

City and Borough of Wrangell Borough Assembly Meeting AMENDED AGENDA to remove Item 12a and add Item 13e

Location: Assembly Chambers, City Hall

Tuesday, April 10, 2018 7:00 p.m.

PRESENTATION – 6:30 p.m. Quarterly Update from SEAPA, Trey Acteson, CEO

1. CALL TO ORDER

- a. PLEDGE OF ALLEGIANCE led by Assembly Member Drew Larrabee
- b. INVOCATION to be given by Nettie Covalt with the Presbyterian Church
- c. CEREMONIAL MATTERS Community Presentations, Proclamations, Awards, Certificates of Service, Guest Introductions.
 - i. PROCLAMATION Girls High School Basketball Team

Take 10 minutes for cake!

- 2. ROLL CALL
- **3. PERSONS TO BE HEARD** This agenda item is reserved to provide an opportunity for persons to address the assembly on agenda items or non-agenda items.
- **4. AMENDMENTS TO THE AGENDA** The assembly may amend the agenda as provided in WMC 3.05.030(E). Removal of an item from the Consent Agenda is not considered an amendment to the agenda.
- **5. CONFLICT OF INTEREST** The purpose of this agenda item is to provide a time for any conflict of interest disclosures and determinations on such disclosures by the mayor, as may be necessary and appropriate under WMC 3.04.112.
- **6. CONSENT AGENDA** Items listed on the Consent Agenda or marked with an asterisk (*) are considered routine and will be passed in one motion; provided, upon the request of any member, the manager, or the clerk, an item on the Consent Agenda shall be removed from the Consent Agenda and placed under New Business for assembly action.

Consent Agenda Items:

a. Approval of Assembly Minutes – March 22, 2018 (Special); March 27, 2018 (Regular w/PH)

Correspondence Items:

- b. School Board Minutes School Board Action (Regular 3-22-18 & Special 3-28-18)
- c. Acknowledge receipt of the City & Borough of Wrangell's Year End 06-30-2017 Basic Financial Statements, Required Supplementary Information, and Single Audit Reports (available in Clerk's office & distributed to the Assembly)
- 7. **BOROUGH MANAGER'S REPORT** Verbal report will be given at the Assembly meeting
- 8. BOROUGH CLERK'S FILE
- **9. MAYOR AND ASSEMBLY BUSINESS** This agenda item is reserved for the mayor and assembly to provide reports or comments and to introduce items not previously on the agenda which need to be brought to the attention of the entire assembly or the staff. Assembly members may hold limited discussion on these topics or ask the borough manager or the borough clerk for clarifying information. By majority

10. MAYOR AND ASSEMBLY APPOINTMENTS

- a. Appointment to the unexpired Port Commission Seat (October 2018)
- b. Appointment to fill the Alternate Vacancy on the SEAPA Board of Directors for CY 2018
- **11. PUBLIC HEARING** Procedure: Persons wishing to speak during a public hearing on an agenda item, or otherwise on an agenda item, will sign up on a sheet provided by the clerk and list the agenda item they intend to speak on. Persons on the list will be called by the mayor to speak in the order in which they signed up for the agenda item, when that item is brought up for consideration, following any administrative or committee reports on the item.
 - a. **PROPOSED ORDINANCE No. 942:** AN ORDINANCE OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, REPEALING AND REENACTING SECTION 3.04.114, NEPOTISM, OF THE WRANGELL MUNICIPAL CODE, THE REENACTED SECTION TO BE ENTITLED EMPLOYMENT OF RELATIVES (second reading)
 - b. **PROPOSED ORDINANCE No. 943:** AN ORDINANCE OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, AMENDING CHAPTER 14.01, GENERAL PROVISIONS, CHAPTER 14.07, PORT OPERATIONS AND OTHER SERVICES, AND CHAPTER 14.11, FEES, OF TITLE 14, HARBOR AND PORT FACILTIES, OF THE WRANGELL MUNICIPAL CODE, TO AMEND SECTION 14.01.030, DEFINITIONS, TO ADD SECTION 14.07.014, LIGHTERING FEE, AND AMEND SECTION 14.11.005, TO ADD FEES IN THE FEE SCHEDULE (second reading)
 - c. **PROPOSED ORDINANCE No. 944:** AN ORDINANCE OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, ADDING A NEW CHAPTER 11.70, ATV'S, TO TITLE 11, VEHICLES AND TRAFFIC, OF THE WRANGELL MUNICIPAL CODE (second reading)
 - d. **PROPOSED ORDINANCE No. 945:** AN ORDINANCE OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, ADDING A NEW CHAPTER 11.70, ATV'S, TO TITLE 11, VEHICLES AND TRAFFIC, OF THE WRANGELL MUNICIPAL CODE (second reading)

12. UNFINISHED BUSINESS

13. NEW BUSINESS

- a. **PROPOSED RESOLUTION No. 04-18-1405:** A RESOLUTION OF THE ASSEMBLY OF THE CITY & BOROUGH OF WRANGELL, ALASKA AMENDING THE FY 2018 BUDGET IN THE GENERAL FUND BY ACCEPTING AN ONLINE WITH LIBRARIES (OWL) GRANT FROM THE STATE OF ALASKA IN THE AMOUNT \$1,500 FOR LAPTOP COMPUTERS AND AUTHORIZING ITS EXPENDITURE
- b. Discussion item: Section 3.05.050(B)(3)(b) on participation of Mayor and Assembly Members by Teleconference during Executive Sessions should be allowed (added at the request of Assembly Member Prysunka)
- c. **PROPOSED RESOLUTION NO. 04-18-1406:** A RESOLUTION OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA PROVIDING FOR THE AMENDMENT OF THE JOB DESCRIPTION FOR THE POSITION OF NOLAN CENTER DIRECTOR AND THE AMENDMENT OF THE NON-UNION WAGE AND GRADE TABLE
- d. Discussion Item: Proposed Changes to the City & Borough of Wrangell Organizational Chart related to the Mechanics Positions within Wrangell Municipal Light & Power (Electric) and Garage (Public Works) Departments

- e. Approval to hold a Special Assembly meeting on Thursday, April 12, 2018
- **14. ATTORNEY'S FILE** Available for Assembly review in the Borough Clerk's office
- **15. EXECUTIVE SESSION** Procedure: Motion is made and voted upon. If adopted, executive session is held. If necessary, action is taken in public session following the executive session. If there is more than one executive session topic, each topic will be handled completely separate from the other.
- 16. ADJOURNMENT

AGENDA ITEM TITLE: Ceremonial Matters NO. 1c			April 10, 2018
SUBMITTED BY:			
Kim Lane, Borough Clerk			
	<u>':</u>	<u></u>	<u>':</u>

INFORMATION:

Ceremonial Matters. Community Presentations, Proclamations, Awards, Certificates of Service, Guest Introductions.

RECOMMENDED ACTION: No action required.

i. PROCLAMATION – Girls High School Basketball Team



Wrangell High School Girls Basketball Team PROCLAMATION

WHEREAS, the Wrangell Lady Wolves Basketball team defeated Glennallen and Dillingham to place 4th at State; and

WHEREAS, the members of the Wrangell Girls Basketball team are Anna Allen, Helen Decker, Abby Armstrong, Abby Gerald, Kaylyn Easterly, Maddy Harding, Tasha Massin, Madison Blackburn, Skylar Larrabee, Hannah Brown, Elizabeth Armstrong, Julia Miethe, and Aaliyah Messmer; and

WHEREAS, Laurie Brown is the Head Coach and Katelyn Reeves is the Assistant Coach; and

WHEREAS, Anna Allen & Maddy Harding both received State Sportsmanship Awards; and

WHEREAS, Kaylyn Easterly received a Player of the Game award in the match against Nenana; and

WHEREAS, Helen Decker received a Player of the Game award in the matches against Glennallen; and

WHEREAS, Anna Allen received a Player of the Game award in the match against Dillingham; and

WHEREAS, Kaylyn Easterly and Helen Decker were named to the All-Tournament State Team; and

WHEREAS, the Lady Wolves Basketball Team was awarded the highest GPA award, the All-Academic Team Award, and the Sportsmanship Team Award at the State Tournament.

NOW THEREFORE, I, David L. Jack, Mayor of the City & Borough of Wrangell, Alaska, on behalf of the citizens of the City & Borough of Wrangell congratulate these fine athletes for their achievement and sportsmanship, and commend them on their representation of the Community of Wrangell.

Signed and sealed on behalf of the City & Borough of Wrangell this 10^{th} day of April, 2018.

	David L. Jack, Mayor	
Attest:		
Kim Lane, MMC,	Borough Clerk	

CITY & BOROUGH OF WRANGELL, ALASKA				
BOROUGH ASSEMBLY AGENDA STATEMENT				
AGENDA ITEM TITLE:				
	NO.	6	Date	April 10, 2018
Consent Agenda				
SUBMITTED BY:				
Kim Lane, Borough Clerk		_		

INFORMATION:

Consent agenda. Items listed on the consent agenda or marked with an asterisk (*) are considered routine and will be passed in one motion; provided, upon the request of any member, the manager, or the clerk, an item on the consent agenda shall be removed from the consent agenda and placed under New Business for assembly action.

CONSENT AGENDA - RECOMMENDED ACTION:

Move to approve the Consent Agenda as submitted.

Consent Agenda Items:

a. Approval of Assembly Minutes - March 22, 2018 (Special); March 27, 2018 (Regular w/PH)

Correspondence Items:

- b. School Board Minutes School Board Action (Regular 3-22-18 & Special 3-28-18)
- c. Acknowledge receipt of the City & Borough of Wrangell's Year End 06-30-2017 Basic Financial Statements, Required Supplementary Information, and Single Audit Reports (available in Clerk's office & distributed to the Assembly)

Minutes of Special Assembly Meeting Held on March 22, 2018

Mayor David L. Jack called the Special Assembly meeting to order at 7:00 p.m., March 22, 2018, in the Borough Assembly Chambers. Assembly Members Larrabee, Decker, Gilbert, Prysunka, Howell, and Powell were present. Borough Manager Von Bargen and Clerk Kim Lane were also in attendance.

CONFLICT OF INTEREST

Prysunka and Larrabee both declared a potential Conflict of Interest to items on the agenda since their spouses were both employees of SEARHC; Prysunka also stated that his wife was employed by the Wrangell Medical Center. Mayor Jack stated that he did not see that they had a conflict. There were no objections from the Assembly.

PERSONS TO BE HEARD

Scott Glaze, 2.6 Mile Zimovia Hwy., expressed his strong support of the Borough moving forward in the non-binding agreement with SEARHC; strong percentage of employees who were in favor as well; some are concerned about losing their job or their benefits; hope that the hospital board and the Borough assembly did not let the concerns of a few make the decision for all of Wrangell.

Mayor Jack asked the audience for a show of hands for those who agreed with Mr. Glaze. A majority of hands were raised.

Rose Shymanski, 305 Bennet Street, requests that the Assembly members come to the hospital and speak to the employees; stated that her social security will be messed up but she still wants a new hospital; doesn't believe that there isn't anyone who didn't.

Ann Cramer, 327 Mission Street; stated that a partnership with SEARHC would open up a lot of education opportunities for the imaging department with CT machines, Ultrasound machines; would really enhance our lives; would be more beneficial to have everyone together and would help in patient care.

Jim Holder, 2.5 Mile Zimovia Hwy., does maintenance at the hospital; one step away from sewage break; if we don't do something such as fire system upgrades; wheelchairs do not fit into the bathrooms; welcomed anyone to come up to the hospital and spend time with him to go through the building to see what it really looks like from a maintenance aspect; goes to bed every night wasn't designed the way it should have; smoke detectors are not detecting the type of smoke hazards that are occurring; our fire protection company wants us to spend \$50,000 to \$60,000 to bring us up to a standard, to where everyone else is; we just need to go somewhere else.

Jim Debord, 3 Mile Zimovia Hwy., external funds that the hospital employees bring into the community would be devastating to lose in the community.

ITEMS OF BUSINESS

EXECUTIVE SESSION: Discuss with the Borough's legal counsel, Dorsey & Whitney LLP, a proposed Letter of Intent between the Borough and SEARHC regarding a possible future alignment of interests for the provision of health care services at the Wrangell Medical Center Manager Von Bargen stated that due to some additional information that we have received, Staff would be asking to have the Resolution to approve the DAF System as the Water Treatment Capital Improvement project postponed until Staff could come up with the answers to their questions

M/S: Gilbert/Powell, pursuant to AS 44.62.310 (c)(1) and AS 44.62.310(c)(3), that we recess into executive session to discuss privileged and confidential attorney-client information with our legal counsel, Dorsey & Whitney LLP and the Borough Manager, as well as information the immediate knowledge of which would clearly have an adverse effect upon the finances of the Borough, regarding a proposed letter of intent between the Borough and SEARHC to consider a possible future alignment of interests for the provision of health care services at the Wrangell Medical Center. Motion approved unanimously by polled vote.

Recessed Special meeting at 5:45 p.m. Reconvened Special meeting at 7:00 p.m.

5b Approval of a Non-Binding Letter of Intent and Confidentiality Agreement with the City & Borough of Wrangell and SEARHC

M/S: Howell/Gilbert, to approve a Non-Binding Letter of Intent and Confidentiality Agreement with the City & Borough of Wrangell and SEARHC.

Clerk Lane stated that she had received correspondence from *Jessica Rooney, WMC Employee* who had received 45 signatures from WMC Employees who were in favor of the letter of intent with the hopes of exploring the relationship between the Wrangell Medical Center and SEARHC and becoming more educated, as employees, in what the merger could potentially entail.

M/S: Decker/Powell, to amend the motion to amend the letter of intent to include a new Objective, 1.14: Preserve or enhance current healthcare employment in Wrangell.

Decker stated that the Assembly had heard from some of the Hospital employees and that some of their concerns were to do with their jobs and retaining of benefits; putting the additional language in the letter of intent shows that it is the intent to try and maintain those jobs; understands that SEARHC is of the same mentality.

Amendment was approved unanimously by polled vote.

Prysunka stated that he wanted to make sure that the community realized that this was a non-binding letter of intent; what that means is that at any point, if either party was uncomfortable with the process, they would have the ability to walk away; no forced arbitration in the document; lays a good path forward with working with SEARHC for them to look at the options for our community for preserving and enhancing healthcare.

Von Bargen stated that once the document was signed by both parties, the Steering Committee would be meeting most likely beginning in April.

Prysunka asked if the utilization of a \$1 million dollar grant could be used towards a hospital architectural survey was in order to discuss at this meeting. Clerk Lane stated that it was not since it was not noticed. Von Bargen stated that staff could have that discussion.

Main motion, as amended, was approved unanimously by polled vote.

5c Approval of a sole source construction contract to O'Brien & Sons Construction LLC for the Roughing Filter Replacement Project

M/S: Powell/Howell, to approve a sole source construction contract to O'Brien & Sons Construction LLC for the Roughing Filter Replacement Project. Motion approved unanimously by polled vote.

Special Assembly Meeting adjourned at 7:08 p.m.	
	David L. Jack, Mayor
ATTEST: Kim Lane MMC Borough Clerk	Burta Bi judi, Mayor

Minutes of Regular Assembly Meeting Held on March 27, 2018

Mayor David L. Jack called the Regular Assembly meeting to order at 7:00 p.m., March 27, 2018, in the Borough Assembly Chambers. Assembly Members Decker, Gilbert, Larrabee, Howell, and Powell were present. Assembly Member Prysunka participated by phone. Borough Manager Von Bargen and Clerk Kim Lane were also in attendance.

Meeting recessed at 7:02 p.m.; reconvened at 7:04 p.m.

The Pledge of Allegiance was led by Assembly Member Patty Gilbert.

The Invocation was given by David Jack.

CEREMONIAL MATTERS - None.

PERSONS TO BE HEARD

Mark Armstrong, Acting Electrical Utility Superintendent, said that he would speak under Item 12a.

