



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

August 25, 2015 – 7:00 p.m.

Location: Assembly Chambers, City Hall

1. CALL TO ORDER

- a. PLEDGE OF ALLEGIANCE led by Assembly Member Daniel Blake
- b. INVOCATION to be given by Nettie Covalt with the Presbyterian Church
- c. CEREMONIAL MATTERS – *Community Presentations, Proclamations, Certificates of Service, Guest Introductions*
 - i. Certificate of Service – Cyni Waddington, School Board
 - ii. Proclamation – Childhood Cancer Awareness Month
 - iii. Aaron Angerman and Tis Peterman, WCA presentation on the Canada/U.S Transboundary Mining Dialogue

2. ROLL CALL

3. AMENDMENTS TO THE AGENDA

4. CONFLICT OF INTEREST

5. CONSENT AGENDA

- a. Items (*) 6a, 7a, 7b, & 7c

6. APPROVAL OF MINUTES

- *a. Minutes of the Public Hearing and Regular Assembly meetings held July 28, 2015, and Minutes of the Special Assembly meeting held August 12, 2015

7. COMMUNICATIONS

- *a. Minutes of the Regular School Board meeting held June 15, 2015
- *b. Travel Expense Report for the Months of Feb. thru Aug., 2015
- *c. Minutes of the Hospital Board meetings held: Regular, May 20, 2015; Special, June 8, 2015; Executive Committee Special, July 2, 2015; Regular, July 15, 2015; CEO Search Committee Special, July 22, 2015; CEO Search Committee Special, July 29, 2015; Special, August 6, 2015

8. BOROUGH MANAGER'S REPORT

9. BOROUGH CLERK'S FILE

10. MAYOR/ASSEMBLY REPORTS AND APPOINTMENTS

- a. Reports by Assembly Members
- b. Appointment to fill the vacancy on the Planning & Zoning Commission

11. PERSONS TO BE HEARD

12. UNFINISHED BUSINESS

- a. **PROPOSED ORDINANCE NO. 905:** A NON-CODE ORDINANCE OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, ESTABLISHING DUE DATES FOR THE PAYMENT OF 2015 PROPERTY TAXES, AS A TRANSITIONAL MEASURE FOR IMPLEMENTATION OF ORDINANCE NO. 901, WHICH AMENDED THE PROPERTY TAX DUE DATES IN CHAPTER 5.04 OF THE WRANGELL MUNICIPAL CODE (*second reading*)

13. NEW BUSINESS

- a. **PROPOSED ORDINANCE NO. 906:** AN ORDINANCE OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, AMENDING SECTION 10.46.010, CONSUMPTION OF MARIJUANA IN A PUBLIC PLACE PROHIBITED, OF THE WRANGELL MUNICIPAL CODE, TO REVISE THE PENALTY PROVISION TO REFERENCE THE MINOR OFFENSE FINE SCHEDULE IN WMC 1.20.050 (*first reading*)
- b. **PROPOSED ORDINANCE NO. 907:** 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*)
- c. **PROPOSED RESOLUTION NO. 08-15-1328:** A RESOLUTION OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, AMENDING THE PARTICIPATION AGREEMENT WITH THE PUBLIC EMPLOYEES RETIREMENT SYSTEM (PERS) OF ALASKA BY EXEMPTING THOMAS BAY POWER AUTHORITY EMPLOYEES; AND REPEALING RESOLUTION NO. 09-14-1300
- d. Approval of a Professional Services Contract for Assessment Services
- e. Approval of a bid award for the purchase of an Ozone Generator (*backup to be provided on 8-24 or 25, 2015*)
- f. Approval of a bid award for the Cassiar Street Roadway and Utilities Improvements, Phase 2 project
- g. Approval for the Sewer Pump project procurement

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

15. EXECUTIVE SESSION

16. ADJOURNMENT

Agenda Items 1 - 6

CITY & BOROUGH OF WRANGELL

BOROUGH ASSEMBLY

AGENDA ITEM

August 25, 2015

ITEM NO. 1 CALL TO ORDER:

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

RECOMMENDED ACTION:

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

- a. Pledge of Allegiance to be given by Assembly Member Daniel Blake
- b. Invocation to be given by Nettie Covalt with the Presbyterian Church
- c. CEREMONIAL MATTERS – *Community Presentations, Proclamations, Certificates of Service, Guest Introductions*
 - i. Certificate of Service – Cyni Waddington, School Board
 - ii. Proclamation – Childhood Cancer Awareness Month
 - iii. Aaron Angerman and Tis Peterman, WCA presentation on the Canada/U.S Transboundary Mining Dialogue

ITEM NO. 2 ROLL CALL – BOROUGH CLERK:

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

RECOMMENDED ACTION:

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

ITEM NO. 3 AMENDMENTS TO THE AGENDA:

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

RECOMMENDED ACTION:

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

ITEM NO. 4 CONFLICT OF INTEREST:

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

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

ITEM NO. 5 CONSENT AGENDA:

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

RECOMMENDED ACTION:

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

****6a, 7a, 7b, and 7c***

ITEM NO. 6 APPROVAL OF MINUTES:

INFORMATION:

6a *Minutes of the Public Hearing and Regular Assembly meetings held July 28, 2015, and Minutes of the Special Assembly meeting held August 12, 2015*

CERTIFICATE OF SERVICE

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

Cyni Waddington

for her service and dedication as a member on the School Board from:

October 2013 to August 2015


ATTEST: Kim Lane, MMC, Borough Clerk

Dated this 25th day of August, 2015



David L. Jack, Mayor



PROCLAMATION
Childhood Cancer Awareness Month

WHEREAS, the American Cancer Fund for Children and Kids Cancer Connection report cancer is the leading cause of death by disease among U.S. children between infancy and age 15. This tragic disease is detected in nearly 15,000 of our country's young people each and every year.

WHEREAS, one in five of our nation's children loses his or her battle with cancer. Many infants, children and teens will suffer from long-term effects of comprehensive treatment, including secondary cancers; and

WHEREAS, founded over twenty years ago by Steven Firestein, a member of the philanthropic Max Factor cosmetics family, the American Cancer Fund for Children, Inc. and Kids Cancer Connection, Inc. are dedicated to helping these children and their families; and

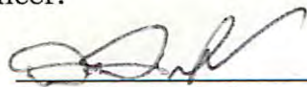
WHEREAS, the American Cancer Fund for Children and Kids Cancer Connection provide a variety of vital patient psychosocial services to children undergoing cancer treatment at Providence Alaska Medical Center in Anchorage, as well as participating hospitals throughout the country, thereby enhancing the quality of life for these children and their families; and

WHEREAS, the American Cancer Fund for Children and Kids Cancer Connection also sponsor Courageous Kid Recognition Award presentations, community get well cards and hospital celebrations in honor of a child's determination and bravery to fight the battle against childhood cancer.

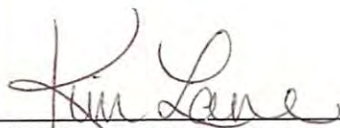
NOW, THEREFORE, be it resolved that I, David L. Jack, Mayor of the City & Borough of Wrangell, Alaska, do hereby proclaim the month of September, 2015 as:

Childhood Cancer Awareness Month

and encourage all community members of Wrangell to support children and their families who are living with childhood cancer.



David L. Jack, Mayor

Attest: 

Kim Lane, MMC, Borough Clerk



**Minutes of Public Hearing
Held July 28, 2015**

Mayor David L. Jack called the Public Hearing to order at 6:30 p.m., July 28, 2015, in the Borough Assembly Chambers. Assembly Members Mitchell, Prysunka, and Powell were present. Assembly Member Rooney arrived at 6:34 p.m. and Assembly Members Decker and Blake were absent. Borough Manager Jeff Jabusch and Borough Clerk Lane were also in attendance.

Public Hearing Items:

- a. Request for a zone change, changing the zone of 2.412 acres in the remainder Lot A-2, proposed Torgramsen-Smith Subdivision within USS 3823 from Single Family Residential to Light Industrial, owned by Lisa Torgramsen, requested by Donald Glasner
- b. **PROPOSED ORDINANCE No. 904:** AN ORDINANCE OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, AMENDING CHAPTER 13.12 OF THE WRANGELL MUNICIPAL CODE TO RENAME THE CHAPTER "PARKS & RECREATION DEPARTMENT" AND ADD A NEW SECTION ESTABLISHING FEE SCHEDULES FOR USE OF PARKS AND RECREATION FACILITIES (*second reading*)
- c. Temporary Use permit request to store crab pots and other on-shore activities associated with commercial crabbing in a 2000 square foot upland area along the shoreline in municipal entitlement land of Wrangell Island near Thoms Place, Section 35, requested by Mark Mitchell, owned by the City and Borough of Wrangell

WRITTEN TESTIMONY – Paula Rak, 7 Mile Zimovia Hwy., read a letter of opposition to the request from Mark Mitchell for a temporary use permit to store crab pots and other on-shore activities associated with commercial crabbing in an upland area near Thoms Place.

ORAL TESTIMONY

Mark Mitchell, 11.1 Mile Zimovia Hwy., stated that there should be some sort of approved policy in place for those who wanted to do this sort of thing on City property; there are a lot of people storing things on City property who have not gone through this process.

Assembly Member Powell stated that he was not aware, until now, that a person had to ask to use Borough property for this type of use. He commended Mitchell for coming to the Assembly to request the use.

Carol Rushmore, Economic Development Director, explained that the property in question is not yet zoned. The Wrangell Municipal Code allows for a temporary use permit in these situations.

Assembly Member Prysunka stated that he worried that some of the Borough property could be destroyed if property was left behind or if the property was not properly cleaned up after use.

Public Hearing Adjourned at 6:47 p.m.

David L. Jack, Mayor

ATTEST: _____
Kim Lane, MMC, Borough Clerk

Unapproved

**Minutes of Regular Assembly Meeting
Held on July 28, 2015**

Mayor David L. Jack called the Regular Assembly meeting to order at 7:00 p.m., July 28, 2015, in the Borough Assembly Chambers. Assembly Members Mitchell, Powell, Prysunka, and Rooney were present. Assembly Member Blake was absent and Assembly Member Decker arrived at 7:52 p.m. Borough Manager Jeff Jabusch and Borough Clerk Lane were also in attendance.

Pledge of Allegiance was led by Assembly Member Steve Prysunka.

Invocation was given by Don McConachie.

CEREMONIAL MATTERS – *Community Presentations, Proclamations, Certificates of Service, Guest Introductions*
Brenda Schwartz-Yeager reported on Wrangell's economy by the numbers for tourism, as prepared by Rain Cost Data in June 2015; she urged the Assembly to look through the report and to contact her if they should have any questions.

AMENDMENTS TO THE AGENDA

Manager Jabusch requested that Item 13j (Approval of a bid award for the Wrangell Barge Ramp Concrete Paving Project), be removed from the Agenda. There were no objections from the Assembly.

CONFLICT OF INTEREST

Assembly Member Mitchell declared that he had conflict of interest to Item 13h (Approval of a request from Mark Mitchell to enter into a short term agreement for the temporary use of storing crab pots on Wrangell Island, near Thoms Place) since this was a request from him. Mitchell stepped down from the dais and sat in the audience.

Mayor Jack agreed and there were no objections from the Assembly.

CONSENT AGENDA

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

APPROVAL OF MINUTES

The minutes of the Regular Assembly meeting held June 23, 2015 was approved, as presented.

COMMUNICATIONS

- *a. Minutes of the Regular School Board meeting held 5-11-2015, and the Special School Board meeting held May 19, 2015
- *b. Letter from Barbara Angerman, Wrangell Resident, in support of replacing the Shoemaker Harbor

BOROUGH MANAGER'S REPORT

Manager Jabusch's report was provided.

Marla Sanger, WMC CEO, provide an update of the Wrangell Medical Center's finances. Ms. Sanger also provided a travel summary report for the months January – July, 2015.

BOROUGH CLERK'S FILE

The Borough Clerk's Report was provided.

MAYOR/ASSEMBLY REPORTS AND APPOINTMENTS

10a Reports by Assembly Members

Assembly Member Rooney requested that we start to receive the Hospital Board minutes for the Assembly to approve under the Consent Agenda just like the School Board minutes.

10b Appointment to fill the Vacancy on the Planning & Zoning Commission

As there were no letters of interest received for this vacancy, the Mayor directed the Borough Clerk to continue advertising for the vacancy.

PERSONS TO BE HEARD

Paula Rak, 7 Mile Zimovia Hwy., read her letter of opposition to the request from Mark Mitchell for a temporary use permit to store crab pots and other on-shore activities associated with commercial crabbing in an upland area near Thoms Place.

UNFINISHED BUSINESS

12a PROPOSED ORDINANCE NO. 904: AN ORDINANCE OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, AMENDING CHAPTER 13.12 OF THE WRANGELL MUNICIPAL CODE TO RENAME THE CHAPTER "PARKS & RECREATION DEPARTMENT" AND ADD A NEW SECTION ESTABLISHING FEE SCHEDULES FOR USE OF PARKS AND RECREATION FACILITIES (*second reading*)

M/S: Prysunka/Rooney, to adopt Ordinance No. 904. Motion approved unanimously by polled vote.

NEW BUSINESS

13a PROPOSED RESOLUTION No. 07-15-1323: A RESOLUTION OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, PROVIDING FOR THE AMENDMENT OF THE JOB DESCRIPTION FOR THE RECREATION COORDINATOR

M/S: Powell/Rooney, to adopt Resolution No. 07-15-1323. Motion approved unanimously by polled vote.

13b PROPOSED RESOLUTION No. 07-15-1324: A RESOLUTION OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, AMENDING THE ASSESSMENT VALUE FOR TAX YEAR 2015 FOR GREG AND DOREEN PURVIANCE, LOT 11A-2, 11.5 MILE ZIMOVIA HIGHWAY, DUE TO A MANIFEST CLERICAL ERROR

M/S: Prysunka/Mitchell, to approve Resolution No. 07-15-1324.

Manager Jabusch explained that the error was a key stroke error and that the State Assessor allowed for this type correction when an error like this happens.

Motion approved unanimously by polled vote.

13c PROPOSED RESOLUTION No. 07-15-1325: A RESOLUTION OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, FORMALLY SUBMITTING A MUNICIPAL HARBOR FACILITY GRANT APPLICATION TO THE STATE OF ALASKA, DEPARTMENT OF TRANSPORTATION AND PUBLIC FACILITIES (DOT&PF) IN THE AMOUNT OF \$5 MILLION DOLLARS FOR THE SHOEMAKER BAY HARBOR PROJECT

M/S: Rooney/Mitchell, to approve Resolution No. 07-15-1325, to submit an application to DOT&PF for the completion of the Shoemaker Bay Harbor project.

Manager Jabusch gave a brief explanation on the process for obtaining this grant.

Motion approved unanimously by polled vote.

13d PROPOSED RESOLUTION No. 07-15-1326: A RESOLUTION OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, TO ACCEPT A LOAN IN AN AMOUNT NOT TO EXCEED \$91,000 AND TO ACCEPT A GRANT FROM THE UNITED STATES DEPARTMENT OF AGRICULTURE, RURAL DEVELOPMENT

M/S: Prysunka/Powell, to adopt Resolution No. 07-15-1326, approving a loan agreement, not to exceed \$91,000 and to accept a grant with the US Department of Agriculture, Rural Development for the Rehabilitation of the two Sewer Pump Stations project. Motion approved unanimously by polled vote.

13e Approval of a post-procurement expenditure to BW Enterprises as a sole-source provider for rock crushing services

M/S: Rooney/Powell, to approve a post-procurement expenditure to BW Enterprises as a sole-source provider for rock crushing services in the amount of \$72,720, which will be a shared cost between the Streets, Water and Sewer funds.

Assembly Member Mitchell asked if anyone else had bid on this project.

Manager Jabusch explained that there was an error in calculating the volume of rock to be crushed; the amount was originally expected to be under \$25,000 but ended up being over \$72,000. Jabusch stated that there would be provisions in the future to ensure that this will not happen again. Jabusch stated that there should have been a provision on the requisition to say "not to exceed" a certain amount. Jabusch further said that the new Contractor's list, when started, will not allow for contractors to continue work if the amount goes over the agreed upon amount unless agreed in writing. Jabusch also said that Ms. Al-Haddad was juggling a mass amount of projects and sometimes the attention to detail does not happen; need to correct that for the future though. Jabusch stated that in the time that Ms. Al-Haddad has been with the City, she has been involved with approximately \$50 million dollars' worth of projects.

In response to Assembly Member Powell, Jabusch briefly explained the process for the new Contractor's List; it will take effect starting September 1, 2015.

Powell asked if there was any documentation given to Mr. Woodbury so that he wouldn't go over.

Ms. Al-Haddad stated that she did discuss with Mr. Woodbury, the amount of rock that needed to be crushed; had budgeted for the amount that she thought she would need. Ms. Al-Haddad also stated that Mr. Woodbury had contacted her by phone when he realized that the amount of rock to be crushed would go over the stated amount. Ms. Al-Haddad said that she had told Mr. Woodbury that she would come out and see him but she did not tell him to stop crushing the rock. Ms. Al-Haddad was involved in the Water Treatment project when there were some major problems occurring, and she did not go out to see Mr. Woodbury at that time. When Mr. Woodbury called her a second time to give her an update of the new cost of over \$72,000.00, she told him to stop crushing the rock.

Motion approved unanimously by polled vote.

Assembly Member Decker arrived at 7:52 p.m.
Mayor Jack called a 5 minute recess at 7:55 p.m.
Mayor Jack called the meeting back to order at 8:00 p.m.

13f Discussion and possible action regarding the new Property Tax payment due date

Mayor Jack stated that he submitted this item to be discussed since he had received concerns about the new due date.

Assembly Member Rooney said that people had stated that they were surprised by the new one-time due date and that it would be easier if the City started this one-time due date next year.

M/S: Rooney/Powell, to change the ordinance to allow two payments in 2015, one on September 15th and the other on the normal December 15th, 2015, penalty and interest would be charged on any late payments of either payment and then in 2016, it would revert back to the one payment schedule on September 15th as the ordinance currently reads giving property owners a full year to adjust.

Assembly Member Powell asked if anyone had spoken to Ms. Armstrong of Armstrong Rents (who had submitted a letter) to see if she was okay with the one-payment date for next year or if she was wanting a waiver to allow her to make the two payments from here on out.

Mayor Jack stated that he had talked with Ms. Armstrong and he stated that he thought that she had thought that the payment would be due on that date and not before.

Assembly Member Rooney stated that she had had people in the community approach her and state that the one-time payment date (as proposed by the new ordinance) was a surprise and that they would have liked it if they could have had a year to plan for it. Rooney also said that if the Assembly were to approve the waiver for this year only, it would give people time to prepare.

Assembly Member Prysunka stated that he didn't know if the waiver for just this year would actually address Ms. Armstrong's concern.

Assembly Member Mitchell stated that if you have a year to plan, the due date was irrelevant. Mitchell believed that by giving a year to plan, it would be more than generous.

In response to Assembly Member Decker, Manager Jabusch stated that in order to do this, the Assembly would need to approve a non-coded ordinance to waive the previously adopted Ordinance No. 901. Jabusch also stated that we would post notices for the public to see the change.

Clerk Lane stated that it was her understanding that if the motion passed, then she would be given direction to contact the Borough Attorney to assist in drafting a non-coded ordinance to allow for the waiver for 2015.

Mayor Jack answered "yes, that is correct".

Motion approved unanimously by polled vote.

13g Approval of a Contract Zone for a storage unit, on 2.4 acres in the remainder Lot A-2, Torgramsen-Smith Subdivision within USS 3823, adjacent to Blooms Trailer Park, requested by Donald Glasner, owned by Lisa Torgramsen, as recommended by the Planning & Zoning Commission

M/S: Prysunka/Powell, to approve of a Contract Zone for a storage unit, on 2.4 acres in a portion of the remainder Lot A-2, Torgramsen-Smith Subdivision within USS 3823, located adjacent to Blooms Trailer Park, requested by Donald Glasner, owned by Lisa Torgramsen, as recommended by the Planning & Zoning Commission.

In response to Assembly Member Rooney, Carol Rushmore, Economic Development Director stated that this would not make this area Light-Industrial.

In response to Assembly Member Powell, the adjacent property owners were contacted for the Planning & Zoning Commission Public Hearing.

Motion approved unanimously by polled vote.

13h Approval of a request from Mark Mitchell to enter into a short term agreement for the temporary use of storing crab pots on Wrangell Island, near Thoms Place

M/S: Decker/Powell, to approve a temporary use agreement to Mark Mitchell for the lease of 2000 square feet of property on Wrangell Island described as Section 35, Township 65S, Range 85E North of Thoms Place Subdivision for \$50 per month and for the borough manager to address conditions in the agreement by the planning and zoning commission and staff that are appropriate for this temporary use permit.

Assembly Member Mitchell stepped down from the dais and sat in the audience since it was determined that he had a conflict of interest to this item.

Paula Rak asked if Assembly Member Decker could see her letter that she had previously read to the Assembly since Decker was not there for the reading.

Mayor Jack said yes.

In response to Assembly Member Prysunka, Manager Jabusch stated that the Planning & Zoning Commission had already considered this request and had forwarded it along to the Assembly, with conditions. Jabusch stated that if the Assembly approved this request, he would put together an agreement that addressed the Planning & Zoning Commissions conditions and any other conditions that the Assembly had.

Assembly Member Rooney asked for clarification on the temporary use timeframe. Jabusch replied that it would be until December 31, 2015.

Prysunka asked if there were penalties in place if Mr. Mitchell didn't clean up the area when he vacated. Jabusch said that we could add something like that in an agreement.

Mayor Jack stated that he did have some concerns about the Massin Tidelands Lease, that there was no one in place to enforce if the property was not maintained. Jack said that he would like to see some sort of policy brought forward that included penalties so that the Assembly could approve that.

Prysunka stated that the City did have some "teeth" because with a temporary use permit, the Assembly could choose not to approve the request in the future.

