladder access improvements at the SWL dam

- Marine bulkhead and dock float refurbishment at SWL
- Installation of helicopter pad access ramps along the Swan-Tyee Intertie
- Replacement of obsolete control system components
- Employee housing improvements at SWL and Tyee remote power plants sites
- Phone system server replacement

**2<sup>ND</sup> QUARTER ACTIVITIES:** Renewal and replacement projects accelerated in the 2<sup>nd</sup> quarter. The Swan Lake Exciter and Switchgear Replacement Project was completed. This was a complex project, requiring over 1,100 manhours to complete removal, installation, and commissioning of equipment and cabling.



*Removing Unit 1 Exciter Cabinet*



*Unit 1 New Switchgear Cabin Installed*



A robust debris boom was installed at Swan Lake. New anchors were drilled and grouted at a higher elevation to accommodate the new reservoir height. The new boom includes 24" suspended debris screens and a 30' boat access gate to move larger root wads to the log removal platform.



*Hand Drilling Shore Anchors*



*New Debris Boom Shore Anchor (Complete)*



*New Swan Lake Debris Boom*

SEAPA has applied to the U.S. Army Corps of Engineers (COE) for assistance with design and implementation of a plan to resolve marine access limitations in the Tyee power plant harbor area. Access for supply barges and water based emergency evacuations are limited to extreme high tides. The application has been reviewed by the COE's Washington, DC office and another site visit is planned. The joint review team will consider options for a road out to deeper moorage beyond the silt impacted area, or dredging and rip rap to divert silting.



*Tyee Power Plant Marine Access Silting  
(dock in upper left corner)*

Annual transmission line maintenance work was conducted throughout the month of June. Activities included climbing inspections, guy line thimble installations, and damper replacements.

Planned work on the north end of SEAPA's transmission system was aborted at the last-minute due to the IBEW labor strike in Wrangell. Transmission line marker ball replacement contractors had to demobilize their helicopter, equipment, and personnel. Contractors for the Wrangell switchyard circuit switcher work also had to demobilize men and equipment because required switching could not be completed. A transformer bushing replacement at Tyee was also deferred. Efforts are underway to reschedule crews and equipment to remobilize and complete the work.



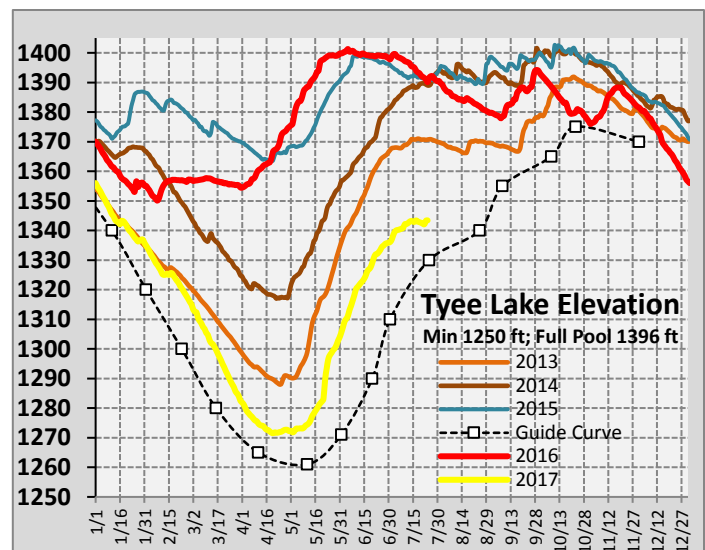
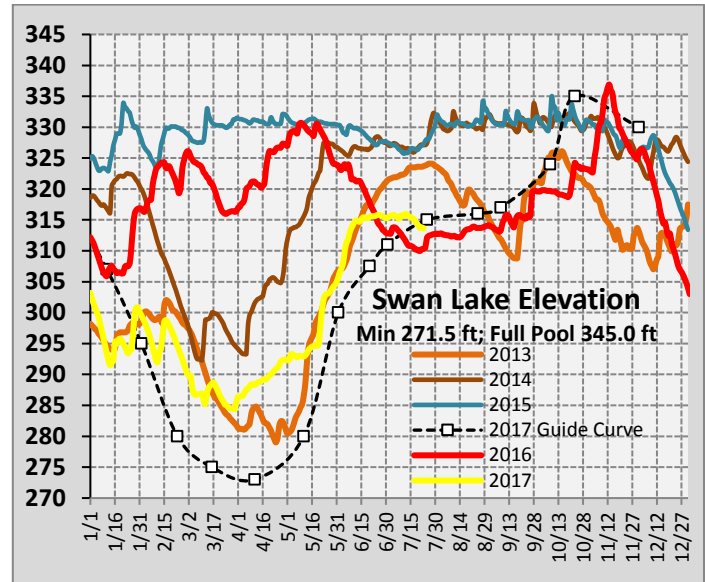


*Alaska Power Association Washington D.C. Fly-in*

**LEGISLATIVE INITIATIVES:** SEAPA continues to advocate for important regulatory and policy changes. We are working closely with Alaska's Washington D.C. delegation to streamline renewable energy development and transmission interconnection within our region. Areas of focus include accountability and responsiveness of Federal agencies, land use designations, access to energy resources, streamlining of permitting processes, Roadless Rule exemption, and restructuring of finance models to better fit our unique regional profile. Most of these items are addressed in the proposed Energy and Natural Resources Act of 2017 (S. 1460). The Act is a recompile of last year's omnibus energy bill (S2012) that failed to make it to a vote. We remain hopeful that this important bipartisan energy legislation gets passed and signed into law.

SEAPA is part of a group of Alaska hydro project owners collectively challenging a 71% increase in federal land use fees imposed by the Federal Energy Regulatory Commission (FERC). I met with Acting FERC Chairman LaFleur in June and she reassured me that the commission would be reviewing the land use fee calculation methodology for Alaska. Unfortunately, the FERC has been without a quorum all year. Robert Powelson and Neil Chatterjee were just confirmed and Kevin McIntyre and Richard Glick are scheduled for committee consideration on September 7<sup>th</sup>. FERC requires a minimum of three commissioners for a quorum. Due to confirmation delays, the FERC has a large backlog of issues to address.

**RESERVOIR LEVELS:** SEAPA reservoir levels are trending close to the Board-approved Operations Plan guide curve, but well below average. As illustrated in the following graphs, there has been no spill this calendar year at Swan or Tye lakes. We maximized utilization of our hydro resources over the past year and are well positioned to capture significant seasonal inflows this fall.



**CONTACT US:** SEAPA is headquartered in Ketchikan and maintains a "part-time" satellite office in Wrangell. We welcome folks to stop by for a visit and look forward to sharing more about our role as your regional generation and transmission entity. We also invite you to visit our website at [www.seapahydro.org](http://www.seapahydro.org) which is a great resource for further information.

Thank you for the opportunity to serve!



July 31<sup>st</sup>, 2017

Ms. Carol Rushmore, Interim Borough Manager  
City and Borough of Wrangell  
P O Box 531  
Wrangell, AK 99929

Dear Ms. Rushmore:

A copy of the Quarterly Expenditure Reports for Southeast Senior Services' Wrangell program is enclosed. These reports cover the fourth quarter period from April 1<sup>st</sup>, 2017 through June 30<sup>th</sup>, 2017.

The following services were provided during the fourth quarter of Fiscal Year (FY) 2017:

- \* 32 individuals received 904 home-delivered meals.
- \* 48 individuals received 847 congregate meals.
- \* 27 individuals received 377 unassisted rides.
- \* 15 individuals received 164 assisted rides.