AMENDMENTS TO THE AGENDA

CONFLICT OF INTEREST

CONSENT AGENDA

Consent Agenda Items:

Approval of Assembly Minutes – March 13, 2018 (Regular w/PH) & March 15, 2018 (Special) Transfer of Liquor License's received from AMCO for the Totem Bar & Liquor Store (Beverage Dispensary & Package Store)

POA-2010-512: Permit filed by SE Properties to fill (Stikine Inn area)

POA-2014-359: General Permit time extension to discharge shot rock (Terry Buness)

Correspondence Items:

School Board Minutes -School Board Action - None.

DCCED Letter received for the FY18 Shared Fisheries Business Tax for FMA 18

Port Commission Minutes - Ianuary 10 & February 1, 2018

Letter from Governor Walker, appointing Kay Jabusch to the Advisory Council on Libraries until 1-1-2021 WMC Minutes: February 21 (Regular) & March 9, 2018 (Special)

M/S: Gilbert/Decker, to approve the Consent Agenda as submitted. Motion approved unanimously by polled vote.

BOROUGH MANAGER'S REPORT

Manager Von Bargen's report was provided. In addition, she also reported on the following:

- Non-Binding Letter of Intent has been signed.
- SEARHC has been in contact with architects, best time to do the feasibility work session would be between the 6-10th of April.
- Steering Committee meeting for tomorrow, Thursday, March 29th.
- Wrangell Medical Center/Capital needs: as of Friday, the cash on hand as of \$860,244 which does includes the \$250,000 Borough loan and the \$150,000 grant from the Foundation for equipment

- that has not been spent, sprinkler system to be inspected in the next couple of weeks; \$150,000 maximum cost for sprinkler upgrades, will report back; insurance premiums are coming due, cost will be \$115,000; implementing cash saving measures until they get up to 60 days of cash on hand.
- Omnibus bill that passed last week included 2 years of SRS (Secure Rural Schools) payments and a 14% increased for the PILT (Payment in Lieu of Taxes); also included plans for the Tongass National Forest reverting; in response to Decker, the last SRS payment that we received was \$922,000 and the PILT payment that we can expect is \$485,000 (which is an assumption from the last PILT payment that we have received); for FY 2018, we should be receiving \$875,000 in SRS funding and for FY 2018, we should be receiving \$832,105 which are 5% decreases from subsequent years; amount of SRS contribution goes into a reserve fund. *Lee Burgess, Finance Director*, stated that from the SRS payment, 6% is transferred to the General Fund for road maintenance; if we continue to do this, and take the 6% from the SRS payment for road maintenance, the remaining balance will be less than what we have been giving the school for the next two payments. Decker stated that we would still need to draw down the fund in order to give the \$848,000 to the school, Von Bargen and Burgess agreed with that. Decker stated that we should have an additional Work Session with the School Board in order to have some unresolved questions answered.
- Evergreen project is out to bid.
- Staff changes: Nolan Center business plan in place before the re-organization plan is in place; will need to post position as a Department Director now; will come back to the Assembly with a plan in the near future.
- FY 2019 draft operational budget; will be having independent meeting with department heads on their departmental budgets; will have a CIP and major projects meeting on Thursday of this week; school district was invited as well.
- Roughing pilot test continues; is in and running but no report as to how it's doing as of yet.

BOROUGH CLERK'S FILE

Clerk Lane's report was provided.

MAYOR AND ASSEMBLY BUSINESS

Decker reported that the Girls Basketball team took fourth overall at State.

MAYOR AND ASSEMBLY APPOINTMENTS

10a City Boards and Committee Appointments

Mayor Jack stated that if the Ordinance to approve decreasing the number of Planning & Zoning Commission members from seven to five is approved, the Clerk does not have to advertise since the seats will no longer be open.

10b Appointment to fill the Vacancy on the SEAPA Board of Directors for CY 2018

There were no letters of interest received for the alternate member seat. Mayor Jack directed Clerk Lane to continue advertising.

PUBLIC HEARING

Mayor Jack opened the Public Hearing on the following items:

- **11a PROPOSED ORDINANCE No. 940:** AN ORDINANCE OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, REPEALING CHAPTER 3.54 OF THE WRANGELL MUNICIPAL CODE, NOLAN MUSEUM AND CIVIC CENTER BOARD (second reading)
- **11b PROPOSED ORDINANCE No. 941:** AN ORDINANCE OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, AMENDING CHAPTER 3.44, PLANNING AND ZONING COMMISSION, OF THE WRANGELL MUNICIPAL CODE, TO REDUCE THE NUMBER OF BOARD MEMBERS FROM SEVEN TO FIVE AND PROVIDE FOR A TRANSITION PROVISION TO IMPLEMENT THIS ORDINANCE (second reading)

There were no Persons to be Heard on either of these items. Mayor Jack declared the Public Hearing closed.

- 11a M/S: Powell/Howell, to adopt Ordinance No. 940. Motion approved unanimously by polled vote.
- 11b M/S: Howell/Gilbert, to adopt Ordinance No. 941. Motion approved unanimously by polled vote.

UNFINISHED BUSINESS

12a PROPOSED RESOLUTION NO. 03-18-1391: A RESOLUTION OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, PROVIDING FOR THE AMENDMENT OF THE JOB DESCRIPTION FOR GROUNDMAN/METER TECHNICIAN I, THE CREATION OF THE POSITION GROUNDMAN/METER TECHNICIAN II AND THE AMENDMENT OF THE UNION WAGE AND GRADE TABLE (postponed from the Feb. 13, 27 and March 13 meetings)

Mayor Jack stated that the following motion had been postponed from the last Assembly meeting and could now be considered:

Motion was made on March 13th by Gilbert/Powell, to approve Resolution No. 03-18-1391 providing for the amendment of the job description for the Meter Technician I, the Creation of the Position Meter Technician II and the Amendment of the Union Wage and Grade Table.

Mark Armstrong, Acting Electrical Utility Superintendent read a statement to the Assembly to address prior questions that had been asked at the last Assembly meeting.

Prysunka asked Armstrong if he was here, representing the Union or as the supervisor to the Electrical department; Armstrong answered that he was asked to read it at the disposal as filing in as the line superintendent; not here to represent the Union and that he was here as a citizen.

Prysunka and Powell stated that they were not in favor of this because it appeared as though we were opening up Union negotiations.

Howell asked for clarification on the current job description that some of the certifications that the employee was required to complete were supposed to be done within six months of hire or have upon being hired; did the employee in that position have those certifications since they had been on the job for two years?

Von Bargen and Armstrong clarified that the current employee just received their CDL.

After more discussion, Gilbert made the following amendment.

M/S: Gilbert/Decker: to amend the motion by striking the job descripton of Groundman Meter Technician II.

Von Bargen clarified for the Assembly that the approval of the Groundman Meter Technician I job description would come with a wage increase; stated that the Groundman Meter Technician II position would also come with an increase in salary; is a different wage & grade.

Jack clarified that if a person who was currently filling the Technician I position obtained the proper certifications and was moved to the Technician II position, the Technician I position would not be filled. Von Bargen stated that that was correct.

Clerk Lane stated that she believed that it would be more appropriate to either vote this item down or postpone it indefinitely and let Staff bring back a new Resolution that had only the Groundman Meter Technician I position.

Motion approved unanimously by polled vote.

12b Discussion Item: Credit Card processing fees for larger Utility Payments

Finance Director, Lee Burgess explained that the City pays a 2.5% fee for all credit card transactions; with the charges that are over \$1,000, the monthly fee for those transactions were \$2,274 in one month; doesn't include all of the other charges that are under the \$1,000 amount; Jet Pay, who is the City's credit card company had told Burgess that the city should implement a policy that implements a credit card cap (limit); paying by e-check would only be a .75 cent charge, per transaction.

At the direction of the Assembly, Burgess was directed to implement a policy that capped the credit card charges for utility payments at \$1,000.

Meeting recessed at 8:18 p.m.; reconvened at 8:23 p.m.

NEW BUSINESS

13a PROPOSED ORDINANCE No. 942: AN ORDINANCE OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, REPEALING AND REENACTING SECTION 3.04.114, NEPOTISM, OF THE WRANGELL MUNICIPAL CODE, THE REENACTED SECTION TO BE ENTITLED EMPLOYMENT OF RELATIVES (first reading)

M/S: Howell/Gilbert, moved to approve the first reading of Ordinance No. 942 and move to a second reading with a Public Hearing to be held on April 10, 2018. Motion approved unanimously by polled vote.

13b PROPOSED ORDINANCE No. 943: AN ORDINANCE OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, AMENDING CHAPTER 14.01, GENERAL PROVISIONS, CHAPTER 14.07, PORT OPERATIONS AND OTHER SERVICES, AND CHAPTER 14.11, FEES, OF TITLE 14, HARBOR AND PORT FACILTIES, OF THE WRANGELL MUNICIPAL CODE, TO AMEND SECTION 14.01.030,

DEFINITIONS, AMEND SECTION 14.07.013, PORT DEVELOPMENT FEE, ADD NEW SECTION 14.07.014, LIGHTERING FEE, AND AMEND SECTION 14.11.005, FEE SCHEDULE (first reading)

M/S: Gilbert/Howell, moved to approve the first reading of Ordinance No. 943 and move to a second reading with a Public Hearing to be held on April 10, 2018. Motion approved unanimously by polled vote.

13c PROPOSED ORDINANCE No. 944: AN ORDINANCE OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, ADDING A NEW CHAPTER 11.70, ATV'S, TO TITLE 11, VEHICLES AND TRAFFIC, OF THE WRANGELL MUNICIPAL CODE (first reading)

M/S: Howell/Powell, moved to approve the first reading of Ordinance No. 944 and move to a second reading with a Public Hearing to be held on April 10, 2018.

Gilbert stated that she thought that it would be a good idea to add Hospital Campuses to the prohibited areas, as defined in 11.70.020.

After some discussion by the Assembly, that area was not added to the proposed Ordinance.

Motion approved unanimously by polled vote.

13d PROPOSED ORDINANCE No. 945: AN ORDINANCE OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, AMENDING THE MINOR OFFENSE FINE SCHEDULE IN CHAPTER 1.20, GENERAL PENALTY, OF THE WRANGELL MUNICIPAL CODE (first reading)

M/S: Gilbert/Decker, moved to approve the first reading of Ordinance No. 945 and move to a second reading with a Public Hearing to be held on April 10, 2018. Motion approved unanimously by polled vote.

- **13e PROPOSED RESOLUTION NO. 03-18-1401**: A RESOLUTION OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, PROVIDING FOR THE AMENDMENT OF THE JOB DESCRIPTION FOR THE ELECTRICAL UTILITY SUPERINTENDENT AND PROVIDING FOR AN EFFECTIVE DATE (first reading)
- M/S: Gilbert/Powell, moved to approve Proposed Resolution No. 03-18-1401 providing for the amendment of the job description for the Electric Utility Superintendent and providing for an effective date. Motion approved unanimously by polled vote.
- **13f PROPOSED RESOLUTION No. 03-18-1402:** A RESOLUTION OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, ACCEPTING THE STATE OF ALASKA DEPARTMENT OF ENVIRONMENTAL CONSERVATION (ADEC) MUNICIPAL MATCHING GRANT, MMG #91722, IN THE AMOUNT OF \$696,415 FOR THE WATER MAINS REPLACEMENT PROJECT AND AMENDING THE FY 2018 BUDGET IN THE WATER FUND AUTHORIZING ITS EXPENDITURE
- M/S: Howell/Larrabee, moved to approve Resolution 03-18-1402, accepting the State of Alaska Department of Environmental Conservation (ADEC) Municipal Matching Grant, MMG #91722, in the amount of \$696,415 for the Water Mains Replacement Project and authorizing its expenditure. Motion approved unanimously by polled vote.

PROPOSED RESOLUTION No. 03-18-1403: A RESOLUTION OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, ACCEPTING THE STATE OF ALASKA DEPARTMENT OF ENVIRONMENTAL CONSERVATION (ADEC) LOAN FROM THE ALASKA DRINKING WATER FUND, PREVIOUSLY AUTHORIZED IN RESOLUTION NO. 08-14-1299, IN THE AMOUNT OF \$542,249 FOR THE WATER MAINS REPLACEMENT PROJECT AND AMENDING THE FY 2018 BUDGET IN THE WATER FUND AUTHORIZING ITS EXPENDITURE

M/S: Larrabee/Powell, moved to approve Resolution 03-18-1403, accepting the State of Alaska Department of Environmental Conservation (ADEC) Alaska Clean Water Fund Loan, previously authorized in Resolution No. 08-14-1299, in the amount of \$542,249 for the Water Mains Replacement Project and authorizing its expenditure. Motion approved unanimously by polled vote.

ATTORNEY'S FILE – Available for Assembly review in the Borough Clerk's office.

Regular Assembly Meeting adjourned at 8:46 p.m.

David L. Jack, Mayor

ATTEST:

Kim Lane, MMC, Borough Clerk

BOARD ACTION

WRANGELL PUBLIC SCHOOL BOARD SPECIAL MEETING (PAGE 1) MARCH 28, 2018

- Recessed into Executive Session to discuss a subject that may prejudice the character or reputation of any person, more specifically to review the superintendent applicants.
- Reconvened into Regular Session
- Directed Timi Tullis, Search Consultant from AASB, to contact the finalists determined by the Board to see if they would come to Wrangell for an interview on April 9 and 10.
- Adjourned

WRANGELL PUBLIC SCHOOLS

FOR RELEASE: 11:00 AM MARCH 29, 2018

BOARD ACTION

WRANGELL PUBLIC SCHOOL BOARD REGULAR MEETING MARCH 22, 2018

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

- · Approved the Agenda as presented
- · Approved the Items on the Consent Agenda as presented
 - Accepted the Minutes of February 19, 2018 Regular School Board Meeting
 - o Offered Bill Schwan a principal contract for the 2018-2019 school year
 - Offered contracts to tenured teachers for 2018-2019 school year
 - o Offered Fred Angerman a maintenance director contract for 2018-2019
 - Offered Matthew Gore a technology director contract for 2018-2019
 - Offered Pam Roope a business manager contract for 2018-2019
 - Offered Annya Ritchie an extracurricular contract for Middle School Volleyball Assistant Coach for the 2018 season
 - Approved the hire of Shanna Mali, Fine Arts Teacher
 - Approved the hire of Jennifer Ingman, Secondary Math Teacher
 - Approved the hire of Virginia Tulley, Elementary Principal
 - o Offered Therese Pempek a Long-term Substitute Contract as Lead Teacher
 - Reviewed the resignation of Leeann Wiggins-Martin, IT Coordinator
- Postponed action on a motion to adopt Resolution 18-01 Supporting Alaska's Education Challenge
- Accepted the FY 2018 Special Education Grant in the amount of \$107,025.93
- Discussed the FY 2019 Budget Draft II
- · Accepted the first reading of:
 - Board Policy 1260, Visits to the School
 - o Board Policy 4117.2, Resignation of Certificated Personnel
 - o Board Policy 4117.3, Personnel Reduction
 - Board Policy 7020, Board Standards
 - o Board Policy 7021, Governing Style
 - Board Policy 7022, Board Responsibilities
 - o Board Policy 7262, Board Participating in Activities
 - Board Policy 7263, School Board Use of Electronic Mail and Social Media
 - Board Policy 7274, Board Member/Superintendent Progressive Response
- Accepted the second reading of:
 - Board Policy 7001, Global Governance
 - Board Policy 7014, Unity of Control
 - Board Policy 7130, Board Committees
- Reviewed Board Policy
 - Board Policy 1323, Contests and Awarding of Prizes to Students
 - Board Policy 4117.6, Nonretention of Teachers
- Adjourned

WRANGELL PUBLIC SCHOOLS

FOR RELEASE: 10:30 AM MARCH 29, 2018

BOROUGH ASSEMBLY AGENDA STATEMENT			
<u>Date</u>	April 10, 2018		

CALENDAR:

4-12	Planning & Zoning Commission meeting @7pm in the Assembly Chambers
4-14	Community Clean-up from 8:30am to 12:30pm (meet at the Evergreen Elementary School)
4-16	Rescheduled Port Commission meeting @7pm in the Assembly Chambers
4-18	Hospital Board meeting @5:30 in the Assembly Chambers

SEAPA Scheduled for April 17th in Ketchikan

UPCOMING Meetings / Work Sessions:

April 10 (6:30 p.m.) SEAPA Presentation to provide a quarterly update to the Assembly and the public

April 24 (6:30 p.m.) SE ALASKA WATERSHED COALITION – Angie Flickinger to provide information and updates on the Watersheds in our area

May 1 & 2 (5:30 p.m.) BUDGET Work Session's to discuss the FY 2018-19 Budget

May 7 (5:30 p.m.) BOARD OF EQUALIZATION Meeting

May 22 PUBLIC HEARING on the FY 2018-19 Budget

- Remarks must be confined to the merits of the pending question
- A member's motives must not be attacked.
- All remarks should be addressed to or through the chair.
- Members may not speak directly to one another.