Assembly Member Decker stated that storage is a real bottle neck in the community; need to be prepared for the future that more people will want to use City lands for this purpose; may need to look at possibly develop some City land in a structured way for the use of storage of fishing gear or crab pots; okay with doing this on a temporary basis however, we may need to look at a long-term plan in the future.

Motion approved unanimously by polled vote.

13i Approval of City Tidelands Annual Five-Year Reassessments

M/S: Rooney/Mitchell, to approve the five-year City Tideland Reassessments as presented. Motion approved unanimously by polled vote.

13j Approval of a bid award for the Wrangell Barge Ramp Concrete Paving project

This item was removed from the Agenda under Amendments to the Agenda.

13k PROPOSED RESOLUTION No. 07-15-1327: A RESOLUTION OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, APPROVING THE REQUEST OF THE WRANGELL MEDICAL CENTER TO ENTER AN AGREEMENT WITH A BANK OR OTHER FINANCIAL INSTITUTION FOR A LINE OF CREDIT FOR WRANGELL MEDICAL CENTER OPERATIONS

M/S: Powell/Decker to adopt Resolution No. 07-15-1327, approving a line of credit for the Wrangell Medical Center in the amount of \$500,000.

Assembly Member Rooney asked if this would hurt the City's credit rating. Manager Jabusch said that no, it would not.

Assembly Member Prysunka stated that he was pleased that the Hospital had forethought to plan ahead. Prysunka further stated that they were hopeful that TruBridge would improve the Hospital's cash flow; was concerned with moving forward with large plans like a new hospital when taking on a line of credit; would like some guidance from the Assembly if moving forward with this because the City (community) is on the hook for this expenditure if something goes seriously wrong with the Hospital. Prysunka also wanted to know the interest rate and charge to the community for this line of credit.

Assembly Member Mitchell agreed with Prysunka that he would like to see some sort of structure and safe guards put in place so that the Hospital would need to come to the Assembly for approval.

Marla Sanger, Wrangell Medical Center, CEO, stated that in order to obtain an interest rate from the banks or lending institution, they would need the approval of the Assembly. Ms. Sanger stated that they would seek the most favorable terms for the line of credit however; they are hopeful that they can borrow locally.

Prysunka questioned if instead of the Hospital borrowing money from a line of credit, if the City could set aside money for the Hospital to borrow against so that they wouldn't have to pay interest. Prysunka also said that he had a hard time voting yes on this when there was no way to know what the interest rate would be.

In response to Prysunka, Ms. Sanger stated that there had been a pretty strong message from the City that they (Hospital) should not be coming to the City for money if the Hospital had a

shortfall, so they were looking for a way to even out the variability in their cash flow. Ms. Sanger stated that over the long haul the reimbursements are going to continue to decrease and costs are going to continue to go up.

Manager Jabusch stated that if the Assembly wanted to do a line of credit for the Hospital, it could be done.

In response to Powell, Jabusch stated that the City could have as much control over a bank line of credit as they would for a City line of credit; approval processes could be included in a bank line of credit as well as a City line of credit.

In response to Mitchell, Jabusch stated that the City could set aside a portion of the General Fund to be used as a line of credit for the Hospital.

Assembly Member Rooney asked if there was an upside to going with a financial institution for a line of credit. Ms. Sanger said that no, there was not.

Assembly Member Decker asked if the monthly reporting to the Assembly would cover the when the line of credit was used.

Jabusch stated that the reporting could be done however the Assembly chose for it to be done; either monthly or the Assembly could be notified whenever it was used.

There was discussion on if the Resolution could be amended.

After more discussion on whether to approve this Resolution as is, amend it, or to vote it down and have a Special Assembly Meeting in the near future to consider a City Line of Credit, the Assembly spoke in favor of doing away with the commercial option and going with the City line of credit.

Motion failed unanimously by polled vote.

Assembly Member Prysunka requested that the Borough Manger work with the Hospital CEO in order to set up a fund, not to exceed \$500,000 that would be derived from the General Fund, in order to meet short falls in the future. There were no objections from the Assembly.

M/S: Decker/Rooney, to schedule a Special Assembly Meeting on August 12, 2015. Motion approved unanimously by polled vote.

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

EXECUTIVE SESSION – None

Regular Assembly Meeting adjourned at 9:03 p.m.

David L. Jack, Mayor

ATTEST: _____
Kim Lane, MMC, Borough Clerk

**Minutes of Special Assembly Meeting
Held August 12, 2015**

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

CONFLICT OF INTEREST

There were no conflicts of interest declared.

PERSONS TO BE HEARD

There were no persons to be heard.

ITEMS OF BUSINESS

5a PROPOSED ORDINANCE No. 905: A NON-CODE ORDINANCE OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, ESTABLISHING DUE DATES FOR THE PAYMENT OF 2015 PROPERTY TAXES, AS A TRANSITIONAL MEASURE FOR IMPLEMENTATION OF ORDINANCE NO. 901, WHICH AMENDED THE PROPERTY TAX DUE DATES IN CHAPTER 5.04 OF THE WRANGELL MUNICIPAL CODE (*first reading*)

M/S: Powell/Blake, to approve first reading of Ordinance No. 905, and move to a second with a Public Hearing to be held on August 25, 2015.

Assembly Member Powell clarified for the public that the due date meant that anyone could pay on or before anytime up until the due date.

Motion approved unanimously by polled vote.

5b Approval of an Agreement for a Line of Credit between the Wrangell Medical Center and the City & Borough of Wrangell

M/S: Rooney/Mitchell, to approve a Line of Credit Agreement between the Wrangell Medical Center and the City and Borough of Wrangell, as presented.

Assembly Member Decker stated that she would like to see payback and annual renewal terms in the agreement.

Assembly Member Powell stated that he wondered if it would make more sense to have the new CEO for the Wrangell Medical Center involved in this process. Powell also asked Marla Sanger, current WMC CEO if Wrangell residents could still call the hospital and inquire about basic billing questions because his experience as of late has been that WMC Billing Staff were not answering those questions.

Marla Sanger, current WMC CEO, 223 First Avenue; and Doran Hammett, 930 Case Avenue, stated that yes, residents could still call up to the hospital and ask questions since the billing staff was still there. Powell said that that did not happen when he called up there. Mr. Hammett said that they would talk to the billing staff and make sure that they know that they could still answer billing questions.

Assembly Member Prysunka spoke in favor of the LINE OF CREDIT; he questioned if a cancellation policy in the Agreement was necessary since the City had an “out” if they wanted to cancel the agreement; the number one priority should be working towards paying the Line of Credit with the City back; Line of Credit (if needed) should be used if the Hospital were out of money and for day-to-day operations, not for new construction.

Decker stated that she would like to see this Line of Credit set up correctly from the start.

M/S: Decker/Blake, to amend main motion to include wording that requires an annual renewal if the terms are met. Amendment was approved unanimously by polled vote.

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

5c Approval of Amendment #3 for DOWL, for the Sewer Pumps Replacement Project, Professional Services

M/S: Powell/Decker, to approve Amendment #3 to the contract with DOWL for additional engineering services in the amount of \$22,703.00 to be paid from the CDBG/DCCED and Rural Development Program funds. Motion approved unanimously by polled vote.

Special meeting adjourned at 12:29 p.m.

David L. Jack, Mayor

ATTEST: _____
Kim Lane, MMC, Borough Clerk

Agenda Item 7

CITY & BOROUGH OF WRANGELL

BOROUGH ASSEMBLY AGENDA ITEM August 25, 2015

COMMUNICATIONS:

INFORMATION: The Assembly may receive items for Communications, reasons only which do not require separate action. This is an avenue to keep the Assembly informed, for the public to enter items on the record, if necessary. The Assembly also receives agenda communications directly by their constituents, Borough Manager, other agencies' Officers and Department Directors.

A MAIL BOX IS ALSO AVAILABLE IN THE BOROUGH CLERK'S OFFICE FOR EACH MEMBER OF THE ASSEMBLY AND SHOULD BE CHECKED ON A ROUTINE SCHEDULE.

All items appearing under Communications on the Agenda have been approved under the Consent Agenda unless removed by an Assembly Member or the Mayor and placed on the regular agenda under Unfinished Business.

- *a. Minutes of the Regular School Board meeting held June 15, 2015
- *b. Travel Expense Report for the Months of Feb. thru Aug., 2015
- *c. Minutes of the Hospital Board meetings held: Regular, May 20, 2015; Special, June 8, 2015; Executive Committee Special, July 2, 2015; Regular, July 15, 2015; CEO Search Committee Special, July 22, 2015; CEO Search Committee Special, July 29, 2015; Special, August 6, 2015

PROCEEDINGS

**MINUTES
WRANGELL SCHOOL BOARD
REGULAR MEETING**

June 15, 2015, 6:30 PM

Evergreen Elementary School Room 101-Intermediate

**CITY CLERK
AUG 05 2015
RECEIVED**

School Board President Susan Eagle called the regular meeting of the Wrangell Public School Board to order at 6:30 pm on Monday, June 15, 2015.

CALL TO ORDER

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

DETERMINE QUORUM

The Pledge of Allegiance was recited, led by Susan Eagle.

FLEDGE OF ALLEGIANCE

There were no guests to be heard.

GUESTS TO BE HEARD

The agenda was approved as presented by unanimous consent.

**APPROVAL OF THE
AGENDA**

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

**APPROVED THE ITEMS
ON THE CONSENT
AGENDA**

- Approved the minutes of the May 11, 2015 Regular School Board Meeting, as presented
- Approved the minutes of the May 19, 2015 Special School Board Meeting as presented
- Approved disposal of surplus inventory as presented and removal of these items from the inventory data base
- Approved selling laptops to graduating seniors in the amount of \$100.00 each, as presented
- Allowed resigning technology coordinator Bob Henry to purchase laptop #1327 and retiring teacher Karen Morse to purchase laptop #1233 in the amount of \$250.00 each

Information & Reports were accepted by unanimous consent.

**ACCEPTED INFORMATION &
REPORTS**

Motion to approve the application of the Alaska Migrant Education Literacy Grant as presented by Aleisha Mollen, seconded by Rinda Howell. Poll vote: Rinda Howell: Yes; Aleisha Mollen: Yes; Cyni Waddington: Yes; Susan Eagle: Yes. Motion approved.

**APPROVED THE
APPLICATION OF THE
MIGRANT LITERACY
GRANT**

Motion to add the Technology Director position to the exempt salary schedule as presented by Rinda Howell, seconded by Aleisha Mollen. Poll vote: Rinda Howell: Yes; Aleisha Mollen: Yes; Cyni Waddington: Yes; Susan Eagle: Yes. Motion approved.

**ADDED THE
TECHNOLOGY
DIRECTOR POSITION TO
THE EXEMPT SALARY
SCHEDULE**

Motion to enter into a Memorandum of Agreement with Wrangell Early Childhood Coalition to provide training for parents in the amount of \$1,064.00 by Aleisha Mollen, seconded by Cyni Waddington. Poll vote: Aleisha Mollen: Yes; Cyni Waddington: Yes; Rinda Howell: Yes; Susan Eagle: Yes. Motion approved.

**ENTERED INTO A
MEMORANDUM OF
AGREEMENT WITH
WRANGELL EARLY
CHILDHOOD COALITION**

Motion to offer a supplemental food program without compensation from the federal National School Lunch Program by Rinda Howell, seconded by Aleisha Mollen. Poll vote: Cyni Waddington: Yes; Rinda Howell: Yes; Aleisha Mollen: No; Susan Eagle: Yes. Motion approved.

**OFFERED A
SUPPLEMENTAL FOOD
PROGRAM WITHOUT
COMPENSATION FROM
THE FEDERAL NSLP**

Motion to offer Mrs. Deidre Jenson a contract addendum in the amount of \$5,207.00 to serve as project director of the Elementary and Secondary Counseling Grant during the 2015-2016 school year by Rinda Howell, seconded by Aleisha Mollen. Poll vote: Rinda Howell: Yes; Aleisha Mollen: Yes; Cyni Waddington: Yes; Susan Eagle: Yes. Motion approved.

**OFFERED DEIDRE
JENSON A CONTRACT
ADDENDUM TO SERVE
AS PROJECT DIRECTOR
OF THE COUNSELING
GRANT**

Motion to offer extracurricular contracts for the 2015-2016 school year as presented by Aleisha Mollen, seconded by Rinda Howell. Poll vote: Rinda Howell: Yes; Aleisha Mollen: Yes; Cyni Waddington: Yes; Susan Eagle: Yes. Motion approved.

**OFFERED
EXTRACURRICULAR
CONTRACTS**

The resignation of Lexie Hayes, High School Secretary and Bob Henry, Technology Coordinator were presented as an item of information.

PRESENTED THE RESIGNATION OF BOB HENRY AND LEXIE HAYES BOARD MEMBER HOWELL LEFT MEETING

Board Member Howell left the meeting at 7:21 PM

Motion to amend Superintendent Patrick Mayer's contract to include a 3% increase in salary for the 2015-2016 school year for a total of \$113,300.00 annually by Cyni Waddington, seconded by Aleisha Mollen. Poll vote: Aleisha Mollen: Yes; Cyni Waddington: Yes; Susan Eagle: Yes. Motion approved.

AMENDED SUPERINTENDENT MAYER'S CONTRACT TO INCLUDE A 3% INCREASE IN SALARY

Reviewed School Board Policy

REVIEWED BOARD POLICY

- Board Policy #6161.10, Adoption of Textbooks
- Board Policy #6162.5, Student Learning Assessment
- Board Policy #6164.2, Guidance and Counseling
- Board Policy #6174, Bilingual-Bicultural Education/Limited English Proficiency
- Board Policy #6174.1, Indian Education Program
- Board Policy #6178, Vocational Education, Career and Technical Education

Reviewed the Upcoming Dates and Meeting Announcements

REVIEWED THE UPCOMING DATES

Reviewed Future Agenda Items

REVIEWED FUTURE AGENDA ITEMS

There were no comments from School Board Members.

COMMENTS FROM BOARD MEMBERS

Meeting Adjourned at 7:28 P.M.

ADJOURNED AT 7:28 PM


 SECRETARY/TREASURER



**WRANGELL MEDICAL CENTER
BOARD OF DIRECTORS MEETING MINUTES
May 20, 2015 - 5:30 p.m.
Location: Nolan Center Classroom**

CALL TO ORDER:

Meeting was called to order at 5:30 pm by President Terri Henson

ROLL CALL:

Present: Judy Allen, Bernie Massin, Barb Conine, Terri Henson, Beth Blake, and Marlene Messmer

Attending via teleconference: Woody Wilson

Absent: Cori Robinson and Dorothy Sweat

Quorum established

Assembly representative Stephen Prysunka was present

AMENDMENTS TO THE AGENDA: Remove Item 11.a Board Development (completed last meeting)

CONFLICT OF INTEREST: None

CONSENT ITEMS:

Motion made by Barb Conine to approve consent item 5.a Minutes of the regular meeting held April 15, 2015 and item 5.b Statistics: March & April 2015, seconded by Beth Blake, passed unanimously.

PERSONS TO BE HEARD: None

CORRESPONDENCE: None

REPORTS AND COMMUNICATIONS FROM WMC STAFF:

- a. **CEO's Report:** In addition to the attached report, CEO Marla Sanger added the following observations and information:
 - Aaron McPherson is currently in Anchorage to take the Nursing Home Administrator Licensing exam. Janet Bunes is currently the holder of the license for the facility but will soon be retiring.
 - After a review of the bank accounts it has been decided to remove Sandra Calvert and Janet Bunes as signers on Wells Fargo accounts 4282, 9614 and 0076, and Dana Strong from accounts 4282 and 9614. They will be replaced by Aaron McPherson and Kristen Reed.
 - Reminders were given about the WMC Foundation Fundraising weekend and the great news that a 'replacement' auctioneer, Steve Talbot of Talbot Benefit Auctions, has agreed to help out with the event this year – he will arrive tomorrow morning.
 - Brief overview of the budget and an explanation of the billing process and the discussion about possibly contracting with TrueBridge for billing services (would not cost jobs at WMC, but provide relief for staff), and (Continued on Page 2)

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

WRANGELL MEDICAL CENTER
BOARD OF DIRECTORS MEETING:
May 20, 2015 - 5:30 p.m.

REPORTS FROM STAFF (continued from page 1):

- ... allow for billing to continue even when staff are on vacation or sick leave.
 - Brief discussion about board member availability for a special meeting to discuss/decide on the True Bridge contract – meeting will likely be Monday, June 8 in the morning.
 - Introduced Doran Hammett, CFO, and he presented the FY2016 budget to the board.
- b. Doran Hammett, CFO
- Doran recapped the idea of sharing the CFO with Petersburg Medical Center, and the similarities of the two organizations which make this more likely to work as a model, he also addressed the ‘timing’ which allowed this ‘experiment’ to take place with little additional cost to WMC (he is already in the area, and working for PMC so no need to bring in someone who is unfamiliar with the area and the facilities).
 - Spoke highly of the work done by Olinda to put the budget together and Mary Jo to keep the day to day tasks running smoothly,
 - Looking at April financials said that May was also on track to be a good month,
 - Answered a few questions about the budget and financial report and invited folks to contact him if other questions come up,
 - Reported that he will be back in Wrangell in time for the special meeting and that – in August – he will be in Petersburg for the first week (for their annual audit), then here for the second (for our audit).
 - Reported that after some discrepancy between what Medicaid says we owe and what we were originally told we owe, \$90,000 is being returned to WMC by Medicaid.
 - It was noted that under accounts receivable the work done by the business office took the days “cash on hand” from 5 days up to 26, the long term goal is to get it to 60 days.

MEDICAL STAFF REPORT: None

ACTION ITEMS:

- a. Approve FY 2016 Budget: Barb Conine moved to approve the fiscal year 2016 budget, Bernie Massin seconded, after some discussion, passed unanimously.

INFORMATION ITEMS:

- a. New Hospital Project update: The folks at the Foraker group were to meet in early May to look at their mission and would decide at that point what direction the group would take and whether they would take on any new clients, however that meeting has been postponed so we are still waiting to hear whether they are going to be accepting WMC as a new project.

(Continued on Page 3)

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

WRANGELL MEDICAL CENTER
BOARD OF DIRECTORS MEETING:
May 20, 2015 - 5:30 p.m.

BOARD COMMENTS:

Barb Conine – Just wish to welcome Doran and say thanks and that I feel much more reassured.

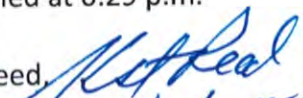
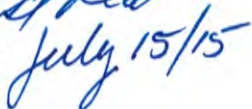
ADJOURN: With no further business, the regular meeting adjourned at 6:29 p.m.

Cori Robinson



Kris Reed

Date Certified:



**WRANGELL MEDICAL CENTER
BOARD OF DIRECTORS SPECIAL MEETING MINUTES
June 8, 2015 - 9:30 a.m.
Location: Nolan Center Classroom**

CALL TO ORDER:

Meeting was called to order at 9:30 am by President Terri Henson

ROLL CALL:

Present: Bernie Massin, Barb Conine, Terri Henson, Beth Blake, and Marlene Messmer

Attending via teleconference: Woody Wilson

Absent: Cori Robinson, Judy Allen and Dorothy Sweat

Quorum established

Assembly representative Stephen Prysunka was present

AMENDMENTS TO THE AGENDA: None

CONFLICT OF INTEREST: None

PERSONS TO BE HEARD: None

CORRESPONDENCE: None

ACTION ITEMS:

- a. Approve TruBridge Services Addendum Proposal: Barb Conine moved to approve, Marlene Messmer seconded, after some discussion, passed unanimously (5 present and voting).

ADJOURN: With no further business, the special meeting adjourned at 10:15 a.m.

Cori Robinson

Kris Reed,

Date Certified:



**WRANGELL MEDICAL CENTER BOARD OF DIRECTORS
EXECUTIVE COMMITTEE SPECIAL MEETING MINUTES**

July 2, 2015 – 2:00 p.m.

Location: Nolan Center

CALL TO ORDER:

Meeting was called to order at 2:01 pm by President Terri Henson

ROLL CALL:

Present: Bernie Massin, Barb Conine, Terri Henson,

Attending via teleconference: Woody Wilson

Absent: Cori Robinson

Quorum established

AMENDMENTS TO THE AGENDA: None

CONFLICT OF INTEREST: None

PERSONS TO BE HEARD: None

CORRESPONDENCE:

- a. Email from Marla: CEO search
- b. Email & Materials from KLKingsley Executive Search Services
- c. Email & Materials from Don Whiteside
- d. Email & Materials from Amy Jensen and the Healthcare Initiative

ACTION ITEMS:

- a. Approve beginning the search for a new Chief Executive Officer

After discussion, the Executive Committee decided that the search would begin with advertising with HFMA, ASHNHA, ACHE and possibly the Alaska Hospital Association and give that process 30 days in hopes of finding candidates without the additional cost of an executive search service. In the meantime, the full board would have a chance to study the search company information and, if needed, the company could be hired as a board action at a regular meeting.

Additionally, the Executive Committee asked that current CEO, Marla Sanger, draw up the advertisement and, after Executive Committee approval, begin the process of advertising as soon as Monday, July 6.

The Executive Committee also asked that the CEO's job description, most recent ASHNHA Salary Survey and the copy of the ad be emailed to the full membership of the board.

ADJOURN: With no further business, the special meeting adjourned at 2:33 p.m.

Cori Robinson

Kris Reed,

Date Certified:

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**WRANGELL MEDICAL CENTER
BOARD OF DIRECTORS MEETING MINUTES
July 15, 2015 - 5:30 p.m.
Location: Nolan Center Classroom**

CALL TO ORDER:

Meeting was called to order at 5:30 pm by President Terri Henson

ROLL CALL:

Present: Bernie Massin, Barb Conine, Cori Robinson, Terri Henson, and Beth Spaulding

Absent: Judy Allen, Marlene Messmer, Woody Wilson and Dorothy Sweat

Quorum established

Assembly representative Stephen Prysunka was absent

AMENDMENTS TO THE AGENDA: Remove 'June 2015' Statistics from Consent Item 5.