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

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

Sincerely,

Tiffany Varnadoe

TV/acb

Enclosures

Description	1st Quarter Actual	2nd Quarter Actual	3rd Quarter Actual	4th Quarter Actual	Year to date Actual
4001 T3 NSIP	\$ 395.61	\$ 986.54	\$ 1,364.13	\$ 924.75	\$ 3,671.03
4033 T3 Nutrition & Transportation	\$ 16,003.85	\$ 15,821.78	\$ 20,235.44	\$ 8,285.33	\$ 60,346.40
4106 City of Wrangell	\$ 2,901.00	\$ 2,901.00	\$ 2,901.00	\$ 2,297.00	\$ 11,000.00
4364 Title VI-Care Giver Support	\$ 4,652.49	\$ 5,297.62	\$ 20,938.20	\$ 5,934.55	\$ 36,822.86
4365 Title VI-NTS	\$ 28,902.41	\$ 30,455.65	\$ 15,197.37	\$ 35,752.86	\$ 110,308.29
4366 Title VI-MIPPA		\$ 1,086.91	\$ -	\$ -	\$ 1,086.91
4369 Title VI-NSIP	\$ -		\$ 1,759.22	\$ -	\$ 1,759.22
4410 Congregate Meal Contr-Over 60	\$ 2,173.00	\$ 1,874.00	\$ 2,675.00	\$ 1,888.00	\$ 8,610.00
4411 Congregate Meal Contr-Under 60	\$ -	\$ 240.00	\$ -	\$ -	\$ 240.00
4412 Home Deliv Meal Contr-Over 60	\$ 252.00	\$ 745.00	\$ 525.00	\$ 186.00	\$ 1,708.00
4414 Transportation Contr-Over 60	\$ 589.00	\$ 533.00	\$ 615.00	\$ 590.00	\$ 2,327.00
4415 Transportation Contr-Under 60	\$ -		\$ -	\$ -	\$ -
4553 Medicaid	\$ 1,637.37	\$ 1,471.26	\$ 1,455.94	\$ 1,044.12	\$ 5,608.69
4600 In-Kind Revenue	\$ 3,471.70	\$ 3,451.60	\$ 1,722.00	\$ 2,460.00	\$ 11,105.30
4700 Diocese Subsidy		\$ 218.95	\$ 97.98	\$ 97.98	\$ 414.91
4920 Fund Raising	\$ 13.21	\$ 67.00	\$ 827.00	\$ 686.00	\$ 1,593.21
4950 Individual Donations	\$ 20.00	\$ -	\$ 490.00	\$ 360.00	\$ 870.00
4990 Miscellaneous Revenue	\$ -		\$ -	\$ -	\$ -
<b>Total Revenue</b>	<b>\$ 61,011.64</b>	<b>\$ 65,150.31</b>	<b>\$ 70,803.28</b>	<b>\$ 60,506.59</b>	<b>\$ 257,471.82</b>
6110 Salaries & Wages Expense	\$ 24,078.73	\$ 22,720.10	\$ 41,997.71	\$ 38,596.36	\$ 127,392.90
6115 Substitute Wages Expense	\$ 4,801.52	\$ 7,887.46	\$ (13,408.85)	\$ 719.87	\$ -
6120 Payroll Taxes & Benefits	\$ 8,086.07	\$ 8,594.12	\$ 7,873.53	\$ 8,518.12	\$ 33,071.84
6220 Staff Travel & Training	\$ 1,505.37	\$ -	\$ -	\$ -	\$ 1,505.37
6310 Facility Rent	\$ 248.54	\$ 403.48	\$ 326.01	\$ 326.01	\$ 1,304.04
6311 In-Kind Rent	\$ 2,460.00	\$ 2,460.00	\$ 2,460.00	\$ 2,460.00	\$ 9,840.00
6320 Phone Service Charges	\$ 388.72	\$ 460.79	\$ 503.32	\$ 590.90	\$ 1,943.73
6330 Facility Utilities	\$ 1,315.22	\$ 1,719.37	\$ 2,010.18	\$ 1,697.40	\$ 6,742.17
6410 Office Supplies	\$ 12.90	\$ 105.36	\$ 1,223.35	\$ 41.13	\$ 1,382.74
6420 Postage	\$ 14.78	\$ 66.99	\$ 36.23	\$ 70.55	\$ 188.55
6440 Vehicle Supplies	\$ -		\$ -	\$ 47.85	\$ 47.85
6450 Program Supplies	\$ (2.68)	\$ 43.60	\$ 532.08	\$ 573.02	\$ 1,146.02
6470 Household Supplies	\$ 157.34	\$ 125.26	\$ 253.55	\$ 244.02	\$ 780.17
6475 Home Delivery Containers	\$ 171.11	\$ 1,386.14	\$ 293.96	\$ 67.17	\$ 1,918.38
6480 Raw Food	\$ 5,636.78	\$ 4,633.04	\$ 4,444.25	\$ 4,754.67	\$ 19,468.74
6491 In-Kind Gas & Oil	\$ 1,011.70	\$ 991.60	\$ (738.00)	\$ -	\$ 1,265.30
6510 Vehicle Repair	\$ -	\$ 68.00	\$ -	\$ -	\$ 68.00
6511 In-Kind Vehicle Repair	\$ -		\$ -	\$ -	\$ -
6520 Non-Vehicle Repair	\$ -		\$ -	\$ -	\$ -
6540 Equip Purch (under \$5,000)	\$ -		\$ 19,488.11	\$ 1,497.91	\$ 20,986.02
6550 Service Contracts	\$ -		\$ 2,459.54	\$ (2,459.54)	\$ -
6610 Professional Services	\$ 174.27	\$ 51.06	\$ 138.18	\$ 124.32	\$ 487.83
6620 Vehicle Insurance	\$ 185.01	\$ 185.01	\$ 185.01	\$ 195.01	\$ 750.04
6630 Property & Liability Insurance	\$ -		\$ -	\$ -	\$ -
6640 Dues & Subscriptions	\$ 140.00	\$ -	\$ -	\$ -	\$ 140.00
6650 Printing	\$ 149.38	\$ -	\$ -	\$ -	\$ 149.38
6685 Bad Debt Expense	\$ (92.00)	\$ 47.00	\$ (59.00)	\$ 52.00	\$ (52.00)
6700 Administrative Expenses	\$ 9,592.04	\$ 10,041.07	\$ 11,351.46	\$ 11,139.59	\$ 42,124.16
<b>Total Expenditure</b>	<b>\$ 60,034.80</b>	<b>\$ 61,989.45</b>	<b>\$ 81,370.62</b>	<b>\$ 69,256.36</b>	<b>\$ 272,651.23</b>
<b>Excess Revenues over (under) Expenses</b>	<b>\$ 976.84</b>	<b>\$ 3,160.86</b>	<b>\$ (10,567.34)</b>	<b>\$ (8,749.77)</b>	<b>\$ (15,179.41)</b>





Stikine River Radio 101.7 FM | 91.9 FM Wrangell Radio Group Box 1141 Wrangell, AK 99929 \* 874-2345

Dear Wrangell Borough Assembly,

August 11, 2017

This letter is to inform you of a significant change at KSTK that will take place in coming months. The Borough and KSTK have a shared interest in keeping citizens in Wrangell safe and informed and we've had a good working relationship over the years to meet this end. Because of this relationship, I feel it's important to let the Borough Assembly and staff know when important changes occur at KSTK. KSTK has been facing tough challenges over the past two years and after much brain storming and consideration we have a plan that will help keep KSTK on the air providing broadcast services in Wrangell.

### **The Problem**

Two significant changes have occurred over the past two years.

- 1) The minimum amount of Non Federal Financial Support (NFFS) that stations need to receive each year in order to qualify for federal funding from the Corporation for Public Broadcasting (CPB) has increased from \$275,000 to \$300,000.
- 2) At the same time, funding from the State of Alaska was reduced by \$50,000 per year.

Since state funding qualifies as NFFS, this combination of events means that KSTK has not qualified for CPB funding for two years. If nothing changes this year, KSTK risks losing CPB funding. Without CPB funding, KSTK does not qualify for state funding. The loss of both grants would mean the end for KSTK. To be clear, KSTK has been financially stable and has ended each fiscal year with a positive bottom line for over a decade. The issue isn't financial stability. The issue is that KSTK is not meeting a Federal Government minimum requirement of receiving \$300,000 annually from non-federal sources.

### **The Plan**

To mitigate insufficient NFFS funds receives each year, KSTK's station and license ownership will transfer from Wrangell Radio Group to CoastAlaska. The station and license will be owned by CoastAlaska and the station will continue to be managed and run locally providing broadcast services for Wrangell. Combining NFFS of both CoastAlaska and KSTK will help get the station closer to the \$300,000 minimum annual NFFS requirement. The remaining funds will be acquired through a combination of grants and in-kind donations.

### **What Will Change**

The station will no longer be owned by Wrangell Radio Group. It will be owned by CoastAlaska. The local KSTK Board of Directors will transition from a governing board to a community advisory board. The CoastAlaska Board of Directors will be the governing board for KSTK. The CoastAlaska board is made up of two board members from each CoastAlaska station in Ketchikan, Wrangell, Petersburg, Sitka and Juneau. The CoastAlaska board will continue to have two Wrangell members just as it always has.

### **What Stays the Same**

KSTK will serve Wrangell just as it does now. KSTK will continue to be managed locally. There is no plan to change the KSTK staff or the mission of the station. KSTK's programming will stay the same. KSTK will continue to provide a voice for Wrangell across the statewide network and will continue to serve Wrangell as the LP1, or Local Primary contact for the Emergency Alert System. KSTK will continue to raise funds locally. KSTK will continue to rely on membership donations, business sponsorship, raffles and other local fundraising events to provide the local portion of funding for the station. For listeners in Wrangell and users of kstk.org, there should be no noticeable difference.

I look forward to your continued support during this transition. I've included a FAQ sheet to help answer questions. If you have any questions at all, or want to talk about any aspect of this transition, please contact me at KSTK.

Sincerely,

Cindy Sweat – KSTK General Manager [cindy@kstk.org](mailto:cindy@kstk.org) 874-2345



CITY AND BOROUGH OF WRANGELL  
INCORPORATED MAY 30, 2008

Office of the Borough Manager

P.O. Box 531  
Wrangell, AK 99929

907-874-2381  
907-874-3952

August 12, 2017

Representative Dan Ortiz  
1900 First Ave, Suite 310  
Ketchikan, Alaska 99901  
[Representative.Dan.Ortiz@akleg.gov](mailto:Representative.Dan.Ortiz@akleg.gov)

Dear Representative Ortiz:

On behalf of the Assembly and Administration of the City & Borough of Wrangell, please allow me to thank you for your support of the \$5 Million Municipal Harbor Facility Grant in the Capital Budget providing match funding for Shoemaker Bay Harbor. The Borough is currently moving forward with final pre-construction work, including taking the design from 90%-100%, and developing the revenue bond issuance to complete the project funding package.

Given the State's fiscal constraints, we understand how special this allocation is. We greatly appreciate your commitment to funding this matching grant program. At a time when resources are scarce, maintaining support for municipal matching grants of any kind is of the utmost importance as it strengthens the ability of local governments to fund improvements through a mix of local, state, federal and private contributions.

Again, thank you for your support of Wrangell and this project. We will keep you updated as construction moves forward. Please contact me for any additional information at [lvonbargen@wrangell.com](mailto:lvonbargen@wrangell.com) or 907-874-2381. We look forward to seeing you in Wrangell in the near future.

Sincerely,

Lisa Von Bargen,  
Borough Manager  
City & Borough of Wrangell



CITY AND BOROUGH OF WRANGELL  
INCORPORATED MAY 30, 2008

Office of the Borough Manager

P.O. Box 531  
Wrangell, AK 99929

907-874-2381  
907-874-3952

August 12, 2017

Senator Bert Stedman  
1900 First Ave, Suite 310  
Ketchikan, Alaska 99901  
[Senator.Bert.Stedman@akleg.gov](mailto:Senator.Bert.Stedman@akleg.gov)

Dear Senator Stedman:

On behalf of the Assembly and Administration of the City & Borough of Wrangell, please allow me to thank you for your support of the \$5 Million Municipal Harbor Facility Grant in the Capital Budget providing match funding for Shoemaker Bay Harbor. The Borough is currently moving forward with final pre-construction work, including taking the design from 90%-100%, and developing the revenue bond issuance to complete the project funding package.

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Sincerely,

Lisa Von Barga,  
Borough Manager  
City & Borough of Wrangell





STATE OF ALASKA  
DEPARTMENT OF  
**COMMERCE**  
COMMUNITY AND  
ECONOMIC DEVELOPMENT

*Bill Walker, Governor*  
*Chris Hladick, Commissioner*  
*Stephen McAlpine, Chairman*

Regulatory Commission of Alaska

August 3, 2017

In reply refer to: Administrative Law Section  
File: Thomas Bay Power Authority  
Letter Order No.: L1700338

David L. Jack, Mayor  
City and Borough of Wrangell  
P.O. Box 531  
Wrangell, AK 99929

Cindi Lagoudakis, Mayor  
City and Borough of Petersburg  
P.O. Box 329  
Petersburg, AK 99833

Dear Mayor Jack and Mayor Lagoudakis:

The City of Wrangell and the City of Petersburg d/b/a Thomas Bay Power Authority (TBPA) was issued Certificate of Public Convenience and Necessity (Certificate) No. 377 pursuant to Order U-86-063(1).<sup>1</sup> Certificate No. 377 authorizes TBPA to operate the Lake Tyee Hydroelectric Project for compensation.

It has recently been brought to our attention that TBPA may have transferred operation of the Lake Tyee Hydroelectric Project to the Southeast Alaska Power Agency. Alaska Statute (AS) 42.05.261(a) states:

Except as otherwise provided in this section, a public utility may not discontinue or abandon a service for which a certificate has been issued by the commission unless upon the application of the public utility and if, after notice and opportunity for hearing, the commission finds that continued service is not required by public convenience and necessity. Any interested person may file with the commission a protest or memorandum of opposition to or in support of discontinuance or abandonment. The

<sup>1</sup>Order U-86-063(1), *Order Approving Application and Closing Docket*, dated March 24, 1987.

commission may authorize temporary suspension of a service or of part of a service.