Point of Order

Member Smith raised a point of order that ...

The chair ruled the point of order well taken because... OR

The chair ruled the point of order not well taken because ...

Appeal

Member Smith appealed from the decision of the chair.

The ruling of the chair was sustained OR The ruling of the chair was overturned.

Handling public input:

- Create and follow your own procedural rules
- Treat every person fairly and impartially
- Reciprocate courtesies
- ➤ Always maintain control and decorum

- Don't delay or compromise decisionmaking
- Remember, citizens don't have all the information you do
- Provide for an accurate record
- Listen to your legal counsel

In enforcing the rules there is a need for the exercise of tact and good sense.

In small assemblies and especially when the members are unfamiliar with parliamentary procedure, a strict enforcement of the rules is unwise.

CITY & BOROUGH OF WRANGELL, ALASKA					
BOROUGH ASSEMBLY AGENDA STATEMENT					
AGENDA ITEM TITLE: NO. 9				<u>Date</u>	April 10, 2018
Mayor and Assembly Business					
SUBMITTED BY:					
Kim Lane, Borough Clerk					
ATTACHMENTS:					
None.					

MAYOR/ASSEMBLY REPORTS AND APPOINTMENTS:

INFORMATION: This agenda item is reserved for the mayor and assembly to provide reports or comments and to introduce items not previously on the agenda which need to be brought to the attention of the entire assembly or the staff. Assembly members may hold limited discussion on these topics or ask the borough manager or the borough clerk for clarifying information. By majority consent of the assembly, the mayor or assembly may give direction to the borough manager or the borough clerk to add an item for consideration for the next regular assembly meeting. Other than as described in this subsection I, no action may be taken by the assembly under this agenda item.

CITY & BOROUGH OF WRANGELL, ALASKA				
BOROUGH ASSEMBLY AGENDA STATEMENT				
AGENDA ITEM TITLE: NO. 10 Date April 10, 2018				April 10, 2018
Mayor and Assembly Appointments				
SUBMITTED BY:				
Kim Lane, Borough Clerk				
ATTACHMENTS:				
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 Port Commission Appointment

This unexpired term is until October 2018.

There two letters of interest received from:



Appointment to	ho	filled h	the Ma	vor with th	o consont o	ftho Acc	somhly
ADDUIIIIIIIEIII IU	DE I	nneu D	v uie mu	vui willi lii	ie consent o	i uie as:	seiilblv.

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

Motion: Move to appoint ______ to fill the vacancy on the Port Commission for the term up until October 2018.

> Item 10b Appointment to fill the ALTERNATE vacancy on the SEAPA Board

There were <u>no</u> letters received for the above vacancy.

Appointment to be filled by the Mayor with the consent of the Assembly.					
Recommended Action if not approv	red with the consent of the Assembly:				
Motion: Move to appoint	to fill the vacancy on the SEAPA Board for the <u>(alternate</u>				
member seat) for the term up unti	l December 31. 2018.				

Dear Mayor and Assembly,

I would be interested in serving on the Port Commission until the upcoming election in the fall.

Sincerely, B- Menial Mayor David L. Jack PO Box 531 Wrangell, AK 99929

Capt. Loretto L. Jones 531 Zimovia Highway Wrangell, AK 99929 (907) 874-2355

RE: Letter of Intent

April 4, 2018

Dear Mayor Jack,

I was excited to hear that there was a vacancy on the Port Commission and would like to serve. Giving back to a community that I love is important. As a former Harbor Board Member for the Juneau Harbor Board, I know the how vital it is to have community involvement.

We enjoy having the Marine Service Center in town and appreciate the self-work areas and the skilled local contractors. We are also permitted vendors. As a former Alaskan commercial gillnetter operating the F/V Small Fry for many years my homeport was Wrangell. I am pleased to be back and would like to give back to the community.

Currently, my husband and I operate Sedna Charters providing a freight, salvage and towing option for stranded or disabled boaters and enjoy working with Harbor Master Greg Meissner.

My background as a licensed USCG Master with a towing endorsement has taken me from Dutch Harbor, AK to the United States Virgin Island Islands.

Thank you for this opportunity.

Sincerely,

Captain Loretto Jones

CITY & BOROUGH OF WRANGELL, ALASKA BOROUGH ASSEMBLY <u>PUBLIC HEARING</u> AGENDA STATEMENT

AGENDA ITEM TITLE:	<u>NO.</u>	11a	DATE:	April 10, 2018	
PROPOSED ORDINANCE No. 942: AN ORDINANCE OF THE ASSEMBLY OF THE CITY AND					
BOROUGH OF WRANGELL, ALASKA, REPEALING AND REENACTING SECTION 3.04.114,					
NEPOTISM, OF THE WRA	ANGELL	MUNICIPAL	CODE, T	THE REENACTED SECTION TO BE	
ENTITLED EMPLOYMENT OF RELATIVES					
(second reading)					
				FISCAL NOTE:	
SUBMITTED BY:		Ex	penditure R	equired: none	

		Account Name(s): n/a
Reviews/	'Approvals/Recommendations	
n/a Commission, Board or Committee		Unencumbered Balance(s) (prior to expenditure):

Amount Budgeted: none

Account Number(s): none

Name(s) n/a

Lisa Von Bargen, Borough Manager & Kim Lane, Borough Clerk

	Attorney	
n/a	Insurance	

ATTACHMENTS:

1. Proposed Ordinance No. 942.

Procedure: Mayor Jack shall declare the Public Hearing open. The Mayor shall ask if there is any administrative report on the Public Hearing Item. Clerk Lane shall retrieve the list of those who signed up to speak. When the item comes up, Persons on the list will be called by the mayor to speak in the order in which they signed up for the Public Hearing Agenda Item.

Mayor Jack shall declare the Public Hearing closed before the Assembly takes action on the item.

Once the Public Hearing has CLOSED......

RECOMMENDATION MOTION:

Move to Adopt Ordinance No. 942.

SUMMARY STATEMENT:

Following the "almost" hiring of a relative of an Assembly Member, and subsequent disqualification of that applicant, the applicant requested an item be put on the Assembly agenda for consideration of amending the code and policy related to nepotism. The Assembly had a very healthy discussion regarding the issue at the February 6th meeting. The Assembly gave direction for Administration to bring options back for consideration, making the code less restrictive.

The Clerk work with the Borough's attorney who reviewed other nepotism codes around the state and developed a summary paper offer options to consider. A copy of that memo is attached. Both the Clerk and the Manager recommend adopting Option 1. This option eliminates the prohibition of hiring relatives of an Assembly member. It also more clearly defines the prohibition of relatives or married (and dating) persons to supervise each other. It also outlines the procedure for what happens if relatives or married persons end up in a supervisory role due to hiring, transfer, or promotion. This option further retains the ability for a relative or spouse of the manager to be hired or remain working if it is approved by the Assembly.

The attached ordinance outlines the proposed code revisions to Section 3.04.114. The attorney is also recommending the title of this section be changed from "Nepotism" to "Hiring of Relatives." In addition to the code, Section 105 of Personnel Policy must also be amended. A resolution making that change will be brought back to the Assembly at the second reading of the ordinance – if the Assembly decides to approve this ordinance at first reading.

CITY AND BOROUGH OF WRANGELL, ALASKA

ORDINANCE No. 942

AN ORDINANCE OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, REPEALING AND REENACTING SECTION 3.04.114, NEPOTISM, OF THE WRANGELL MUNICIPAL CODE, THE REENACTED SECTION TO BE ENTITLED EMPLOYMENT OF RELATIVES

WHEREAS, the City and Borough of Wrangell is dedicated to providing equal opportunity for employment to all qualified applicants and ensuring fair treatment for all employees; and

WHEREAS, notwithstanding this policy, the Borough retains the right, and has the responsibility, to ensure that in making employment decisions the Borough prohibits and avoids creating or maintaining circumstances in borough employment that may cause or result in the appearance or possibility of favoritism, improper influence, conflicts of interest, management disruption, or problems with employee morale; and

WHEREAS, the Assembly has carefully reviewed and considered the nepotism section of the code, Section 3.04.114, in light of these policies and management rights and responsibilities; and

WHEREAS, the Assembly has determined that Section 3.04.114 should be revised to more thoroughly and clearly describe the types of relationships and employment circumstances that are covered by the ordinance, and to narrow its scope by removing provisions that the Assembly has determined may be unnecessary; and

WHEREAS, following the enactment of this ordinance, the Assembly intends to review and revise Section 105 of the Wrangell Personnel Policy, Hiring of Relatives, to be consistent with and address the changes made by this ordinance.

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

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

- SEC. 1. <u>Action</u>. The purpose of this ordinance is to repeal and reenact Section 3.04.114 of the Wrangell Municipal Code relating to nepotism.
- SEC. 2. <u>Repeal and Reenactment of Section</u>. Section 3.04.114 of the Wrangell Municipal Code is repealed and reenacted to read:

[3.04.114 Nepotism.]

- [A. Except as provided in subsection (B) of this section, neither the borough manager, the assembly nor any other authority of the borough government may appoint any person related to the mayor or any other assembly member, to the borough manager, or to such person, or, in the case of a plural authority, to one of its members, by affinity or consanguinity within the second degree, to any office or position of profit in the borough government; but this shall not prohibit an officer or employee from continuing in the service of the borough.
- B. Relatives, within the second degree of affinity or consanguinity to the borough manager cannot be appointed to an office or position of profit in the borough government without the prior approval of the borough assembly. If an employee is currently working for the borough government and a relative within the second degree of affinity or consanguinity is hired as the borough manager, that person cannot continue their employment with the borough without approval of the borough assembly.]

3.04.114 Employment of Relatives.

- A. Definitions. As used in this section, the following words, terms and phrases shall have the following meanings:
- 1. "Immediate relative" means a person's spouse and the following individuals, whether in a full, half, or step relationship to the person: parent, child, brother, sister, grandparent, or grandchild; and the following individuals related to the person's spouse, whether in a full, half, or step relationship to the spouse: parent, child, brother, sister, grandparent, or grandchild. Persons related by adoption are treated the same as persons related by blood.
- 2. "Domestic partner" means a person cohabitating with the employee in a committed relationship with the intent to reside together indefinitely where each person is each other's sole domestic partner and both parties are responsible for the common welfare of the other.
- 3. "Dating relationship" means an intimate association primarily characterized by the expectation of affectionate or romantic involvement over a period of time. The term does not include a casual relationship or an association between persons in a business or social context.

- B. Appointment prohibited under certain circumstances. Except as provided in subsections (C) and (D) of this section, a person may not be appointed to employment with the borough if, upon his or her appointment, the person would be in:
- 1. A position under the direct supervision of an immediate relative, domestic partner, or anyone with whom he or she is in a dating relationship;
- 2. A position in which the person directly supervises an immediate relative, domestic partner, or anyone with whom he or she is in a dating relationship; or
- 3. A position in which the person and an immediate relative, domestic partner, or anyone with whom he or she is in a dating relationship, work directly under and report to the same supervisor.

C. Current employees; relatives of current employees.

- 1. Subsection (B) of this section does not prohibit a current employee from continuing to be employed by the borough provided that the current employee may not be transferred, reassigned, or promoted to a position in which he or she would be under the direct supervision of, or directly supervise, an immediate relative, domestic partner, or anyone with whom he or she is in a dating relationship, or to a position in which the current employee and an immediate relative, domestic partner, or anyone with whom he or she is in a dating relationship would work directly under and report to the same supervisor.
- 2. An immediate relative or domestic partner of a current employee, or a person in a dating relationship with a current employee, may not hold a position in which that person is under the direct supervision of, or directly supervises, or works directly under and reports to the same supervisor as the current employee.

D. Relatives of the manager.

- 1. An immediate relative of the borough manager, a domestic partner of the manager, or anyone with whom the manager is in a dating relationship, may not be appointed to a position of employment with the borough without the prior approval of the borough assembly.
- 2. A current employee may not, without the approval of the borough assembly, continue their employment with the borough if an immediate relative of the employee, the employee's domestic partner, or anyone with whom the employee is in a dating relationship, is hired as the borough manager.

E. Persons who become related after appointment.

1. If after appointment to borough employment two employees become immediate relatives or domestic partners, or if a dating relationship is established between them, and those employees hold positions that are in one of the supervisory or reporting situations described in

subsection (B) of this section, the borough manager will take steps to transfer one of the employees to another open position if such position exists and is suitable; if a transfer cannot be accomplished due to the unavailability or unsuitability of an open position, the borough manager may, if the manager deems it appropriate, reassign the supervisory or reporting responsibilities of one of the employees to another employee who is not so related or, if necessary, one of the employees must resign, or the manager may terminate one of the employees.

- 2. All decisions on transfer, reassignment, resignation, or termination, shall be made by the manager and will be based on the best interests of the borough. The manager's decisions shall be final.
- SEC. 3. <u>Classification</u>. This ordinance is of a permanent nature and shall be codified in the Wrangell Municipal Code.
- SEC. 4. <u>Severability</u>. If any portion of this ordinance or any application thereof to any person or circumstance is held invalid, the remainder of this ordinance and the application to other persons or circumstances shall not be affected thereby.

	SEC. 5. <u>Effective Date</u> . This ordinance shall be effective upon adoption.
	PASSED IN FIRST READING: <u>March 27</u> , 2018.
	PASSED IN SECOND READING:, 2018.
ATTE	David L. Jack, Mayor ST:
Kim L	ane, Borough Clerk

Yes:	
No:	
Absent:	
Abstaining:	

CITY & BOROUGH OF WRANGELL, ALASKA BOROUGH ASSEMBLY PUBLIC HEARING AGENDA STATEMENT

DATE: | April 10, 2018

11b

NO.

PROPOSED ORDINANCE I	No. 943: AN	ORDINANCE	OF THE ASSEM	MBLY OF THE C	ITY AND
BOROUGH OF WRANGELL	, ALASKA, A	AMENDING C	HAPTER 14.01,	GENERAL PRO	VISIONS,
CHAPTER 14.07, PORT OPE	ERATIONS A	ND OTHER SE	RVICES, AND CH	HAPTER 14.11, F	EES, OF
TITLE 14, HARBOR AND	PORT FACI	LTIES, OF TH	HE WRANGELL	MUNICIPAL CO	DDE, TO
AMEND SECTION 14.0	1.030, DEF	INITIONS, A	AMEND SECTION	ON 14.07.013	, PORT
DEVELOPMENT FEE, ADI	NEW SEC	TION 14.07.	014, LIGHTERI	NG FEE, AND	AMEND
SECTION 14.11.005, FEE SO	CHEDULE				

(second reading)

AGENDA ITEM TITLE:

SUBMITTED BY:		FISCAL NOTE:		
		Expenditure Required: none		
Greg Meissner, Harbormaster		Amount Budgeted: none		
		Account Number(s): none		
		Account Name(s): n/a		
Reviews/Approvals/Recommendations				
	Port Commission	Unencumbered Balance(s) (prior to expenditure):		
Name(s)		n/a		
	Attorney			
n/a	Insurance			
ATTACHMENTS:				

Procedure: Mayor Jack shall declare the Public Hearing open. The Mayor shall ask if there is any administrative report on the Public Hearing Item. Clerk Lane shall retrieve the list of those who signed up to speak. When the item comes up, Persons on the list will be called by the mayor to speak in the order in which they signed up for the Public Hearing Agenda Item.