CONFLICT OF INTEREST: None

CONSENT ITEMS:

Motion made by Barb Conine to approve consent item 5.a Minutes of the regular meeting held May 20, 2015 and special meetings on June 8, and July 2, 2015 and item 5.b Statistics: May 2015, seconded by Cori Robinson, passed unanimously.

PERSONS TO BE HEARD:

Janet Bunes: Spoke in regards to the upcoming Director of Nursing search, urging that a candidate is chosen who has management experience and to look beyond just the agencies for recruitment for this position.

CORRESPONDENCE:

Letter from BE Smith (an executive search firm – advertising their services)

REPORTS AND COMMUNICATIONS FROM WMC STAFF:

- a. CEO's Report: In addition to the attached report, CEO Marla Sanger added the following observations and information:
 - WMC is actively looking for a replacement for Sandi Calvert who recently moved out of state. I recently interviewed a candidate who's family is originally from Wrangell.
 - Denise McPherson, DON, has tendered her resignation in order to take a position as a Nurse Practitioner at AICS. She will go to half time in August and will make the move to AICS at the end of August.
- b. Doran Hammett, CFO
Shared the June financials (in draft form, pending the audit) noted that due to a 'perfect storm' of desk audits and other Medicaid adjustments, it would be prudent to prepare for the possibility of a difficult few months in the early fall by making application for a line of credit with both banks. It may turn out to be unnecessary, but would be smart to have it and not need it rather than

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WRANGELL MEDICAL CENTER
BOARD OF DIRECTORS MEETING:
July 15, 2015 - 5:30 p.m.

REPORTS FROM STAFF (continued from page 1):

- need it and not have it.
- Reassured that the differences are not due to things happening with the billing department, but rather that cost-report fluctuations are a constant with all hospitals,
- Added that 2016 is a 're-basing' year for Medicaid, and new rates will go into effect in 2017, but there will be no increase in our payments (for inflation) this year.
- Reported that Gary Ellis of TruBridge had been here for 2 weeks working with staff for the upcoming switch in billing to the TruBridge system. Rose Shymanski will be the contact person and liaison between WMC and TruBridge.

MEDICAL STAFF REPORT: None

ACTION ITEMS: None

DISCUSSION ITEMS:

- a. CEO Search Update: ASHNHA's Salary Survey for 2015 was shared and a committee for the CEO Search was appointed. The committee will be: Terri Henson, Bernie Massin, Barb Conine, Beth Spaulding, Doran Hammett and City Manager, Jeff Jabusch. Marla Sanger will sit in on the first reading of the applications. The first committee meeting will be Wed., July 22 at 10 am in the Nolan Center.

INFORMATION ITEMS:

- a. New Hospital Project update: Work continues on the application for pre-development (Foraker Group) and talks have begun with the Rasmussen Foundation to determine if financial assistance would be available and to find out if the process could continue through the change in leadership from one CEO to the next.

BOARD COMMENTS:

Barb Conine – Pointed out that the Survey results and plan of corrections are public documents and are available at the hospital (helpful for checking facts if community members have questions).

Bernie Massin – Questioned whether or not any new nurses had been hired (Diana Nore answered: we have one arriving soon, one has just been interviewed and another is coming for a site visit next week)


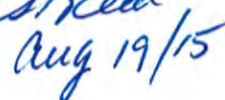
ADJOURN: With no further business, the regular meeting adjourned at 6:39 p.m.

Cori Robinson



Kris Reed

Date Certified:

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**WRANGELL MEDICAL CENTER BOARD OF DIRECTORS
CEO SEARCH COMMITTEE SPECIAL MEETING MINUTES
July 22, 2015 – 10:00 a.m.
Location: Nolan Center**

PRESENT:

Present: Bernie Massin, Barb Conine, Terri Henson, Woody Wilson, Beth Blake, Marla Sanger, Doran Hammett

CORRESPONDENCE:

- a. Resumes and CVs from 33 CEO Candidates

DISCUSSION ITEMS:

A spreadsheet listing each of the candidates, their education/certificates/degrees, and a number of other criteria was presented along with the resumes and CVs, from which 10 candidates were selected for further study.

DECISION:

The Committee members will study the 10 selected candidates and bring their top 5 choices back to the next meeting – to be held at 10 am on Wednesday, July 29.

ADJOURN: With no further business, the special meeting adjourned at 11:04 a.m.

Cori Robinson

A blue ink signature of Cori Robinson, appearing as a stylized cursive "Cori".

Kris Reed,

Date Certified:

A blue ink signature of Kris Reed, appearing as "Kris Reed".

Aug 19/15



**WRANGELL MEDICAL CENTER BOARD OF DIRECTORS
CEO SEARCH COMMITTEE SPECIAL MEETING MINUTES
July 29, 2015 – 10:00 a.m.
Location: Nolan Center**

PRESENT:

Present: Bernie Massin, Barb Conine, Terri Henson, Woody Wilson, Beth Blake, Marla Sanger

CORRESPONDENCE:

- a. CEO Candidate Resume – Robert Rang (mailed copy followed emailed version)

ACTION ITEMS: None

EXECUTIVE SESSION:

Motion made by Woody Wilson pursuant to AS 44.62.320 to recess into executive session to discuss matters, which by law, municipal charter or ordinance are required to be confidential, specifically discussion, the immediate knowledge of which could prejudice the reputation and character of a person, namely the individuals who are applying for the CEO position at Wrangell Medical Center. Motion seconded by Barb Conine. Motion passed.

Meeting recessed into executive session at 10:05 am

Meeting reconvened into regular session at 11:45 am

DISCUSSION:

Marla Sanger, CEO, offered a report from the previous evening's City and Borough Assembly meeting noting that the Assembly asked if there was any reason for WMC to apply for a line of credit if the city was able to set aside a pool to be drawn from and return funds to, as needed to help even out the 'bumps' caused by Medicare re-calculations (among other things). It was also noted that the suggestion was put forth to have a workshop between the Borough, WMC Board, CEO and CFO to discuss strategies for the future health of the hospital.

ADJOURN: With no further business, the special meeting adjourned at 12:02 p.m.

Cori Robinson

Kris Reed

Date Certified:

Aug 19/15



**WRANGELL MEDICAL CENTER BOARD OF DIRECTORS
SPECIAL MEETING MINUTES
August 6, 2015 – 8:00 a.m.
Location: Nolan Center**

PRESENT:

Present: Bernie Massin, Barb Conine, Terri Henson, Woody Wilson, Judy Allen, Cori Robinson, Marla Sanger
Absent: Beth Spaulding, Marleen Messmer, Dorothy Sweat

CORRESPONDENCE: None

EXECUTIVE SESSION:

Motion made by Judy Allen to recess into executive session to discuss matters, the immediate knowledge of which could prejudice the reputation and character of a person, namely the individuals who are applying for the CEO position at Wrangell Medical Center. Motion seconded by Barb Conine. Motion passed unanimously.

Meeting recessed into executive session at 8:05 am

Meeting reconvened into regular session at 9:09 am

ACTION ITEMS:

Motion made by Barb Conine to accept the slate of three CEO Candidates for site visits, seconded by Judy Allen. Motion passed unanimously.

DISCUSSION:

Some discussion took place around scheduling of the candidate visits and who they should meet with while here.

ADJOURN: With no further business, the special meeting adjourned at 9:45 a.m.

Cori Robinson

Kris Reed

Date Certified:

MEMORANDUM

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

**FROM: JEFF JABUSCH
BOROUGH MANAGER**

SUBJECT: MANAGER'S REPORT

DATE: August 18, 2015

Sewer Pump Station Grant:

We just learned that this project funding may be in jeopardy as the granting agency may not grant us additional time to finish the project. This will be a topic of discussion at the assembly meeting. We have appealed the decision for additional time to the Commissioner, but only time will tell to see if we are successful.

Byford's Junk Yard:

The funding for our cleanup has been diverted to Colorado, but it appears that we are at the top of the list for next year. Below is a recap of the teleconference we had with EPA:

Recap from EPA teleconference on 8-18-15 regarding the Byford Junkyard Clean-up

Attendees: Greg and Bob (EPA); Sally (DEC), Amber (CBW)

Greg: Unfortunately, there will be no funding for the Wrangell cleanup, as proposed. EPA was anticipating competing for end of year headquarters' hold back funds; however, due to the Gold King Mine spill, their priorities have changed and any unobligated funds from the entire region are being directed to Colorado now. Greg and team had discussions with management yesterday and at this time, there are no other large projects slated for FY16, so Wrangell is at the top of the list. They are hoping to maintain Wrangell as the priority for cleanup funding; however, it still will not likely be to the complete cleanup for residential use, but rather will concentrate on hot spots and better control of run-off from site. EPA's FY2016 budget is received in October 2015, and they are expecting to be able to get the funds obligated quickly and return to Wrangell by spring 2016.

Greg: Original quotes for transportation disposal was \$1200/ton. Thru subcontracting (Pat's work), RFPs came back with a low proposal of \$700/ton. This will allow us to dispose of more material than originally anticipated.

Sally: DEC is also pursuing funding, through different options and will keep us posted on how those efforts proceed. They are putting requests together and could use concrete figures based on what EPA has done. Are there costs put together that we could take a look at? / Greg: Yes, but the information will have to be modified because it has confidential contractor rates in it. Can't do it this week since Greg is heading to the Gold King Mine site tomorrow, but Bob might be able to assist in deleting the confidential information and forward the information to both DEC and CBW.

Drainage Solutions on Mission and Third among other places:

During the last hard rain, we had some flooding issues on the hill behind the High School. On Mission Street we had several culverts that had been crushed that restricted the flow of water and that caused a blow out and then water washed out the ditch and undercut the pavements. We have repaired the culverts but that may or may not solve the Mission Street problem. Putting in a curb and gutter on each side of the road will be the next step. On Third Street, near where it joins Mission, the road over time has sloped toward the downhill side and this is where the water goes which has adversely affected several homes along the road. The road is very narrow here and even on the uphill side drainage collection is not good. One of the options we are going to look at is to remove the pavement, bring in some rock so that we can slope the road so the water goes to the uphill side. We are looking at all the possibilities up there so whatever we do is part of a permanent improvement and not a fix that will be torn out later.

There are many other drainage problems on the hill. We are trying to do things up there that don't create new problems and slowing improve old problems. We may be asking for some engineering help in the upcoming budget. If we could get a drainage plan mapped out, then as we improve the streets up there, we can deal with the drainage at that time.

Contractor Program:

Planned to be effective September 1st with any contractors that have signed up for the program. To date we have only had a few that have sent in their paperwork.

Finance Department:

The field work for the audit is complete. Our auditors are working at putting together our financial statements. This process takes about a month to two months. We normally will have the finals by the end of October at which time we will present them to the assembly for approval. All indications are that the borough had a solid year financially.

Projects being worked on:

- **Asbestos Removal in the Community Center Gym (downstairs)** – This project was completed in late June and now we can move to the next phase of utilizing the downstairs at the community center. I believe the next is a requirement by the fire marshal to have a fire alarm system in place. We will keep trying to find money and making progress until the lower part of the building can be used by the public.
- **Court Room Remodel-** the State Court System has done their final review and submitted their final changes. The Architect is making those final changes and then we can bid out this project for work to be done this late fall and early winter.
- **Cassiar Street Improvements-** Cassiar Phase II is currently being bid with a bid opening date of August 25th. This final phase should finish up both the project and the grants that we have on the project. This final phase was done because of the funds remaining on the grants from phase I. There were a handful of things that we originally did not think we were going to be able to do, but phase I bids came in way under budget. The project is to be complete this fall.

- **Grant Applications-**

1. We are in the process of applying for the harbor matching grant for \$5,000,000. This grant is for the renovation of the Shoemaker Bay Floats and hopefully some uplands as funds are available. We have until September 1st, 2015 to get our application in. Carol Rushmore and other staff along with our design engineers are all working on this so we can have a comprehensive and well laid out grant application. If successful, the design is completed and it would not take too long to get moving with the bids.
2. We are also working on the annual grant applications for the State Department of Environmental Conservation (DEC) for water main replacement. We have had failing ductile iron pipes that are failing in some locations 30 years before their life expectancy.
3. We have a grant application in to United States Department of Agriculture, Rural Development for a new police car. We have learned that they only funded a couple of projects at the state level and that the application has been moved on to the national office where we have told we have a pretty good chance of being funded.

- **Evergreen Road Improvements**

Just got an update from DOT/PF's project manager on this project. Two months ago we were told that the community meeting was going to be in September, now it sounds like November. Staff is worried that this project is not going to be completed by the end of 2016. Unfortunately, we are at DOT/PF mercy. We will do everything in our power to help the process along including the land acquisition process so the project is completed in 2016.

- **City Dock** project continues to move forward. We have a bunch of smaller things we would like to do with the remaining money.

- Camel logs have arrived and we discovered there were a couple of modifications needed which was done. These have been installed and completed.
- Add an aluminum railing for tie up lines to slide over when dragging the lines along the dock when ships come in. This was constructed and installed by Jenkins Welding and is complete.
- New electrical and lights which are planned to be similar to the Front Street lights will be bid out in the near future.
- Hand Railing on the South side approach to the dock that is like the one on the North side will also be bid out in the near future.
- Possible new float on the South side of the approach so that there are two separate summer floats to access.
- Vendor Shelter- This was discussed at the last meeting and we will start to work on this in the upcoming months with our engineer to get an idea of the cost that could be expected.

Mike Allen Timber Sale- We finally worked out all of the details between Mike Allen Jr. and Mental Health and have given Mike a signed contract to proceed. Mental Health made us jump through a bunch of hoops, but we finally got all of that resolved.

Light Department:

The Line Crew received their new 24 inch Rok-Away drill bit for the digger truck last month and have been hard at work putting it to good use. This is a carbide toothed Core-Drill style bit used for achieving pole holes in solid rock. In the past this was accomplished with a backhoe and hydraulic hammer or a crew with a jack hammer. What used to take days now only takes hours and the end product is much cleaner. We have had several pole change outs that we were putting off until we received the drill but now that we have it the crew has been concentrating on getting those problem poles taken care of.

The crew has been spending the summer replacing aged and poorly set poles, resetting pole anchors and addressing danger trees. It has been a productive season and has put us in good standing as we roll into the fall and winter season. The recent condition study that was performed on our system shows a lot of poles that are in need of replacement. This will be an ongoing theme for them over the next 4 or 5 years as our distribution system is in need of upgrades.

We recently learned we were lacking in OSHA required Arc/Flash compliance. Every electric department is required per OSHA to have a professional arc/flash risk assessment on file with formal recommendations as to the layers of Personal Protective Equipment (PPE) required to keep staff safe when working on and around electrical equipment. In addition to that, those areas deemed at risk are required to be labeled and or placarded warning of the risk and required PPE. As SEAPA is in the process of having this work done as well we have been able to “Piggy Back” onto their contractor, Electric Power Systems of Juneau and get ours done as well. This should save us a substantial amount of money as much of the data required to assess the local SEAPA system also applies to ours as well. This is an important compliance component as it puts proper safeguards in place for the crew while working in a very hazardous environment. Fines for non-compliance range from \$250K-\$500K.

There will be a number of short diesel power runs coming up in September. There will be two runs approximately 12 hours each in duration with another expected to go for about 24 hours. These are to enable SEAPA to upgrade the Power Reactors in the switch yard out at Shoemaker that provide voltage support for the undersea cables and to enable them to also change out the Circuit Switcher that provides the power connection to Wrangell.

As we move into the fall season both Tyee Lake and Swan Lake are very close to full and it is anticipated that we will enter the cold winter season with “Full Tanks”.

Agenda Item 9

CITY & BOROUGH OF WRANGELL

BOROUGH ASSEMBLY AGENDA ITEM

CLERK'S REPORT August 25, 2015

Mark Your Calendar:

8/6 Port Commission mtg. @ 7pm in the Assembly Chambers
8/13 Planning & Zoning Commission mtg. @ 7pm in the Assembly Chambers
8/19 Hospital Board mtg. @ 5:30 pm at the Nolan Center
8/25 Regular Borough Assembly mtg. @ 7 pm in the Assembly Chambers

9/15-16 SEAPA Board Mtg. to be held in Petersburg, with times TBD

Assembly Member Rooney will be attending the **AML Summer Legislative Conference** in Ketchikan from August 18-21, 2015. She is also scheduled to attend the AML Policy Committee Meeting while in Ketchikan.

The **Southeast Conference Annual Summer Meeting** will be held in Prince Rupert this year from September 15-17. I have one (1) assembly member budgeted for FY2016 for this event. *Assembly Member Decker* has expressed interest in attending. If there are no objections, I will make the arrangements.

Regular Borough Election - Tues., October 6, 2015

Declaration of Candidacy will begin on August 3rd and end on August 31st for the following elected official seats:

Assembly: Two - (3 year terms)
Port Commission: Two - (3 year terms)
School Board: Two - (3 year terms)
School Board: Unexpired Term until October 2016
Hospital Board: Two - (4 year terms)

Election Flyer: The flyer has been finalized and should go out in mid to late August.

Regular Election Information:

Voters - Please remember to register to vote for the upcoming Regular Borough Election to be held on October 6th, 2015.

The deadline to register to vote is on ***Sunday, September 6th, 2015.***

Declaration of Candidacy will end on August 31st @ 5 pm for the following seats:

Assembly: Two - 3 Year Terms
(Rooney & Powell's terms expire 10/2015)

Port Commission: Two - 3 Year Terms
(Hammer & Martin's terms expire 10/2015)

School Board: Two - 3 Year Terms
(Mollen & Groshon's terms expire 10/2015)

School Board One - 1 Year Unexpired Term
(this seat is vacant)

Hospital Board: Two - 4 Year Terms
(Wilson's term expires 10/2015 & the other seat is vacant)

City Boards and Commissions Appointments

Persons interested in serving on the following Boards and Commissions, please submit your Letter of Interest to the Borough Clerk's office beginning on September 3rd until October 7th, 2015. All of the following appointments will have a three-year term.

Planning & Zoning Commission – two vacancies

(Brisca & Keegan expiring October 2015)

Parks & Recreation – two vacancies

(Demerjian & Rudy expiring October 2015)

Wrangell Convention & Visitors Bureau – one vacancy

(Glenz expiring October 2015)

Economic Development Committee – three vacancies

(Blake, Clarke, Mitchell expiring October 2015)

Nolan Museum/Civic Center Board – two vacancies

(Kohrt & Roope expiring October 2015)

Agenda Items 10a & b

CITY & BOROUGH OF WRANGELL

BOROUGH ASSEMBLY
AGENDA ITEM
August 25, 2015

MAYOR/ASSEMBLY REPORTS AND APPOINTMENTS:

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

- **Item 10a** Reports by Assembly Members

- **Item 10b** Appointment to fill the vacancy on the Planning & Zoning Commission

There were no letters of interest received for this vacancy.

Appointment to be made by the Mayor, with the consensus of the Borough Assembly.

If there is not a consensus from the Assembly, an Assembly Member can make a motion to appoint..... :

Move to appoint _____ to fill the vacancy on the Planning & Zoning Commission for the unexpired term ending October 2017.

Agenda Item 12a

CITY & BOROUGH OF WRANGELL

**BOROUGH ASSEMBLY
AGENDA ITEM
August 25, 2015**

INFORMATION:

PROPOSED ORDINANCE NO. 905: A NON-CODE ORDINANCE OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, ESTABLISHING DUE DATES FOR THE PAYMENT OF 2015 PROPERTY TAXES, AS A TRANSITIONAL MEASURE FOR IMPLEMENTATION OF ORDINANCE NO. 901, WHICH AMENDED THE PROPERTY TAX DUE DATES IN CHAPTER 5.04 OF THE WRANGELL MUNICIPAL CODE (*second reading*)

Attachments:

1. **Proposed Ordinance No. 905**
2. Previously adopted Ordinance No. 901

RECOMMENDED ACTION:

Move to adopt Ordinance No. 905.

CITY AND BOROUGH OF WRANGELL, ALASKA

ORDINANCE NO. 905

A NON-CODE ORDINANCE OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, ESTABLISHING DUE DATES FOR THE PAYMENT OF 2015 PROPERTY TAXES, AS A TRANSITIONAL MEASURE FOR IMPLEMENTATION OF ORDINANCE NO. 901, WHICH AMENDED THE PROPERTY TAX DUE DATES IN CHAPTER 5.04 OF THE WRANGELL MUNICIPAL CODE

WHEREAS, the Assembly adopted Ordinance No. 901 on May 26, 2015; and

WHEREAS, Ordinance No. 901 amended Sections 5.04.350 and 360 of Chapter 5.04, Property Tax, of the Wrangell Municipal Code to change the due date for the payment of property taxes from a two payment date system, under which the taxpayer could choose to pay the taxes in two equal installments with due dates of August 15 and December 15 of the assessment year, to a new single payment system with one due date of September 15 of the assessment; and

WHEREAS, with the adoption of these code amendments, the due date for payment in full of 2015 property taxes is September 15, 2015; and

WHEREAS, numerous citizens have expressed concerns about the change from the two payment date system to a single payment date for the 2015 property taxes, stating that they need more lead time to plan for the single payment due on September 15, 2015; and

WHEREAS, the Assembly has considered these concerns and has determined that it is in the public interest to give taxpayers another year to plan for and adjust to the new single payment date system for property taxes; and

WHEREAS, this non-code ordinance is a transitional measure for implementation of the new single payment date system, and establishes due dates for the payment of 2015 property taxes, and corresponding penalty and interest provisions for late payments of 2015 property taxes;

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

SEC. 1. Action. The purpose of this non-code ordinance is establish due dates for

the payment of 2015 property taxes, and corresponding penalty and interest provisions for late payments of 2015 property taxes.