AS 42.05.281 states:

A certificate may not be sold or leased, rented, transferred or inherited without the prior approval of the commission.

Pursuant to our authority under AS 42.05.271, we require TBPA to file by September 5, 2017, a statement of its status as operator of the Lake Tyee Hydroelectric Project. If TBPA is not the current operator of the Lake Tyee Hydroelectric Project, this statement must include a complete APUC Form PU 103, *Application for a Transfer of a Certificate of Public Convenience and Necessity* to the current operator of this facility. If TBPA believes that this application form is not required, it shall provide documentation supporting such belief.

BY DIRECTION OF THE COMMISSION

Sincerely,

REGULATORY COMMISSION OF ALASKA

A handwritten signature in blue ink, appearing to read 'Stephen McAlpine', with a stylized flourish at the end.

Stephen McAlpine  
Chairman

cc: Thomas Bay Power Authority  
P.O. Box 1318  
Wrangell, AK 99529

Trey Acteson  
Chief Executive Officer  
Southeast Alaska Power Agency  
1900 First Avenue, Suite 318  
Ketchikan, AK 99901



# WRANGELL COOPERATIVE ASSOCIATION

P.O. Box 2021 • Wrangell, Alaska 99929

Telephone: (907) 874-4304

Fax: (907) 874-4305

Email: [wcatrbe@gmail.com](mailto:wcatrbe@gmail.com)

CITY CLERK

AUG 16 2017

RECEIVED

August 1, 2017

Kristin Ryan, Director  
State of Alaska  
Department of Environmental Conservation  
PO Box 111800  
410 Willoughby Avenue #303  
Juneau, AK 99811-1800

Re: Wrangell Junkyard Repository Site Concerns

Dear Ms. Ryan:

The Wrangell Cooperative Association (WCA) was recently made aware of the intent to construct the Wrangell Junkyard Repository Site with Ecobond-treated, lead contaminated material on Alaska Department of Natural Resources Pit #2, adjacent to NFS 6259 / Pats Creek Road in Wrangell, Alaska. As the local Tribal government, we were not formally notified of this project or invited to be involved as a stakeholder. In addition, the construction of a lead contaminated repository adjacent to sites currently and traditionally used by Tribal citizens for *vital subsistence activities* is a cause of much concern for the Tribe. The purpose of this letter is to formally request the halt of the construction of the Wrangell Junkyard Repository Site, to open transparent consultation with all stakeholders, and to explore alternative sites for construction of the repository.

As an introduction, the Wrangell Cooperative Association is a federally recognized Tribe incorporated April 30, 1942 under Section 16 of the Indian Reorganization Act of 1934, as amended for Alaska in 1936. WCA serves a membership of 550 Alaska Native and American Indians in Wrangell, Alaska. An eight-member Tribal Council, elected by the WCA membership, serves as the governing body. The WCA's mission is to support the cultural, ceremonial, and subsistence lifestyle for all Alaskans, and to promote the safe use and availability of a healthy environment for present and future generations. WCA has a government-to-government relationship with local, state, and federal agencies.



In the report titled *90% Work Plan and Conceptual Design Wrangell Junkyard Repository Site, Wrangell Alaska TD: 17-01-0015*, it is stated that the EPA, other agencies, and stakeholders conducted a site visit in August 2016 for the Wrangell Junkyard Repository Site. As a stakeholder, WCA was not notified of the repository project, invited to participate in this site visit, or collaborate on alternative options.


On July 27, 2017, Robert Dalrymple, Wrangell District Ranger with the United States Forest Service (USFS), received notification of intent to begin construction of the monofill *on July 31, 2017*, after Mr. Dalrymple expressed concern to the United States Environmental Protection Agency (EPA) regarding potential impact to adjacent USFS lands. Mr. Dalrymple stated in his letter to the EPA that the work plan and report for the repository "did not mention the anadromous fish streams, including Pats Creek, just below the repository site or a discussion of the effects the lead repository could have on those streams or the people who use them. Pats Creek flows into Pats Lake and both support subsistence and sport fisheries. Pats Lake is a popular place for Wrangell families to swim, boat, and fish". Until receiving notification of intent to begin construction, Mr. Dalrymple's office had not been formally notified of the project or invited to be involved as a stakeholder, although transport of the lead contaminated material would occur in an estimated 1,875 dump truck loads over USFS roads, and permanent storage would be adjacent to USFS lands.

Mr. Dalrymple's concerns mirror those of WCA. According to the July 7, 2017 letter, written by you to Sheryl Bilbrey, Director of the Office of Environmental Cleanup, "lead is still present in the material that qualify it as polluted soil under State regulation. If consumed by humans, plants, or animals, the lead may have some bioavailability that is potentially toxic". The repository site and adjacent land is pristine environment, used extensively by Tribal members for subsistence activities, including hunting, fishing, berry and medicinal gathering; wood gathering; and recreational activities. The Tribe has a historic connection to this land tracing back through the generations. Tribal citizens also practice subsistence activities along the route the lead contaminated material will travel before reaching the repository.

The WCA, in keeping with its mission to support the cultural, subsistence and ceremonial lifestyle of all Alaskans, and to promote the availability of a healthy environment for present and future generations, formally requests the halt of the construction of the Wrangell Junkyard Repository Site. The Tribe requests that involved stakeholders be made aware of the project and the history of the project planning. The Tribe requests that the community of Wrangell be made aware, through all available local media avenues, of the Wrangell Junkyard Repository Site project. Lastly, the Tribe requests that all stakeholders collaborate to discuss an alternate location, other than a traditional Tribal subsistence area, for permanently housing the lead contaminated material from the Wrangell Junkyard.

I may be contacted at (907) 874-4304 or at wcatribes@gmail.com. We appreciate your timely assistance in this matter.

Sincerely,



Richard Oliver  
Tribal President  
Wrangell Cooperative Association

CC: Bill Walker, Governor, State of Alaska

Byron Mallott, Lieutenant Governor, State of Alaska

Lisa Murkowski, United States Senator, State of Alaska

Don Young, United States Representative, State of Alaska

Richard Peterson, President, Central Council Tlingit and Haida Indian Tribes of Alaska

Will Ware, Governor's Transportation Advisory Board

Sheryl Bilbrey, Director, Office of Environmental Cleanup

Jeff Fowlow, On-Scene Coordinator, Spill Prevention and Removal Unit

David Jack, Mayor, City and Borough of Wrangell

Robert Dalrymple, District Ranger, United States Forest Service, Wrangell District

# MEMORANDUM

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

**FROM: LISA VON BARGEN  
BOROUGH MANAGER**

**SUBJECT: MANAGER'S REPORT**

**DATE:** August 22, 2017

## **INFORMATION:**

### **Manager Familiarization:**

Over the past few weeks I have continued to meet with Department Directors and community members to further familiarizing myself with issues, needs, staff and facilities. Since the last assembly meeting I have met with the Police Chief, the Nolan Center Director, the Director of SEARHC, the School Superintendent (and new Elementary School Principal), Wrangell Cooperative Association, and the USFS District Ranger. I will be meeting with the Fire Chief on August 22<sup>nd</sup>. I have a request in to meet with the Hospital Administrator.

### **Electric:**

As the Assembly is aware the position of Foreman is currently vacant. The Collective Bargaining Agreement requires an initial in-house posting for five business days. If a qualified applicant applies, the Borough is required to make a decision within five business days, following the five day posting. Clay Hammer is out most of this month. Given the time parameters outlined in the Agreement, the following posting schedule will take place: August 28-September 1 In-House Posting; September 5-11 Potential Consideration and Section of In-House Candidate; September 12 Public Posting if Necessary. The Union representative in Ketchikan has been advised of the schedule.

### **Federal Lobbyist:**

On August 7<sup>th</sup> Carol and I had a conference call with the Borough's federal lobbyist in DC. A number of items were discussed for which I will provide short summaries.

Pink Salmon Disaster Funding: After being petitioned by the State, the Secretary of Commerce did declare a federal disaster for the pink salmon fishery for six areas in Alaska (Southeast being one region). However, Alaska was declared a disaster along with eight other fisheries along the west coast. The House has allocated \$20 Million. It is still unclear what the Senate will do. It is likely there will be a solution in December. Whatever money is allocated, it will need to be shared between all nine disaster areas. The money that makes its way to Alaska will then need to be further distributed among the six regions in the state. So that Wrangell is prepared when the money becomes available, the Administration is beginning to put together an impact paper to outline the local effects and provide those as necessary prior to distribution of any funds.

Shoemaker Bay Breakwater Enhancements: With \$5 Million in State grant funds Wrangell is moving forward with final planning efforts for the float system in Shoemaker Bay. We talked to the federal lobbyist about re-engaging with the US Army Corps of Engineers on breakwater enhancements. Administration is currently working to determine if we can request a Section 107 initial evaluation that would require no local cost-share. As the Shoemaker Bay project moves forward this will be one of the items regularly outlined in status reports.

Trump Infrastructure Initiative: At the last Assembly meeting Administration reported staff had been able to submit the Shoemaker Bay project through the State as part of a greater Alaska list being provided to the Trump Administration by the Governor's office. The federal lobbyist reports there is still

strong bi-partisan interest in this initiative, but given other work it has stalled as a priority and will probably not be revisited until next calendar year.

Secure Rural Schools (SRS): Senator Hatch has introduced a two-year retroactive extension to SRS. SRS is what is called a Mandatory Program which requires a mandatory off-set, unlike a straight budget appropriation. There is a “reasonable chance” SRS will be funded in December. The Alaska delegation is very supportive of this effort. Given there is a possibility of SRS funding, Administration may wait to address this line item in the 2018 Budget. And, I have a message in the Superintendent to meet with him about the timing of the annual payments to the schools to see if we can wait until December to see if SRS funding will come through. Historically payments to the WPS have been made as early as October and as late as December.

PILT: The report is PILT is still in good shape and Murkowski is the chair of the committee addressing that funding.

CDBG: Community Development Block Grant funding also appears to be safe, although the funding level is currently slightly less in the House right now.

EDA: The Economic Development Administration and its program/project funding also appears to be mostly in-tact.

USFS/AMHT Land Swap: Although the area of this land swap has been approved there is a small window of opportunity to impact the exact boundaries. Some of the land going to the USFS is prime developable land that should remain available for private development. Carol will be working with Sebastian and to coordinate with the Alaska Delegation regarding what options may still be open to impact the final boundaries of the swap.

Hospital: The lobbyists asked we keep them updated on the status developments regarding the potential new hospital facility. Administration will be certain to do this.

#### **Police Training Funding Reductions:**

The Police Chief received a letter from the Alaska Police Standards Council regarding significant cut-backs in the availability of tuition assistance for municipal police training. Given many variables, Administration is unable to say exactly what kind of impact that may have on the local budget. This is just one more example of State cuts that will further impact the bottom line at the local government level.