Mayor Jack shall declare the Public Hearing closed <u>before</u> the Assembly takes action on the item.

Once the Public Hearing has CLOSED......

RECOMMENDATION MOTION:

^{1.} Proposed Ordinance No. 943. 2. Port Commission memo's.

Move to Adopt Ordinance No. 943.

SUMMARY STATEMENT:

See memo's from Port Commission.

CITY AND BOROUGH OF WRANGELL, ALASKA

ORDINANCE NO. 943

AN ORDINANCE OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, AMENDING CHAPTER 14.01, GENERAL PROVISIONS, CHAPTER 14.07, PORT OPERATIONS AND OTHER SERVICES, AND CHAPTER 14.11, FEES, OF TITLE 14, HARBOR AND PORT FACILTIES, OF THE WRANGELL MUNICIPAL CODE, TO AMEND SECTION 14.01.030, DEFINITIONS, AMEND SECTION 14.07.013, PORT DEVELOPMENT FEE, ADD NEW SECTION 14.07.014, LIGHTERING FEE, AND AMEND SECTION 14.11.005, FEE SCHEDULE

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

- SEC. 1. <u>Action</u>. The purpose of this ordinance is to amend Title 14, Harbor and Port Facilities, of the Wrangell Municipal Code, specifically Chapter 14.01, General Provisions, Chapter 14.07, Port Operations and Other Services, and Chapter 14.11, Fees.
- SEC. 2. <u>Amendment</u>. Section 14.01.030 of the Wrangell Municipal Code is amended to add two new definitions to read:

14.01.030 Definitions.

Whenever the words, terms, phrases and their derivations set forth in this section are used in this title, they shall have the meaning set forth in this section.

•••

KK. "Vessel Lightering Fee" means the charge assessed to certain vessels as provided in WMC 14.07.013 for dropping-off or picking-up passengers at any Wrangell port and harbor facilities.

LL. "Designated Bow Tie Skiff Zone" means any area designated by the Harbor Department for bow tying only by skiffs; such skiffs must be open without cabins and no more than eighteen (18) feet in length.

SEC. 2. <u>Amendment</u>. Chapter 14.07 of the Wrangell Municipal Code is amended to add a new Section 14.07.014, Lightering Fees, and to amend Section 14.07.13, Port Development Fees.

14.07 PORT OPERATIONS AND OTHER SERVICES

Sections:	
14.07.005	Wrangell dock and barge ramp facilities.
14.07.010	Wharfage and transfer of freight.
14.07.013	Port development fees.
14.07.014	Lightering fee.
14.07.015	Impoundment of cargo or stored property.
14.07.020	Storage.
14.07.025	Gridiron.
14.07.030	Launch ramps.
14.07.035	Parking.
14.07.040	Services of the harbormaster.
14.07.045	Electrical service.
14.07.050	Water supplied from Wrangell dock.
14.07.055	Hoists.
14.07.060	Work float.
14.07.065	Gear float.
14.07.070	Vendor shelter.
14.07.075	Fish processing.
14.07.080	Signs.
14.07.085	Seaplane float.
14.07.090	Dolphin moorage storage.
14.07.095	Marine Service Center.

14.07.013 Port development fees.

A. In addition to any other fees assessed pursuant to this chapter, a port development fee shall be assessed against each vessel which exceeds 120 feet in length overall and carries revenue[s] generating passengers [at] and docks to any Port of Wrangell facilities or lighters to any such facilities. This additional fee shall be assessed each time the vessel uses Port of Wrangell facilities [during the period of May 1st through September 30th of each year]. A vessel will be considered to have used Port of Wrangell facilities once [each time] it has [is] moored to a Port of Wrangell facility, or lightered to a Port of Wrangell facility as described and provided in WMC 14.07.014.

- B. The additional fee shall be assessed as listed in WMC 14.11.005.
- C. The master or agent of each vessel shall provide the length overall of the vessel upon request of the borough.
- E. Proceeds from this fee shall be dedicated for the <u>operation</u>, maintenance, design and construction of port facilities.

14.07.014 Lightering Fee

- A. In addition to any other fees assessed pursuant to this chapter, a lightering fee shall be assessed against each vessel which exceeds 120 feet in length overall and carries revenue generating passengers when the vessel drops off or picks up its passengers at any Port of Wrangell facility. A vessel will be considered to be lightering once the first tender has unloaded or loaded passengers until the last tender has loaded or unloaded passengers, and the period of time for which the lightering fee shall be assessed will commence when the first tender has moored and will continue until the last tender has cast off and vacated the position allocated.
- B. The lightering fee shall be assessed as listed in WMC 14.11.005.
- C. The master or agent of each vessel shall provide the length overall of the vessel upon request of the borough.
- D. The lightering fee will consist of a portion of the applicable dockage and Port Development fees.
- E. <u>Proceeds from this fee shall be dedicated for the operation, maintenance, design and construction of port facilities.</u>
- SEC. 3. <u>Amendment</u>. Section 14.11.005 of the Wrangell Municipal Code is amended to remove the FY 2017 fee schedule and add the FY 2022 fee schedule, and to add a fee in Section A for Designated Bow Tie Skiff Zone, and a fee in Section AA for Lightering.

14.11.005 Fee schedule.

The following fees shall be charged for the uses indicated:

Use Fee

A. Transient Moorage – WMC 14.05.010.		[FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022
Daily – Prepaid	0 – 30 feet	\$0.45/ foot	\$0.46/ foot	\$0.47/ foot	\$0.48/ foot	\$0.49/ foot	\$0.50/ foot
	31 – 55 feet	\$0.55/ foot	\$0.56/ foot	\$0.57/ foot	\$0.58/ foot	\$0.59/ foot	\$0.60/ foot
	56 – 100 feet	\$0.65/ foot	\$0.66/ foot	\$0.67/ foot	\$0.68/ foot	\$0.69/ foot	\$0.70/ foot
	101 feet and up	\$1.00/ foot]	\$1.02/ foot	\$1.04/ foot	\$1.06/ foot	\$1.08/ foot	\$1.10/ foot
Daily – Invoiced	Two times the	daily prepaid					
Monthly	0 – 30 feet	[\$4.00/ foot	\$4.08/ foot	\$4.16/ foot	\$4.24/ foot	\$4.32/ foot	\$4.41/ foot
	31 – 55 feet	\$4.50/ foot	\$4.59/ foot	\$4.68/ foot	\$4.77/ foot	\$4.87/ foot	\$4.97/ foot
	56 – 100 feet	\$5.00/ foot	\$5.10/ foot	\$5.20/ foot	\$5.30/ foot	\$5.40/ foot	\$5.51/ foot
	101 feet and up	\$6.00/ Foot]	\$6.12/ foot	\$6.24/ foot	\$6.36/ foot	\$6.49/ foot	\$6.62/ foot
Designated Bow Tie Skiff Zone	\$35.00 flat fee	Per month					
Annual	Same as reserv	red moorage					

B. Reserved Moorage – WMC 14.05.015.

Wait list deposit \$50.00 each

Fee shall increase 2% each year through FY [2021]2022

Annual		[FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022
	0 - 30 feet	\$28.00/ foot	\$28.56/ foot	\$29.13/ foot	\$29.71/ foot	\$30.30/ foot	\$30.91/ foot
	31 – 55 feet	\$33.00/ foot	\$33.66/ foot	\$34.33/ foot	\$35.02/ foot	\$35.72/ foot	\$36.43/ foot
	56 feet and up	\$38.00/ foot]	\$38.76/ foot	\$39.54/ foot	\$40.33/ foot	\$41.14/ foot	\$41.96/ foot

C. Customer Service Moorage – WMC 14.05.020.

Wait list deposit \$50.00 each

Annual 1.5 times the annual rate

D. Electric Utility Service – WMC 14.07.045.

Daily

20 amp 120 v \$5.00/day 30 amp 120 v \$8.00/day 50 amp single phase \$10.00/day 50 amp 3 phase \$30.00/day

100 amp 3 phase \$50.00/day

Fee shall increase 2% each year through FY [2021]2022

E. Outside Dock Face Moorage – WMC 14.07.005(C).	[FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022
1.00 – 99 feet	\$0.99/	\$1.01/	\$1.03/	\$1.05/	\$1.07/	\$1.09/
	foot	foot	foot	foot	foot	foot
2. 100 – 199 feet	\$1.27/	\$1.30/	\$1.33/	\$1.36/	\$1.39/	\$1.42/
	foot	foot	foot	foot	foot	foot
3. 200 – 299 feet	\$1.43/	\$1.46/	\$1.49/	\$1.52/	\$1.55/	\$1.58/
	foot	foot	foot	foot	foot	foot
4. 300 – 499 feet	\$1.65/	\$1.68/	\$1.71/	\$1.74/	\$1.77/	\$1.81/
	foot	foot	foot	foot	foot	foot
5. 500 – 599 feet	\$1.93/	\$1.97/	\$2.01/	\$2.05/	\$2.09/	\$2.13/
	foot	foot	foot	foot	foot	foot
6. 600 feet and up	\$2.20/	\$2.24/	\$2.28/	\$2.33/	\$2.38/	\$2.43/
	foot]	foot	foot	foot	foot	foot

Fee shall increase 2% each year through FY [2021]2022

F. Inside Dock Face Moorage – WMC 14.07.005(C).	[FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022
1.00 – 99 feet	\$0.99/	\$1.01/	\$1.03/	\$1.05/	\$1.07/	\$1.09/
	foot	foot	foot	foot	foot	foot
2. 100 – 199 feet	\$1.27/	\$1.30/	\$1.33/	\$1.36/	\$1.39/	\$1.42/
	foot	foot	foot	foot	foot	foot
3. 200 – 299 feet	\$1.43/	\$1.46/	\$1.49/	\$1.52/	\$1.55/	\$1.58/
	foot	foot	foot	foot	foot	foot
4. 300 – 499 feet	\$1.65/	\$1.68/	\$1.71/	\$1.74/	\$1.77/	\$1.81/
	foot	foot	foot	foot	foot	foot
5. 500 – 599 feet	\$1.93/	\$1.97/	\$2.01/	\$2.05/	\$2.09/	\$2.13/
	foot	foot	foot	foot	foot	foot
6. 600 feet and up	\$2.20/	\$2.24/	\$2.28/	\$2.33/	\$2.38/	\$2.43/
	foot]	foot	foot	foot	foot	foot

G. Barge Ramp Facility Moorage/Mill Dock/Borough Dock – WMC 14.07.005(C).

Daily (\$500.00 minimum) \$2.00/lineal foot

Beach landing (\$25.00

minimum)

\$0.10/lineal foot

Call outs and overtime will be charged at actual employee costs.

H. Net and Gear Work on Dock – WMC 14.07.005(D).

First two rental periods \$25.00

Each additional rental period \$20.00

I. Wharfage – WMC 14.07.010(C).

General cargo \$2.50/ton

Vehicles \$2.50/ton

Explosives \$6.25/ton

Lumber \$1.00/thousand

milled board

feet

Empty containers \$3.75 each

Sand and gravel

500 tons \$1.00/ton

501 - 1500 tons \$500.00 + \$0.20/ton for each ton over 500

1,500+ tons \$800.00 + \$0.05/ton for each ton over 1,500

J. Storage – WMC 14.07.020(B).

Outside storage (\$6.25

minimum)

\$0.33/square foot monthly

Inside storage \$0.55/square foot monthly

Floating log storage \$0.10/thousand milled board feet monthly

Vending storage 50% of covered vendor storage rate

K. Gridiron - WMC 14.07.025(B).

Daily (after first two rental

periods)

\$1.00/foot

L. Launch Ramp - WMC 14.07.030.

Daily Fee \$10.00 per launch

Annual Permit \$25.00 per calendar year if the person has a stall for a boat other than the one being

launched.

\$50.00 per calendar year if the person does not have a stall.

If the boat being launched has a stall there is no fee assessed.

M. Parking - WMC 14.07.035.

No charge \$0.00

N. Services of the Harbormaster -

WMC 14.07.040.

Replace mooring lines \$10.00 + cost of line

Skiff rental with personnel \$150.00 per hour (1 hour minimum)

Pumping \$25.00 + labor

Labor Labor costs will be the actual costs of the employee. They will include wages and

employee costs. Overtime and callout rules will also apply.

Raising of boats \$150.00 + cost of materials and professional services

O. For rates, see WMC 15.04.640, Monthly Water Rates, Class B – Commercial and Industrial – Flat

Rates.

P. Hoists - WMC 14.07.055.

Hourly (billed in 6-minute

increments)

\$10.00/hour

\$10.00

6-minute minimum \$1.00

Resident access card (original

issue)

Transient access card (original

issue)

Replacement access card (lost

or damaged)

\$20.00

\$20.00

Access card refund 1/2 original fee

Q. Work float - WMC 14.07.060.

Trespass fee \$50.00/rental period

R. Gear float - WMC 14.07.065.

Trespass fee \$100.00/rental period

S. Vendor Shelter - WMC 14.07.070.

Annual reserved 12 times the reserved season rate

Reserved for entire season \$77.81/month

Month to month \$90.31/month

Day to day \$18.06/month

T. Seaplane Float - WMC 14.07.085.

Daily \$5.00

Monthly \$100.00

Annual reserved \$420.00

U. Impoundment Storage – WMC 14.13.025.

Minimum of \$50.00 per month \$0.01/sq. ft.

per day

 $V.\ Impoundment\ Fee-WMC$

14.13.025.

This fee is in addition to other

related costs

\$100.00

W. Transient Moorage at Summer

Floats.

0-80 feet \$0.65/foot/day

81 feet and up \$0.95/foot/day

X. Moorage for Mill Dock and Back Side of Borough Dock Monthly Dock

Rates.