SEC. 2. Transitional Measure. As a transitional measure for implementation of the amendments to Sections 5.04.350 and 5.04.360 of the Wrangell Municipal Code adopted by Ordinance No. 901 enacted on May 26, 2015, and notwithstanding Sections 5.04.350 and 5.04.360, the due dates for the payment of 2015 property taxes and corresponding penalty and interest provisions for late payments of 2015 property taxes are as follows:

A. Delinquent date for payment of 2015 property taxes.

All 2015 property taxes levied in accordance with Chapter 5.04 shall be due and payable on or before September 15, 2015 and shall become delinquent if not paid before 5:00 p.m. on said date, or, if payment is received through the mail after said date, when the mailed payment is postmarked after said date; provided, however, that the taxpayer shall have the right to pay 2015 property taxes in two equal installments. If the taxpayer pays the taxes in two installments, the first one-half installment shall be due and payable on or before September 15, 2015, the second one-half installment shall be due and payable on or before December 15, 2015, and shall become delinquent if not paid before 5:00 p.m. on said date, or, if payment is received through the mail after said date, when the mailed payment is postmarked after said date. Penalty and interest on an unpaid installment shall accrue from the date the installment becomes due.

B. Penalty and interest for late payments of 2015 property taxes.

In the event the 2015 property taxes are not paid on or before the due date, penalties and interest will accrue as follows:

(1) If the first one-half installment is not paid on or before September 15, 2015, a penalty of 10 percent, together with interest at the rate of 10 percent per year on the unpaid installment, not including penalty, from due date until paid in full, shall be added thereto.

(2) After the December 15, 2015 due date for the payment of the second one-half installment, a total penalty of not to exceed 10 percent shall be added to all delinquent taxes, and interest at the rate of 10 percent per year shall accrue upon all unpaid taxes, not including penalty, from due date until paid in full.

SEC. 3. Term of Transitional Measure. The transitional measure provided for in Section 2 of this ordinance shall apply only to payment of 2015 property taxes (the payment of property taxes for the 2015 assessment year). Beginning with the 2016 assessment year, all property taxes shall be due and payable as provided in Sections 5.04.350 and 5.04.360 of the Wrangell Municipal Code, as those sections were amended by Ordinance No. 901 enacted on May 26, 2015.

SEC. 4. Classification. This ordinance is a non-code ordinance.

SEC. 5. Severability. If any portion of this ordinance or any application thereof to any person or circumstance is held invalid, the remainder of this ordinance and the application to other persons or circumstances shall not be affected thereby.

SEC. 6. Effective Date. This ordinance shall be effective upon adoption.

PASSED IN FIRST READING: August 12, 2015.

PASSED IN SECOND READING: _____, 2015.

David L. Jack, Mayor

ATTEST:

Kim Lane, MMC, Borough Clerk

CITY AND BOROUGH OF WRANGELL, ALASKA

ORDINANCE NO. 901

AN ORDINANCE OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, AMENDING SECTIONS 5.04.350 AND 5.04.360 OF CHAPTER 5.04, PROPERTY TAX, OF THE WRANGELL MUNICIPAL CODE TO AMEND THE DUE DATE FOR PAYMENT OF PROPERTY TAXES AND THE PENALTY AND INTEREST FOR LATE PAYMENTS OF PROPERTY TAXES

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

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

SEC. 1. Action. The purpose of this ordinance is to amend Sections 5.04.350 and 5.04.360 of the Wrangell Municipal Code relating to the delinquent date for payment of property taxes and the penalty and interest for late payments of property taxes.

SEC. 2. Amendments. Sections 5.04.350 and 5.04.360 of the Wrangell Municipal Code are amended to read:

5.04.350 Delinquent date for payment of taxes.

All taxes levied in accordance with this chapter shall be due and payable on or before September 15~~[August 15th]~~ of the assessment year and shall become delinquent if not paid before 5:00 p.m. on said date, or, if payment is received through the mail after said date, when the mailed payment is postmarked after said date **;** **provided, however, that the taxpayer shall have the right to pay such taxes in two equal installments. If the taxpayer pays the taxes in two installments, the first one-half installment shall be due and payable on or before August 15th, the second one-half installment shall be due and payable on or before December 15th of the same year and shall become delinquent if not paid before 5:00 p.m. on said date, or, if payment is received through the mail after said date, when the mailed payment is postmarked after said date. Penalty and interest on an unpaid installment shall accrue from the date the installment becomes due**].

Section 5.04.360 Penalty and interest for late payments.

When the general tax provided for in this chapter is not paid on or before the due date, penalties and interest will accrue as follows:

A. A penalty of 10 percent of the unpaid taxes shall be added thereto immediately upon delinquency. [If the first one-half installment is not paid when due, a penalty of 10 percent, together with interest at the rate of eight percent per year on the unpaid installment, not including penalty, from due date until paid in full, shall be added thereto.]

B. Interest at an annual rate of 10 percent shall accrue upon all unpaid taxes, not including penalty, from the due date until paid in full. When interest is applied, it shall be calculated and accrue on a daily basis. [After the due date for the payment of the second one-half installment, a total penalty of not to exceed 10 percent shall be added to all delinquent taxes, and interest at the rate of eight percent per year shall accrue, as provided in this section, upon all unpaid taxes, not including the penalty, from due date until paid in full.]

SEC. 3. Classification. This ordinance is of a permanent nature and shall be codified in the Wrangell Municipal Code.

SEC. 4. Severability. If any portion of this ordinance or any application thereof to any person or circumstance is held invalid, the remainder of this ordinance and the application to other persons or circumstances shall not be affected thereby.


SEC. 5. Effective Date. This ordinance shall be effective upon adoption.

PASSED IN FIRST READING: May 12, 2015.

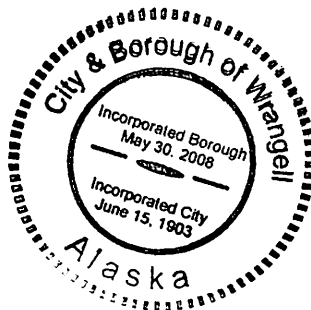
PASSED IN SECOND READING: May 26, 2015.



David L. Jack, Mayor

ATTEST:


Kim Lane, Borough Clerk



Agenda Item 13a

CITY & BOROUGH OF WRANGELL

BOROUGH ASSEMBLY AGENDA ITEM August 25, 2015

INFORMATION:

PROPOSED ORDINANCE NO. 906: AN ORDINANCE OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, AMENDING SECTION 10.46.010, CONSUMPTION OF MARIJUANA IN A PUBLIC PLACE PROHIBITED, OF THE WRANGELL MUNICIPAL CODE, TO REVISE THE PENALTY PROVISION TO REFERENCE THE MINOR OFFENSE FINE SCHEDULE IN WMC 1.20.050 *(first reading)*

Background

The proposed Ordinance is being brought forward in order to move the penalty for violation from title 10 and place it in the minor offence fine schedule in title 1. This is a requirement of the State of Alaska's Court System. Essentially, if we do not list the fines and/or penalties in the fine schedule in Title 1, the violation is a mandatory court appearance.

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

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

Attachments:

1. **Proposed Ordinance No. 906**

RECOMMENDED ACTION:

Move to approve first reading of Ordinance No. 906, and move to a second with a Public Hearing to be held on September 8, 2015.

CITY AND BOROUGH OF WRANGELL, ALASKA

ORDINANCE NO. 906

AN ORDINANCE OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, AMENDING SECTION 10.46.010, CONSUMPTION OF MARIJUANA IN A PUBLIC PLACE PROHIBITED, OF THE WRANGELL MUNICIPAL CODE, TO REVISE THE PENALTY PROVISION TO REFERENCE THE MINOR OFFENSE FINE SCHEDULE IN WMC 1.20.050

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

SEC. 1. Action. The purpose of this ordinance is to amend the Section 10.46.010, Consumption of marijuana in a public place prohibited, of the Wrangell Municipal Code to amend the provision on penalty for violation.

SEC. 2. Amendment. Section 10.46.010 of the Wrangell Municipal Code is amended to read:

10.46.010 Consumption of marijuana in a public place prohibited.

A. It is unlawful for any person to knowingly consume marijuana when the person is:

1. On, in, or upon any public place, except as permitted by ordinance, regulation, statute or permit; or

2. Outdoors on private property adjacent to a public place, and without consent of the owner or person in control thereof.

B. For purposes of this section, the definitions of the words and phrases below shall apply:

1. "Consume" shall have the meaning, in all conjugate forms, of "consumption" set forth in AS 17.38.900.

2. "Marijuana" shall have the meaning set forth in AS 17.38.900.

3. "Public place" means a place to which the public or a substantial group of persons has access

and includes, but is not limited to, streets, highways, sidewalks, alleys, transportation facilities, parking areas, convention centers, sports arenas, schools, places of business or amusement, shopping centers, malls, parks, playgrounds, jails, and hallways, lobbies, doorways, and other portions of apartment houses and hotels not constituting rooms or apartments designed for actual residence.

C. 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**[Violation of this section is a minor offense punishable by a fine of \$100.00].**

SEC. 3. Classification. This ordinance is of a permanent nature and shall be codified in the Wrangell Municipal Code.

SEC. 4. Severability. If any portion of this ordinance or any application thereof to any person or circumstance is held invalid, the remainder of this ordinance and the application to other persons or circumstances shall not be affected thereby.

SEC. 5. Effective Date. This ordinance shall be effective upon adoption.

PASSED IN FIRST READING: _____, 2015.

PASSED IN SECOND READING: _____, 2015.

David L. Jack, Mayor

ATTEST:

Kim Lane, Borough Clerk

Agenda Item 13b

CITY & BOROUGH OF WRANGELL

BOROUGH ASSEMBLY AGENDA ITEM August 25, 2015

INFORMATION:

PROPOSED ORDINANCE NO. 907: AN ORDINANCE OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, AMENDING THE MINOR OFFENSE FINE SCHEDULE IN CHAPTER 1.20, GENERAL PENALTY, OF THE WRANGELL MUNICIPAL CODE (*first reading*)

Background

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

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

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

Attachments:

1. **Proposed Ordinance No. 907**

RECOMMENDED ACTION:

Move to approve first reading of Ordinance No. 907, and move to a second with a Public Hearing to be held on September 8, 2015.

CITY AND BOROUGH OF WRANGELL, ALASKA

ORDINANCE NO. 907

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

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

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

SEC. 1. Action. The purpose of this ordinance is to amend the Minor Offense Fine Schedule in Section 1.20.050 of Chapter 1.20, General Penalty, of the Wrangell Municipal Code to add to the fine schedule offenses relating to Section 10.46.010, Consumption of marijuana in a public place prohibited.

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

1.20.050 Minor Offense Fine Schedule.

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

Section	Offense	Penalty/Fine
7.04.010	Cruelty – Abandonment	\$200
7.04.020	Animals at large prohibited	First offense - \$15, second offense - \$50, third offense - \$100. Fourth and subsequent offenses are mandatory court appearance offenses with a minimum fine of \$200 and a maximum fine of \$500.00.
7.08.010	Licensing	\$25.00 fine for each offense.
7.08.020	Dog Vaccination required	\$50.00 fine for each offense.

7.08.030	At large – Prohibited – Nuisance declared	First offense - \$15, second offense - \$50, third offense - \$100. Fourth and subsequent offenses are mandatory court appearance offenses with a minimum fine of \$200 and a maximum fine of \$500.00.
7.08.035	Objectionable animals	First offense - \$15, second offense - \$50, third offense - \$100. Fourth and subsequent offenses are mandatory court appearance offenses with a minimum fine of \$200 and a maximum fine of \$500.00.
7.08.040	Restraint requirements	First offense - \$15, second offense - \$50, third offense - \$100. Fourth and subsequent offenses are mandatory court appearance offenses with a minimum fine of \$200 and a maximum fine of \$500.00.
7.08.045 & 7.08.050	Off-leash areas & Off –leash area rules	First offense - \$15, second offense - \$50, third offense - \$100. Fourth and subsequent offenses are mandatory court appearance offenses with a minimum fine of \$200 and a maximum fine of \$500.00.
7.08.115	Potentially dangerous and dangerous dogs: violation of restrictions, confinement requirements, and sign requirements	First offense - \$200. Second and subsequent offenses are mandatory court appearance offenses with a minimum fine of \$300 and a maximum fine of \$500.00.
7.08.120	Biting dog – Confinement	First offense - \$200. Second and subsequent offenses are mandatory court appearance offenses with a minimum fine of \$300 and a maximum fine of \$500.00.
7.08.140	Proclamation to confine all dogs during epidemic	First offense - \$200 Second and subsequent offenses are mandatory court appearance offenses with a minimum fine of \$300 and a maximum fine of \$500.00.
7.08.150	Interference with animal enforcement agents	First offense - \$200 Second and subsequent offenses are mandatory court appearance offenses with a minimum fine of \$300 and a maximum fine of \$500.00.
9.12.020, 9.12.030,	Fireworks where prohibited;	First offense - \$200. Second and

& 9.12.040	sale where prohibited; display violations	subsequent offenses are mandatory court appearance offenses with a minimum fine of \$300 and a maximum fine of \$500.00.
10.18.010	Abuse of 911 system	First offense - \$200. Second and subsequent offenses are mandatory court appearance offenses with a minimum fine of \$300 and a maximum fine of \$500.00.
10.36.010	Discharge of firearms and other weapons prohibited within certain areas	First offense - \$200. Second and subsequent offenses are mandatory court appearance offenses with a minimum fine of \$300 and a maximum fine of \$500.00.
<u>10.46.010(A)(1)</u>	<u>Consumption of marijuana in a public place prohibited</u>	<u>\$100.00 fine for each offense.</u>
<u>10.46.010(A)(2)</u>	<u>Consume marijuana outdoors adjacent public place without consent of property owner</u>	<u>\$100.00 fine for each offense.</u>

SEC. 3. Classification. This ordinance is of a permanent nature and shall be codified in the Wrangell Municipal Code.

SEC. 4. Severability. If any portion of this ordinance or any application thereof to any person or circumstance is held invalid, the remainder of this ordinance and the application to other persons or circumstances shall not be affected thereby.

SEC. 5. Effective Date. This ordinance shall be effective upon adoption.

PASSED IN FIRST READING: _____, 2015.

PASSED IN SECOND READING: _____, 2015.

David L. Jack, Mayor

ATTEST:

Kim Lane, Borough Clerk

Agenda Item 13c

CITY & BOROUGH OF WRANGELL

**BOROUGH ASSEMBLY
AGENDA ITEM
August 25, 2015**

INFORMATION:

PROPOSED RESOLUTION NO. 08-15-1328: A RESOLUTION OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, AMENDING THE PARTICIPATION AGREEMENT WITH THE PUBLIC EMPLOYEES RETIREMENT SYSTEM (PERS) OF ALASKA BY EXEMPTING THOMAS BAY POWER AUTHORITY EMPLOYEES.

Attachments:

- 1. Proposed Resolution No. 08-15-1328**
2. PERS Amendment #8

RECOMMENDED ACTION:

Move to adopt Resolution No. 08-15-1328, amending the participation agreement with the Public Employees Retirement System.

CITY AND BOROUGH OF WRANGELL, ALASKA

RESOLUTION NO. 08-15-1328

A RESOLUTION OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, AMENDING THE PARTICIPATION AGREEMENT WITH THE PUBLIC EMPLOYEES RETIREMENT SYSTEM (PERS) OF ALASKA BY EXEMPTING THOMAS BAY POWER AUTHORITY EMPLOYEES.

WHEREAS, the City and Borough of Wrangell, a political subdivision of the State of Alaska, entered into a participation agreement with the Public Employees Retirement System on January 1, 1974; and

WHEREAS, the Thomas Bay Power Authority, as an agent for the boroughs of Wrangell and Petersburg, has had their employees participate in the Public Employees Retirement System through the City and Borough of Wrangell's payroll system; and

WHEREAS, Thomas Bay Power Authority, the City and Borough of Wrangell, the Borough of Petersburg and Southeast Alaska Power Authority (SEAPA) entered into an agreement that transferred the Operations and Maintenance of the Tyee Hydro Project, including the Thomas Bay Power Authority employees to SEAPA effective August 16th, 2014; and

WHEREAS, the employees are no longer eligible to participate in the Public Employees Retirement System as employees of SEAPA; and

WHEREAS, the Wrangell Borough Assembly adopted Resolution No. 09-14-1300 on September 9, 2014 on this subject; and

WHEREAS, the Assembly has further reviewed Resolution No. 09-14-1300 and has determined that it should be repealed and replaced by this Resolution No. 08-15-1328 which makes revisions to Section 1 on this resolution.

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

The political subdivision wishes to change subparagraph (2) of page 2 to read as follows:

The Political Subdivision agrees that all permanent full-time employees (those whose positions normally require 30 or more hours of work each week) and that all permanent part-time employees (whose positions normally require 15 or more but less than 30 hours per week) will participate in the PERS except for the following employees: Wrangell Medical Center (Hospital) employees, Borough Manager position, seasonal employees, all temporary employees, non-permanent and elected officials, the position of project manager, and Thomas Bay Power Authority employees.

ADOPTED _____, 2015

ATTEST: _____
Kim Lane, MMC, Borough Clerk

David L. Jack, Mayor

PUBLIC EMPLOYEES' RETIREMENT SYSTEM

Division of Retirement and Benefits
PO Box 110203 Juneau, AK 99811-0203
Phone: (907) 465-4460
Fax: (907) 465-3086

PARTICIPATION AGREEMENT AMENDMENT NO. 8

The Public Employees' Retirement System (PERS) Participation Agreement entered into between the State of Alaska (hereafter referred to as the State) and the City and Borough of Wrangell (employer name)

on January 1, 1974, and approved by the State on _____ (date) _____ (date)

is amended effective August 16, 2014, to change subparagraph 2 (date)

on page 2 to read as follows:

The Political Subdivision agrees that all permanent full-time employees (those whose positions normally require 30 or more hours of work each week) and that all permanent part-time employees (whose positions normally require 15 or more but less than 30 hours per week) will participate in the PERS except for the following employees: Wrangell Medical Center (Hospital) employees, Borough Manager position, seasonal employees, all temporary employees, non-permanent and elected officials, the position of project manager, and Thomas Bay Power Authority employees.

Authorized Representative Signature

Authorized Representative Name (please type/print)

Authorized Representative's Title

Approved:

Administrator

Date

Agenda Item 13d

CITY & BOROUGH OF WRANGELL

BOROUGH ASSEMBLY AGENDA ITEM August 25, 2015

INFORMATION:

Approval of a Professional Services Contract for Assessment Services

Attachments:

1. Memo from Manager Jabusch
2. Proposed Agreement

RECOMMENDED ACTION:

Move to approve a Professional Services Contract for Assessment Services in Wrangell to Appraisal Company of Alaska LLC for the 2016, 2017, & 2018 assessment years.

MEMORANDUM

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

Cc: LEE BURGESS, FINANCE DIRECTOR

**FROM: JEFF JABUSCH
BOROUGH MANAGER**

SUBJECT: Renewal of Assessor Contract

DATE: August 10, 2015

Background information:

Appraisal Company of Alaska has been doing the city's assessment work for over 20 years. Mike Renfro, the owner, has provide a good service to us for a reasonable price. Mike has been exceptional at working with our citizens when an assessment problem or appeal comes up. Mike is very familiar with Wrangell and all of the people he has had work in Wrangell have all been good at their profession and good at working with our citizens. In the first year that Mr. Renfro bid on the city's assessor work, the next low bidder came in at \$77,000. That was over 20 years ago and even in his current proposal the highest year is \$60,000. Every third year they are required to look at every house, renew photos, measure decks and other improvement to be sure all the inventory on each property is correct. That is why there is one year that is higher than the others.

Mike is currently working on a new much needed assessor program which will get us from an antiquated manual entry card system to an electronic system. The new system once implemented will save time with the assessors and staff, although some of those savings will go into the yearly license fee.

I strongly urge the approval of a three year extension as proposed by Appraisal Company of Alaska without competitive bidding as allowed under Wrangell Municipal Code 5.10.050 (E). This section reads as follows: When competitive bidding or quotations are not required- Contractual services of a professional nature, such as legal, engineering, architectural, and medical services. Assessment work falls into the professional services category.

Recommended Action:

Move to approve proposal from Appraisal Company of Alaska to conduct all assessment work for the City and Borough of Wrangell for the 2016, 2017 and 2018 assessment years.

Fax
(907) 563-1368

Telephone
(907) 562-2424

Appraisal Company of Alaska LLC

3940 ARCTIC BOULEVARD, SUITE 103
ANCHORAGE, ALASKA 99503
office@appraisalalaska.com
EIN#26-2071908

July 17, 2015

Lee Burgess, Finance Director
City and Borough of Wrangell
P.O. Box 531
Wrangell, AK 99929

RE: Professional Services Contract for Contract Assessor

Dear Mr. Burgess:

I have attached a proposal and contract for assessment services for the next three years, 2016, 2017 and 2018.

Since we just finished a complete revaluation of all properties within the Borough, 2016 will be an update year. However we will be tracking the market to assure that our sales ratios are within the state guidelines. (90% to 110%).

As the state assessor likes to see a systematic revaluation cycle I have proposed a complete revaluation for 2018 which represents the three year cycle.

If you have any questions regarding the proposed please call or email.



Michael C Renfro
Contract Assessor
Appraisal Company of Alaska, LLC

Appraisal Company of Alaska



**PROPOSAL FOR
ASSESSMENT SERVICES
CITY AND BOROUGH OF WRANGELL
WRANGELL, ALASKA
TAX YEARS 2016, 2017, 2018**

*APPRAISAL COMPANY OF ALASKA
3940 ARCTIC BOULEVARD, STE. 103
ANCHORAGE, ALASKA 99503*



Appraisal Company of Alaska

3940 ARCTIC BOULEVARD, SUITE 103
ANCHORAGE, ALASKA 99503
office@appraisalalaska.com

July 17, 2015

Lee Burgess, Finance Director
City and Borough of Wrangell
P.O. Box 531
Wrangell, Alaska 99929

Re: Professional Services for Contract Assessments
For the Tax Years, 2016, 2017, 2018

Dear Mr. Burgess:

Enclosed please find our proposal and agreement for professional services for the City and Borough of Wrangell real property assessments for tax years 2016, 2017, 2018.