#### **Thomas Bay Power Authority Certificate Transfer to SEAPA:**

The Borough received a letter from the Regulatory Commission of Alaska addressed to the Mayors of both Wrangell and Petersburg. In a nutshell, the letter says the Certificate of Convenience & Necessity authorizing TBPA to sell power was not allowed to be transferred to SEAPA without approval by the RCA. Kim immediately forwarded the letter to SEAPA. And, SEAPA was copied on the letter. SEAPA has responded they will be addressing the issue and requested approval from both Mayors to move forward. Mayor Jack responded in the affirmative. A copy of the letter from RCA is included in the Correspondence section of the Agenda.

#### **Permanent Fund Reallocation:**

The Borough’s MorganStanley Permanent Fund Portfolio Manager contacted the Finance Director and recommended a slight change to the Wrangell Portfolio. The change will increase the fund’s exposure to Foreign Equity and decrease exposure to US Equity by 1.6%. The Finance Director and I agreed to authorize this change given the movement in world markets. Management of the Permanent Fund is a greater discussion Administration would like to have with the Assembly during the fourth quarter of the calendar year – after the Finance Department has worked through the upcoming annual financial audit and the PERS audit.

#### **Budget Amendment Resolution:**

Administration intends to have an initial budget amendment resolution before the Assembly in September. It is intended to address budget impacts like the new employee wage scale. It was also planned to take lack of SRS funding into account. However, the report from the federal lobbyist is that there is cautious optimism that SRS may be funded retroactively in December. Given that report we may

wait to address that portion of the revenue budget after we know if SRS is a reality or not. There may be a work session required with the Assembly to discuss budget impacts prior to the resolution being brought forward for action. Staff will keep you posted.

**M/V Chugach:**

Terri, Carol and I met with four representatives of the USFS on August 12<sup>th</sup>. Many aspects of this potential partnership have details to be addressed. Most noteworthy is the need for the USFS to have a lease in place for the area proposed for the M/V Chugach to be located on Borough property prior to them having the ability to expend any funds toward the project. Once a lease is in place work can commence on the conceptual plan. Also of significant importance – the USFS may only expend money on the cradle to support the Chugach (along with annual maintenance of the vessel). That means all other exhibit, and interpretive infrastructure will need to be paid for with grant funds obtained by the Borough. And, the Borough will be required to match at 20% any funding expended toward this project by the USFS. Thankfully that match can be in-kind which can include staff time or perhaps the value of the land to be leased by the USFS if they are not required to pay fair market lease rental rate for the property. Staff will keep you posted on this effort as more developments are made. It is understood at this time any match contribution from the Borough on this effort will need to be in-kind or outside grant funding.

**KSTK Sale:**

The Clerk and I met with Cindy from KSTK on August 8<sup>th</sup>. The purpose of the meeting was to advise the Borough of the sale to CoastAlaska. Cindy followed up with distribution of an FAQ memo that was emailed to the Assembly by the Clerk last week. The non-federal match requirements for the station's community service grant from the Corporation for Public Broadcasting has increased from \$275,000 to \$300,000. Concurrently, the amount of state funding has decreased by \$50,000. This has put KSTK at a tipping point where they will not independently be able to meet the non-federal match requirements – hence the sale of KSTK. We have been assured, from the outside it will appear as if there has been no change. Assembly Member Decker recommended the Borough contact our federal lobbyist and delegation so they understand the real world consequences of match requirements to rural public radio stations. Additional research revealed the match-increase policy change was recommended by a nationwide group of station representatives all supported by CPB. At this point Administration is recommending we work with KSTK to lobby CPB about the potential for a sliding scale for rural radio station.

**Wrangell Junkyard (Byford) Clean-Up – Final Phase:**

As the Assembly is aware, there has been considerable concern expressed by the community regarding the final phase of this project. ADEC is facilitating a public meeting on Monday, August 21 at 5:30pm in the Wrangell Assembly Chambers. The purpose of the meeting is to listen to community concerns and discuss details of the proposed monofill project to dispose of the last of the contaminated soils from the Wrangell junkyard clean-up project. The final phase includes moving lead-contaminated (but chemically stabilized) soil from the original junkyard site at Mile 4 on Zimovia Highway to a DNR-owned, closed rock pit on Pat's Lake Road. The greatest concern raised by the community is the potential for contamination of the Pat's Creek watershed, including localized groundwater, Pat's Creek and Pat's Lake. The area is considered a traditional hunting/gathering area by tribal members of the Wrangell Cooperative Association and one of the most important recreational locations for the community. Clean-up of this Brownfield site has been, and continues to be a priority for the Borough. The multi-phased and multi-year project has only been possible with federal and state assistance. The State and the Borough want to ensure the concerns of the community are addressed and solutions are found so work can move forward in a manner that ensures safety for the residents and the environment, while maintaining project feasibility. Please plan to attend the public meeting on Monday the 21<sup>st</sup> if you are able. Sally Schlichting with ADEC will be giving a short project presentation at the Assembly meeting on 8/22.



**Finance Department:**

The Finance Department is in hyper-drive at the moment and the Finance Director is working seven days a week to address the overwhelming amount of work to be accomplished. The annual financial audit will take place the week of September 5-8. This will be followed directly by a PERS audit beginning September 12. Preparation for these tasks is unusually cumbersome as the Finance Department is still in the midst of migrating to the new accounting software system. This includes a massive amount of data importation and entry, and a need for training so work can become far more efficient. Finally, I am disappointed to report a key member of the Finance staff has submitted her resignation. Lavonne Klinke's last day will be August 31<sup>st</sup>. One of Lavonne's primary jobs is handling payroll. Her absence leading up to the PERS audit will have a significant impact on the department. Up through her last day, Lavonne is also flexing her time and working on the weekends so uninterrupted work can be accomplished.

**Shoemaker Bay:**

With the \$5 Million grant from the State the project team (Greg, Amber, Carol, Lee & Lisa) is working diligently on the final planning aspects to bring the project to construction. In a snapshot, the items being worked are:

- Final design of the float and ramp system, from 90%-100%
- Potential additional design considerations – uplands and launch ramp
- Decision on Dredge Material Disposal Location
- Disposal of existing float system – part of contract
- Funding Package
  - Complete grant agreement with the State
  - Revenue Bond Issuance
    - Amount of Bond
    - Approval of Bond Ordinance by Assembly
    - Bond Package/Issue
  - Reserves – Amount to be used
- Addition to the Breakwater – Discussion with the USACOE/Federal Lobbyist
- Tenant Temporary Relocation Plan
- Communication Plan
  - Reports to the Assembly
  - Communication with Tenants and Transient Boat Owners
  - Regular Updates to the Community

As you can imagine there are numerous tasks associated with each of these headers. We are meeting regularly with PND about design aspects. The Bond Bank and the Borough's Bond attorney have been contacted. Staff is looking at dredge material disposal site alternatives. A more refined schedule will be developed in the coming weeks and reported to the Assembly.

**Wrangell Cooperative Association:**

I had my first meeting with WCA on August 14<sup>th</sup>. It was a good first meeting where I was introduced to IGAP; their transportation efforts and desire to work more closely with the Borough; the Grant that assists with local Senior Citizen transportation and Meals on Wheels; and the Library Grant. I will be attending the next IGAP meeting on Tuesday 8/22. I will also have a follow-up meeting on Wednesday 8/23 to go over the results of the community meeting and Assembly meeting community input on the Byford Junkyard Property contamination soil disposal plan. We agreed to meet monthly after that to discuss items of mutual concern and to keep engaged in regular communication about community issues.

**Library:**

Margaret Villarma provided the following summary of newsworthy items from the Library. "We have just finished our summer reading program and I am glad to report that we had 129 children finish the program this year. We will be hosting a pool/pizza party for them this Saturday, August



12th. We were able to purchase hammocks for each of the children that finished the program and we will hand those out at the party. These were paid for by a grant that we received from First Bank. There will also be over 125 prizes drawn at the party. The library also applied for and received a grant from the Institute of Library and Museum Services for \$7,000 that we will use to pay for new large print books and new computers for our check out station.” In addition, the Friends of the Library are currently selling raffle tickets for round trip Alaska Air tickets as their annual fundraiser to support community programs at the Library and special equipment needs.

#### **Water System:**

At the last Assembly meeting staff reported the funding package provided by USDA was not as positive as staff would have hoped. In fact, Administration does not believe the grant/loan package is affordable to the Water Fund. Additionally, staff has been given some outside opinions suggesting that revitalization of the existing plant with new and renovated components might be as viable an option as a new plant. Staff is doing considerable more research on these alternatives and an associated budget. Despite concern over the USDA funding package Administration still submitted the paperwork to “allocate” the funds for our project. We did this only because we do not have to accept the grant and loan funds. Staff is also working on submitting the initial paperwork for EDA grant funding of the project. I do not yet have a timeline, but staff is working toward putting together options that will be presented to the Assembly this fall. The priority of this issue is understood, but due diligence requires some additional time.

#### **Public Safety Building and Swimming Pool Roof Replacement Project:**

An Invitation to Bid was issued for the construction of the Public Safety Building and Swimming Pool Roof Replacement project for which bids are due on August 16, 2017. The solicitation includes demolition and replacement of the built-up membrane roof systems at both facilities and each facility’ roof replacement has been phased to allow for flexibility in awarding the work, due to funding limitations. Following receipt of the bids, staff will prepare a recommendation for contract award to present for Assembly consideration at their August 22<sup>nd</sup> meeting. The project’s contract schedule is short; therefore, if approved by the Assembly, staff will promptly issue a Notice of Intent to Award in order to allow the successful Contractor to begin acquiring the required bonds and submittals prior to the start of construction.

#### **Personnel Policies:**

The list of potential additions/revisions continues to grow, but the other workload has forced this project to take a backseat at the moment. Stay tuned for an update in September.

#### **Community Development Block Grant Eligibility:**

In 2015 the CDBG program had Wrangell listed as ineligible to apply for community wide funding because our population was only 46% Low/Moderate Income, rather than the required 51%. Last fall, based on the poor salmon season and declining State budget, staff decided to conduct a statistically valid income survey to determine our eligibility. Working with the State to prepare the questions, sampling procedures and other necessary tasks the income survey was conducted in March, April and May. In July, all the mapping showing residents surveyed, unreachable, or declined as well as other data compilation was submitted to the State for review. Based on our initial survey data calculations, Wrangell is at 52% Low/Moderate Income which would make us eligible for CDBG funding. We are still waiting for the Alaska DCCED to confirm or reject our calculations.

#### **Borough Manager Reports:**

In an effort to provide easier accessible information regarding ongoing community projects, I will be placing my Borough Manager Reports on a separate page of the Borough’s website <http://www.wrangell.com/administration/manager-reports-0>.