0-80 feet \$4.00/foot/month

81 feet and up \$5.00/foot/month

Y. Travel and Adventure Services.

Transportation vehicles \$50.00/monthly 10 by 10 space \$20.00/monthly

Passenger vessels - motorized

Daily \$10.00/departure

Monthly \$2.00/per foot per month

Annual \$400.00

Passenger vessels – nonmotorized

Water vessel \$1.00/launchLand vehicle \$0.50/rental

		Fees shall incre	ase 2% each year	through FY [2	2021] <u>2022</u>				
Z. Po	ort Development Fees.		[FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	
	120 – 499		\$1.38/ foot	\$1.41/ foot	\$1.44/ foot	\$1.47/ foot	\$1.50/ foot	\$1.53/ foot	
	500 and up		\$2.20/ foot]	\$2.24/ foot	\$2.28/ foot	\$2.33/ foot	\$2.38/ foot	\$2.43/ foot	
AA.	Lightering Fee	40% of applicat	ole Dockage Fees	and Port Dev	elopment Fees,	combined			
		Fee shall increase 2% each year through FY [2021]2022							
[AA] Fees	BB. Marine Service Center		[FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	
	Round trip lift fees								
	0 – 40 feet		\$12.10/ foot	\$12.34/ foot	\$12.59/ foot	\$12.84/ foot	\$13.10/ foot	\$13.36/ foot	
	41 – 58 feet		\$13.20/ foot	\$13.46/ foot	\$13.73/ foot	\$14.00/ foot	\$14.28/ foot	\$14.57/ foot	
	59 – 75 feet		\$14.30/ foot	\$14.59/ foot	\$14.88/ foot	\$15.18/ foot	\$15.48/ foot	\$15.79/ foot	
	76 – 90 feet		\$16.50/ foot	\$16.83/ foot	\$17.17/ foot	\$17.51/ foot	\$17.86/ foot	\$18.22/ foot	
	91 – 120 feet		\$18.70/ foot	\$19.07/ foot	\$19.45/ foot	\$19.84/ foot	\$20.24/ foot	\$20.64/ foot	
	121 – 140 feet		\$20.90/ foot	\$21.32/ foot	\$21.75/ foot	\$22.19/ foot	\$22.63/ foot	\$23.08/ foot	
	141 feet and up		\$23.10/ foot]	\$23.56/ foot	\$24.03/ foot	\$24.51/ foot	\$25.00/ foot	\$25.50/ foot	
		Fees shall incre	ase 2% each year	through FY [2	2021] <u>2022</u>				
	Boat lift minimum		[FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	
	150-ton		\$330.00/hour	\$336.60/hour	\$343.33/hour	\$350.20/hour	\$357.20/hour	\$364.34/hour	
	300-ton		\$550.00/hour]	\$561.00/hour	\$572.22/hour	\$583.66/hour	\$595.33/hour	\$607.24/hour	
		Fees shall incre	ase 2% each year	through FY [2	2021] <u>2022</u>				
			[FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	
	Work area storage		\$0.55/ sq. ft./ month]	\$0.56/ sq. ft./ month	\$0.57/ sq. ft./ month	\$0.58/ sq. ft./ month	\$0.59/ sq. ft./ month	\$0.60/ sq. ft./ month	

Fees shall increase 2% each year through FY [2021]2022

[FY 2017 FY 2018 FY 2019 FY 2020 FY 2021 FY 2022 \$0.33/ \$0.34/ \$0.35/ \$0.36/ \$0.37/ \$0.38/ Long-term storage sq. ft./ sq. ft./ sq. ft./ sq. ft./ sq. ft./ sq. ft./ month] month month month month month

After 12 consecutive months, long-term storage rate doubles

Cancellation \$330.00

Inspection hoist

Up to 2 hours of hoist time 60% of round trip

After first 2 hours of hoist time 150-ton \$82.50/15 minutes

300-ton \$137.50/15 minutes

Pressure washer \$2.00/foot

Electrical Refer to subsection (D) of this section.

Environmental fee \$15.00 per haulout or per month

Hydraulic trailer fees

Round trip \$10.46 per foot

One-way Half of round trip

Minimum fee \$247.50

Off-site transport fee Round trip or one-way fee plus travel time at \$350.00 per hour with a one-hour minimum

Long-term storage reservation

fee

\$100.00

[BB]CC. Port Security Personnel.

Cruise Ship Security Fee \$20.00 per hour for a security person at the dock while a cruise ship is moored to the CBW

dock.

[CC]DD. Meyer's Chuck Moorage.

1. Transient Moorage - WMC

14.05.010

 $Daily-Prepaid \qquad \qquad \$0.20/foot$

Monthly \$1.75/foot

2. Reserved Moorage - WMC

14.05.015

Annual \$12.00/foot

codified in the Wrangell Municipal Code.

SEC. 5.

any person or circumstance is held invalid, the remainder of this ordinance and the application to other persons or circumstances shall not be affected thereby.
SEC. 6. <u>Effective Date</u> . This ordinance shall be effective upon adoption.
PASSED IN FIRST READING: <u>March 27</u> , 2018.
PASSED IN SECOND READING:, 2018.
David L. Jack, Mayor
ATTEST:
Kim Lane. Borough Clerk

Severability. If any portion of this ordinance or any application thereof to

Wrangell Port Commission

Memo

To: City and Borough of Wrangell Assembly

From: Sherri Cowan, Recording Secretary

Date: 03-01-2018

Re: Ordinance Change

At the regular meeting of March 01, 2018 the Port Commission made the "Motion to Approve the Proposed Ordinance Change: An Ordinance amending and adding a subsection to section 14.01.030 and 14.11.005 of the City and Borough of Wrangell Municipal Code relating to Vessel Lightering Fee and Designated Bow Tie Skiff Zone.

Wrangell Port Commission

MEMO

T0:

THE HONORABLE MAYOR AND ASSEMBLY

CITY AND BOROUGH OF WRANGELL

FROM:

SHERRI COWAN, PORT RECORDING SECRETARY

SUBJECT:

ESTABLISH A PERCENTAGE BASED LIGHTERING FEE

DATE:

FEBRUARY 1, 2018

At their February 1, 2018 Regular Meeting, the Port Commission made the motion to establish a percentage based lightering fee-40% of dock rate and port development fee.

CITY & BOROUGH OF WRANGELL, ALASKA

E	BOROUGH ASSEMBLY PUBLIC HEARING AGENDA STATEMENT							
<u>AGEND</u>	A ITEM TITLE:	NO.	11c		DATE:	April 10, 2018		
PROPOSED ORDINANCE No. 944: AN ORDINANCE OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, ADDING A NEW CHAPTER 11.70, ATV'S, TO TITLE 11 VEHICLES AND TRAFFIC, OF THE WRANGELL MUNICIPAL CODE						APTER 11.70, ATV'S, TO TITLE 11,		
(second reading)								
					FISCAL NOTE:			
SUBMITTED BY:		Expenditure Required: none						
Kim Lane, Borough Clerk (Assembly Member Powell)			nount Budg	eted: none ber(s): none				
				Account Name(s): n/a				
Reviews	/Approvals/Reco	ommenda	ations	7.0	courte rearrie	2(3). 11, 4		
n/a Commission, Board or Committee		mittee	Un	encumbere	d Balance(s) (prior to expenditure):			
Name(s)		n/a						
\boxtimes	Attorney							
n/a	Insurance							
A TT A CI : 2 4	ENTO							

<u>ATTACHMENTS:</u>

1. Proposed Ordinance No. 944.

Procedure: Mayor Jack shall declare the Public Hearing open. The Mayor shall ask if there is any administrative report on the Public Hearing Item. Clerk Lane shall retrieve the list of those who signed up to speak. When the item comes up, Persons on the list will be called by the mayor to speak in the order in which they signed up for the Public Hearing Agenda Item.

Mayor Jack shall declare the Public Hearing closed <u>before</u> the Assembly takes action on the item.

Once the Public Hearing has CLOSED......

RECOMMENDATION MOTION:

Move to Adopt Ordinance No. 944.

SUMMARY STATEMENT:

The Assembly held a Public Hearing/Work Session on March 13th to allow the public to comment and ask questions about the proposed ordinance to allow ATV's on City Roadways. There were no objections to what was being proposed.

CITY AND BOROUGH OF WRANGELL, ALASKA

ORDINANCE NO. 944

AN ORDINANCE OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, ADDING A NEW CHAPTER 11.70, ATVs, TO TITLE 11, VEHICLES AND TRAFFIC, OF THE WRANGELL MUNICIPAL CODE

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

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

- SEC. 1. <u>Action</u>. The purpose of this ordinance is to add a new Chapter 11.70, ATVs, to Title 11, Vehicles and Traffic, of the Wrangell Municipal Code.
- SEC. 2. <u>New Chapter</u>. A new Chapter 11.70, ATVs, is added to Title 11, Vehicles and Traffic, of the Wrangell Municipal Code to read:

ATVs

Definitions.
Operators required to be licensed.
Registration required.
Hours of operation.
Helmets required.
Lights.
Citation for defective equipment.
Failure to stop at direction of a peace officer.
Public nuisance and impoundment.
Parental responsibility.
Owner responsibility.
Penalty for violation and impoundment.

11.70.010 Definitions.

When used in this chapter, the following words and phrases shall have the meanings set forth in this section:

"ATV" means motorized all-terrain vehicles primarily designed for off-road use. The term ATV includes "four wheelers," golf carts, tractors, six- and eight-wheeled vehicles such as an ARGO, a Max, and six-wheeled vehicles that are configured the same as a "four wheelers."

"Police officer" or "peace officer" means and includes the chief of police, any officer or employee of the police department and other persons authorized by the police chief to perform the duties of a "police officer."

"Roadway owned and maintained by the city and borough" means any roadway within the city and borough of Wrangell that is owned and maintained by the city and borough, and does not include the state owned and maintained roadways identified as Bennet Street, Zimovia Highway, and Airport Loop Road.

11.70.015 Operators required to be licensed.

- (a) No person shall operate an ATV on any roadway owned and operated by the city and borough unless they have a valid driver's license in their possession.
- (b) No person shall operate an ATV in violation of any condition or limitation on the person's driver's license.

11.70.016 Registration required.

No person shall operate an ATV on any roadway owned and maintained by the city and borough or on public property within the borough without a current State of Alaska Snowmachine registration affixed to each side of the ATV in a clearly visible location or on a flag. Registration decals may be obtained at the DMV office.

11.70.020 Hours of operation.

Operation of ATVs is allowed on roadways owned and maintained by the city and borough only between the hours of 6:00 a.m. and 8:00 p.m.

11.70.021 Prohibited areas of operation

(a) No person shall operate an ATV on any of the following city and borough public properties without the prior permission of the borough:

School Grounds; Shooting Range; Parks and Play grounds; Recreation areas; and Walking/Hiking Trails.

(b) No person shall operate an ATV on the following private properties without the prior permission of the property owner or property manager:

Golf Course; and

Any other private property.

11.70.025 Helmets required.

All persons under 18 years of age operating an ATV, and all ATV passengers, on a roadway owned and maintained by the city and borough must wear a helmet which meets safety standards set by the Federal Motor Vehicle Safety Standard 218.

11.70.030 Lights.

All ATVs to which this chapter applies shall be equipped with at least one functional headlight, taillight and brake light that meet the requirements of Title 13 of the Alaska Administrative Code for this equipment. The headlight and taillight must be illuminated whenever the ATV is being operated.

11.70.035 Citation for defective equipment.

- (a) A police officer may issue a "fix it" citation to the operator of an ATV which is not in safe mechanical condition or properly equipped as required by Title 28 of the Alaska Statutes, Title 13 of the Alaska Administrative Code, or the provisions of this chapter. A citation issued under this section shall specify the repair or adjustment to be made.
- (b) An operator or owner receiving a "fix it" citation under this section shall within a time specified by the inspecting officer appear at the office of the Wrangell police department and present acceptable evidence of having made the repairs or adjustment or present the ATV for reinspection. If the defective part or item is at that time determined to be operating in good repair, and the vehicle otherwise meets the requirements of Title 28 of the Alaska Statutes, Title 13 of the Alaska Administrative Code and the provisions of this chapter, the inspecting officer shall void the "fix it" citation. Failure to present evidence of repair or adjustment or to present the vehicle for re-inspection within the time specified will result in the fine being owed and payment due as ordered on the citation.

11.70.040 Failure to stop at direction of peace officer.

- (a) No person, while operating an ATV shall fail to stop as soon as practical and in a reasonably safe manner under the circumstances when requested or signaled to do so by a peace officer.
- (b) When used in this section "signal" means a hand motion, audible mechanical or electronic noise device, visual light device, or combination of them, used in a manner that a reasonable person would understand to mean that the peace officer intends that the person stop.

11.70.045 Public nuisance and impoundment.

- (a) The purposes of this section include protecting the public, removing public nuisances, and deterring violations of this chapter, but do not include the generation of revenue for the borough.
- (b) Any ATV operated or modified in a manner that violates the Wrangell Municipal Code or State law is hereby declared a public nuisance.
- (c) Any ATV that is a public nuisance may be impounded immediately by any police officer. Impoundment may be accomplished through a seizure of the ATV at the time the citation is issued, or pursuant to a court order entered in the course of civil or criminal enforcement proceedings. Impoundment at the time of issuance of a citation is at the discretion of the citing officer.
- (d) An ATV operated by, or driven by, or in the actual physical control of, an individual cited for violation of any section of this chapter is presumed to have been so operated by the owner(s) thereof, or having been operated by another person with the knowledge and consent of the owner(s). An ATV so operated is declared to be a public nuisance for which the owner(s) hold legal responsibility subject only to the defenses as set forth by law.
- (e) A person contesting the impoundment of their ATV may be heard and decided by the borough manager. Hearings before the borough manager shall take place no less than three days, and no more than thirty days, after the owner(s) of the ATV requests a hearing.
- (f) At the hearing, a person who claims an ownership interest in an ATV may avoid impound if the claimant can establish by a preponderance of the evidence that:
 - (1) The claimant had an interest in the ATV at the time of the alleged violation;
- (2) A person other than the claimant was in possession of the ATV and was responsible for or caused the act which resulted in impound; and

- (3) That the ATV was stolen and used without his permission.
- (g) At any impoundment hearing, the borough must establish by a preponderance of the evidence the ATV was operated or driven or in the actual physical control of an individual whose actions violated this chapter.
- (h) The owner(s) of an ATV impounded by the borough may obtain the release of the ATV upon providing proof of ownership and payment of a \$150 impound fee with an additional \$10 per day storage fee plus any additional costs incurred during the impoundment.
- (i) An ATV seized for impoundment shall be held in the custody of the public safety department. Any ATV not claimed within 30 days of impound shall be considered abandoned and may be disposed of in accordance to Section 11.72.
- (j) The borough manager may appoint another borough employee to act as the borough manager's designee. The borough manager's designee shall have the same responsibilities as the borough manager at an impoundment hearing.

11.70.050 Parental responsibility.

A parent or guardian of a minor under the age of 16 violates this chapter if he or she knowingly permits, or by insufficient control, allows their child or ward to operate an ATV in violation of this chapter. Indifference as to the activities or whereabouts of the minor under the age of 16 shall be prima facie evidence of insufficient control.

11.70.055 Owner responsibility.

No person who owns or controls an ATV shall permit a person to operate the ATV if he or she knows or should reasonably know that it is likely to be operated in violation of this chapter.

11.70.060 Penalty for violation and impoundment.

- A. Any person violating any provision of this chapter is guilty of an infraction and shall be punished by the fine established in the WMC 1.20.050 fine schedule if the offense is listed in that fine schedule or by a fine of up to \$500.00 if the offense is not listed in the WMC 1.20.050 fine schedule.
- B. If a person is operating an ATV in violation of the Wrangell Municipal Code or State law as incident to an arrest or other situation where the vehicle may require protection, the ATV may be

released only upon proof of ownership, and payment in full of impoundment and storage charges.
SEC. 3. <u>Classification.</u> This ordinance is of a permanent nature and shall b codified in the Wrangell Municipal Code.
SEC. 4. <u>Effective Date</u> . This ordinance shall be effective upon adoption.
PASSED IN FIRST READING: March 27, 2018.
PASSED IN SECOND READING:, 2018.

David L. Jack, Mayor

impounded immediately by a police officer or other authorized official. The ATV shall be

ATTEST:		
Kim I and	Rorough Clerk	

CITY & BOROUGH OF WRANGELL, ALASKA BOROUGH ASSEMBLY PUBLIC HEARING AGENDA STATEMENT

AGENDA ITEM TITLE:	<u>NO.</u>	11d	DATE:	April 10, 2018
PROPOSED ORDINANCE N	lo. 945: A	AN ORDINAI	NCE OF TH	HE ASSEMBLY OF THE CITY AND
BOROUGH OF WRANGELL	, ALASKA	, AMENDIN	G THE MIN	NOR OFFENSE FINE SCHEDULE IN

CHAPTER 1.20, GENERAL PENALTY, OF THE WRANGELL MUNICIPAL CODE

(second reading)

		-
		FISCAL NOTE:
	SUBMITTED BY:	Expenditure Required: none
	Kim Lane, Borough Clerk	Amount Budgeted: none
	Kill Lalle, Bolough Clerk	
		Account Number(s): none
		Account Name(s): n/a
Reviews	/Approvals/Recommendations	
n/a	Commission, Board or Committee	Unencumbered Balance(s) (prior to expenditure):
Name(s)		n/a
	Attorney	
n/a	Insurance	
ATTACHMENTS:		
1. Proposed Ordinance No. 945.		