Compensation and Terms of Payment

Assessment fees per year are as follows:	2016	40,000
	2017	45,000
	2018	60,000

Contract Assessor to also represent the City and Borough of Wrangell at the annual Board of Equalization (BOE).

Qualifications and Key Personnel:

The Appraisal Company of Alaska presently has a well qualified staff of 4 appraisers with extensive experience in the real property assessment field. The primary contact personal for this particular project would be Michael C. Renfro, a partner in the firm. The appraisal qualifications of the key personnel are attached.

SCOPE OF WORK 2016:

The purpose of this Professional Services Agreement is to assess all commercial and residential real property at their full and true fair market value as prescribed by Alaska Statutes.

- Task 1: The appraiser will complete all building inspections not previously inspected and the appraiser will revalue based on the current valuation manual.
- Task 2: The appraiser will provide new assessments, digital photographs and valuation for all new properties constructed in assessment year.
- Task 3: The appraiser will update all tax rolls from information supplied by the Borough.
- Task 4: The appraiser will justify appraisals and represent the City and Borough of Wrangell at the annual Board of Equalization.
- Task 5: The appraiser will provide data for the annual State of Alaska sales ratio study and State Report.

The Appraisal Company of Alaska will also be available to assist the Borough as needed for appraisal services.

SCOPE OF WORK 2017:

- Task 1: The appraiser will complete all building inspections not previously inspected and the appraiser will revalue based on the current valuation manual.
- Task 2: The appraiser will provide new assessments, digital photographs and valuation for all new properties constructed in assessment year.
- Task 3: The appraiser will update all tax rolls from information supplied by the Borough.
- Task 4: The appraiser will justify appraisals and represent the City and Borough of Wrangell at the annual Board of Equalization.
- Task 5: The appraiser will provide data for the annual State of Alaska sales ratio study and State Report.

The Appraisal Company of Alaska will also be available to assist the Borough as needed for appraisal services.

SCOPE OF WORK 2018:

The purpose of this Professional Services Agreement is to assess all commercial and residential real property at their full and true fair market value as prescribed by Alaska Statutes.

- Task 1: The appraiser will complete all building inspections not previously inspected and the appraiser will revalue property based upon the most current sales ratio report.
- Task 2: The appraiser will provide new assessments, digital photographs and valuation for all new properties constructed in assessment year.



Task 3: The appraiser will update all tax rolls from information supplied by the Borough.

Task 4: The appraiser will justify appraisals and represent the City and Borough of Wrangell at the annual Board of Equalization.

Task 5: The appraiser will provide data for the annual State of Alaska sales ratio study and State Report.

The Appraisal Company of Alaska will also be available to assist the Borough as needed for appraisal services.

It should be noted that 2018 would be a complete revaluation year with inspection of all properties. The level of revaluation would depend on the sales ratios at the end of 2017.

If you have any questions on this proposal, please contact me at (907) 562-2424.

Sincerely,

APPRAISAL COMPANY OF ALASKA



Michael C. Renfro
Partner



CITY OF WRANGELL, ALASKA

**AGREEMENT FOR PROFESSIONAL TAX ASSESSMENT
AND APPRAISAL SERVICES**

THIS AGREEMENT is between the CITY AND BOROUGH OF WRANGELL, ALASKA, ("City") and APPRAISAL COMPANY OF ALASKA ("Contractor"), effective on the first day of _____, 2015.

THIS AGREEMENT is for professional tax assessment services for the City and Borough of Wrangell. Contractor's primary contact person under this agreement is Michael C. Renfro. Contractor's primary contact person may not be changed without written consent of the City.

ARTICLE 1. SUMMARY OF SERVICES

- 1.1 The scope of work to be performed hereunder is more completely described in Appendix A which is incorporated herein by reference.

ARTICLE 2. COMPENSATION

- 2.1 Compensation shall be paid in accordance with the Basis of Compensation Schedule attached hereto as Appendix B and incorporated herein by reference.

ARTICLE 3. PERIOD OF PERFORMANCE

- 3.1 The Contractor agrees to commence work under this agreement only as authorized by and in accordance with written notice to proceed and to complete the work in accordance with Scope of Work (Appendix A) and such time schedules contained in Wrangell Borough Code and any resolutions the Wrangell Borough Assembly passes pursuant thereto.
- 3.2 The period of performance under this agreement shall be tax assessment work for the City and Borough of Wrangell 2016, 2017, and 2018 tax years and shall end upon completion of the Board of Equalization hearings and appeals for the 2018 tax year or December 31, 2018, which ever is last.
- 3.3 This contract may be carried over with the agreement of both parties.

ARTICLE 4. SUBCONTRACTORS

- 4.1 The Contractor shall perform all services required under this agreement except as may be performed by its subcontractors. Subcontractors may be retained only upon written consent from the City.



ARTICLE 5. INSURANCE

5.1 The following minimum limits of insurance coverage are required:

	<u>Limits of Liability</u>	
<u>Type Insurance:</u>	<u>Each Occurrence</u>	<u>Aggregate</u>
Workmen's Compensation	\$1,000,000	\$1,000,000
Employers General Liability	\$1,000,000	\$3,000,000
Comprehensive General Liability	\$1,000,000	\$3,000,000
Comprehensive Automobile Liability	\$1,000,000	\$3,000,000

ARTICLE 6. APPENDICES

6.1 The following appendices are attached to this agreement and incorporated herein:

Appendix A	Scope of Work
Appendix B	Basis of Compensation

IN WITNESS WHEREOF, the parties have executed this Agreement on the _____ day of _____, 2015.

CONTRACTOR:

APPRAISAL COMPANY OF ALASKA

CITY AND BOROUGH OF
WRANGELL, ALASKA



Michael C. Renfro, Partner

Jeff Jabusch, Borough Manager



APPENDIX A
SCOPE OF WORK

The Contractor shall:

1. Establish the full and true value of all taxable real property located within the limits of the City and Borough of Wrangell to be assessed in the name of the person by whom it is owned on the first day of January of the tax year.
2. Provide assessments with new photographs and valuations for all new buildings constructed in the prior year, and continue to research and inspect annex area properties Borough wide.
3. Create and/or update in full detail a property card for each tax parcel showing size, dimensions, construction materials, and other pertinent data as well as a minimum of one exterior photograph.
4. Investigate, evaluate and report to the Borough and merits of all written complaints received by the Borough and forwarded to the Contractor after evaluation notices have been mailed and prior to the Board of Equalization.
5. Represent the Borough at Board of Equalization hearings.
6. Be accessible to Borough staff throughout the tax year to offer advice and to correct problems that may arise out of the assessment work.
7. Comply with all requirements of the City and Borough of Wrangell Code respect to the time of performance and the particulars of the details of Contractor's work.
8. After completion of the Board of Equalization hearings, provide changes and certify the final assessment roll.
9. The assessor will be available to assist the City and Borough of Wrangell with any non-tax real estate appraisals on an as needed basis for additional fees which are to be negotiated and job specific.
10. 2018 will be a complete revaluation year with inspections of all properties based on the 2017 sales ratios.



APPENDIX B

BASIS OF COMPENSATION

Contractor shall be paid for all tax assessment work as follows:

2016	\$40,000
2017	\$45,000
2018	\$60,000



QUALIFICATIONS OF APPRAISER

MICHAEL C. RENFRO

EDUCATION:

- 2015 27 Hour Continuing Education Sponsored by Appraisal Institute. Chicago, IL
- 2013 27 Hour Continuing Education Sponsored by Appraisal Institute, Chicago, IL
- 2011 27 Hour Continuing Education Sponsored by Appraisal Institute, Chicago, IL
- 2009 27 Hour Continuing Education Sponsored by Appraisal Institute, Chicago, IL
- 2007 27 Hour Continuing Education Sponsored by Appraisal Institute, Chicago, IL
- 2005 27 Hour Continuing Education Sponsored by Appraisal Institute, Chicago, IL
- 2003 The Road Less Traveled; Special Purpose Properties by Appraisal Institute, Girdwood, Alaska
- 2003 Appraisal of Non-Conforming Uses by Appraisal Institute, Girdwood, Alaska
- 2003 Partial Interest Valuation Dividend; Appraisal Institute, Girdwood, Alaska
- 2003 Subdivision Analysis; Appraisal Institute, Girdwood, Alaska
- 2002 Introduction to Real Estate Econometrics with a Trend Analysis Application; sponsored by Appraisal Institute of Alaska, Anchorage, Alaska
- 2002 IAAO Course 102 – Income Approach to Valuation; sponsored by AAAO, Anchorage, Alaska
- 2001 Seminar on Partial Interest Valuation – Divided; sponsored by Appraisal Institute of Alaska, Anchorage, Alaska
- 2001 Seminar on Partial Interest Valuation – Undivided; sponsored by Appraisal Institute of Alaska, Anchorage, Alaska
- 2000 Standards of Professional Practice, Part C, sponsored by Appraisal Institute of Alaska, Anchorage, Alaska
- 1999 On-Line Residential Design and Functional Utility, sponsored by Appraisal Institute, Chicago, IL
- 1999 The Technical Inspection of Real Estate, sponsored by The Beckman Company, Anchorage, Alaska
- 1999 Appraisal of Non-conforming Issues, sponsored by the Appraisal Institute, Anchorage, Alaska



QUALIFICATIONS

MICHAEL C. RENFRO pg. 2

EDUCATION (Continued):

- 1997 IAAO Course 311: Residential Modeling Concepts, sponsored by the Alaska Association of Assessing Officers, Anchorage, Alaska
- 1995 Standard of Professional Practice, Course 410 & 420, sponsored by the Appraisal Institute, Anchorage, Alaska
- 1995 IAAO Course 630: Personal Property Auditing, sponsored by the Alaska Association of Assessing Officers, Anchorage, Alaska
- 1994 Valuing Property Affected by Environmental Contamination sponsored by the International Association of Assessing Officers, Seattle, Washington
- 1993 IAAO Course 301: Mass Appraisal of Residential Property, sponsored by the Alaska Association of Assessing Officers, Anchorage, Alaska
- 1993 IAAO Course 1: Fundamentals of Real Property Appraisal, sponsored by the Alaska Association of Assessing Officers, Prudhoe Bay, Alaska
- 1993 IAAO Course 4: Assessment Administration, sponsored by the Alaska Association of Assessing Officers, Anchorage, Alaska
- 1991 An Introduction to the Appraisal of Conservation Easements and Restricted Lands, sponsored by the Lincoln Land Institute, Phoenix, Arizona
- 1991 Valuation of Wetlands, sponsored by the Alaska Association of Assessing Officers, Fairbanks, Alaska
- 1991 Valuation Of Contaminated Properties and the Effect On Assessed Values, sponsored by the Alaska Association of Assessing Officers, Fairbanks, Alaska
- 1991 Standards of Professional Practice, sponsored by the Appraisal Institute, Anchorage, Alaska
- 1989 Seminar, The Appraisal of Possessory Interests for ad valorem tax purposes sponsored by the Alaska Association of Assessing Officers
- 1989 ANSCA 1991 Amendments workshop sponsored by the Alaska Association of Assessing Officers
- 1989 Seminar, Methods and Techniques Appropriate for the Development of a True Computer Assisted Mass Appraisal System for Commercial Properties and the Usefulness of a Graphic Information System. Methods of Statistical and Quantitative Techniques for Tracking Market Trends. Sponsored by the International Association of Assessing Officers, Fort Worth, Texas



QUALIFICATIONS

MICHAEL C. RENFRO pg. 3

EDUCATION (Continued):

- 1987 Cash Equivalency Seminar sponsored by the American Institute of Real Estate Appraisers
- 1983 Condominium Seminar, Society of Real Estate Appraisers
- 1979 Attended Society of Real Estate Appraisers' Narrative Report Writing Seminar
- 1979 Completed Society of Real Estate Appraisers R-2 (Residential Narrative) Examination
- 1976 Attended Feasibility Analysis Seminar, sponsored by the Society of Real Estate Appraisers and the American Institute of Real Estate Appraisers, Anchorage
- 1972-1974 Western State College of Colorado, Degree Bachelor of Arts in Business Administration
- 1971 Completed Course 1A, "Real Estate Appraisal" Basic Principles, Methods and Techniques, American Institute of Real Estate Appraisers, Chicago, Illinois
- 1966-1968 Drake University, Des Moines, Iowa

EXPERIENCE:

- 1976 to
Present Appraiser, Appraisal Company of Alaska
- 1974-1976 Real Estate Appraiser with Gebhart and Peterson, Inc.
- 1969-1971 Staff Real Estate Appraiser with Alaska Mutual Savings Bank

PROFESSIONAL AFFILIATIONS:

- Residential Real Estate Appraiser; State of Alaska Certificate No. AA-114
- Alaska Association of Assessing Officers, Alaska Certified Assessor Appraiser, Level II - Certificate No.129
- Alaska Association of Assessing Officers

OTHER:

- Past member of the Matanuska Susitna Borough Board of Equalization
- Qualified as an expert witness in the State of Alaska Superior Court and the United States Federal Court



QUALIFICATIONS OF

ARNE G. ERICKSON

EDUCATION:

- 2008 Course Completion - Fundamentals of Real Property Appraisal.
Sponsored/conducted by AAAO.
- 2002 to Present Appraisal Company of Alaska; Assessing Department
- 1983 Masters of Urban & Regional Planning; Eastern Washington University
- 1996 to 1997 Appraisal Company of Alaska; On-the-Job Training
- 1975 to 1980 Alaska Municipal League Sponsored Municipal Assessment Courses
- 1974 Bachelor of Arts – Community Planning; Eastern Washington University
- 1972 Bachelor of Arts – Political Science and Economics; University of Alaska

EXPERIENCE:

- 2002 to Present Municipal Assessor; Appraisal Company of Alaska
- 1997-2002 Community Development Director; Bristol Bay Borough
- 1996-1997 Municipal Assessor; Appraisal Company of Alaska
- 1996-1990 EMS/HHS Coordinator; City of Unalaska, Alaska
- 1990-1983 Director of Planning; City of Unalaska, Alaska
- 1982- 1983 Assistant County Planner; Franklin County, Washington
- 1980-1982 Research Fellowship/Lecturer; Eastern Washington University
- 1975-1980 Administrative Assistant; Bristol Bay Borough
- 1974-1975 County Planner; Franklin County, Washington
- 1974 Community Planner; City of Winthrop, Washington
- 1966-1969 United States Lieutenant – Forward Support Platoon Leader



QUALIFICATIONS OF APPRAISER

ADAM B. VERRIER

EDUCATION:

- 2009 Introduction to Valuing Green Buildings - Appraisal Institute, Chicago, IL
- 2009 Valuation of Green Residential Properties – Appraisal Institute, Chicago, IL
- 2009 Eminent Domain and Condemnation - Appraisal Institute, Chicago, IL
- 2009 Uniform Standards of Professional Appraisal Practice Update - William King & Associates, Federal Way, WA
- 2007 Course 400: USPAP Update Course – Alaska Chapter of the Appraisal Institute; Anchorage, Alaska
- 2005 Course 400: USPAP Update Course – Alaska Chapter of the Appraisal Institute; Girdwood, Alaska
- 2005 Rates & Ratios: Making Sense of GIMs, OARs, and DCF – Alaska Chapter of the Appraisal Institute; Girdwood, Alaska
- 2005 Residential Design & Functional Utility – Appraisal Institute; Chicago, Illinois
- 2005 The Professional's Guide to the Uniform Appraisal Report – Appraisal Institute; Warwick, Rhode Island
- 2002 IAAO Course 102 – The Income Approach to Valuation; Anchorage, Alaska
- 2001 The Technical Inspection of Real Estate - The Beckman Company; Anchorage, Alaska
- 2000 IAAO Course 400 – Assessment Administration; Anchorage, Alaska
- 2000 Introduction ACCESS 2000; Anchorage, Alaska
- 2000 IAAO Workshop 151 - Standards of Practice and Professional Ethics; Durham, New Hampshire
- 1993 B.A. Psychology, University of Wyoming, Laramie, Wyoming



Lila J. Koplin
P O Box 172 - Cordova, Alaska 99574
(907) 424-3536

Title: Assessor/Appraiser

HIGHLIGHTS OF QUALIFICATIONS

- 13 years of experience as a fee appraiser.
- 12 years of experience as a municipal clerk in a Municipal Clerk's Office and Planning Department: 8.5 years as full-time City Clerk/Ex-officio tax assessor and 2.5 years as Deputy City Clerk and Planning Commission Clerk (both half-time).
- 8 years of experience in a government assessing office: 5 years lead Assessment Clerk and 3 years Appraiser Technician.
- Achieved Level III certification as an Alaska Certified Assessor Appraiser with the Alaska Association of Assessing Officers in 2007.
- Comprehensive computer skills including network-based Windows XP and Vista, Microsoft Office XP Professional Edition, and WinTotal Aurora.
- A total of 29 years of experience working directly with the public.

PROFESSIONAL EXPERIENCE

Assessor/Appraiser, Appraisal Company of Alaska, June 2010 – March 2012 and July 2014 – Present

3940 Arctic Boulevard, Suite 103, Anchorage, AK 99503

(907) 562-2424 Supervisor: Mike Renfro, Appraiser

- Field inspections of real property accounts including measurement of improvements and collection of property information
- Calculate property values
- Update municipal tax rolls with current property values and information

Certified Residential Appraiser, Appraisal Company of Alaska, July 2002 – March 2012

Appraiser in Training, Appraisal Company of Alaska, March 1999 – July 2002

- Conduct field inspections and prepare reports for residential real estate appraisals

City Clerk, City of Cordova, October 2001 – April 2010

P.O. Box 1210, Cordova, AK 99574

(907) 424-6200

- Maintenance of the City's property tax files.
- Preparation of Council meeting agendas and packets.
- Maintenance of Municipal and State Code books.
- Supervision of Municipal elections.
- Liaison with municipal attorney/counsel.



Deputy City Clerk, City of Cordova, March 1999 – October 2001 (Half-time)

Supervisor: Dixie Lambert, Clerk

- Maintenance of the City's property tax files.
- Assist the Clerk in preparation of Council meeting agendas and packets.
- Assist the Clerk in preparation of property tax foreclosures.

Planning Commission Clerk, City of Cordova, September 1999 – October 2001 (Half-time)

Supervisor: R.J. Kopchak, Planner

- Maintenance of the Planning Department records.
- Administration of building permits and zoning violations.
- Provided staff support to the Planning Commission including coordination of meetings and preparation of meeting agendas.

Appraiser Technician, Kodiak Island Borough, September 1995 – October 1998

710 Mill Bay Road

Kodiak, AK 99615

(907) 486-9301 Supervisor: Patrick Carlson, Borough Assessor

- Field inspections of real and personal property accounts including measurement of improvements and collection of property information.
- Maintenance of real and personal property tax files and databases.
- Administration of property tax exemption programs.
- Review personal property filings and assessments with the public.
- Administration of severance tax program

Assessment Clerk II, Kodiak Island Borough, June 1990 – September 1995

Supervisor: Patrick Carlson, Borough Assessor

- Maintenance of real and personal property tax files and databases.
- Administration of property deeds and plats.
- Administration of property tax exemption programs.
- Administration of severance tax program.

EDUCATION AND TRAINING

- (2002 – 2013) Certified Residential Appraiser with the State of Alaska, Number AA-361
- (2011) Loss Prevention Program for Real Estate Appraisers by LIA Administrators & Insurance Services
- (2010) Business Practices and Ethics by Appraisal Institute
- (2010) Valuation by Comparison by Appraisal Institute
- (2010) Residential Appraisal Overview by Appraisal Institute
- (2010) Uniform Standards of Professional Appraisal Practice 2010 Update
By William King & Associates



- (2009) Detrimental Conditions in Real Estate by Appraisal Institute
- (2008) The Technical Inspection of Real Estate by The Beckman Company
- (2008) Uniform Standards of Professional Appraisal Practice 2008 Update
By William King & Associates
- (2007) Condemnation Appraising: Basic Principles and Applications
By Appraisal Institute
- (2006) Uniform Standards of Professional Appraisal Practice 2006 Update
By William King & Associates
- (2005) Course 400: USPAP Update Course by Appraisal Institute
- (2005) Rates & Ratios: Making Sense of GIMs, OARs, and DCF by Appraisal Inst.
- (2005) Fannie Mae Residential Forms Update 2005 by William King & Associates
- (2003-2004) The Technical Inspection of Real Estate by The Beckman Company
- (2000) International Association of Assessing Officers (IAAO) Internet Course
Site Analysis and Evaluation
- (1999) IAAO Course 201 Appraisal of Land
- (1996 to 1998) Business Law I and II, Principles of Macroeconomics and
Microeconomics, University of Alaska - Kodiak
- (1996) IAAO Course 301 Mass Appraisal
- (1994) IAAO Course 2 Income Approach to Valuation
- IAAO Standards of Practice and Professional Ethics
- (1991) IAAO Course 1 Fundamentals of Real Property Appraisal
- IAAO Course 1A Intro. To Fundamentals of Real Property Appraisal
- (1988-90) Modern Office Bookkeeping, Microsoft Word, Q&A, Lotus 123,
WordPerfect 5.0, and Advanced Microsoft Excel, University of Alaska - Kodiak
- (1980-81) Administrative Assistant Certificate, Platt Business College, Topeka,
Kansas



Agenda Item 13e

CITY & BOROUGH OF WRANGELL

**BOROUGH ASSEMBLY
AGENDA ITEM
August 25, 2015**

INFORMATION:

Approval of a bid award for the purchase of an Ozone Generator

Attachments:

1. Memo from Amber Al-Haddad, PW Director
2. Notice inviting bids
3. Successful bidder's bid
4. Preliminary Bid Tab

Revised Motion!!