There continue to be a variety of other issues raised by the staff that will require more rigorous attention in the future – not the least of which is more appropriate IT support services for the Borough. There will be a report in the future addressing this need. Administration looks forward to the goal setting meeting with the Assembly in September to help clarify where energy is best spent.



### **Wrangell Water Plant Status: August 16, 2017**

- Raw Water Reservoir Levels: The lower reservoir is full, and the upper reservoir has dropped to almost four feet below its fullest level. Given continued rain, the upper reservoir should begin to fill faster once the dry earth has become saturated with the rain water.
- Treated Storage Tank Levels: Both tanks have been maintaining daily recovery to full levels.
- Water Production (Reported as a Daily Average in Gallons):
  - 930,000 April's monthly average
  - 900,286 gallons - Week of May 1<sup>st</sup>
  - 918,000 gallons - Week of May 8<sup>th</sup>
  - 797,714 gallons - Week of May 15<sup>th</sup>
  - 889,286 gallons - Week of May 22<sup>nd</sup>
  - 558,428 gallons - Week of May 29<sup>th</sup>
  - 1,030,142 gallons – Week of June 5<sup>th</sup>
  - 862,429 gallons – Week of June 12<sup>th</sup>
  - 1,045,857 gallons - Week of June 19<sup>th</sup>
  - 962,000 gallons – Week of June 26<sup>th</sup>
  - 1,227,143 gallons – Week of July 2<sup>nd</sup>
  - 974,857 gallons – Week of July 9<sup>th</sup>
  - 1,115,571 gallons – Week of July 23<sup>rd</sup>
  - 1,007,857 gallons – Week of July 30<sup>th</sup>

*(Production levels are directly related to community consumption and filter maintenance)*

- Roughing Filter Maintenance: Basins are being cleaned as necessary.
- Slow Sand Filter Maintenance: Sand filter cleaning continues as necessary.
- Notes:
  - Following consultation with the water treatment plant while balancing conservation with prudence in serving as many commercial users as possible, we have approved the sale of water to cruise ships over the course of the last two weeks. Last week we sold 2,400 gallons under one event and another 3,000 gallons under a second event. This week we approved one request for less than 2,000 gallons. We will continue to evaluate requests for outside water sales on a case by case basis.

Aquatics / Pool:

- The Summer Reading Program Pool Party is August 12<sup>th</sup>. Management has been working closely with staff this summer, training in the core competencies of the American Red Cross Lifeguarding standards. Scenarios related to group management and community aquatics programs allow staff to practice managing risks prior to larger events in the swimming pool.
- Four sessions of Swim Lessons were facilitated this summer. 61 swimmers participated in the American Red Cross (ARC) Water Safety curriculum. This was the first summer that the department was an authorized provider for the ARC. Program instructors benefitted from the comprehensive curriculum and the enhanced training experience facilitated by the Recreation Coordinator (ARC instructor) and WSC swim coach.
- The department is currently hosting the second annual Summer Swim Camp, that builds on the fundamentals of swimming and expands into the building blocks of competition. This program is made possible by a cooperative partnership between the WPR aquatics team and the Wrangell Swim Club coaches and Junior swimmers. There are 16 swimmers participating in the program. An inner squad meet will be held on Saturday, August 19<sup>th</sup> @ 10:00AM to which the community is invited to attend.
- A Lifeguarding Course will be held this fall. Class dates will be announced at the start of the school year. The department plans to waive the course fee for eligible candidates who plan to work for the department and support the mission of the aquatics program.
- The united states masters swim program will resume this fall. Coaches are reviewing feedback from last year while developing a startup plan for seasonal adult aquatics programming. Considerations for expansion are; intermural water polo league, log rolling courses, adult learn to swim lessons and skill focused clinics for stroke development.
- The pool schedule is currently under review for fall programming. Aquatics scheduling is dependent on staff, instructor, and coach availability which are subject to change throughout the year. Additionally, encouraging multi-activity use of the swimming pool will allow the department to meet similar objectives while making efficient use of the pool time.
- Wrangell Swim Club resumes fall workouts in September. The club will be expanding their schedule to operate five days a week in the swimming pool. The department administrative team and the WSC coaches are in the final stages of adopting a facility use agreement.

Recreation Programs:

- A background check policy is currently being developed for volunteer and employee screening. The National Recreation and Parks Association recommends the Background Investigating Bureau (BIB), an agency which delivers quality screening at a fair price and with ease. The department has selected BIB for the background checks services which will be available for volunteers and employees through an online platform, making the process quick and accessible.
- Parks & Recreation's Summer Recreation, a daily summer camp program for ages 6 – 11, is in its final week. Participation has been good with 42 participants registered throughout



the summer. Activities include dock fishing, Forest Explorers with the USFS, gardening, golfing, swimming, horseback riding, hiking, craft activities, T-ball, and indoor team sports.

- Co-ed Youth Basketball registration will begin in September. Practices will begin the third week in September, and games begin the last week in September. The cost to participate is \$40 per player. Parks and Rec is collaborating with community basketball players to facilitate a coach's clinic at the beginning of the season. Those interested in volunteering to coach a team or referee games are asked to call the Parks & Recreation main office at 874-2444.

#### Parks:

- Helping Our Parks Project
  - The Volunteer Park Helping Our Parks project is nearly complete. The Trail Resurfacing project was awarded to BW Enterprises for \$19,215.00 in June and is receiving the final touches. The project was successful in raising over \$14,000 for the park overhaul. Over 40 community members, businesses and organizations contributed to the fundraising goal. The Wrangell Cooperative Association, BW Enterprises, Convention Visitors Bureau and Alaska Vistas were amongst the top supporters of the project. The department plans to discuss the following years project goals when the advisory board resumes meetings in September. The project proposed for 2018 is a new pavilion at Shoemaker Bay Recreation site.

#### Facilities:

- The Swimming Pool will be closed August 21<sup>st</sup> through the morning of 25<sup>th</sup> for annual maintenance and clearing of items stored throughout the building. The natatorium lighting replacement will take place during the closure. The department plans to drain the swimming pool later, to avoid placing undue pressure on the water treatment plant.

# Agenda Item 9

## CITY & BOROUGH OF WRANGELL

### BOROUGH ASSEMBLY AGENDA ITEM

### CLERK'S REPORT August 22, 2017

#### Mark Your Calendar:

- 9/4 Labor Day - City Hall Closed
- 9/6 Parks & Recreation Board Mtg. scheduled for 7pm in the Assembly Chambers
- 9/7 Planning & Zoning Commission Mtg. scheduled for 7pm in the Assembly Chambers
- 9/12 Regular Borough Assembly Mtg. scheduled for 7pm in the Assembly Chambers
- 9/31 Last day to file for Declaration for Candidacy for the Elected Official seats**

SEAPA Board meeting to be held in Ketchikan on August 24th

### Southeast Conference Annual Meeting September 19-21, 2017

The conference will be held in Haines this year. Assembly Member Decker and Manager Von Bargaen will be attending.

## Upcoming vacancies that will appear on the Ballot on October 3, 2017

Assembly: Two – (3 year terms) (Mitchell & Prysunka)

**Port Commission: One – (3 year term) (Moorhead)**

School Board: One – (3 year term) (Eagle)

**School Board: One - (2 year unexpired term) (Rang)**

Hospital Board: Two – (4 year terms) (Massin & Henson)

**Hospital Board: One - (2 year unexpired terms) (Conine)**

# Agenda Item 10 a

## CITY & BOROUGH OF WRANGELL

**BOROUGH ASSEMBLY  
AGENDA ITEM  
August 22, 2017**

### **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



# Agenda Item 13a

## CITY & BOROUGH OF WRANGELL

### **BOROUGH ASSEMBLY AGENDA ITEM August 22, 2017**

#### **INFORMATION:**

Request to vacate a private access/utility easement along the mutual property line of Lots 37A and 37B of the Senna Subdivision, zoned Rural Residential (*public hearing item*)

#### **Attachments:**

1. Memo from Carol Rushmore, Economic Development Director
2. Request from Charles and Joan Martin, owners
3. Maps of the Area

#### **Additional Information:**

On August 10, 2017, the Planning & Zoning Commission approved the vacation request of the private access/utility easement as requested by the Martin's who own both lots affected by the easement, subject to completion of the plat that would combine both lots into one.

#### **RECOMMENDED ACTION:**

Move to approve the vacation of a private access/utility easement along the mutual property line of Lots 37A and 37B of the Senna Subdivision, zoned Rural Residential, requested by Charles and Joan Martin, owners.

# *City and Borough of Wrangell, Alaska*

G-1

Date: August 7, 2017

To: Planning and Zoning Commission

From: Carol Rushmore, Economic Development Director

Re: Request to vacate a private access/utility easement along the mutual property line of Lots 37A and 37B of Senna Subdivision, zoned Rural Residential, requested by owners Charles and Joan Martin

---

## **Background:**

The Bakke's owned the property and in 2013 subdivided the original 2.2 acre lot in two halves, each with waterfront frontage.

## **Findings:**

For Vacation of easement or Right-of-way requests, the Planning and Zoning Commission holds a public hearing and makes a recommendation to the Assembly whether to grant the vacation. The Assembly also holds a public hearing and makes the final decision.

Senna Subdivision was approved in 2013. The subdivision created two lots, each with shoreline frontage. A 30' wide access and utility easement was created on the mutual property line to be shared by the future owners of each lot. In 2016, the Martin's purchased both lots and are now wanting to combine both back into the original single lot configuration. They would like to eliminate the easement, and construct their house where the easement currently is established.

Because the vacation of the easement must be approved by the Assembly, the Martin's are bringing this request forward first for approval and will submit the preliminary plat after Assembly approval.

Attached you will find information pertaining to easements/ROW and vacations of each as presented to the Commission during a training session with the Borough attorney in 2014.

## **Recommendation:**

Staff recommends approval of the vacation request of the private access/utility easement as requested by the Martin's who own both lots affected by the easement, subject to completion of the plat combining both lots into one.



Joan Martin

**AUTHOR/LIBRARIAN**

RECEIVED  
JUL 11 2017  
WRANGELL CITY HALL

July 10, 2017

City of Wrangell  
Planning and Zoning  
City Assembly  
PO Box 531  
Wrangell, AK 99929

Dear City of Wrangell Planning and Zoning:

We own property at 11.5 Mile, lots 37A & 37B. The lots were split by a previous owner. We would like to vacate the easement and variance lines and then recombine the lots back to a single lot, Lot 37. The easement will not affect other property owners because we own both lots. We love our property and plan to build our home here. The best site for building includes the current pad which is currently part of the 30-foot utility easement. By vacating the easement, we will be able to commence the planning of our building project with local contractors.

Attached is a copy of the current plat. We will be consulting with R & M Engineering to redraw the plat when this action is approved to reflect the changes.

Thank you very much for your consideration.