Procedure: Mayor Jack shall declare the Public Hearing open. The Mayor shall ask if there is any administrative report on the Public Hearing Item. Clerk Lane shall retrieve the list of those who signed up to speak. When the item comes up, Persons on the list will be called by the mayor to speak in the order in which they signed up for the Public Hearing Agenda Item.

Mayor Jack shall declare the Public Hearing closed <u>before</u> the Assembly takes action on the item.

Once the Public Hearing has CLOSED......

RECOMMENDATION MOTION:

Move to Adopt Ordinance No. 945.

SUMMARY STATEMENT:

When Sections of the Wrangell Municipal Code are amended to include or define fines, it is a requirement of the State of Alaska Court System to maintain those fines in our WMC. Since the Ordinance to add a Section in the WMC is being considered this evening, and that Ordinance has penalties for violations, Title 1 must also be amended.

CITY AND BOROUGH OF WRANGELL, ALASKA

ORDINANCE No. 945

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

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

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

- SEC. 1. <u>Action</u>. The purpose of this ordinance is to amend the Minor Offense Fine Schedule in Section 1.20.050 of Chapter 1.20, General Penalty, of the Wrangell Municipal Code to add to the fine schedule the code sections relating to violations of new Chapter 11.70, ATVs.
- SEC. 2. <u>Amendment.</u> Section 1.20.050 of the Wrangell Municipal Code is amended to read:

1.20.050 Minor Offense Fine Schedule.

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

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

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

Section	Offense	Penalty/Fine	
6.05.005	Hours of operation – licensed	\$500.00 fine for each offense.	

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

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

10.44.010	Possession, Control, or Consumption of Alcoholic Beverages by persons under 21 years of age	\$500.00 fine for each offense.
10.46.010(A)(1)	Consumption of marijuana in a public place prohibited	\$100.00 fine for each offense.
10.46.010(A)(2)	Consume marijuana outdoors adjacent public place without consent of property owner	\$100.00 fine for each offense.
10.48.010	Possession of tobacco by a minor under 19 years of age	\$75.00 fine for each offense.
11.28.020	Prohibited parking places	\$50.00 fine for each offense.
11.28.030	Red-painted curbs and signs – No parking	\$50.00 fine for each offense.
11.28.040	Time-limit parking	\$50.00 fine for each offense.
11.28.080	Blocking roadway prohibited	\$50.00 fine for each offense.
11.28.090	Bus stop and passenger zone – Parking prohibited	\$50.00 fine for each offense.
11.28.100	Loading and unloading materials	\$50.00 fine for each offense.
11.28.130	Method of parking – Loading permits	\$50.00 fine for each offense.
11.30.030	Parking in excess of posted time limit – Parking lots	\$50.00 fine for each offense.
11.30.040	Proper parking required – Parking lots	\$50.00 fine for each offense.
11.30.050	Vehicles and objects prohibited – Parking lots	\$75.00 fine for each offense.
11.36.060	Stop when traffic obstructed	\$75.00 fine for each offense.
11.36.070	Bicycle restrictions on sidewalks	\$50.00 fine for each offense.
11.36.080	U-turns prohibited	\$50.00 fine for each offense.
11.36.100	Dragging objects prohibited	\$50.00 fine for each offense.
11.36.110	Projecting loads on passenger vehicles	\$50.00 fine for each offense.
11.36.160	Use of coaster, rollerskates, skateboards, sleds and skis	\$50.00 fine for each offense.
11.36.170	Excessive acceleration	\$50.00 fine for each offense.
11.64.010	Sound trucks – permit required	\$100.00 fine for each offense.
11.68.020	Registration required	\$50.00 fine for each offense.
11.68.030	Required equipment	\$50.00 fine for each offense.
11.68.040	Snowmobile operation restricted	\$50.00 fine for each offense.
11.68.050	Designated right-of-way	\$50.00 fine for each offense.
<u>11.70.015</u>	<u>Unlicensed operators</u>	\$50.00 fine for each offense.
<u>11.70.016</u>	Registration required	\$50.00 fine for each offense.
11.70.020	Hours of operation	\$50.00 fine for each offense.
11.70.021	Prohibited areas of operation	\$50.00 fine for each offense.
<u>11.70.025</u>	Helmets required	\$50.00 fine for each offense.

11.70.030	Lights	\$50.00 fine for each offense.
11.70.035	Citation for defective equipment	\$150.00 fine for each offense.
11.70.040	Failure to stop at direction of	\$150.00 fine plus four points off of
	peace officer	Driver's License for each offense.
11.70.050	Parental responsibility	\$50.00 fine for each offense.
11.70.055	Owner responsibility	\$50.00 fine for each offense.
11.76.020	Junk vehicles unlawful	\$50.00 fine for each offense. Each 10
		days shall constitute a separate
		violation.
14.09.005	Speeding	\$150.00 fine for each offense.
14.09.015	Hazard to navigation	\$100.00 fine for each offense.
14.09.020	Failure to register	\$25.00 fine for each offense.
14.09.025	Improper mooring	\$25.00 fine for each offense.
14.09.030	Inadequate equipment	\$50.00 fine for each offense.
14.09.035	Improper use of facilities	\$50.00 fine for each offense.
14.09.040	Improper waste disposal	\$50.00 fine for each offense.
14.09.045	Improper petroleum product disposal	\$100.00 fine for each offense.
14.09.050	Improper care and control of animals	\$25.00 fine for each offense.
14.09.055	Water sports	\$25.00 fine for each offense.
14.09.065	Improper use of seaplane float	\$50.00 fine for each offense.
14.09.070	Improper use of a loading zone	\$25.00 fine for each offense.
14.09.075	Improper use of fire equipment	\$100.00 fine for each offense.
14.09.080	Improper use of utilities	\$50.00 fine for each offense.
14.09.085	Tampering and defacing signs	\$25.00 fine for each offense.
14.09.090	Nuisance	\$100.00 fine for each offense.
14.09.095	Failure to comply with rules, regulations or procedures.	\$100.00 fine for each offense.
14.09.100	Obstruct or impede use of any launch ramp	\$50.00 fine for each offense.
15.04.550	Unauthorized turning on or off of service	\$250.00 fine for each offense.
15.04.620	Fire hydrant restrictions	\$250.00 fine for each offense.
15.04.650	Water Shortage Management	Stage II water shortage:
	Plan – Violations and Charges –	First offense - written warning.
	non-industrial/non-commercial	Second and subsequent offenses -
	water customers	\$250.00 fine for each offense.
15.04.650	Water Shortage Management	Stage III water shortage:
	Plan – Violations and Charges –	First offense – written warning.
	non-industrial/non-commercial	Second and subsequent offenses -
	water customers	\$500.00 fine for each offense.
15.04.650	Water Shortage Management	Stage II water shortage:
	Plan – Violations and Charges –	First offense - written warning.
	industrial or commercial water	Second and subsequent offenses -

	customers	\$750.00 fine for each offense.
15.04.650	Water Shortage Management	Stage III water shortage:
	Plan – Violations and Charges –	First offense – written warning.
	industrial or commercial water	Second and subsequent offenses -
	customers	\$1,500.00 fine for each offense.
15.18.030	Refuse containers – Required	\$150.00 fine for each offense.
15.18.032	Refuse containers – Maintained	\$150.00 fine for each offense.
15.18.050	Disposal of offensive refuse	\$150.00 fine for each offense.
	prohibited	
15.18.052	Burning of certain materials	\$150.00 fine for each offense.
	prohibited	
15.18.075	Monofill disposal permit and	\$150.00 fine for each offense.
	fees	
20.92.020	Building/Structure declared	\$100.00 fine for each offense.
	unlawful & a public nuisance	

- SEC. 3. <u>Classification</u>. This ordinance is of a permanent nature and shall be codified in the Wrangell Municipal Code.
- SEC. 4. <u>Severability</u>. If any portion of this ordinance or any application thereof to any person or circumstance is held invalid, the remainder of this ordinance and the application to other persons or circumstances shall not be affected thereby.

SEC. 5.	Effective Date.	This ordinance sh	nall be effective	upon adoption.

	PASSED IN SECOND READING:_	March 27 , 20	18
	PASSED IN SECOND READING: _	, 20	18
		David L. Ja	ack, Mayor
ATTES	ST:		
Kim La	nne, Borough Clerk		

CITY & BOROUGH OF WRANGELL, ALASKA BOROUGH ASSEMBLY AGENDA STATEMENT

AGENDA ITEM TITLE: NO. 13a DATE: April 10, 2018

PROPOSED RESOLUTION No. 04-18-1405: A RESOLUTION OF THE ASSEMBLY OF THE CITY & BOROUGH OF WRANGELL, ALASKA AMENDING THE FY 2018 BUDGET IN THE GENERAL FUND BY ACCEPTING AN ONLINE WITH LIBRARIES (OWL) GRANT FROM THE STATE OF ALASKA IN THE AMOUNT \$1,500 FOR LAPTOP COMPUTERS AND AUTHORIZING ITS EXPENDITURE

		FISCAL NOTE:
	SUBMITTED BY:	Expenditure Required:
		\$1,500
Lisa Von	Bargen, Borough Manager	Amount Budgeted:
		\$0
		Account Number(s):
		11190-000-7005
		Account Name(s):
Reviews/Approvals/Recommendations		Library Department - 11190-000-7005 Computer
		Repair & Maintenance
abla	Borough Assembly	Unencumbered Balance (prior to expenditure):
n/a	Attorney	
n/a	Insurance	

ATTACHMENTS:

1. Resolution 03-18-1405

RECOMMENDATION:

Move to adopt Resolution 03-18-1405 amending the FY 2018 Budget in the General Fund by accepting an Online with Libraries (OWL) Grant from the State of Alaska in the amount of \$1,500 for laptop computers and authorizing its expenditure.

SUMMARY STATEMENT:

Funding was available from the Alaska Owl (Online with Libraries) Program to reimburse public libraries wishing to refresh computers (desktops, laptops, tablets), or software at their locations. Each library may spend up to \$1,500. The two conditions were: the equipment must be for the use of the public in the public areas of your library, and you must receive approval from the OWL program before making your purchase. Wrangell met both of the conditions and have received the laptops.

CITY AND BOROUGH OF WRAGELL, ALASKA RESOLUTION No. 04-18-1405

A RESOLUTION OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA AMENDING THE FY 2018 BUDGET IN THE GENERAL FUND BY ACCEPTING AN ONLINE WITH LIBRARIES (OWL) GRANT FROM THE STATE OF ALASKA IN THE AMOUNT OF \$1,500 FOR LAPTOP COMPUTERS AND AUTHORIZING ITS EXPENDITURE

WHEREAS, libraries serve a critical role as locations for gathering information; and

WHEREAS, access to the internet for all people as a resource for information gathering is of significant importance; and

WHEREAS, the Online with Libraries (OWL) Grant provide libraries with funding to purchase computer equipment; and

WHEREAS, the OWL Grant provided the Library with \$1,500 to purchase laptop computers.

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

<u>Section 1</u>: The City and Borough of Wrangell hereby accepts the OWL Grant for the purpose pf purchasing laptop computers for the Library.

<u>Section 2:</u> The FY 2018 Budget in the General Fund is amended by increasing the revenue by \$1,500 in the State Grant Revenue account 11190-000-4590.

<u>Section 3:</u> The FY 2018 Budget in the General Fund is further amended by increasing the amount of authorized expenditures in the amount of \$1,500 from account 11190-000-7005 Computer Repair & Maintenance.

PASSED AND APPROVED BY THE WRANGELL ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, this 10th day of April, 2018.

	CITY AND BOROUGH OF WRANGELL, ALASKA	
	Dave L. Jack, Mayor	
ATTEST:		
Kim Lane, MMC, Borough Cler	k	

CITY & BOROUGH OF WRANGELL, ALASKA **BOROUGH ASSEMBLY AGENDA STATEMENT** 13b DATE: April 10, 2018 AGENDA ITEM TITLE: NO. Discussion item: Section 3.05.050(B)(3)(b) on if participation of Mayor and Assembly Members by Teleconference during Executive Sessions should be allowed **FISCAL NOTE: SUBMITTED BY:** Expenditure Required: none Amount Budgeted: none Kim Lane, Borough Clerk For Assembly Member Prysunka Account Number(s): none Account Name(s): none Reviews/Approvals/Recommendations **Unencumbered Balance(s) (prior to expenditure): Port Commission P&Z Commission** Attorney n/a Insurance **ATTACHMENTS:** 1. Section 3.05.050 & 3.04.120

RECOMMENDATION:

Discussion only.

SUMMARY STATEMENT:

Currently the WMC prohibits the Mayor & Assembly Members from participating by telephone in Executive Sessions.

This item was added to the Agenda at the request of Assembly Member Prysunka.

Wrangell Municipal Code Page 1/2

3.05.050 Teleconferencing.

A. The mayor or an assembly member who will be absent from a meeting, including public hearings and work sessions of the assembly, may participate in the meeting by telephone or other electronic means as provided in this section and provided the following circumstances are met:

- 1. The meeting is held with a quorum of members physically present;
- 2. Reasonable technical capabilities are available at the meeting location to allow the member to participate by teleconference, including being able to hear and engage in discussion, and being audible to all persons participating in the meeting;
- 3. Prior to the meeting reasonable efforts will be made to ensure that the member participating by teleconference is provided with the meeting agenda and other pertinent documents to be discussed and acted upon; access to the agenda and documents from the borough's website will be considered sufficient access.
- B. Participation of Mayor and Assembly Members by Teleconference.
 - 1. An assembly member may request to participate in any meeting of the assembly by notifying the clerk to arrange for teleconference participation by 4:00 p.m. on the Friday before the Tuesday regular assembly meeting, and at least 12 hours before any special assembly meeting.
 - 2. The mayor, or the presiding officer in the absence of the mayor, may request to participate in any meeting of the assembly by notifying the clerk to arrange for teleconference participation by 4:00 p.m. on the Friday before the Tuesday regular assembly meeting, and at least 12 hours before any special assembly meeting.
 - 3. The mayor and any assembly member participating by teleconference shall be deemed to be present at the assembly meeting for all purposes, including for quorum and voting; provided, that:
 - a. The mayor, or the presiding officer in the absence of the mayor, shall not preside over the assembly meeting when participating by teleconference;
 - b. Participation by teleconference shall not be allowed for any executive session by the mayor or any assembly member.
 - 4. The mayor and any assembly member participating by teleconference shall have the same right to participate in any matter, other than an executive session, as if physically present at the assembly meeting, including debate under WMC 3.05.060, adjudicatory matters, and presentations. Reasonable efforts shall be made to make available to the mayor and any assembly member participating by teleconference any pertinent documents that are to be discussed and/or acted upon, including the assembly packet.
 - 5. The mayor and any assembly member participating by teleconference shall have the same right to vote on any matter as if physically present at the assembly meeting. All voting at the meeting shall be by roll call vote. The assembly member who is participating by teleconference, or the mayor when participating by teleconference, determines whether the member or the mayor has had the opportunity to evaluate all pertinent information, including any testimony and/or evidence, and is prepared to vote.
 - 6. Teleconference participation at any assembly meeting by each assembly member or by the mayor is limited to four times during the 12-month period commencing January 1st each year. However, teleconference participation by a member or the mayor will not be allowed consecutively for more than two regular meetings. Participation in a meeting by teleconference while out of town on municipal business does not count toward the four times for which teleconference participation is permitted or toward the two consecutive regular meetings limit on participation by teleconference.
- C. All votes taken at the meeting are by roll call of the members physically present at the meeting and the members participating by teleconference.