RECOMMENDED ACTION:

Move to approve a contract award to Ozone Water Systems, Inc. for the supply of one Ozone Generator in the amount of \$174,690.00 with funding to come from the Water Department's FY 2016 fixed assets budget and also to include a budget amendment in the amount of \$24,690.00 from the Water Department's Reserve fund to complete the funding needed for the procurement.

MEMORANDUM

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

FROM: AMBER AL-HADDAD, PUBLIC WORKS DIRECTOR

SUBJECT: OZONE GENERATOR PROCUREMENT (Revised)

DATE: August 24, 2015

BACKGROUND:

The water department has worked to identify needed capital items to improve operational processes. One essential acquisition which was identified was the replacement of an ozone generator for the water treatment plant. This piece of equipment serves to replace one of the two original ozone generators, both of which are failing and have become problematic to maintain due to their parts becoming obsolete.

The FY 2015/16 budget included funding for the purchase of one new replacement ozone generator. Staff developed the Invitation to Bid and conducted a public bid process, under which two bids were received on August 24, 2015 with the following results:

Ozone Water Systems, Inc.	\$174,690
Ozoniah North America	\$387,500

It is the intent of the City and Borough of Wrangell to accept Ozone Water System, Inc.'s bid proposal for the supply of a Primozone GM48 Ozone Generator in the amount of \$174,690. This procurement is scheduled to be paid from the \$150,000 approved for this procurement under the Water Department's FY2016 budget.

By way of either performance requirements added to the Invitation to Bid by the CBW, or included by the Bidder in order to meet the requirements of connecting to our existing system (i.e. including a step down transformer, including an air dryer for condensation control, start-up assistance, system training, freight to Wrangell and the requirement of a performance bond), bids were received at a higher cost than our initial equipment estimate provided (and through which our budget was developed). Due to the essential nature of this procurement to the production of clean and safe drinking water, staff is requesting a budget amendment to cover the \$24,690 overage with funds from the water department's reserve fund. Following the Assembly's approval, a Purchase Order will be processed in order to begin the manufacturing and delivery period.

RECOMMENDATION:

Move to approve a contract award to Ozone Water Systems, Inc. for the supply of one Ozone Generator in the amount of \$174,690.00 with funding to come from the water department's

FY2016 fixed assets budget and also to include a budget amendment in the amount of \$24,690 from the water department's reserve fund, to the fixed assets fund, in order to complete the funding needed for the procurement.

ATTACHMENT:

1. Notice Inviting Bids for the Ozone Generator Procurement project
2. Preliminary Bid Tabulation Summary for the Ozone Generator Procurement project
3. Successful Bidder's Bid

INVITATION TO BID
City and Borough of Wrangell
Ozone Generator Procurement

SCOPE OF WORK. The City and Borough of Wrangell, hereinafter referred to as the OWNER, invites sealed bids for the supply of an OZONE GENERATOR, on a one-time basis. The successful Bidder shall furnish and deliver the product to Wrangell, Alaska.

PROJECT LOCATION. Materials shall be shipped to Wrangell Alaska. The Project is located in Wrangell, Alaska at the Wrangell Water Treatment Plant.

COMPLETION TIME FOR THE WORK. Materials shall be delivered to Wrangell by November 30, 2015.

DATE AND TIME FOR BID OPENING. Sealed bids will be received by the City and Borough of Wrangell, Post Office Box 531, Wrangell, Alaska 99929, or located at the Borough Clerk's Office, 205 Brueger Street, Wrangell, Alaska 99929, until **10:00 AM prevailing time on August 20, 2015**. The Bids will be publicly opened and read aloud at this time in the City and Borough of Wrangell's Assembly Chambers. All bids must be submitted in sealed envelopes bearing on the outside the name of the project for which the bid is submitted. It is the sole responsibility of the Bidder to see that his bid is received in proper time. Any bids received after the scheduled closing time for receipt of bids will be returned to the Bidder unopened.

BIDDING. The Contract Documents, may be obtained at the Borough Clerks Office, 205 Brueger Street, Wrangell, Alaska 99929 (Ph. 907-874-2381). A non-refundable fee of \$25.00 made payable to the City and Borough of Wrangell is required for each set of contract documents. Additional charges will be required for special handling or delivery of the documents by means other than first class mail. The Contract Documents may also be downloaded free of charge on the City & Borough of Wrangell website (www.wrangell.com) under the "Bids and RFPs" section. Downloading Contract Documents from the City & Borough of Wrangell's website requires registration with the Borough Clerk in order to be placed on the Plan Holders List and to ensure receipt of subsequent Addenda. Failure to register may adversely affect your proposal. It is the Offeror's responsibility to insure that they have received all Addenda affecting this Solicitation. To be registered, contact the Borough Clerk at 907-874-2381.

FIRM OFFER. For the purpose of award, offers made in accordance with this Invitation for Bid must be held firm for a period of sixty (60) calendar days from the date of the bid opening.

REJECTION OF BID. The City & Borough of Wrangell (Wrangell) reserves the right to reject any and all bids and to waive any informality or irregularity in the bids received whenever such rejection or waiver is in the best interest of Wrangell. The award of the Contract, if made by the OWNER, will be made to the qualified and responsible Bidder submitting the lowest responsive bid, but the OWNER shall determine at its own discretion whether a Bidder is responsible and qualified to perform the Contract, and what bid is the lowest or in the best interest of the

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OWNER. The City and Borough of Wrangell reserves the right to modify the contract after its award.

QUALITY OF WORK. All materials shall conform to the drawings and specifications, industry standards and practices, and the manufacturer's requirements.

LIQUIDATED DAMAGES. Liquidated damages are \$250.00 per calendar day for each day past the scheduled contract delivery dates.

WARRANTY. The material warranties shall be as listed in the technical specification.

"OR APPROVED EQUAL" CLAUSE. In order to establish a basis of quality, certain processes, types of equipment, or kinds of materials may be specified, either by description of process or by designating a manufacturer by name and referring to his brand or product designation, or by specifying a kind of material. It is not the intent of these specifications to exclude other processes, equipment, or materials of equal value, utility or merit.

Whenever a process is designated or a manufacturer's name, brand, or product is described, it shall be understood that the words, "or approved equal" follow such name, designation, or description, whether in fact they do so or not.

If a Bidder proposes to furnish an item, process or material which it claims to be of equal utility to the one designated, then:

1. Bidder shall deliver to aal-haddad@wrangell.com referencing the Invitation to Bid by title, at least five (5) business days prior to the Bid opening date and time, a written statement describing it together with supporting data and details sufficient to permit a full evaluation of the same.
2. Owner may require demonstration, additional tests, and additional data, all to be supplied at the expense of the Bidder.
3. Owner shall in its sole discretion determine if an item submitted as an alternate or approved equal is "equal" or "equivalent".

IMMATERIAL DIFFERENCES. The City & Borough of Wrangell reserves the right to determine whether equipment that complies substantially in quality and performance with the specifications are acceptable, and whether any variance listed by the Bidder in a bid is material or immaterial.

AWARD OF CONTRACT AND AGREEMENT. The City and Borough of Wrangell reserves the sole right to cancel the Contract, in whole or in part, immediately, in the event of the contractor's failure to perform the work in conformance with the Contract Documents. The form of Agreement which the Contractor shall be required to execute shall be a Purchase Order and

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the terms of the Invitation to Bid, including any issued Addenda, shall become a part of the contract documents.

PAYMENT SCHEDULE. Payment will be made within thirty (30) days upon receipt of invoice, for materials delivered to Wrangell or for percentage of completion of the contract work. Material receipts shall accompany invoices for materials received.

LIABILITY. The Contractor shall hold and save the City and Borough of Wrangell, its officers, agents, and employees harmless from liability of any nature. This includes any costs, expenses, suits or damages of any kind sustained by any person(s) or property by any virtue of performance resulting from the Project.

BONDS. The successful Bidder shall provide a Performance Bond in an amount equal to 100 percent of the contract price, on the City & Borough of Wrangell's standard bond form attached hereto and made a part of the contract. The successful Bidder will be required to furnish the Performance Bond at the time of execution of the Agreement.

DISPUTES and LIEN RELEASE: Any disputes shall be handled in accordance with Wrangell's procurement policy. The contractor warrants that they waive any right to lien against the subject property, and that they shall save harmless the property owner from any liens or claims arising out of this construction contract.

QUESTIONS CONCERNING THIS BID. Contact Amber Al-Haddad, Public Works Director at (907) 874-3904.

SUBMISSION OF BIDS.

1. Bid Proposal. Bids shall be a lump sum for all materials and equipment listed in the specifications made a part hereto. All prices should be FOB Destination, Wrangell, Alaska. The lump sum price bid shall also include submittals of product data, material certifications and all other requirements listed in the specifications.
2. The Bid Schedule shall acknowledge any and all Addenda.
3. Bids must be typewritten or completed with pen and ink, signed by the vendor or their authorized representative, with all erasures or corrections initialed and dated by the official signing the bid schedule. Bidders are encouraged to review carefully all provisions of this document prior to completion. Each bid constitutes an offer and may not be withdrawn except as provided herein. Prices are to remain firm for the period stated herein.
4. Submit bids plainly marked with "Bid for Ozone Generator, City and Borough of Wrangell." Bids shall be delivered to:
 - a. Mailing Address: City & Borough of Wrangell, P.O. Box 531, Wrangell, AK 99929

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b. Hand Delivery Address: City & Borough of Wrangell, 205 Brueger St., Wrangell, AK 99929

5. The Bidder must have a valid business license prior to receiving a contract award.

DUE DATE AND TIME. Sealed bids shall be mailed or hand delivered as follows, in sufficient time to ensure receipt by the City & Borough of Wrangell on or before August 20th, 10:00 a.m. Prevailing Time.

No bids will be received or accepted after the bid deadline. Bids submitted after the designated date and time will be deemed invalid and returned unopened to the Bidder. The City & Borough of Wrangell is not responsible for lost or misdirected mail. It is the Bidder's responsibility to ensure no late bid is submitted. No bid may be withdrawn within sixty (60) days after the proposal opening and bids shall remain firm through the period. Any Bidder may modify his bid by submitting a written modification signed by the Bidder, or by telegraph or by a signed facsimile communication at Fax No. (907) 874-3952 at any time prior to the scheduled bid closing time for receipt of bids, provided such communication is received by the OWNER prior to the bid closing time.

ADDENDA. Each bid shall include specific acknowledgment in the space provided of receipt of all addenda issued during the bidding period. Failure to so acknowledge may result in the proposal being rejected as not responsive.

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PERFORMANCE BOND

KNOW ALL PERSONS BY THESE PRESENTS that:

We, _____ (Name of Contractor), a _____ (Corporation, Partnership, Individual) hereinafter called **PRINCIPAL** and _____ (Surety) of the State of _____ hereinafter called **SURETY**, are held and firmly bound unto the **City and Borough of Wrangell, Alaska**, hereinafter called the **OWNER**, for the penal sum of _____ Dollars (\$ _____) in lawful money of the United States, for the payment of which sum well and truly to be made, we bind ourselves, our heirs, executors, administrators, successors, and assigns, jointly and severally, firmly by these presents.

THE CONDITION OF THIS OBLIGATION is such that whereas, the Contractor has entered into a certain contract with the Owner, the effective date of which is _____, a copy of which is hereto attached and made a part hereof for the consideration of:

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NOW, THEREFORE, if the above bounden **PRINCIPAL** shall truly and faithfully perform its duties, all the undertakings, covenants, terms, conditions, and agreements of said contract during the original term thereof, and any extensions thereof, which may be granted by the Owner, with or without notice to the Surety, and if it shall satisfy all claims and demands incurred under such contract, and shall fully indemnify and save harmless the Owner from all costs and damages which it may suffer by reason of failure to do so, and shall reimburse and repay the Owner all outlay and expense which the Owner may incur in making good any default, then this obligation shall be void; otherwise to remain in full force and effect.

PROVIDED FURTHER, that said **SURETY**, for value received, hereby stipulates and agrees that no change, extension of time, alteration or addition to the terms of the contract, or contract documents, or the Work to be performed thereunder, or the specifications accompanying the same, shall in any way affect its obligations on this bond, and said **SURETY** does hereby waive notice of any such change, extension of time, alteration, modification, or addition to the terms of the contract, or contract documents, or the Work, or the Specifications.

As a part of the obligation secured hereby and in addition to the face amount specified therefor, there shall be included costs, expenses and fees, including attorney's fees, incurred by **OWNER** in enforcing such obligation, all to be taxed as costs and included in any judgment rendered.

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PROVIDED FURTHER, that no final settlement between Owner and the Principal shall abridge the right of any beneficiary hereunder, whose claim may be unsatisfied.

IN WITNESS WHEREOF this instrument has been duly executed by the Principal and Surety above named, on the ____ day of _____, 20____.

PRINCIPAL

By: _____

Title: _____

Address: _____

Corporate Seal

SURETY

By: _____

Title: _____

Address: _____

Corporate Seal

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BID

Bid To: City and Borough of Wrangell, Alaska

1. The undersigned Bidder offers and agrees, if this Bid is accepted, to enter into an Agreement with the Owner to perform the work as described in the contract documents entitled *Invitation to Bid, City and Borough of Wrangell, Ozone Generator Procurement*.
2. Bidder accepts all of the terms and conditions of the contract documents, including without limitations those in the Request for Bid.
3. The Bid will remain open for 60 days, as stipulated in the Invitation to Bid.
4. The Bidder agrees to complete the work required under the contract documents within the time stipulated and accepts payment in full based on the contract price named in the Bid.
5. Bidder has examined the contract documents in full, including the following Addenda, receipt of which is hereby acknowledged by the undersigned:

<u>ADDENDUM NUMBER</u>	<u>DATE OF RECEIPT OF ADDENDUM</u>	<u>SIGNED ACKNOWLEDGMENT</u>
1	_____	_____
2	_____	_____

(Note: Failure to acknowledge receipt of any addenda may be considered an irregularity in the proposal and grounds for rejection of the bid.)

6. The Bidder has read this Bid and agrees to the conditions as stated herein by providing their signature in the space provided below.

<u>Quantity</u>	<u>Item</u>	<u>Extended Price</u>
1 each	Ozone Generator (FOB Wrangell, Alaska)	\$ _____

Bid Amount in writing (_____)

Bidder's Name: _____

Bidder's Representative's Signature: _____

Bidder's Address: _____

Bidder's Telephone/Fax Numbers: _____

Bidder's Business License No.: _____

Date: _____

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SPECIFICATION SECTION 170720 - OZONATION EQUIPMENT

PART 1 - GENERAL

1.1 SCOPE OF WORK

The City & Borough of Wrangell is requesting bids for the replacement of one Ozone Generation unit. This unit shall work in conjunction with Wrangell's existing ozonation system without the need for ancillary equipment, unless provided for herein. The manufacturer shall provide all engineering, labor and materials, shipping, operation instruction and training necessary to provide equipment for a fully operational system. The Ozone generator's manufacturer shall provide all shop drawings, schematics and diagrams necessary to provide explicit direction to electrical and mechanical tradesmen for installation resulting in a complete, safe and functional system. The new ozone generator shall have the capacity to function with the water treatment plant's existing system with minor modifications.

1.2 SUMMARY

- A. Submit technical information, build, test, deliver and warranty the equipment as described herein. The ozone generators, and all equipment specified within, interlocks, and appurtenances, including labor, shall be furnished by a single ozone equipment vendor as a complete system. The ozone equipment vendor shall provide all engineering, design, drawings, operation instruction and training for construction of a complete and fully functional system.
- B. Ozone gas generators and related equipment shall be supplied as specified herein. The size and location shall be as indicated on the drawings. The General Conditions shall apply to this Section as fully as if repeated herein.
- C. The ozone equipment vendor shall provide assistance for meeting the requirements in the National Fire Protection Association (NFPA) code as related specifically to the design of the specified ozone equipment. However, the ozone equipment vendor shall not be responsible for obtaining permits, or code compliance, with elements of the building including, but not limited to, existing equipment, building materials, ventilation, automated controls, and transmission pipes through the building envelope to the outdoors.
 - 1. This specification assumes that NFPA 1 - Uniform Fire Code - 2003 Edition, Annex G Ozone Gas-Generating Equipment, has been adopted by

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the regulating officials in jurisdiction where the equipment is being installed.

2. This specification assumes that the ozone generators will be installed in an enclosed dedicated "Ozone Generator Room."

D. Testing laboratory requirements:

All equipment shall be in conformance with all local, state and federal codes, statutes and ordinances where they apply, including required Underwriter Laboratory (U.L.) approvals. The manufacturer shall be fully responsible for compliance with these requirements. If field U.L. (or other approved testing agency) approval is necessary to meet these requirements, it shall be completed without delay to the project and at no additional cost to the Owner.

1.3 QUALITY ASSURANCE

- A. **Manufacturer's Qualifications:** New equipment of current design and backed by practical testing and successful installations. The manufacturer shall have at least five years' experience in the manufacturer of ozone gas generators.
- B. All the equipment specified within shall be furnished as a package from a single source. Manufacturer shall pre-package all of the equipment to the maximum extent allowed by access restrictions. Factory-mount subassemblies on skids in order to minimize the number of field interconnections required.
- C. Standard 250 for Enclosures for Electrical Equipment shall be used as a guide for fabrication of the ozone generator cabinets: National Electric Manufacturers Association, 2101 L Street, N.W., Suite 300, Washington, DC 20037.
- D. Unless superseded by another governing Code, the complete package of equipment, including automated controls, shall comply with requirements for Ozone Gas-Generating Equipment of the Uniform Fire Code.

1.4 SUBMITTAL INFORMATION

- A. Catalog cuts and sufficient data including capacities, flow rates, pressures, name of sub-component manufacturers and model numbers and dimensional drawings of packaged equipment. Dimensional drawings shall include accurate scale drawings of the equipment being supplied with detailing of locations of the components, all major dimensions including overall width, length, height, bolt hole locations for mounting, electrical connections, total weight and nozzle sizes and connections.

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- B. Provide complete schematics, complete description of operation, control schematics including coordination with other electrical control devices.

SUBMITTALS:

- A. Shop Drawing Submittal. The Contractor shall provide two sets of a full submittal and shop drawings to the owner, for review and approval. Shop drawings shall include detail design calculations, shop drawings, fabrication and installation drawings (including those for review and coordination with other trades), erection drawings, operating instructions, catalogue sheets, data sheets, and other such similar items.
- B. Technical Manual Submittal. The Contractor shall provide two sets of technical manuals for each item of mechanical, electrical, and instrumentation equipment, which should include the following:
 - 1. Complete operating instructions
 - 2. Maintenance schedules, including the frequency required.
 - 3. Preventive maintenance procedures and schedules.
 - 4. Parts lists, complete with exploded views of each assembly.
 - 5. Disassembly and reassembly instructions.
 - 6. Name and location of nearest supplier and spare parts warehouse.
 - 7. Reproducible prints of record drawings, including diagrams and schematics, as required under the electrical and instrumentation portions of the product.
- C. Spare Parts List Submittal. The Contractor shall provide two sets of spare parts information for all mechanical, electrical, and instrumentation equipment. The spare parts list shall include the current list price of each spare part. The spare parts list shall be limited to those spare parts which the manufacturer recommends be maintained by the Owner in inventory on site.
- D. Submit performance guarantee for generator and warranty on dielectrics.
- E. Submit description of Start-Up Services.

1.5 MAINTENANCE AND OPERATIONAL DATA

- A. Include pertinent information in a bound project Operations & Maintenance Data Manual per Submittal requirements.

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1.6 COORDINATION

- A. Coordinate work with installation of automated controls. The automated controls will proportion the rate of ozone production based on the site dissolved ozone analyzers.
- B. The entire ozone gas supply line, interconnecting piping, and off-gas ducting supplied by the Contractor.
- C. Coordinate provision of equipment with facility modifications for meeting requirements of the National Fire Protection Association.

1.7 GUARANTEE & WARRANTY

- A. Prior to the Owner's acceptance of work, the ozone equipment vendor shall furnish a written warranty of all specified components, start up work, and other specified services.
- B. The ozone equipment vendor shall guarantee all equipment to be free from defects in manufacturing, workmanship or materials.
 - 1. Shall repair or replace defective equipment within one (1) year of the date of commissioning. (Dielectrics shall have extended warranty.)
 - 2. The dielectrics shall have a non-prorated 100% warranty for three (3) year life, for any failure of any dielectric, for any reason other than breakage by mischievous physical tampering.

1.1 FACTORY START-UP ASSISTANCE AND TRAINING

- A. Technical Start-Up: Supplier shall provide a minimum of two working days of a factory-trained technician to assist in the installation and start-up, and to inspect, calibrate and start-up the equipment.
- B. Training Seminar: Manufacturer's factory senior personnel to give complete formal seminar on the fundamentals, routine operation, standard maintenance, and rebuilding instruction demonstrations for the ozone generator. This seminar shall be in addition to the Technical Start-Up assistance. Seminar shall be no less than 10-hours of instruction over a two-day period. Include educational material for

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up to six trainees, demonstration of actual components and visual aids. Supplier to contact and the Owner prior to arranging dates and times of this seminar.

PART 2 - PRODUCTS

2.1 OZONE GENERATOR(S)

- A. The ozone generators shall be water cooled corona discharge type and capable of operating continuously for one year minimum without major cleaning or disassembly and consist of U.L. rated components.
- B. Products and Manufacturers: Subject to compliance with requirements of the contract documents, provide products by the following manufacturer:
 - 1. Primozone Production Ab, GM Series: GM-48, or approved equal.
 - 2. Ozone concentration of 10%-20% by weight.
 - 3. Production: Minimum capacity shall be 72 lbs/day at 20% wt concentration. Feed gas shall be oxygen from an oxygen concentration (PSA) type system.
 - 4. Output of 144 lbs/day @ 10% Weight and 72 lb/day @ 20% Weight.
 - 5. Cooling Water capacity: 24 GPM at 10 degrees Celsius
 - 6. Connectivity to Existing Power Supply: 480V, 3 Phase
 - 7. Location: The equipment will all be installed in a climate controlled room.
- C. Features:
 - 1. All components used in the construction of the ozone generator shall be UL, ETL, CSA or NSF approved where applicable. All materials, piping, tubing, fittings and components related to the installation of the ozone generator shall equally carry the UL, ETL, CSA or NSF labels where applicable.
 - 2. All components used within the ozone generators shall be constructed of ozone-resistant materials.
 - 3. Housing: The ozone generators shall be housed in a NEMA 12 rated corrosion-resistant enclosure designed for floor mounting. Cabinet material shall be of stainless steel.
 - 4. Internal Piping: No internal piping shall be allowed. Cooling water and feed and product gas shall only flow through an aluminum block.
 - 5. External Piping: All external ozone gas piping shall be Type 316 stainless steel piping.