Sincerely,

*Charles Martin*

*Joan M Martin*

Charles Martin and Joan Martin

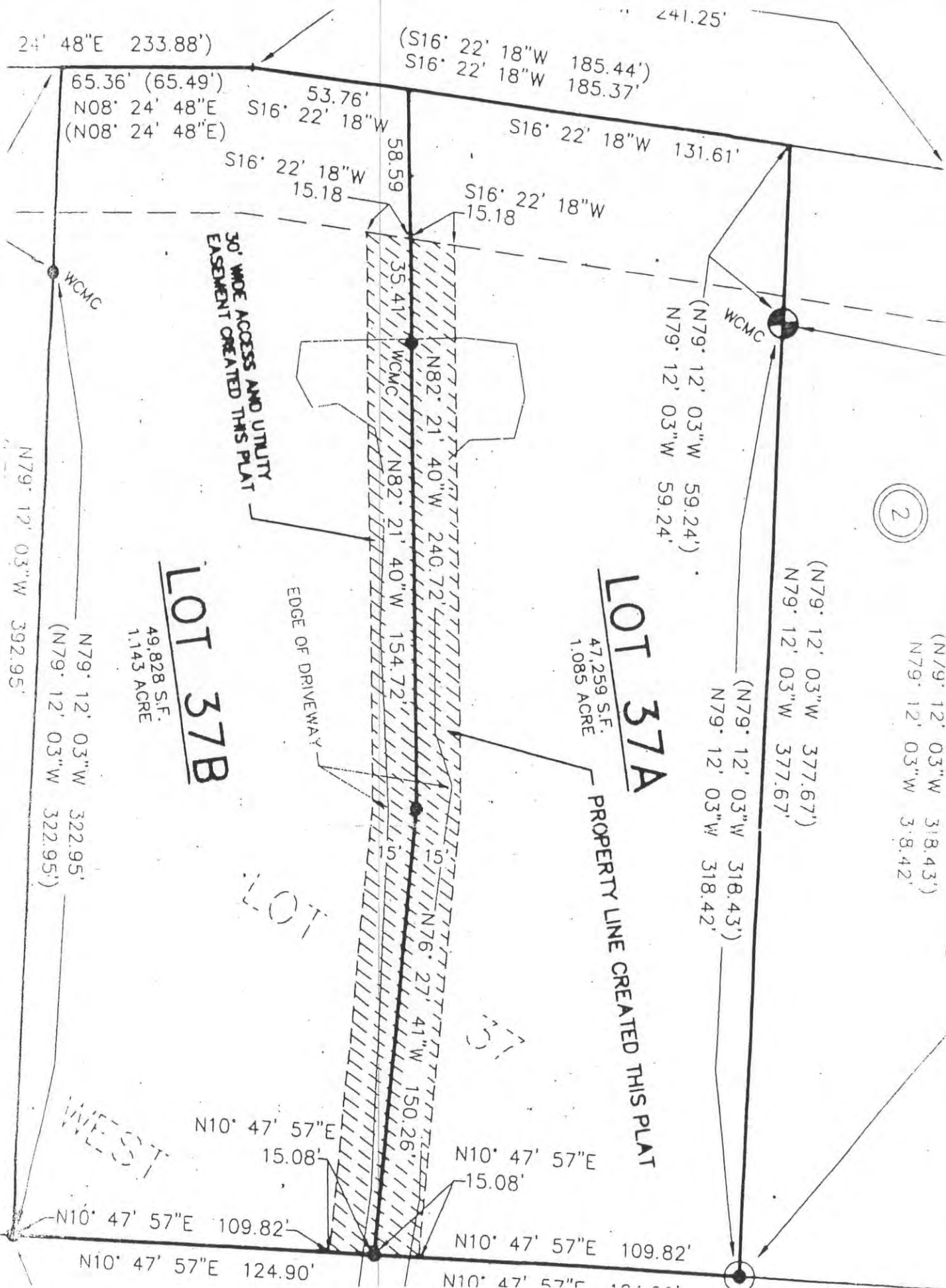
PO Box 51

Unalakleet, Alaska 99684

(907) 538-2590 or 538-2591

[happy.cloud@me.com](mailto:happy.cloud@me.com)

<http://www.joanmartin.net/>





**CERTIFICATE OF OWNERSHIP AND DEDICATION**  
 CERTIFY THAT WE ARE THE OWNERS OF THE PROPERTY SHOWN AND DESCRIBED  
 D THAT WE HEREBY ADAPT THIS PLAN OF SUBDIVISION WITH OUR FREE CONSENT  
 PRIVATE USE AS NOTED.

1-1-2013  
 Arnold E. Bakke  
 Alice D. Bakke

**NOTARY'S ACKNOWLEDGMENT**

NOTARY PUBLIC FOR THE STATE OF ALASKA  
 I, Alice D. Bakke, do hereby certify that on this 1-1-2013 day of January, 2013, before me  
 appeared Arnold E. Bakke and Alice D. Bakke, known to me to be the persons whose names are subscribed to the foregoing instrument, and acknowledged to me that they executed the same for the purposes and consideration therein expressed. I gave them and they acknowledged the same.  
 My hand and notary seal the day and year in this certificate first  
 written.

**OFFICIAL SEAL**  
 Alice D. Bakke  
 Notary Public for the State of Alaska  
 My Commission Expires 12-31-2015

**CERTIFICATE STATE OF ALASKA**

**FIRST JUDICIAL DISTRICTS**  
 BEFORE ME DULY APPOINTED AND QUALIFIED, AND ACTING ASSESSOR  
 CITY AND BOROUGH OF WRANGELL, HEREBY CERTIFY THAT ACCORDING TO THE  
 RECORDS OF THE CITY AND BOROUGH OF WRANGELL, IN THE NAME OF  
Alice D. Bakke  
 AND Alice D. Bakke  
 AND Alice D. Bakke  
 WILL BE DUE ON OR BEFORE AUGUST 13, 2013, DATED THIS 1-1-2013.

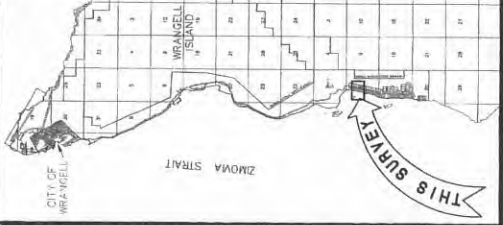
**STATE OF APPROVAL BY THE PLANNING COMMISSION**  
 THAT THE SUBDIVISION PLAT SHOWN HEREON HAS BEEN FOUND TO COMPLY  
 WITH THE SUBDIVISION ACT AND THE CITY AND BOROUGH OF WRANGELL  
 COMMISSION AND THAT SAID PLAT HAS BEEN APPROVED BY THE COMMISSION BY  
 ACTION NO. 13-0000 DATED 1-1-2013 FOR RECORDING IN THE OFFICE OF THE  
 ALASKA DEPARTMENT OF REVENUE, DIVISION OF RECORDS, WRANGELL, ALASKA.

**CERTIFICATE OF APPROVAL BY THE ASSEMBLY**  
 THAT THE SUBDIVISION PLAT SHOWN HEREON HAS BEEN FOUND TO COMPLY  
 WITH THE SUBDIVISION ACT AND THE CITY AND BOROUGH OF WRANGELL  
 DIVISION REGULATIONS OF THE CITY AND BOROUGH OF WRANGELL ASSEMBLY  
 3 IN MINUTE BOOKEN HAS PAGE 13 DATED 1-1-2013 FOR RECORDING IN THE  
 DISTRICT COURT, EX-OFFICIO RECORDER, WRANGELL, ALASKA.

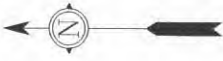
**1-13**  
Alice D. Bakke  
 CITY AND BOROUGH OF WRANGELL

ARNOLD AND ALICE BAKKE  
 30X 861  
 WRANGELL, ALASKA 99929

**SURVEYOR'S CERTIFICATE**  
 I HEREBY CERTIFY THAT I AM A REGISTERED SURVEYOR, LICENSED IN THE STATE OF ALASKA,  
 AND THAT IN SEPTEMBER 2013 A SURVEY OF THE HEREIN DESCRIBED LANDS WAS CONDUCTED  
 UNDER MY DIRECT SUPERVISION AND THAT THIS PLAT IS A TRUE AND ACCURATE REPRESENTATION  
 OF THE LANDS SHOWN AND DESCRIBED HEREON, AND THAT ALL DIMENSIONS AND OTHER DETAILS ARE  
 CORRECT ACCORDING TO SAID FIELD NOTES.  
Gregory G. Schetz  
 9-30-13  
 DATE



**VICINITY MAP**  
 SCALE 1/2" = 1 MILE



**LEGEND**

- PRIMARY ALUMINUM CAP RECOVERED IN ORIGINAL POSITION (TOWER & NODDING)
- RAM EXC - KETCH, REBAR AND 2" ALUM CAP SET (L56700)
- ORIGINAL REBAR AND ALUM CAP RECOVERED IN ORIGINAL POSITION (TOWER & NODDING)
- ACCESS AND UTILITY EASEMENT AREA CREATED THIS PLAT
- DATA OF RECORD
- DATA CALCULATED OR MEASURED