Wrangell Municipal Code Page 2/2

- 3.04.120 Executive sessions.
- A. Executive sessions are authorized by AS 44.62.310(b).
- B. If permitted subjects are to be discussed at a meeting in executive session, the meeting must first be convened as a public meeting and the question of holding an executive session to discuss matters that are listed below shall be determined by a majority vote of the assembly. The motion to convene in executive session must clearly and with specificity describe the subject of the proposed executive session without defeating the purpose of addressing the subject in private. Subjects may not be considered at the executive session except those mentioned in the motion calling for the executive session unless auxiliary to the main question. Action may not be taken at an executive session, except to give direction to an attorney or labor negotiator regarding the handling of a specific legal matter or pending labor negotiations.
- C. The following subjects may be considered in an executive session:
- 1. Matters, the immediate knowledge of which would clearly have an adverse effect upon the finances of the public entity;
- 2. Subjects that tend to prejudice the reputation and character of any person, provided the person may request a public discussion;
- 3. Matters which by law, municipal charter, or ordinance are required to be confidential;
- 4. Matters involving consideration of government records that by law are not subject to public disclosure.
- D. No recordings shall be permitted for any executive session. [Ord. 881 § 12, 2014.]

CITY & BOROUGH OF WRANGELL, ALASKA BOROUGH ASSEMBLY AGENDA STATEMENT

AGENDA ITEM TITLE:	NO.	13 c	DATE:	April 10, 2018
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PROPOSED RESOLUTION NO. 04-18-1406: A RESOLUTION OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA PROVIDING FOR THE AMENDMENT OF THE JOB DESCRIPTION FOR THE POSITION OF NOLAN CENTER DIRECTOR AND THE AMENDMENT OF THE NON-UNION WAGE AND GRADE TABLE

		FISCAL NOTE:	
	SUBMITTED BY:	Expenditure Required:	
Lisa Von Bargen, Borough Manager		Amount Budgeted:	
		Account Number(s):	
		Account Name(s):	
Reviews/Approvals/Recommendations			
\checkmark	Borough Assembly	Unencumbered Balance (prior to expenditure):	
n/a	Attorney		
n/a	Insurance		

ATTACHMENTS:

- 1. Resolution 04-18-1406
- 2. Nolan Center Director Job Description
- 3. Civic Center Manager Job Description
- 4. Non-Union Wage & Grade Table
- 5. Museum Director Curator Job Description
- 6. Theater Manager Job Description

RECOMMENDATION:

Move to adopt Resolution 04-18-1406 providing for the amendment of the job description for the Position of Nolan Center Director and the Amendment of the Non-Union Wage and Grade Table.

SUMMARY STATEMENT:

Terri Henson, the current director (whose actual job title is Civic Center Manager), is retiring at the end of this month. A few weeks ago the Administration came to the Assembly with a revised facility staffing plan based on a number of things. Primarily, several of the existing staff, who have been working at the Center for years in "temp" positions are retiring or are leaving employment

with the CBW. Essentially, the very fabric of the employee network at the Center is completely disintegrating. Smartly though, the Assembly asked to see a business plan for the facility before considering a new staffing plan. Unfortunately, given the existing workload of other critical issues, and the imminent departure of staff, including the Director, development of that plan is not possible prior to addressing some of the necessary staffing changes.

Terri was originally hired as the Civic Center Manager to manage civic functions and meetings. At the time there was a separate Museum Director – a position unfilled for years – and for which Ms. Henson has been receiving an additional stipend for her work managing the Museum and Collection since 2014. There also currently is the position of Theater Manager.

To be frank, it is ridiculous to have three separate positions to manage one facility. Administration is proposing to have a Nolan Center Director who manages all aspects of the facility – civic/convention/meeting center, Museum and Theater. The new job description reflects that. In very short order, there will be addition changes requested to the organizational chart for that department, but that was not an option for this meeting given the time constraints. Additionally, this position has already been posted as we literally have days until Terri's departure. If changes to the job description and/or pay scale are requested by the Assembly, the job posting will be amended.

As a reminder, there are currently 1.50 permanent positions at the Nolan Center. This includes the Director and the 20-hour per week custodian position. All other positions at the Nolan Center have been filled with "temporary" employees even though some of them have been working in positions for years, and have been working far outside the job descriptions under which they were hired.

The current facility director is at a Grade 19 on the non-union pay scale. This wage runs from a \$4,209-\$5,297 monthly or \$50,508-\$63,564 annually. Ms. Henson also gets a \$1,000 a month additional stipend for the duties she took on when the Museum Director position was left unfilled. This puts the actual current salary range at \$62,508-\$75,564.

Administration is proposing to place this position at a Grade 24. This is the same grade on the non-union wage scale as the Library Director, Fire Chief and Parks & Recreation Director. This would put the salary range at \$5,150-\$6,498 monthly, or \$61,800-\$77,976 annually.

This new position will be Nolan Center Director and will combine the duties (and replace the positions) of Civic Center Manager, Museum Director and Theater Manager (and Assistant Theater Manager). All four position descriptions are attached as it was impossible to create a document with Track Changes incorporating three different job descriptions.

Please see the attached job description and non-union pay scale amendments.				

CITY AND BOROUGH OF WRANGELL, ALASKA

RESOLUTION No. 04-18-1406

A RESOLUTION OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA PROVIDING FOR THE AMENDMENT OF THE JOB DESCRIPTION FOR THE POSITION OF NOLAN CENTER DIRECTOR AND THE AMENDMENT OF THE NON-UNION WAGE AND GRADE TABLE

WHEREAS, the current management of the different aspects of the Nolan Center are carried out by three different positions, some filled and some unfilled; and

WHEREAS, creating the position of Nolan Center Director will encompass the roles of, and eliminate the need for, the Civic Center Manager, the Museum Director, the Theater Manager and the Assistant Theater Manager; and

WHEREAS, with the retirement of the existing Civic Center Manager, who has also been serving as the Museum Director, now is the time to address organizational efficiencies; and

WHEREAS, the rate of pay should be reflective of the duties of the new position; and

WHEREAS, the rate of pay for this position shall be a grade 24 with a monthly salary pay range from \$5,150 to \$6,498 which is commensurate with other similar positions in the organization.

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

- Section 1. The attached Exhibit "A" includes the job description which describe the duties, responsibilities and qualifications for the Nolan Center Director.
- Section 2. The new job description for the Nolan Center Director will become effective immediately upon passage and approval of this resolution.
- Section 3. The attached Exhibit "B" is the Non-Union Wage and Grade Table reflecting the addition of the Nolan Center Director at grade 24.
- Section 4. The attached Exhibit "B" repeals all other previous Non-Union Pay Plans and becomes effective immediately upon passage and approval of this resolution.

Section 5.

ADOPTED: April 10, 2018

	David L. Jack, Mayor	
ATTEST:		
Kim Lane, Borough Clerk		

Position: Nolan Center Director	Position Number:
Department/Site: Nolan Center	FLSA: Non-exempt
Evaluated by: Borough Manager	Salary Grade: 24

Summary

Under the supervision of the Borough Manager, oversees all Nolan Center facility operations, administration and staff management of Civic Center, Museum, Collections, Gift Shop, Theater and Visitor Center.

Distinguishing Career Features

The Nolan Center Director is responsible for maintaining a record of Wrangell's past for its residents and visitors. The Director must educate the public, prioritize collections, and set goals for the safekeeping and care of Wrangell's historical record. The Director is responsible for performing the managerial and administrative tasks required to support and enhance the day-to-day business operations of the facility. This involves work with agency personnel, meeting planners, members of private industry, event planners, historical scholars and researchers and the general public, both locally and outside of Wrangell. The Director is responsible for overseeing the general condition of the building and making sure that all necessary maintenance is performed.

Essential Duties and Responsibilities

The following list is intended to be a general list of duties and responsibilities, but is certainly not limited to the following:

GENERAL ADMINISTRATION

Responsible for all phases of administration. Prepares and submits annual budget to the Borough Manager. Monitors expenditures and coordinates with the Borough Manager and the Finance Director for cost control. Responsible for acquisition and expenditures of Nolan Center Department within approved budget. Provides monthly reports to the Borough Manager on operations. Keeps Borough manager informed of critical Nolan Center needs. Coordinates maintenance and capital development of facilities as required. Makes timely deposits from sales. Keeps accurate records of museum visitors and inquiries for statistical purposes. Invoices and collects payments for the rentals of the Civic Center, schedules, plans and supervises functions and events.

MUSEUM & COLLECTIONS

- Oversees all Museum administrative operations. Provides professional care and administration of Museum Collection. Provides Museum services to the general public. Inventories the Collection according to best management practices.
- Evaluates existing and proposed exhibits, schedules and initiates actions necessary to implement changes in interpretive themes. Plans, prepares and installs permanent and temporary exhibits in accordance with generally accepted security, safety, conservation and education standards and ethics.
- Researches local history and makes findings available to the public using appropriate vehicles for transmission. Researches history of each piece of the collection as per professional curatorial practices.
- Provide educational opportunities for the public at large, the Wrangell school system

- through special activities, guided museum tours, and other public outreach activities.
- Develops long and short-range program goals consistent with Museum mission and By-Laws. Ensures implementation, planning and evaluation of department programs, activities and facilities.
- Interacts with other museum, history, and anthropology professionals as needed.
 Attends professional seminars and training as needed within budgetary constraints to keep informed as to current museum trends and issues.
- Keeps accurate records of artifacts on loan or donated from the community through standard museum registration techniques. Evaluates proposed donations and loans for appropriateness for inclusion in the Museum collection. Evaluates acquisitions for condition and stability and provides or seeks appropriate conservation measures as needed. Monitors humidity and temperature for stability or for statistical compilation of data. Prepares annual loan renewals.

THEATER

- Manages all phases of the theater operations.
- Work with Committee to determine moving showings.
- Maintains relationship with booking agent. Responsible for booking movies and reporting requirements.
- Develops and maintains working knowledge of all theater equipment and operations to provide necessary training to employees and volunteers.
- Manages concessions ordering, supplies and sales.
- Works with statewide arts associations to book cultural activities for the theater, taking advantage of groups touring Alaska.

CIVIC CENTER

- Oversees the Civic Center as a whole including, but not limited to, events, booking, billing, and setup. Develop and maintain standard operating procedures for conventions and meetings. Maintain booking calendar. Issue contracts for center leasing and necessary follow-ups and contract closeout. Meet client needs. Create and maintain database of inquirers, associations and potential users to include (all data is the property of the City).
- Perform meeting/convention sales activities including
 - a. Client sales calls
 - b. Preparation of bid proposal packets
 - c. Site tours for prospective clients
 - d. Client follow-ups
 - e. Press releases
- Provides direct marketing through strategically placed advertising designed to attract visitors to the museum and Civic center. Attends sales marketing events to attract conferences and meetings in the Civic Center.

VISITOR CENTER

Operates Visitor Center with Forest Service. Responsible for maintaining the inventory
of city property belonging to the Civic Center (i.e. responding to visitor inquiries,
organizing familiarization tours, press releases and calendar of events).

GIFT SHOP

 Manages all aspects of inventory acquisitions (ordering), inventory, tracking, display and sales.

SUPERVISION

- Supervises employees and volunteers in the implementation of department goals and programs through visitor contact, and gift shop administration. Maintains accurate employee records. Oversees staff development. Provides staff evaluations as needed. Ensures staff adheres to the varied procedures of the different facility operations.
- Provide staff and volunteer training in gift shop management, basic accounting and bookkeeping skills, general maintenance, inventory, historical research, public

relations, and appropriate artifact handling procedures. Train staff and volunteers to provide public tours. Provide Wrangell travel information for visitors. Train staff to set-up meetings and conferences, learn audio and video equipment.

TEAMWORK AND COOPERATION

 Works cooperatively with employees, other city departments, external agencies and the general public. Fosters an atmosphere of cooperation and trust between the department and various organizations within the city.

FUNDRAISING

 Prepares and writes grants for supplementary funding for programs or other projects not provided for in the annual budget.

FACILTY MAINTENANCE

Oversees and schedules building maintenance. Relies on staff from Public Works,
 Parks and Rec and independent contractors for general maintenance.

Qualifications

Knowledge and Skills

- Must have or be able to learn modern museum management principles. Keep current on museum standards and practices.
- Requires demonstrated leadership ability to coordinate, motivate, develop and evaluate staff resources.
- Requires experience working with word-processing and database software. Requires general accounting experience, inter-personal skills and proficiency with computers, business administration/operating and/or sales.
- Must be friendly and empathetic to facilitate working effectively with people while coordinating activities to accomplish the goals of the James and Elsie Nolan Center.
- Work experience in facility management, convention sales or meeting planning is desirable and may be considered in lieu of other required experiences.
- Requires working knowledge of the facility.
- Requires promotional experience.
- Requires knowledge with kitchen and food processing equipment.
- Requires the skill to organize and set up for functions

Abilities

Ability to work independently. Ability to perform a variety of administrative duties including supervision, delegation, personnel administration, and ability to deal with the public. Ability to perform historical research on regional history and be a reliable source of information. Ability to provide responsible, professional care to the community's collection of artifacts which are housed at the Museum.

Requires the ability to communicate effectively both orally and in written form. Ability to represent the City Department in a professional manner to the Borough Assembly, meeting planners, the general public, scholarly researchers, civic groups and other agencies.

Requires the ability to adapt to changing needs and priorities. Willingness to perform various job related duties as situations require with a strong sense of teamwork. Ability to give direction and make quick decisions.

Physical Abilities

Ability to lift and/or carry 50 pounds. Ability to assist in the set-up and break-down of event venues for all manner of facility functions. Ability to work in an office setting, including sitting for long periods of time. Fine motor abilities to operate office equipment and file and retrieve documents required. Visual acuity to read computer screens, printed information, and accounting documents required. Must be able to carry out conversations over the phone and in person.

Education and Experience

Requires at least two (2) year's office management/administrative experience with emphasis on customer service and supervisory experience. Familiarity in civic facility operations preferred. Knowledge in history, museum studies, or anthropology desired. Skill in event management a plus. Experience in meeting/convention marketing and/or planning also desired. Proficiency in grant writing and grant administration, budget formulation and administration.

Licenses and Certificates

Requires valid Alaska Driver's License and ability to obtain ADEC Food Worker Card within 60 days.

Working Conditions

Most work is performed indoors where minimal safety considerations exist. May work long hours (up to 16 hours a day) indoors, with minimal safety concerns, may work outside in garden area.

This job/class description, describes the general nature of the work performed, representative duties as well as the typical qualifications needed for acceptable performance. It is not intended to be a complete list of all responsibilities, duties, work steps, and skills required of the job.

Position: Civic Center Manager	Position Number:
Department/Site: Nolan Center	FLSA: Non-exempt
Evaluated by: Borough Manager	Salary Grade: 19

Summary

To oversee, run, and promote the Civic and Visitor Center, and to, in so doing, enhance both Wrangell's stature and own sense of community.

Distinguishing Career Features

The Civic Center Manager is responsible for performing the managerial and administrative tasks required to support and enhance the day-to-day business operations of the Civic Center. This involves work with ordinary citizens and other administrative personnel, both in and outside of Wrangell.

Essential Duties and Responsibilities

- Overseeing the Civic Center as a whole including, but not limited to, events, booking, billing, and setup.
- Oversees and schedules building maintenance
- Manages employees
- Develop and maintain standard operating procedures for conventions and meetings.
- Maintain operational budget with monthly reports submitted to the City Finance Director.
- Maintain booking calendar.
- Meet client needs.
- Issue contracts for center leasing and necessary follow-ups and contract closeout.
- Perform convention sales activities including
 - a. Client sales calls
 - b. Preparation of bid proposal packets
 - c. Site tours for prospective clients
 - d. Client follow-ups
 - e. Press releases
- Create and maintain database of inquirers, associations and potential users to include (all data is the property of the City):
 - a. Customer contact information (meeting planners, associations and organizations)
 - b. Convention service providers
 - c. Follow-up contacts
- Operate Visitor Center with Forest Service
- Responsible for maintaining the inventory of city property belonging to the Civic Center (i.e. responding to visitor inquiries, organizing familiarization tours, press releases and calendar of events).
- Responsible for preparing and following the annual budget.