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6. Electrical Power: Power as shown on schedule. Equipped with a main fuse; separately circuit breaker protected transformer; and separately circuit breaker or fuse protected cooling fans; permanent external labeling of proper fuse sizes where fuses are used. All insulated internal electrical wiring jacketed with ozone resistant materials to prevent deterioration.
7. Required Options:
 - a. Gas Flow Switch: The switch shall allow for on/off control at adjustable set points for gas flow to each ozone generator. Variable area float meter with flow switch by KOBLOD Instruments Inc., or substitute.
 - b. Automatic Pressure Regulator: Equipped with a device to automatically control pressure required in the ozone generator with changes in point of use gas flow conditions.
 - c. Oxygen analyzer with visual display showing oxygen concentration. Fault condition with purity less than 85% purity.
 - d. Internal safety ambient ozone monitor with interface and fault ozone shut down condition. This sensor shall be in the air flow path of the cooling fan. This allows internal leak and external monitoring of the room condition.
 - e. Interlocks:
 - i. 4-20 mA interlock to control panel for modulation of ozone production.
 - ii. Output to control panel for Power On, Ozone On, and Fault conditions.
 - iii. Interlock Ambient Ozone Monitor for shutdown on open dry contact switch.
 - f. Monitor Sample Port: Include optional fitting at internal ozone gas pressure piping with tubing routed for external connection to high concentration ozone monitor.
- D. Output Adjustment: Capacity adjustable by way of a manual output control dial, and adjusted fully automatically on signal from the ORP Analyzer and PID Controller Panel and capable of a 10:1 minimum turndown ratio.
- E. Soft Shut Down: A “Soft Shut Down” shall curtail power to the dielectrics while maintaining power to diagnostic components, power to ancillary equipment, and maintain operation of the air preparation equipment.

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- F. Local Monitoring Features. The ozone generator/control cabinet shall be equipped with the following data display and monitoring features:
1. Display of dielectric power consumption.
 2. Display of faults such as high temperature, electrical shorts, voltage out of limit, set points out of limit, et cetera.
 3. Service hour counter.
 4. Gas pressure gauge.
 5. Feed-gas flow meter (rotameter) mounted in/on the generator cabinet.
 6. Cooling water flow meter (rotameter) on the generator's cooling line.
- G. Manual Control Devices. The ozone generator/control cabinet shall be equipped with the following devices for manual control:
1. Power supply on switch.
 2. Emergency stop button (oversized and "red" in color).
 3. Local / Remote switch. Remote selection shall allow automatic control of ozone output based on 4-20 mA control adjustment by the LSS ACS.
 4. Manual set point control.
 5. Gas pressure control valve.
- H. External Control Connections to site ACS (as desired): The ozone generator shall be equipped for the following external control connections to the site ACS:
1. (a) On/off on signal from the ACS. (b) Ozone production on 4-20 mA signal from the ACS. *Note, on/off and ozone production may be separate of combined termination points depending on standard ozone generator model features.*
 2. On/Off status *or* ozone output power (watt or ampmeter).
 3. Collective alarm condition status.
- I. Termination Hardware: The above wire terminations on the ozone generator shall be standard dry-contact screw-tightened wire terminals. If a modification to the ozone generator is required, the supplier shall modify the manufacturer's standard equipment for standard wire terminals.
- J. Electrical: Powered per electrical requirements scheduled on the Drawings, and installed field conditions, as verified by the Contractor. Equipped with a main fuse; separately fused transformer; and separately fused cooling fans where applicable; labeling of proper fuse sizes. All insulated internal electrical wiring jacketed with ozone resistant materials to prevent deterioration.

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2.1 FEED GAS FLOW SWITCH(ES)

- A. Equip the ozone generator with a feed gas flow switch. Selected by ozone equipment supplier.

2.2 EXTERNAL INTERLOCK PANEL

- A. External Interlocks: The ozone equipment supplier shall provide an External Interlock Panel (EIP), UL Rated and Listed, with automated controls and features supporting external interlocks. Upon occurrence, an indicator lamp or display shall signal the interlock status.

No.	Item	Requirement	Ozone Equipment Supplier Controls	Life Support ACS Controls
1.	High Dew Point	Upon detection of high dew point in the feed gas, controller shall signal a Soft Shut Down to occur. System may restart automatically, upon acceptable dew point temperature.	Supplier shall provide wiring from Dew Point Monitor to the EIP and control logic.	No connection.
2.	Ambient Ozone Monitor	Upon closed contact switch on the ambient ozone monitor, the "External Warning Alarm" shall be activated and a signal shall be relayed to the LSS ACS.	Provide wiring from Ambient Monitor to the External Warning Alarm.	Status signal from monitor to ACS to signal high ambient alarm condition and send shut off the ozone production at each ozone generator.

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No.	Item	Requirement	Ozone Equipment Supplier Controls	Life Support ACS Controls
3.	Ozone Injector Pump (001)	If the contactor pump is not powered, the LSS ACS shall not allow the production of ozone.	No status at EIP or wiring required.	Monitor status at ozone contactor pump and provide signal to the EIP for turndown of power for ozone production.
4a.	Offgas Decomposer Status	Offgas Decomposer to be equipped with run status switch. The ACS shall be interlocked with the offgas decomposer to prevent production of ozone without power applied to off-gas ozone decomposer.	No status at EIP or wiring required.	Monitor status at offgas decomposer and provide signal to the EIP for turndown of power for ozone production.
5.	Water Flow Switch 001	Ozone generator's dielectric cells not to be powered unless cooling water flow is detected.	Provide wiring from water flow switch to EIP and required programming.	No connection.
6.	Backflow Prevention Device 001	Shutdown power to ozone generator 001 if backflow condition is detected.	Provide wiring from backflow prevention device to EIP and required programming.	No connection.

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No.	Item	Requirement	Ozone Equipment Supplier Controls	Life Support ACS Controls
7.	Feed Gas Flow Switch 001	Ozone generator 001 dielectric cells not to be powered unless feed gas flow is detected.	Provide wiring from feed gas flow switch to EIP and required programming.	No connection.
8a.	Dissolved Ozone	Modulate ozone production of ozone generator 001 on 4-20 mA signal from Analyzer.	Provide termination for ACS and status lamp at EIP.	Twisted pair wiring from ACS to EIP. Coordinated with ORP monitors connections.
9.	System Run Status Lamp	Indication signal from LSS ACS to allow for run of ozone generators on signal from LSS ACS.	Provide termination for ACS, status lamp at EIP, and programming to bring all systems to a standby/run status.	Signal wiring from ACS to EIP for system to be activated.
10.	Hard Shut Down	Turns off power to ozone generators and air prep equipment on signal from LSS ACS.	Provide termination for ACS, programming for complete shut down, and status lamp.	Signal wiring from ACS to EIP for hard shut down.
11a	Generator 001 Run Status	Signals the ACS that ozone generator 001 is in the run condition.	Provide termination for ACS and status lamp at EIP.	Signal wiring from EIP to ACS for indication of run status.

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No.	Item	Requirement	Ozone Equipment Supplier Controls	Life Support ACS Controls
11b	Generator 001 Run Status	Signals the ACS that ozone generator 001 is in the run condition.	Provide termination for ACS and status lamp at EIP.	Signal wiring from EIP to ACS for indication of run status.

- B. The system shall include a low voltage source to power the interlock circuit where required for integration with other specified system components. Separate switches shall be provided for “soft” and “hard” shutdowns.
- C. Status Indication: Provide status lights, or display, indicating tripped breakers, and interlocks.
- D. Supplier shall provide and install all interlock control wiring between the EIP and all ozone equipment in the ozone generator room.

PART 3 - EXECUTION

3.1 EXECUTION COORDINATION WITH EQUIPMENT SUPPLIER

- A. Mounting: Supplier to indicate special requirements for permanent housekeeping pad and accessories required for skid/base mounted equipment. Provide neoprene and cork waffle pads between the skid mounts and the concrete floor. Indicate mounting of additional equipment, if necessary.
- B. Connections: Supplier to indicate all connections necessary to complete the installation process indicated on the contract drawings or otherwise required by the manufacturer. Primary connections may include, but are not limited to, the following:
 1. Flexible conduits for all connections to equipment mounted on castor wheels, including those related to electrical power, control conduits and wiring, air-in and ozone-out lines, and cooling water connections.
 2. Air Prep Equipment, including electrical power, interlock wiring.

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3. Closed Loop Chiller, including electrical power, interlock wiring, and piping connections. Indicate any required power and relay wiring for remote condenser. Indicate any special requirements for refrigerant pipe charging and certification.
 4. Ambient monitor, including electrical power (plug-in receptacle) and interlock connections.
 5. Off-Gas Decomposer, including electrical power, interlock wiring, and piping (ducting) connections. Indicate any special requirements for drain piping related to the off-gas piping.
 6. Auto Condensate Drains, including electrical power.
 7. High Concentration Monitor and tubing connection to high concentration monitor, where applicable.
- C. Cooling Water: Supplier to indicate special mechanical requirements related to cooling water.
- D. Ducting for each air compressor related to waste heat.
- E. Collection of discharge to Oil/Water Separation Device.
- F. Transmission piping for off-gas duct-work.
- G. Backflow Prevention: Supplier shall check to make sure the following water backflow prevention process coincides with their equipment:
1. Ozone generator equipped with normally closed valve on ozone out line.
 2. Ozone generator equipped with check valve on ozone out line.
 3. Existing active backflow prevention device is compatible with ozone equipment.
 4. High loop in the ozone supply line, with drain plugs at low points.
 5. Check valve(s) in ozone supply line near dosing end point
 6. *Mazzei* injector equipped with manufacturer's standard check valve.

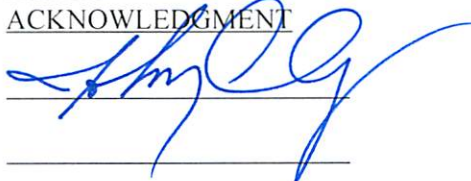
END OF CONTRACT DOCUMENT

INVITATION TO BID
City and Borough of Wrangell
Ozone Generator Procurement

BID

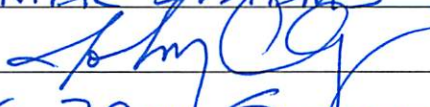
Bid To: City and Borough of Wrangell, Alaska

1. The undersigned Bidder offers and agrees, if this Bid is accepted, to enter into an Agreement with the Owner to perform the work as described in the contract documents entitled *Invitation to Bid, City and Borough of Wrangell, Ozone Generator Procurement*.
2. Bidder accepts all of the terms and conditions of the contract documents, including without limitations those in the Request for Bid.
3. The Bid will remain open for 60 days, as stipulated in the Invitation to Bid.
4. The Bidder agrees to complete the work required under the contract documents within the time stipulated and accepts payment in full based on the contract price named in the Bid.
5. Bidder has examined the contract documents in full, including the following Addenda, receipt of which is hereby acknowledged by the undersigned:

<u>ADDENDUM NUMBER</u>	<u>DATE OF RECEIPT OF ADDENDUM</u>	<u>SIGNED ACKNOWLEDGMENT</u>
1	<u>13 AUGUST 2015</u>	
2	_____	_____

(Note: Failure to acknowledge receipt of any addenda may be considered an irregularity in the proposal and grounds for rejection of the bid.)

6. The Bidder has read this Bid and agrees to the conditions as stated herein by providing their signature in the space provided below.

<u>Quantity</u>	<u>Item</u>	<u>Extended Price</u>
1 each	Ozone Generator (FOB Wrangell, Alaska)	\$ <u>174,690.⁰⁰</u> USD
Bid Amount in writing	<u>ONE HUNDRED SEVENTY FOUR THOUSAND SIX HUNDRED NINETY DOLLARS</u>	
Bidder's Name:	<u>OZONE WATER SYSTEMS INC.</u>	
Bidder's Representative's Signature:		
Bidder's Address:	<u>5401 S. 39TH STREET, PHOENIX, AZ 85040</u>	
Bidder's Telephone/Fax Numbers:	<u>480-421-2400 / 480-421-2300 (FAX)</u>	
Bidder's Business License No.:	<u>AZ/07-649491-P</u>	
Date:	<u>13 AUGUST 2015</u>	

907-874-3952

INVITATION TO BID City and Borough of Wrangell Ozone Generator Procurement

TAX:

BID

Bid To: City and Borough of Wrangell, Alaska

1. The undersigned Bidder offers and agrees, if this Bid is accepted, to enter into an Agreement with the Owner to perform the work as described in the contract documents entitled *Invitation to Bid, City and Borough of Wrangell, Ozone Generator Procurement*.
2. Bidder accepts all of the terms and conditions of the contract documents, including without limitations those in the Request for Bid.
3. The Bid will remain open for 60 days, as stipulated in the Invitation to Bid.
4. The Bidder agrees to complete the work required under the contract documents within the time stipulated and accepts payment in full based on the contract price named in the Bid.
5. Bidder has examined the contract documents in full, including the following Addenda, receipt of which is hereby acknowledged by the undersigned:

ADDENDUM
NUMBER

DATE OF RECEIPT
OF ADDENDUM

SIGNED
ACKNOWLEDGEMENT

1

13 AUGUST 2015

2

14 AUGUST 2015

(Note: Failure to acknowledge receipt of any addenda may be considered an irregularity in the proposal and grounds for rejection of the bid.)

6. The Bidder has read this Bid and agrees to the conditions as stated herein by providing their signature in the space provided below.

Quantity	Item	Extended Price
1 each	Ozone Generator (FOB Wrangell, Alaska)	\$ _____

Bid Amount in writing

Bidder's Name: OZONE WATER SYSTEMS INC.

Bidder's Representative's Signature:

Bidder's Address: 5401 S 39TH STREET, PHOENIX, AZ 8501

Bidder's Telephone/Fax Numbers: 480-421-2400 / 480-421-2300 (FAX)

Bidder's Business License No.: AZ / 07-649491-P

Date: 13 AUGUST 2015

CONFIRMING APP 2 RECEIVED

City and Borough of Wrangell, Alaska

Wrangell Ozone Generator Procurement
Bid Opening Checklist and Tabulations

Bid Opening Date: August 24, 2015 @ 10:00 a.m. - Assembly Chambers

Preliminary

Bidder's Name	Signed Bid	Addenda Acknowledged				Total Project
		#1	#2			
<i>Ozone Water Systems</i>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			<i>174,690 -</i>
<i>Ozonia North America</i>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			<i>387,500 -</i>

Verified By:

Kim Lane

Witnessed By:

Amber Al Haddad

Agenda Item 13f

CITY & BOROUGH OF WRANGELL

BOROUGH ASSEMBLY AGENDA ITEM August 25, 2015

INFORMATION:

Approval of a bid award for the Cassiar Street Roadway and Utilities Improvements, Phase 2 project

Attachments:

1. Memo from Ruby McMurren, Projects Manager
2. Notice inviting bids
3. Successful bidder's bid
4. Preliminary Bid Tab
5. Award recommendation, prepared by R&M Engineering

RECOMMENDED ACTION:

Move to authorize the Borough Manager to enter into a contract with BW Enterprises, LLC for the construction of the Cassiar Street Roadway and Utilities Improvements, Phase II, for the amount of \$135,500 which includes the Base Bid amount and Alternates 1, 2, and 3 to be paid from DCCED and DEC Grant funds and \$16,000 to come from the City Sales, Street Construction Fund.

MEMORANDUM

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

**FROM: RUBY MCMURREN
PROJECTS MANAGER**

**SUBJECT: APPROVAL OF A CONSTRUCTION CONTRACT AWARD FOR THE
CASSIAR STREET ROADWAY AND UTILITIES IMPROVEMENTS
PHASE II**

DATE: August 20, 2015

BACKGROUND

The City and Borough of Wrangell received a Grant from the Department of Commerce, Community and Economic Development (DCCED) and the Alaska Department of Environmental Conservation (ADEC) for the construction of Cassiar Street Roadway and Utilities Improvements.

Upon completion of this project By Rock-N-Road Construction, Inc., in November of 2014, there were remaining funds left in both grants, prompting the development of the Phase II Improvements.

The City and Borough of Wrangell issued an Invitation to Bid for the construction of the Cassiar Street Roadway and Utilities Improvements Phase II. Bids were due on August 20, 2015, and the City and Borough of Wrangell received one (1) qualified bid.

After a thorough review of the bid received, Staff and R&M Engineering recommends awarding the construction project to BW Enterprises, LLC, who was the lowest responsive bidder. The project's bid form (3 pages), the bid tab sheet, and R&M's award recommendation, is attached.

RECOMMENDATION

Staff recommends that the Assembly authorize the Borough Manager to enter into a contract with BW Enterprises, LLC, for the construction of the Cassiar Street Roadway and Utilities Improvements Phase II, in a contract amount of \$135,500.00 for the Base Bid and Alternates 1, 2 & 3 to be paid from DCCED and DEC grant funds designated for this project along with \$16,000.00 to come from the City Sales, Street Construction Fund.

ATTACHMENTS:

1. Bid Form for Cassiar Street Roadway and Utilities Improvements Phase II
2. Bid Tab Sheet for Cassiar Street Roadway and Utilities Improvements Project Phase II
3. Award recommendation prepared by R&M Engineering.

City & Borough of Wrangell
NOTICE TO CONTRACTORS INVITING BIDS

NOTICE IS HEREBY GIVEN THAT the City and Borough of Wrangell, Alaska invites sealed bids for the following project: **CASSIAR STREET ROADWAY AND UTILITIES IMPROVEMENTS PHASE II**. The work includes 80 lineal feet of guardrail installation, 150 feet of 8" sanitary sewer main installation and multiple small drainage, grading improvements and retaining wall installation along Cassiar Street. The Engineer's Estimates are as follows: Base Bid \$80,000-\$90,000; Additive Alternate 1 \$12,000-\$14,000; Additive Alternate 2 \$16,000-\$18,000; and Additive Alternate 3 \$14,000-\$16,000.

RECEIPT OF BIDS. Sealed bids will be received by the City and Borough of Wrangell, Post Office Box 531, Wrangell, Alaska 99929, located at the Borough Clerk's Office, 205 Brueger Street, Wrangell, Alaska 99929 until 11:00AM prevailing time on August 20, 2015. Opening date and time may be changed to a later date or time via Addendum. Clearly mark on the outside of the envelope "Request for Bids, Cassiar Street Roadway & Utilities Improvements Phase II, Opening Date August 20, 2015". Proposals may not be withdrawn for ninety days following date of opening.

CONTRACT DOCUMENTS: The Contract Documents, including one set of reduced scale drawings, may be obtained at the Borough Clerk's Office, 205 Brueger Street, Wrangell, Alaska 99929 (Ph. 907-874-2381). A non-refundable fee of \$50.00 made payable to the City and Borough of Wrangell is required for each set of contract documents. Additional charges will be required for special handling or delivery of the documents by means other than first class mail. The Contract Documents may also be downloaded free of charge on the City and Borough of Wrangell website (www.wrangell.com) under the Bids and RFP's section. Downloading Contract Documents from the City and Borough of Wrangell's website requires registration with the Borough Clerk in order to be placed on the Plan holders List and to ensure receipt of subsequent Addenda. Failure to register may adversely affect your proposal. It is the Offeror's responsibility to insure that they have received all Addenda affecting this Solicitation. To be registered, contact the Borough Clerk at 907- 874-2381 or at clerk@wrangell.com

COMPLETION OF WORK. The OWNER will open the work site to the CONTRACTOR immediately following the Notice to Proceed. Substantial completion shall be October 31, 2015. All WORK under the contract documents shall be completed by November 15, 2015.

PRE BID CONFERENCE. Prospective bidders are encouraged to attend a Pre-Bid

Conference that will be held in Wrangell on August 13, 2015, beginning at 10:00 AM at the City and Borough Council Chambers at City Hall. The purpose of the conference is to acquaint Bidders with site conditions, construction phasing and answer questions on bid documents. Attendance by teleconference will be available by calling: **1-212-812-2800** and enter **5549 4981**.

BIDDING, CONTRACT or TECHICAL QUESTIONS. All communications relative to this WORK prior to opening Bids shall be directed to the following:

Ruby McMurren, Projects Manager
Telephone: 907-874-3494
Email: wrgpm@wrangell.com

OWNER: CITY AND BOROUGH OF WRANGELL

Date: August 1, 2015

By: Jeff Jabusch, Borough Manager

BID PROPOSAL

TO: The City and Borough of Wrangell, herein called the City:

Pursuant to and in compliance with your Notice to Contractors Inviting Bids, Information For Bidders, Agreement and the other Contract Documents relating thereto, the undersigned Bidder, being fully familiarized with all the terms of all the Contract Documents and with the project site and local conditions and costs affecting the performance as called for in the Contract Documents, hereby proposes and agrees to perform, within the time and in the manner stipulated, the Contract, including all of its component parts, and everything required to be performed, and to provide and furnish any and all of the work, labor, materials, tools, supplies, and all transportation and other services necessary to perform the Contract in a skillful and timely manner, all in strict conformity with the Contract Documents, including addenda(s) for the following project:

CITY AND BOROUGH OF WRANGELL CASSIAR STREET ROADWAY AND UTILITIES IMPROVEMENTS PHASE II

in accordance with attached schedule.