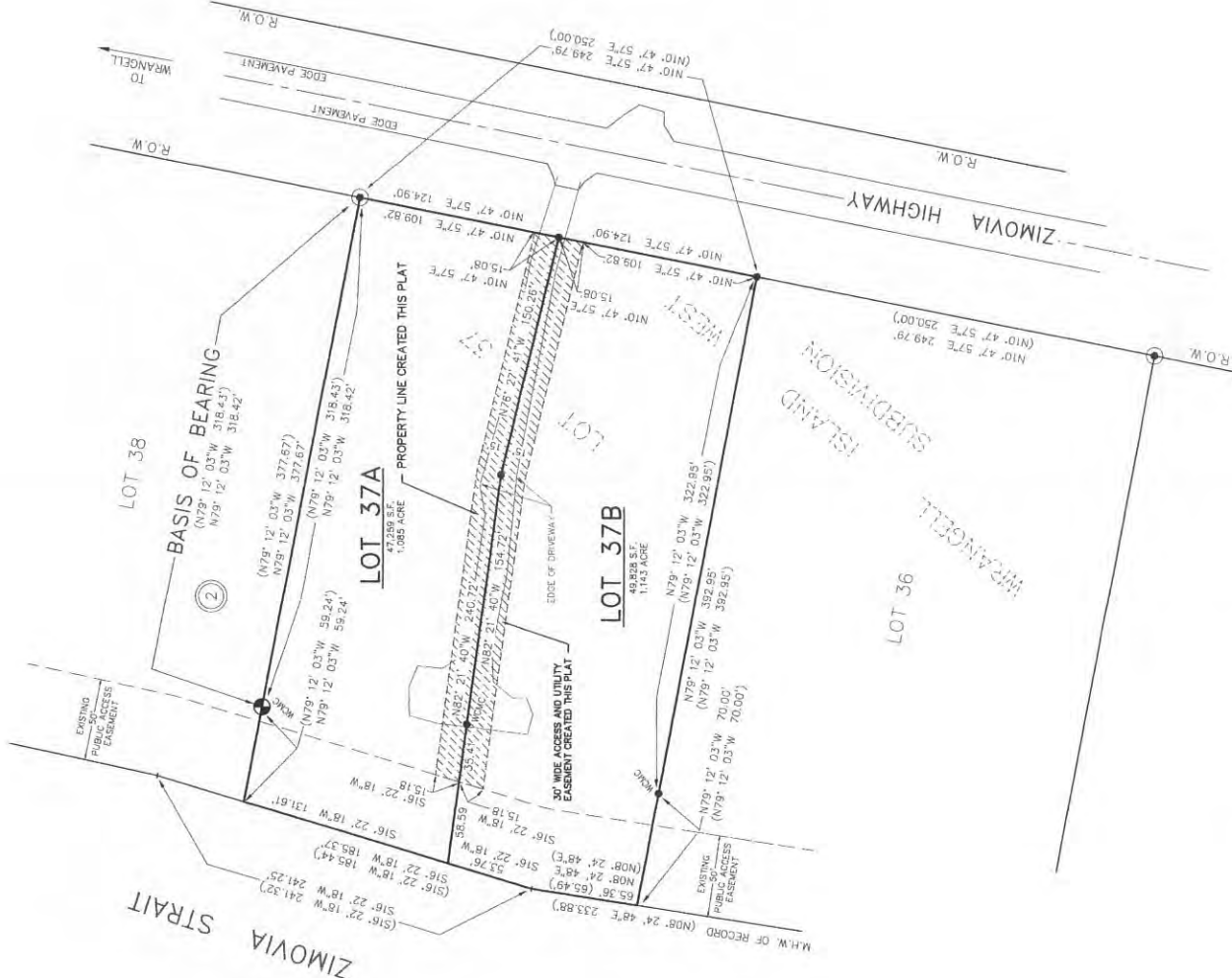
**PLAT NOTES**

1. A SINGLE LINE PROPORTION WAS APPLIED ALONG THE ZIMOVIA HIGHWAY P.C.M. TO SET THE S.W. CORNER OF LOT 37B.



2013-6  
 Plat #  
 13228  
 REC'D  
 Nov 13 2013  
 Time 1:58 PM

WRANGELL RECORDING	
No.	Description
13228	WRANGELL RECORDING
RISM REAL ESTATE INVESTMENT MANAGEMENT, INC. 10000 N. JESSIE STREET KETCHIKAN, AK 99901 Phone: (907) 472-1111 Fax: (907) 472-1112 Email: info@rismak.com	
PROJECT: <b>SENNA SUBDIVISION</b> THE S.W. CORNER OF LOT 37B WRANGELL ISLAND AND WRANGELL STRAIT CREATING LOTS 37A & 37B CITY AND BOROUGH OF WRANGELL	





# CITY AND BOROUGH OF WRANGELL, ALASKA



1 inch = 537.90321 feet  
Date: 7/30/2017

## Public Map

DISCLAIMER: THESE MAPS ARE FOR PLANNING PURPOSES ONLY.  
PROPERTY LINES ARE APPROXIMATE.





# **Agenda Item 13b**

## **CITY & BOROUGH OF WRANGELL**

### **BOROUGH ASSEMBLY AGENDA ITEM August 22, 2017**

#### **INFORMATION:**

Approval of the Senior Citizen Tax Exemption for Lloyd and Charlotte Brown

#### **Attachments:**

1. Memo from Borough Manager Von Bargaen
2. 2017 Senior Citizen Property Tax Exemption Application and request

#### **RECOMMENDED ACTION:**

Move to approve the 2017 Senior Citizen Tax Exemption Late File Application for Lloyd and Charlotte Brown.

## **MEMORANDUM**

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

**FROM: LISA VON BARGEN  
BOROUGH MANAGER**

**SUBJECT: APPROVAL OF SENIOR CITIZEN PROPERTY TAX EXEMPTION LATE FILE  
– LLOYD & CHARLOTTE BROWN**

**DATE: August 22, 2017**

### **BACKGROUND:**

The annual deadline for filing Senior Citizen Property Tax Exemption applications is March 1<sup>st</sup> of each year. The assessment notices are mailed on March 20<sup>th</sup>. The assessment notice shows the assessed value of property and also shows the amount of any exemption for qualifying senior citizens. Wrangell Municipal Code Section 5.04.040 B (2) provides for a grace period for senior citizens to late file by April 15<sup>th</sup> each year. The purpose for the grace period is to allow the assessment notice to act as an additional reminder to senior citizens to submit the annual application if it was not previously filed by March 1<sup>st</sup>.

The CBW advertises the Senior Citizen Tax Exemption requirements in the paper. Still, there are usually a handful of senior citizens that do not get their filings in on time. Some of the reasons include medical and not remembering that it is an annual requirement. Each year staff try and make an effort to help those that qualify for the exemption, as the paperwork can be challenging.

Lloyd and Charlotte Brown own Lot 19D, USS 2900 (Mile 5.5 Shoemaker Bay Loop Road). The court has appointed the State of Alaska, Office of Public Advocacy as the conservator for Lloyd and Charlotte Brown. A copy of this paperwork is attached to the agenda memo for information. The conservator submitted a Senior Citizen Property Tax Exemption application within the grace period on March 14, 2017. Unfortunately, the application was attached to other documentation and was not discovered until recently. The Assembly must approve late file Senior Citizen Tax Exemptions. Staff has reviewed the submitted documentation and has confirmed the Browns qualify for the exemption. A copy of the application is attached for reference by the Assembly.

This new value will impact the official assessment roll for the CBW. In addition to approving the exemption with the action item, the Assembly will need to approve a resolution amending the tax roll. The value of the Brown property prior to the exemption is \$119,400. The Senior Exemption is up to \$150,000. The value of the property after the exemption is \$0. This reduces the property tax revenue to the CBW by \$1,522.35.

Given the description in this agenda memo, the memo that accompanies the resolution will be very succinct.

### **Recommended Action by Staff**

Move to approve the 2017 Senior Citizen Property Tax Exemption Late File Application from Lloyd and Charlotte Brown.





THE STATE  
of **ALASKA**  
GOVERNOR BILL WALKER

**Department of Administration**

OFFICE OF PUBLIC ADVOCACY

Juneau Civil Section  
P.O. Box 110225  
Juneau, Alaska 99811-0225  
Main: 907.465.4173  
Fax: 907.465.3645  
[www.doa.alaska.gov/opa/](http://www.doa.alaska.gov/opa/)

Date: March 14, 2017

City and Borough of Wrangell  
PO Box 531  
Wrangell, AK 99929

To Whom It May Concern:

The Office of Public Advocacy has been appointed as the conservator for both Lloyd and Charlotte Brown, see attached court orders.

We were appointed because it was clear that the Browns were unable to manage their own funds. Part of being unable to manage their own funds was and continues to be their problem addressing bills and mail in a timely manner.

I have worked with Ms. Klinke to update their address to avoid this situation in the future, so that we will receive this notice directly and respond to it in a timely manner.

At this time, as their conservator, I would ask that this late submission of their Senior Citizen Property Tax Exemption Application be reconsidered for approval. I am not sure why the notice did not get to me for attention in a more timely manner. I apologize for that, ask for your leniency towards my clients with this request and would greatly appreciate your willingness to approve their property tax exemption. Paying their property tax would truly be a hardship for my clients.

If you should have any additional questions, comments or concerns, please feel free to contact me directly at (907) 465-4718 or fax (907) 465-3645.

Sincerely,

A handwritten signature in black ink, appearing to read "Sarah Bosma", with a long horizontal line extending to the right.

Sarah Bosma  
Public Guardian  
[sarah.bosma@alaska.gov](mailto:sarah.bosma@alaska.gov)



CITY AND BOROUGH OF WRANGELL  
P.O. Box 531 Wrangell, AK 99929  
907-874-2381 ~ www.wrangell.com  
**03-009-135**

# 2017 CITY AND BOROUGH OF WRANGELL SENIOR CITIZEN-DISABLED VETERAN PROPERTY TAX EXEMPTION APPLICATION

Wrangell Municipal Code 5.04.040

*pmox*

**DUE BY MARCH 1, 2017**

<b>CHARLOTTE BROWN</b>	Birth date	Soc Sec #
<b>LLOYD BROWN</b>	Birth date	Soc Sec #
<b>P.O. BOX 587 WRANGELL, AK 99929</b>	Residential Address: <b>5.5 MILE SHOEMAKER LOOP</b>	
Phone Number:		

Please check one of the following:

- ☒ I am applying as a senior citizen age 65 or older by January 1<sup>st</sup> of the current Tax Year  
☐ I am a widow or widower, age 60-64, of a previously qualified applicant  
☐ I am applying as a disabled veteran (50% or more service related disability)

Documentation (copy of either a passport or birth certificate):

- ☒ PREVIOUSLY SUBMITTED  
☐ ENCLOSED

Type of dwelling:

- ☒ Single family  
☐ Condominium  
☐ Mobile home  
☐ Duplex  
☐ Other

Is your home on land you own?

- ☒ Yes, percentage: 100 %  
☐ No, owner's name \_\_\_\_\_

Is any portion of this property used for commercial or rental purposes?

- ☐ Yes, percentage: \_\_\_\_\_ %  
☒ No

Please check all that apply:

- ☒ This is my primary residence and permanent place of abode  
☒ I received or was eligible for a 2016 permanent fund dividend.  
☒ I am eligible to apply or have applied for a 2017 permanent fund dividend.

Certification: I hereby certify that the answers given on this application are true and correct to the best of my knowledge. I understand that a willful misstatement is punishable by a fine or imprisonment under AS 11.56.210. By my signature below I hereby authorize the City and Borough of Wrangell to obtain access to records pertaining to me in possession of the State of Alaska as needed to verify my residency, age, and permanent fund status.

Date: 3/14/2017 Signature of Applicant: [Signature] Public Guardian for Lloyd & Charlotte Brown

Following for Local Assessor/Clerk Use Only

Property Value: <u>19100<sup>00</sup></u> Land Value: <u>102300</u> Improvement: <u>119400</u> Total Value: <u>119400</u>	Adjustments: Ownership % _____ \$ _____ Commercial/Rental % _____ \$ _____ Total Adjustments _____	Total Value _____ Adjustments ( ) _____ Subtotal _____ If subtotal exceeds \$150,000, then use \$150,000 as the exempt value. Total Value Exempt _____
Approved By: _____		

# **Agenda Item 13c**

## **CITY & BOROUGH OF WRANGELL**

### **BOROUGH ASSEMBLY AGENDA ITEM August 22, 2017**

#### **INFORMATION:**

Approval of the Senior Citizen Tax Exemption for Anthony and Sueann Guggenbickler

#### **Attachments:**

1. Memo from Borough Manager Von Bargaen
2. 2017 Senior Citizen Property Tax Exemption Application

#### **RECOMMENDED ACTION:**

Move to approve the 2017 Senior Citizen Tax Exemption for Anthony and Sueann Guggenbickler.