Qualifications

Knowledge and Skills

• Requires general accounting experience, inter-personal skills and proficiency with computers, business administration/operating and/or sales.

- Must be friendly and empathetic to facilitate working effectively with people while coordinating activities to accomplish the goals of the James and Elsie Nolan Center.
- Work experience in facility management, convention sales or meeting planning is desirable and may be considered in lieu of other required experiences.
- Requires working knowledge of the facility.
- Requires promotional experience.
- Requires knowledge with food processing equipment.
- Requires the skill to organize and set up for functions.

Abilities

- Ability to work independently.
- Ability to give direction and make quick decisions.
- Ability to work with the public.
- Ability to multitask.

Physical Abilities

Must be able to lift up to 30 pounds. Must be able to stand, sit, or walk for long hours. Requires sufficient hand-eye-arm coordination to use a keyboard. Arm/hand movements are required to retrieve work materials from storage files, and operate a variety of general office equipment. Requires visual acuity to read computer screens, printed material, and detailed accounting information. Requires auditory ability to carry on conversations over the phone and in person.

Education and Experience

Requires at least two (2) year's office management/administrative experience with emphasis on customer service.

Licenses and Certificates

Requires valid Alaska Driver's License. Food card is needed for working in kitchen.

Working Conditions

May work long hours (up to 16 hours a day) indoors, with minimal safety concerns

This job/class description, describes the general nature of the work performed, representative duties as well as the typical qualifications needed for acceptable performance. It is not intended to be a complete list of all responsibilities, duties, work steps, and skills required of the job.

14.84	15.14	15.44	15./4	16.04	16.34	16.64	16.94	17.24	17.54	17.84
16.34	16.64	16.94	17.24	17.54	17.84	18.14	18.44	18.74	19.04	19.34
1	Lifeguard Recreation Ass	sistant		4	Sales Assistant Laborer			7	Clerical Assist	ant
	Theater Sales				Assistant Thea	ter Manager		8	Custodian	
3	Head Lifeguard	d		5	Park Mainten	ance I		9	Maintenance	Custodian
				6	Senior Sales A			11	Theater Mana	iger

14 34

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Position: Museum Director/Curator	Position Number:
Department/Site: Nolan Center	FLSA: Non-exempt
Evaluated by: Borough Manager	Salary Grade: 24

Summary

To oversee all Museum administrative operations, provide professional care and administration of Museum collection, and provide Museum services to the general public. Inventory collections every 10 years, and spot check every 6 months.

Distinguishing Career Features

The Museum Director is responsible for maintaining a record of Wrangell's past for its residents and visitors. The Museum Director must educate the public, prioritize collections, and set goals for the safekeeping and care of Wrangell's historical record.

Essential Duties and Responsibilities

GENERAL ADMINISTRATION

- Museum administration and collections management.
- Responsible for all phases of Museum administration. Prepares and submits annual budget to the Borough Manager. Monitors expenditures and coordinates with the borough Manager and the Finance Director for cost control. Responsible for acquisition and expenditures of Museum Department within approved budget. Provides monthly reports to the Borough manager on Museum operations. Keeps Borough manager informed of critical Museum needs. Coordinates maintenance and capital development of museum facilities as required. Makes timely deposits from sales. Keeps accurate records of museum visitors and inquiries for statistical purposes.

SUPERVISION

Supervises employees and volunteers in the implementation of department goals and programs through visitor contact, and gift shop administration. Maintains accurate employee records. Oversees staff development. Provides staff evaluations as needed. Ensures staff adheres to museum procedures.

COLLECTIONS ADMINISTRATION

Keeps accurate records of artifacts on loan or donated from the community through standard museum registration techniques. Evaluates proposed donations and loans for appropriateness to inclusion in the Museum collection. Evaluates acquisitions for condition and stability and provides appropriate conservation measures as needed. Monitors humidity and temperature for stability or for statistical compilation of data. Prepares annual loan renewals.

PROGRAM DEVELOPMENT

 Develops long and short-range program goals consistent with Museum mission and By-Laws. Ensures implementation, planning and evaluation of department programs, activities and facilities.

PROFESSIONAL DEVELOPMENT

Interacts with other museum, history, and anthropology professionals as needed.
 Attends professional seminars and training as needed within budgetary constraints to keep informed as to current museum trends and issues.

FUNDRAISING

 Prepares and writes grants for supplementary funding for museum programs or other projects not provided for in the annual budget.

PUBLIC RELATIONS

 Provides direct marketing of the museum through strategically placed advertising designed to attract visitors to the museum.

EDUCATION

Provide educational opportunities for the public at large, the Wrangell school system through special activities, guided museum tours, and other public outreach activities. Coordinate specialized training, workshops, and lectures for the public. Develop special publications for public dissemination as appropriate. Provide research opportunities for visiting scholars.

STAFF TRAINING

Provide staff and volunteer training in gift shop management, basic accounting and bookkeeping skills, general maintenance, inventory, historical research, public relations, and appropriate artifact handling procedures. Train staff and volunteers to provide public tours.

TEAMWORK AND COOPERATION

 Works cooperatively with employees, other city departments, external agencies and the general public. Fosters an atmosphere of cooperation and trust between the Museum and various organizations within the city.

RESEARCH

 Researches local history and makes findings available to the public using appropriate vehicles for transmission. Researches history of each piece of the collection as per professional curatorial practices.

EXHIBIT DEVELOPMENT

 Evaluates existing and proposed exhibits, schedules and initiates actions necessary to implement changes in interpretive themes. Plans, prepares and installs permanent and temporary exhibits in accordance with generally accepted security, safety, conservation and education standards and ethics.

HOUSEKEEPING AND MAINTENANCE

 Performs daily housekeeping within the museum. Relies on staff from Public Works and Parks and Rec for general maintenance.

Qualifications

Knowledge and Skills

Clear knowledge of modern museum management principles. Current on museum standards and practices. Requires demonstrated leadership ability to coordinate, motivate, develop and evaluate staff resources. Requires experience working with word-processing and database software.

Abilities

Ability to work independently. Ability to perform a variety of administrative duties including supervision, delegation, personnel administration, and ability to deal with the public. Ability to perform historical research and regional history and be a reliable source of information. Ability to provide responsible, professional care to the community's collection of artifacts which are housed at the Museum.

Requires the ability to communicate effectively both orally and in written form. Ability to represent the City Museum Department in a professional manner to the Borough Assembly, the general public, scholarly researchers, civic groups and other agencies.

Requires the ability to adapt to changing needs and priorities. Willingness to perform

various job related duties as situations require with a strong sense of teamwork.

Physical Abilities

Ability to lift and/or carry 50 pounds. Ability to work in an office setting, including sitting for long periods of time. Fine motor abilities to operate office equipment and file and retrieve documents required. Visual acuity to read computer screens, printed information, and accounting documents required. Must be able to carry out conversations over the phone and in person.

Education and Experience

Requires a master's degree in history, museum studies, or anthropology. Minimum of three years current experience of progressive museum programs and supervisory experience. Strong emphasis on grant writing and grant administration, budget formulation and administration.

Licenses and Certificates

BS or BA in anthropology or History, MA or MS in museum studies is preferred.

Working Conditions

Work is performed indoors where minimal safety considerations exist.

This job/class description, describes the general nature of the work performed, representative duties as well as the typical qualifications needed for acceptable performance. It is not intended to be a complete list of all responsibilities, duties, work steps, and skills required of the job.

Position: Theater Manager	Position Number:
Department/Site: Nolan Center	FLSA: Non-exempt
Evaluated by: Borough Manager	Salary Grade: 11

Summary

Manages all phases of the theater operation.	

Distinguishing Career Features

The Nolan Center Theater Manager is a part time position, with work estimated at 15 to 25 hours per week for an estimated ten months per year. Work may require evening and weekend hours. The Nolan Center Theater Manager should be in good communication with the Assistant Theater Manager.

Essential Duties and Responsibilities

- The manager is required to know every task in the theater in order to be able to provide any needed training to staff and volunteers.
- Required to work with any assigned committees to select movies.
- Required to pick up and return all movies.
- Tasked with changing movie marquee to current film.
- Must establish a working relationship with the booking agent. This includes receiving movie lists, requesting movies and sending the nightly attendance figures to the agent.
- Required to make sure money is ready for each movie. Required to make all deposits to bank and provide accounting information to appropriate parties.
- Required to provide timesheets to all volunteers and paid employees and to verify time recorded. Also required to deliver timesheets on a timely manner to appropriate parties.
- The manager hires and schedules the student employees in conjunction with the high school principal and the borough manager. The manager is also responsible for evaluations of employees.
- The manager trains all employees in the use of all machinery and cash registers, and trains selected employees in the use of the movie system.
- The manager will need to have a good working relationship and coordinate activities with the assistant theater manager and the civic center manager.
- The manager is required to make sure that concessions are ordered such that a reasonable supply is on hand for shows.
- The manager is required to see that bills from concessions are submitted in a timely fashion to City Hall.
- The manager is required to submit requisitions for movie rentals in a timely fashion and keep an eye out for rental bills that are late or missing.
- The manager may be required to work with assigned committees for the selection of movies.

Qualifications

Knowledge and Skills

- Requires experience and knowledge of managing other people.
- Requires verbal and interpersonal skills to courteously and effectively communicate with people.
- Requires the skills to be adaptable to changing events.
- Requires the management skills to coordinate various paid and unpaid employees to accomplish tasks.
- Requires experience in handling money, making deposits, and providing various reports on finances.
- Requires problem-solving skills to locate and seek out answers to various situations that may arise.

Abilities

Must have knowledge of Nolan Center lighting, aptitude for trouble shooting, a strong sense of teamwork, and basic math skills

Physical Abilities

May require some physical labor and the ability to lift up to 50 pounds. Must be able to stand and sit for long periods of time. Must have visual acuity to monitor theater environment.

Education and Experience

Requires high school diploma or equivalent. Must be at least 18 years old. Previous experience with theater operations preferred.

Licenses and Certificates

Requires valid Alaska Driver's License.

Working Conditions

Work takes place indoors with minimal safety considerations

This job/class description, describes the general nature of the work performed, representative duties as well as the typical qualifications needed for acceptable performance. It is not intended to be a complete list of all responsibilities, duties, work steps, and skills required of the job.

CITY & BOROUGH OF WRANGELL, ALASKA BOROUGH ASSEMBLY AGENDA STATEMENT

AGENDA ITEM TITLE: NO. 13d DATE: April 10, 2018

Discussion Item: Proposed Changes to the City & Borough of Wrangell Organizational Chart related to the Mechanics Positions within Wrangell Municipal Light & Power (Electric) and Garage (Public Works) Departments

FISCAL NOTE:		
Expenditure Required:		
Amount Budgeted:		
Account Number(s):		
Account Name(s):		
Unencumbered Balance (prior to expenditure):		

RECOMMENDATION:

1. None

None. Discussion item only. No action.

SUMMARY STATEMENT:

Administration is proposing a reorganization related to the mechanics positions within the CBW. Currently, there are three mechanics positions in the organization. One position is that of Diesel Mechanic within the Electric Department. There are two additional positions within the Garage as part of Public Works. This includes the Mechanic Lead position and the Mechanic position. The Mechanic Lead position was vacated last year with the retirement of Jim Lebo. Royce Cowan, formerly the Diesel Mechanic in the Electric Department was hired as the Mechanic Lead in the Garage, and currently holds that position. Under the existing org chart that leaves the Diesel Mechanic position unfilled.

The Collective Bargaining Agreement gives transitioning employees 45 days to determine if they

are comfortable in a new position. Within that timeframe the employee may return to their previous position. Likewise, the CBW has 90 days to determine if an employee is suitable for a new position. If not, the employee is able to return to their previous job. This requires positions like that of Diesel Mechanic remain open almost 90 days before advertising for a replacement employee can begin.

In this specific instance, Royce Cowan's transition to the Garage is taking place at the same time as Clay Hammer's departure as Electric Supervisor. Clay was formerly the Diesel Mechanic. So, that leaves the no personnel to address the needs of the diesel plant – specifically the required monthly run, and the prep and operations for the upcoming annual run in conjunction with SEAPA in early June.

In discussing options for coverage, staff came up with a completely alternative idea for consideration:

- Royce Cowan will remain the Mechanic Lead overseeing all mechanic work and mechanic employees for the CBW
- His time will be split equally between the Garage and the Diesel Plant
- Mr. Cowan will also remain the primary Electric Diesel Mechanic
- Mr. Cowan will determine how that split is configured based on prioritization of needs
- The "open position" will be hired as an additional Mechanic in the Garage
- That new hire will either need to have diesel mechanic experience; or one or both of the Mechanic employees will undergo diesel mechanic training so the CBW always has a backup Diesel Mechanic to address issues at the plant
- In the interim the CBW may try to work out a contract arrangement with Clay Hammer to be the back-up diesel mechanic if Mr. Cowan needs to leave town

This arrangement makes a couple of assumptions:

- A responsibility of the Diesel Mechanic position is performing maintenance on the Plant Building
- This arrangement assumes the Assembly is going to approve a new Capital Facilities
 Department that includes maintenance. Maintenance of the Plant Building will need to be
 addressed by the maintenance staff within Capital Facilities
- Another responsibility of the Diesel Mechanic position is assisting the Line Crew when
 necessary. This assistance will need to be included in the 50% time allocation to Electric
 Department that Mr. Cowan will be allotting. So, Line Crew assistance will only be possible
 when maintenance and repair of the generator system is complete

Considering this alternative staffing plan allows for almost no break in service to the diesel plant. Prep for the upcoming June diesel run with SEAPA is something that needs to begin almost immediately. It also allows the CBW to take advantage of Mr. Cowan's experience and expertise in the Garage.

Administration recognizes this scenario is possible due to current personnel. At the point in time Mr. Cowan decides to retire from the CBW, this alternate staffing arrangement may no longer be feasible. Administration is not recommending the development of a completely new position. Rather, if the Assembly is amenable to this option, Administration with work with the IBEW on some type of job description "addendum" that will be brought back for action by the Assembly.

Administration will be watching very closely to determine how this arrangement works and will be reporting to the Assembly.

CITY & BOROUGH OF WRANGELL, ALASKA								
BOROUGH ASSEMBLY AGENDA STATEMENT								
AGENDA	A ITEM TITLE:	NO.	NO. 13e DATE: April 10, 2018					
Approval to hold a Special Assembly meeting on Thursday, April 12, 2018								
						FISCAL NOTE:		
	SUBMITTED I	BY:		Expenditure Required: none				
Kim Lane, Borough Clerk			Amount Budgeted: none					
	Assembly Membe			Account Number(s): none				
Acce					count Num	ber(s). Hone		
					Account Name(s): none			
Reviews/	/Approvals/Reco	mmenda	ations					
	Port Commission			Unencumbered Balance(s) (prior to expenditure):				
P&Z Commission								
Attorney								
n/a Insurance								
ATTACHMENTS:								
1. None.								

RECOMMENDATION:

Move to approve holding a Special Assembly on Thursday, April 12, 2018 at 5:30 p.m.

SUMMARY STATEMENT:

The Special Assembly meeting has been noticed as of Tuesday, April 10th at noon.

There are several items that were not ready in time for tonight's meeting agenda. Therefore, we are requesting that the Assembly have a Special meeting this Thursday.

CITY & BOROUGH OF WRANGELL, ALASKA						
BOROUGH ASSEMBLY AGENDA STATEMENT						
AGENDA ITEM TITLE: NO. 14 Date April 10, 2018						
SUBMITTED	BY:					
Kim Lane, Borougl	n Clerk	_				

INFORMATION:

ATTORNEY'S FILE – The latest attorney's billing is available for the Borough Assembly to view in the Clerk's office.

CITY & BOROUGH OF WRANGELL, ALASKA BOROUGH ASSEMBLY AGENDA STATEMENT AGENDA ITEM TITLE: NO. 15 Date April 10, 2018 None. SUBMITTED BY: Kim Lane, Borough Clerk