1. **Award of Contract.** The City shall have the right to reject this bid proposal and such bid proposal shall remain open and may not be withdrawn for a period of ninety (90) days after the date prescribed for its opening.
2. **Execution of Contract and Performance Security.** It is understood and agreed that if written notice of the acceptance of this proposal and award of the Contract is mailed, emailed or delivered to the undersigned Bidder within sixty (90) days after the opening of the proposal, or at any time thereafter before it is withdrawn in writing, the undersigned Bidder will execute and deliver the Agreement in the form set forth in the Contract Documents to the City in accordance with the proposal as accepted, and will also furnish and deliver to the City the performance and payment bonds on the forms provided in the Contract Documents, the Certificate of Insurance and policies of insurance and any other documents or bonds called for in the Contract Documents, all within ten (10) days after notice of Intend to Award of the Contract is given.
3. **Notice of Intent to Award of the Contract** or requests or additional information may be addressed to the undersigned Bidder at the business address set forth at the end of this proposal.
4. **Wherever in this proposal** an amount is stated in both words and figures, in case of discrepancy between words and figures, the words shall prevail; if all or any portion of the proposal is required to be given in unit prices and totals and a discrepancy exists between any such unit prices and totals so given, the unit prices shall prevail.

BID FORM

The prices established in the Bid Proposal shall be full payment for all work described in the project manual, plans, and associated documents or directed by the City and Borough of Wrangell. The bidder has thoroughly and completely reviewed the Contract Documents, plans, and specifications. Based on the undersigned's own estimate of costs and investigations and research of the proposed work, the bidder agrees to accept as full payment, the amounts quoted in the Bid Proposal. Write below the total project cost (total of all bid items above.)

NOTE: Show unit price, extensions, and bid total in number form only.

BASE BID – McCormick Right of Way Improvements

Item	Description	Unit	#Units	Unit Price	Cost
1	Mobilization / Demobilization	LS	All required	14,000.00	14,000.00
2	Construction Surveying	LS	All required	5,000.00	5,000.00
3	8" Sanitary Sewer Main	LF	150	200.00	30,000.00
4	4" Minus Backfill Gravel	CY	50	25.00	1,250.00
5	Topsoil (4" thick)	LS	All required	10,000.00	10,000.00
6	Fire Hydrant Leveling Pad #1	LS	1	4,000.00	4,000.00
7	Fire Hydrant Leveling Pad #2	LS	1	4,000.00	4,000.00
8	Lot 3A Drainage Improvement	LS	1	3,000.00	3,000.00
9	Lot 6 Drainage Improvement	LS	1	5,000.00	5,000.00
10	Library Drainage	LS	1	4,250.00	4,250.00
11	Storm Manhole Leveling Pad	LS	1	4,000.00	4,000.00

Total Base Bid Price
\$ 84,500.00

Total Base Bid Price in Words

bid

\$ Eighty-four thousand five hundred dollars

Additive Alternates 1

Item	Description	Unit	#Units	Unit Price	Extended Price
1	Retaining wall #1	LS	1	16,000.00	16,000.00

Total Additive Alternate 1 Price

\$ 16,000.00

Total Additive Alternate 1 Price in Words

\$ Sixteen thousand dollars

Additive Alternates 2

Item	Description	Unit	#Units	Unit Price	Extended Price
2	Retaining wall #2	LS	1	18,000.00	18,000.00

Total Additive Alternate 2 Price

\$ 18,000.00

Total Additive Alternate 2 Price in Words

\$ Eighteen thousand dollars

Additive Alternates 3

Item	Description	Unit	#Units	Unit Price	Extended Price
3	Guardrail	LF	80	212.50	17,000.00

Total Additive Alternate 3 Price

\$ 17,000.00

Total Additive Alternate 3 Price in Words

\$ Seventeen thousand dollars

By: BW
Brett Woodbury

Firm: BW Enterprises LLC
Address: PO Box 2121
Wrangell, AK 99929

Title: Owner
Date: August 19, 2015

Firm: BW Enterprises LLC
Fax: 907-874-2700

5. **Bid Security.** Accompanying this bid is the required bid security in the form of Bid Bond * in the amount of Six thousand seven hundred seventy-five dollars (\$ 6,775.00)

(*NOTICE: Insert the words, "Cashier's Check," "Certified Check," or "Bid Bond," as the case may be; bid security is five percent (5%) of the total amount bid.)

6. Receipt of the following Addenda to the Contract Documents is hereby acknowledged.

ADDENDUM NO	DATE OF RECEIPT OF ADDENDUM	SIGNED ACKNOWLEDGMENT
1	August 5, 2015	<u>BW</u>
2	August 18, 2015	<u>BW</u>
3		
4		

(Note: Failure to acknowledge receipt of any addenda may be considered an irregularity in the proposal and grounds for rejection of the bid.)

BIDDER:

By: BW **BW Enterprises LLC**
Brett Woodbury, Owner
 (Title)

Alaska Contractor License No. 40065

Telephone 907-305-0083

Business Address PO Box 2121 / 727 Case Ave Wrangell, AK 99929

Place of Residence Wrangell, AK 99929

Date August 19, 20 15.

NOTE: If Bidder is a corporation, the legal name of the corporation shall be set forth above together with the signatures of the officer or officers authorized to sign contracts on behalf of the corporation; if Bidder is a copartnership, the true name of the firm shall be set forth above together with the signature of the partner or partners authorized to sign contracts in behalf of the copartnership, and if Bidder is an individual, the appropriate signature shall be placed above.



August 20, 2015

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

**RE: City and Borough of Wrangell Cassiar Street Roadway and Utilities Improvements Phase II
– Award Recommendation**

Dear Mrs. Al-Haddad,

We have reviewed the sole bid submitted for the Cassiar Street and Utility Improvement Project Phase II , by BW Enterprises, LLC and found that bid to be responsive with no mathematical errors tallying the total bid price. Therefore it is our recommendation that the City and Borough of Wrangell award the construction contract for the base bid amount of \$84,000 and any of the additive alternates included in the bid tabs, the City and Borough of Wrangell currently has available funding for.

If you have any additional questions or comment please contact me a 225-7917 x104 or email rbadgett@rmketchikan.com.

Sincerely,
R&M Engineering-Ketchikan, Inc.

Robert Badgett, P.E.

Robert K. Badgett, PE
File To: 132303

Agenda Item 13g

CITY & BOROUGH OF WRANGELL

**BOROUGH ASSEMBLY
AGENDA ITEM
August 25, 2015**

INFORMATION:

Approval for the Sewer Pump project procurement

Attachments:

1. Memo from Amber Al-Haddad, PW Director
2. Cost Estimate from Alaska Pump & Supply, Inc.

RECOMMENDED ACTION:

Move to approve a sole-source procurement expenditure to Alaska Pump & Supply, Inc. for the pumps and control panels designed for the Sewer Pump Stations Replacement project in the total amount of \$186,380.00, which will be paid in part with \$139,785 from the DCCED, Community Development Block Grant funds and \$46,595 from Wrangell's ADEC project loan and/or the Sewer Department's reserves.

MEMORANDUM

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

FROM: AMBER AL-HADDAD, PUBLIC WORKS DIRECTOR

**SUBJECT: SOLE-SOURCE PROCUREMENT OF SEWER PUMPS AND CONTROL
PANELS**

DATE: August 21, 2015

BACKGROUND

Over the last two months, the City & Borough of Wrangell has been working to acquire additional funding to make up the short fall in grant funds available to us for the Sewer Pump Stations Replacement project.

Just this week, CBW staff learned, from the Dept. of Commerce, Community, and Economic Development, Division of Community and Regional Affairs office, that our grant agreement with them for the Sewer Pump Stations Replacement project will not be considered for an extension. The current deadline for the grant is December 31, 2015, which at this time puts the project at considerable risk of not receiving construction cost reimbursements, if not 100% complete by that date.

CBW staff have been coordinating efforts with the project engineers to determine if an accelerated construction schedule is attainable. Discussion has also been had with a variety of contractors who believe that, while tight, the schedule is doable.

The biggest concern with the schedule however is the lead time for the new pumps and their control panels. The pumps which have been selected as part of the design are a Flygt pump, manufactured in Sweden. Current lead times are running twelve weeks for fabrication and delivery to Wrangell, post product order. By ordering the pumps next week, we would expect to receive the new pumps toward the end of November 2015. Conversely, if the pumps were ordered by the Contractor, after a construction contract is awarded, the pumps would not likely arrive Wrangell until late December 2015, which is untimely to attempt meeting the Grantor's December 31, 2015 project completion deadline.

In an attempt to accelerate the project, we would like to seek approval to sole source the procurement of the pumps and control panels from Alaska Pump & Supply, Inc. Alaska Pump & Supply has agreed to honor their 2014 price quote (see attached), totaling \$186,380.00 for the project-designed six pumps and panels, and is committed to assisting us in acquiring the product as soon possible.

It is in Wrangell's best interest to move forward with a sole-source procurement in order to accelerate this project to meet the deadline of December 31, 2015 and complete this high priority community project.

According to Wrangell's procurement code, section 5.10.050, competitive bidding is not required when 1) B. Supplies, materials, equipment, or contractual services which can be furnished only by a single dealer, or which have a uniform price wherever bought and 2) G. materials, equipment, contractual services, or public improvements which the assembly declares to be required on an emergency basis or which the assembly declares is impractical or impossible.

Staff has determined that Alaska Pump & Supply, Inc. is Flygt's sole distributor for Alaska. Staff also deems the success of this project a high priority which if not complete soon may create a state of emergency as the existing pump stations continue to age and fail.

If the sole source procurement request is approved by the Assembly, staff would place an order for the pumps and control panels on August 26th, immediately following approval, and would issue the Invitation to Bid construction documents for competitive bidding on the same day. Funding sources for the pumps would be split, with 75% coming from the Dept. of Commerce, Community, and Economic Development (DCCED), Community Development Block Grant (CDBG) division's grant for this project and the 25% match likely coming from Wrangell's ADEC project loan and/or the Sewer Department's reserves.

RECOMMENDATION

Move to approve a sole-source procurement expenditure to Alaska Pump & Supply, Inc. for the pumps and control panels designed for the Sewer Pump Stations Replacement project in the total amount of \$186,380.00, which will be paid in part with \$139,785 from the DCCED, Community Development Block Grant funds and \$46,595 from Wrangell's ADEC project loan and/or the Sewer Department's reserves.

ATTACHMENT

A. Alaska Pump & Supply, Inc.'s August 2014 quote for the City & Borough of Wrangell's pump station replacement project.



ALASKA PUMP & SUPPLY, INC

www.alaskapump.com

A DXP COMPANY

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

August 22, 2014

To: Raymond Armstrong – Dowl HKM
406-869-6304 Cell 406-861-9560
E-mail:RArmstrong@dowlhkm.com

Cost Estimate#14-0945

Project: Node A & 4: City for Wrangell
Alaska

Subj: Triplex Sanitary Lift
Stations

1) Node A:

3/60/480 Power, Outdoors

Three Pumps w/ No Back Up

3401 Ft 10" Class 52 D.I.

61' Static, 1510 GPM Peak

124.4' TDH w/Hazen Williams

2) Node: B

1288 Ft 10" Class 52 D.I.

29.8' Static, 1288 GPM

60.32' TDH w/ Hazen Williams

Gentlemen

We are pleased to a cost estimate for the Flygt Submersible Pumps base upon Flygt's N technology impeller design, which is designed to clean off the leading edge of impeller with every revolution, preventing string material from accumulating on the leading edge that typically robs 20 – 25% of the pumps hydraulic efficiency.

As for pump efficiency for node A, hydraulic efficiency is estimated to be 76% for one pump, 72.9% for two, and 65.7% for three pumps in parallel. For Node 4 the hydraulic efficiency is estimated for one pump 72.4%, two 74.5%, three pumps in parallel 72.5%. Per your instructions we have include variable speed drive as soft start / flow limiter in lieu of an across the line starter.

The Multitrode MSU Pump alternator proposed here offers a number of energy saving features. First it will compute the energy consumed per pump and the flow through this lift station based upon wet well size, pump run time and precise increments in level offered with Multrodes probe technology. The probe is also warranted by the manufacture for 10 years and provides exceptional reliability in comparison to floats or submersible level (differential pressure) level transmitter. Maintenance requirements are also exceptionally low. Just pull probe through its cable holder to remove any accumulated grease build up at least once a year.

The Multismart MSU Pump Station Manager offers several advance control features above and beyond pump alteration based upon level. These include periodic pump down for odor reduction via maximum time off feature; max run time limiting per pump to force pump alternation: maximum number of pumps that can be run at any time which is generally a requirement when on generator power; random level set points so grease build not build up and accumulate as pancake on the sidewalls of the wet well: a strategy for wet well cleanout by allowing the one pump to run past it normal off point at least once a day to get the floaters off the surface; and if they want to flush the wet well with fresh water or turn on submersible mixer, this pump station manager will activate a fresh water flush (well washer).

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

Alaska Pump & Supply, Inc. Terms and Conditions Apply

Reference: City of Wrangell Alaska
August 22, 2014

Alaska Pump & Supply, Inc.
Est#14-0945

Multismart when installed with energy monitoring, is also configurable to allow the pump alternator to favor the most efficient pump. It also features swappable control strategies so when the screen at wastewater plant gets in trouble, a less aggressive pump down control strategy and can be brought on if contact if signal can be provide that the screen is flooding. It will also compute lift station overflow, if this conditions should happen of raw sewage.

Specific equipment we would propose is as follows:

Item	Qty	Description	Extended Price
A01)	3	<p><u>Node A - Triplex Pump Lift Station</u> Consisting of:</p> <p>Flygt (a Xylem Brand) 4" Submersible Pumps, FM Approved Explosion Proof #NP3171.830HT~453 Impeller + FLS Moisture Sensor Supplied with 34 Hp IE3 Motor 3/60/460 and 50 Feet of 4G10+S(2x0.5) 25mm (~1") Cable 5 Year Manufactures Warranty From Commissioning (Requires Startup Report)</p> <p>Add for Factory Non Witnessed Plotted Performance Test \$335.00 Per Pump Add for Spare Pump \$23,975.00</p>	\$121,547.00
A02)	3	Flygt 4" C.I. Discharge Elbow P/N 5401305	
A03)	3	2" Upper Guider Bar Bracket #USFAB815000008	
A04)	3	Flygt 6" HDL C.I. Ball Check Valves P/N 839174	
		Note: 1) 4" to 6" Eccentric Flange Adaptor is by others. 2) 6" Pump Isolation Valve Is by Others	
A05)	3	45' Feet Pieces of 316SS Pump Lifting Chain #CON TYPE 316SS CHAIN 5/16	
A06)	3	316SS Chain Shackles #CON TYPE 316SS SHACKLE 3/8	
A07)	6	20' Pieces of 2" Sch 400 SS Guide Bar Pipe #MULTA 2IN 40 304 WELD	
A08)	1	<p>Stacon Nema 4X SS Dead Front Pump Control Panel ~60"H x 36"W x 10"D For Qty (3) 3171 34 Hp 3/60/460 38 FLA Pumps Supplied with Square D H Series Pump Control Circuit Disconnects, Square D ATV 61 Variable Speed Drives with CT Coils for Amp Monitoring, 120VAC Step Down Transformer for Control Circuits, High/Low Voltage – Loss of Phase – Phase Reversal Monitor with Pump Run Inhibit in Auto or Manual, Square D 3 Phase Power Surge Protection, High Water Dome Light with Flasher and Auxiliary Dry Alarm Contact Out, Probe Level Sensor Intrinsic Safety Barriers, 24 VDC Trickle Charger with Battery Backup for Level Monitoring During Power Outages, 200 Watt Panel Condensation Prevention Heater with Thermostat, 12" x 12" Nominal Space for Future Customer Installed Telemetry Mounted on Inner Aluminum Door: Multitrode (a Xylem Brand) 3 Pump Alternator with Motor Protection and LCD Pump Level Display, 40,000 Event / Alarm History, Pump Moisture Monitoring, Lift Station Flow and Overflow Calculations Enabled, Modbus Communications Enabled, Square D Nema 4 Hand-Off-Automatic Control Switches Per Pump, Pump Elapsed Time Meters, Pump Run Pilot Light</p> <p>Control Panel UL Listed Intrinsically Safe for Probe Sensor Inputs</p>	
A09)	1	<p>Multitrode (a Xylem Brand) 2.0/10-30 Probe Level Sensor P/N 84-800024 Fail Safe Probe, 10 Points 200mm Separation (~8") with 100' Cable Supplied with MTAK1 SS Cable Holder and Probe Cleaner Bracket 10 Year Manufactures Warranty Probe UL Listed Intrinsically Safe for Zone 0, Class 1, Div. 1 Group A, B, C, D Hazardous Areas</p>	

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Alaska Pump & Supply, Inc. reserves the right to refuse to sell all or part of the quotation. Quote is valid for 30 days unless noted.

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Reference: City of Wrangell Alaska
August 22, 2014

Alaska Pump & Supply, Inc.
Est#14-0945

		Estimated Shipping Wt: 3,487# Cubed Freight Allowed Surface to Docks Wrangell	Extended Price
		<u>Node 4 - Triplex Pump Lift Station</u> Consisting of:	\$64,833.00
B01)	3	Flygt (a Xylem Brand) 4" Submersible Pumps, FM Approved Explosion Proof #NP3127.80HT~488 Adaptive Impeller + FLS Moisture Sensor Supplied with 11 Hp IE3 Motor 3/60/460 and 50 Feet of 4G10+S(2x0.5) 25mm (~1") Cable 5 Year Manufactures Warranty From Commissioning (Requires Startup Report)	
		Add for Factory Non Witnessed Plotted Performance Test \$235.00 Per Pump Add for Spare Pump \$ 9,271.00	
B02)	3	Flygt 4" C.I. Discharge Elbow P/N 5401305	
B03)	3	2" Upper Guider Bar Bracket #USFAB815000008	
	3	Flygt 4" HDL C.I. Ball Check Valves P/N 839173	
		Note: 1) 4" Pump Isolation Valve Is by Others	
B04)	3	45' Feet Pieces of 316SS Pump Lifting Chain #CON TYPE 316SS CHAIN 5/16	
B05)	3	316SS Chain Shackles #CON TYPE 316SS SHACKLE 3/8	
B06)	6	20' Pieces of 2" Sch 400 SS Guide Bar Pipe #MULTA 2IN 40 304 WELD	
B07)	1	Stacon Nema 4X SS Dead Front Pump Control Panel ~60"H x 36"W x 10"D For Qty (3) 3127 11 Hp 3/60/460 12 FLA Pumps Supplied with Square D H Series Pump Control Circuit Disconnects, Square D ATV 61 Variable Speed Drives with CT Coils for Amp Monitoring, 120VAC Step Down Transformer for Control Circuits, High/Low Voltage – Loss of Phase – Phase Reversal Monitor with Pump Run Inhibit in Auto or Manual, Square D 3 Phase Power Surge Protection, High Water Dome Light with Flasher and Auxiliary Dry Alarm Contact Out, Probe Level Sensor Intrinsic Safety Barriers, 24 VDC Trickle Charger with Battery Backup for Level Monitoring During Power Outages, 200 Watt Panel Condensation Prevention Heater with Thermostat, 12" x 12" Nominal Space for Future Customer Installed Telemetry Mounted on Inner Aluminum Door: Multitrode (a Xylem Brand) 3 Pump Alternator with Motor Protection and LCD Pump Level Display, 40,000 Event / Alarm History, Pump Moisture Monitoring, Lift Station Flow and Overflow Calculations Enabled, Modbus Communications Enabled, Square D Nema 4 Hand-Off-Automatic Control Switches Per Pump, Pump Elapsed Time Meters, Pump Run Pilot Light Control Panel UL Listed Intrinsically Safe for Probe Sensor Inputs	
B08)	1	Multitrode (a Xylem Brand) 2.0/10-30 Probe Level Sensor P/N 84-800024 Fail Safe Probe, 10 Points 200mm Separation (~8") with 100' Cable Supplied with MTAK1 SS Cable Holder and Probe Cleaner Bracket 10 Year Manufactures Warranty Probe UL Listed Intrinsically Safe for Zone 0, Class 1, Div. 1 Group A, B, C, D Hazardous Areas Estimated Shipping Wt: 2,323# Cubed Freight Allowed Surface to Docks Wrangell	
		Control Panel Options:	
C01)	1	Constant Level Variable Speed Drive Software Enabled Add \$916.00 Per Lift Station	
C02)	1	Web-Based Lift Station Control: Includes Modem, High Gain Antenna Multismart Pump View Kit for AT&T or Verizon and 1 Year of Subscription Cell Phone Service Add \$2,949.00 Per Lift Station	

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Alaska Pump & Supply, Inc.
Est#14-0945

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

Submittals: 3 Weeks ARO (Panel Drawings)
Delivery: 10 Weeks after Release to Production

Note: There are no special tools required for the installation of these Flygt pumps.

Items not included in the above package: Installation labor, anchor bolts, gauges, video equipment/taping, lubricants, special paint or paint preparation, local taxes, noise or vibration testing, wiring, conduits, field startup, hatch, ladder, floats, additional factory testing or items not listed in the above proposal.

Startup and commissioning service: Optional..... \$
Service time will be billed at standard field service rates of \$125.00 per hour, per eight-hour day. Time in excess of an eight (8) hour day will be billed \$187.50 per hour. Travel time to and from a job site is \$100.00 per hour plus travel and living at cost, FOB Anchorage, Alaska.

Gary Tennesen
garyt@alaskapump.com

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Agenda Item 14

CITY & BOROUGH OF WRANGELL

**BOROUGH ASSEMBLY
AGENDA ITEM
August 25, 2015**

INFORMATION:

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

Agenda Item 15

CITY & BOROUGH OF WRANGELL

**BOROUGH ASSEMBLY
AGENDA ITEM
August 25, 2015**

Executive Session – None.