## **MEMORANDUM**

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

**FROM: LISA VON BARGEN  
BOROUGH MANAGER**

**SUBJECT: APPROVAL OF SENIOR CITIZEN PROPERTY TAX EXEMPTION –  
ANTHONY AND SUEANN GUGGENBICKLER**

**DATE: August 22, 2017**

### **BACKGROUND:**

The annual deadline for filing Senior Citizen Property Tax Exemption applications is March 1<sup>st</sup> of each year. Anthony and Sueann Guggenbickler submitted the application by the March 1<sup>st</sup> deadline. Through a clerical error the exemption was not entered into the finance system. This error was just recently discovered. The Assembly approves all Senior Citizen Property Tax Exemptions. Therefore, this one is before you for approval now. Please see the attached application and memo from Finance staff.

This new value will impact the official assessment roll for the CBW. In addition to approving the exemption with the action item, the Assembly will need to approve a resolution amending the tax roll. The value of the Guggenbickler property prior to the exemption is \$187,800. The Senior Exemption is up to \$150,000. The value of the property after the exemption is \$37,800. This reduces the property tax revenue to the CBW by \$1,912.50.

Given the description in this agenda memo, the memo that accompanies the resolution will be very succinct.

### **Recommended Action by Staff**

Move to approve the 2017 Senior Citizen Property Tax Exemption Application from Anthony and Sueann Guggenbickler.





CITY AND BOROUGH OF WRANGELL  
P.O. Box 531 Wrangell, AK 99929  
907-874-2381 ~ www.wrangell.com

WRANGELL CITY HALL

02-033-206

2017 CITY AND BOROUGH OF WRANGELL  
SENIOR CITIZEN-DISABLED VETERAN  
PROPERTY TAX EXEMPTION

RECEIVED

APPLICATION

Wrangell Municipal Code 5.04.040

FEB 17 2017

**DUE BY MARCH 1, 2017**

ANTHONY GUGGENBICKLER		Birth date	Soc Sec #
SUEANN GUGGENBICKLER		Birth date	Soc Sec #
P.O. BOX 393 WRANGELL, AK 99929		Residential Address: 802 ZIMOVIA HWY.	
Phone Number:			
Please check one of the following: <input checked="" type="checkbox"/> I am applying as a senior citizen age 65 or older by January 1 <sup>st</sup> of the current Tax Year <input type="checkbox"/> I am a widow or widower, age 60-64, of a previously qualified applicant <input type="checkbox"/> I am applying as a disabled veteran (50% or more service related disability) Documentation (copy of either a passport or birth certificate): <input checked="" type="checkbox"/> PREVIOUSLY SUBMITTED <input type="checkbox"/> ENCLOSED			
Type of dwelling: <input checked="" type="checkbox"/> Single family <input type="checkbox"/> Condominium <input type="checkbox"/> Mobile home <input type="checkbox"/> Duplex <input type="checkbox"/> Other _____	Is your home on land you own? <input checked="" type="checkbox"/> Yes, percentage: <u>100</u> % <input type="checkbox"/> No, owner's name _____  Is any portion of this property used for commercial or rental purposes? <input type="checkbox"/> Yes, percentage: _____ % <input checked="" type="checkbox"/> No		
Please check <u>all</u> that apply: <input checked="" type="checkbox"/> This is my primary residence and permanent place of abode <input checked="" type="checkbox"/> I received or was eligible for a 2016 permanent fund dividend. <input checked="" type="checkbox"/> I am eligible to apply or have applied for a 2017 permanent fund dividend.			
Certification: I hereby certify that the answers given on this application are true and correct to the best of my knowledge. I understand that a willful misstatement is punishable by a fine or imprisonment under AS 11.56.210. By my signature below I hereby authorize the City and Borough of Wrangell to obtain access to records pertaining to me in possession of the State of Alaska as needed to verify my residency, age, and permanent fund status.			
Date: <u>2-7-2017</u>	Signature of Applicant: 		
Following for Local Assessor/Clerk Use Only			
Property Value: <u>36700</u> Land Value: <u>151,100</u> Improvement: <u>187,800</u> Total Value: <u>187,800</u>	Adjustments: Ownership % <u>100</u> \$ _____ Commercial/Rental % _____ \$ _____ Total Adjustments <u>0</u>	Total Value <u>187,800</u> Adjustments ( ) Subtotal <u>187,800</u> If subtotal exceeds \$150,000, then use \$150,000 as the exempt value.	
Approved By:		Total Value Exempt <u>150,000</u>	

# **Agenda Item 13d**

## **CITY & BOROUGH OF WRANGELL**

### **BOROUGH ASSEMBLY AGENDA ITEM August 22, 2017**

#### **INFORMATION:**

**PROPOSED RESOLUTION No. 08-17-1373:** A RESOLUTION OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, AMENDING THE ASSESSMENT VALUE FOR TAX YEAR 2017 FOR LLYOD AND CHARLOTTE BROWN, LOT 19D, USS 2900, 5.5 MILE SHOEMAKER LOOP ROAD, DUE TO A MANIFEST CLERICAL ERROR

#### **Attachments:**

- 1. PROPOSED RESOLUTION No. 08-17-1373**

#### **RECOMMENDED ACTION:**

Move to adopt Resolution No. 08-17-1373 that amends the Assessment Value for the 2017 Tax Year.

CITY AND BOROUGH OF WRANGELL, ALASKA

RESOLUTION No. 08-17-1373

A RESOLUTION OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, AMENDING THE ASSESSMENT VALUE FOR TAX YEAR 2017 FOR LLOYD AND CHARLOTTE BROWN, LOT 19D, USS 2900, 5.5 MILE SHOEMAKER LOOP ROAD, DUE TO A MANIFEST CLERICAL ERROR

WHEREAS, Lloyd and Charlotte Brown are the owners of record of Lot 19D, USS 2900, 5.5 Mile Shoemaker Loop Road, Wrangell, Alaska; and

WHEREAS, the Browns have been appointed a conservator through the State of Alaska, Office of Public Advocacy, to manage their affairs; and

WHEREAS, the transition to conservator management resulted in a late filed application for the Senior Citizen Tax Exemption for 2017; and

WHEREAS, the late filed application was submitted on March 14, 2017, within the grace period (April 15<sup>th</sup> of the assessment year) provided for within Section 5.04.040(B) of the Wrangell Municipal Code; and

WHEREAS, the application was submitted attached to other paperwork and was not discovered until recently; and

WHEREAS, the Assembly approves Senior Citizen Tax Exemptions filed after the deadline, but within the grace period; and

WHEREAS, prior to the exemption, the assessed value for tax year 2017 was \$119,400 and was incorrectly reported as such on the assessment roll; and

WHEREAS, with the approval of the Senior Citizen Tax Exemption, the correct assessed value for tax year 2017 is \$0; and

WHEREAS, the Borough Assembly approved Resolution No. 06-17-1366 on June 13, 2017 to levy general tax for school and municipal purposes upon all taxable property for the 2017 tax year, and

WHEREAS, the General Tax Revenue Fund for Fiscal Year 2017-2018 is reduced by \$1,522.35 to correct the error; and

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

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

Section 1. That the manifest clerical error be corrected so that the real property, owned by Lloyd and Charlotte Brown, Lot 19D, USS 2900, 5.5 Mile Shoemaker Loop Road, reflect the correct assessment value of \$ 0.

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

ADOPTED: \_\_\_\_\_, 2017

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

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



# **Agenda Item 13e**

## **CITY & BOROUGH OF WRANGELL**

### **BOROUGH ASSEMBLY AGENDA ITEM August 22, 2017**

#### **INFORMATION:**

**PROPOSED RESOLUTION No. 08-17-1374:** A RESOLUTION OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, AMENDING THE ASSESSMENT VALUE FOR TAX YEAR 2017 FOR ANTHONY AND SUEANN GUGGENBICKLER LOT 44, BLOCK 26, A PORTION OF CEDAR STREET VACATION, 802 ZIMOVIA HIGHWAY, DUE TO A MANIFEST CLERICAL ERROR

#### **Attachments:**

#### **1. PROPOSED RESOLUTION No. 08-17-1374**

#### **RECOMMENDED ACTION:**

Move to adopt Resolution No. 08-17-1374 that amends the Assessment Value for the 2017 Tax Year.

CITY AND BOROUGH OF WRANGELL, ALASKA

RESOLUTION No. 08-17-1374

A RESOLUTION OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, AMENDING THE ASSESSMENT VALUE FOR TAX YEAR 2017 FOR ANTHONY AND SUEANN GUGGENBICKLER LOT 44, BLOCK 26, A PORTION OF CEDAR STREET VACATION, 802 ZIMOVIA HIGHWAY, DUE TO A MANIFEST CLERICAL ERROR

WHEREAS, Anthony and Sueann Guggenbickler are the owners of record for Lot 44, Block 26, a Portion of the Cedar Street Vacation, 802 Zimovia Highway, Wrangell, Alaska; and

WHEREAS, the Assembly approves Senior Citizen Tax Exemptions annually at their Board of Equalization Meeting; and

WHEREAS, Anthony and Sueann Guggenbickler did file their 2017 Senior Citizen Tax Exemption application in a timely manner, and

WHEREAS, the 2017 Senior Citizen Tax Exemption application was not processed according to procedure; and

WHEREAS, prior to the exemption, the assessed value for tax year 2017 was \$187,800 and was incorrectly reported as such on the assessment roll; and

WHEREAS, with the approval of the Senior Citizen Tax Exemption, the correct assessed value for tax year 2017 should have been \$37,800; and

WHEREAS, the Borough Assembly approved Resolution No. 06-17-1366 on June 13, 2017 to levy general tax for school and municipal purposes upon all taxable property for the 2017 tax year, and

WHEREAS, the General Tax Revenue Fund for Fiscal Year 2017-2018 is reduced by \$1,912.50 to correct the error; and

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

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

Section 1. That the manifest clerical error be corrected so that the real property, owned by Anthony and Sueann Guggenbickler, Lot 44, Block 26, a portion of the Cedar Street Vacation, 802 Zimovia Highway, to reflect the correct assessment value of \$37,800.

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

ADOPTED: \_\_\_\_\_, 2017

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

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

# **Agenda Item 14**

## **CITY & BOROUGH OF WRANGELL**

**BOROUGH ASSEMBLY  
AGENDA ITEM  
August 22, 2017**

### **INFORMATION:**

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



# **Agenda Item 15a**

## **CITY & BOROUGH OF WRANGELL**

**BOROUGH ASSEMBLY  
AGENDA ITEM  
August 22, 2017**

**Executive Session – None**