

**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 Barga 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 Bunes)

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 - January 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 Barga'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 6-10<sup>th</sup> of April.
- Steering Committee meeting for tomorrow, Thursday, March 29<sup>th</sup>.
- Wrangell Medical Center/Capital needs: as of Friday, the cash on hand as of \$860,244 which does include 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% increase 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 2019, 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 13<sup>th</sup> 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 Barga 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 description of Groundman Meter Technician II.***

Von Barga 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 Barga 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 FACILITIES, 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.*

**13g 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

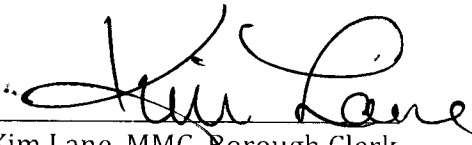
*M/S: Larrabee/Powell, moved to approve Resolution 03-18-1403, accepting the State of Alaska Department of Environmental Conservation (ADEC) Alaska Clean Water Fund Loan, previously authorized in Resolution No. 08-14-1299, in the amount of \$542,249 for the Water Mains Replacement Project and authorizing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

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

**EXECUTIVE SESSION** – None

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

ATTEST:

  
Kim Lane, MMC, Borough Clerk

  
David L. Jack, Mayor

