

CITY & BOROUGH OF WRANGELL

BOROUGH CLERK'S REPORT

June 25, 2024



TO: BOROUGH ASSEMBLY MEMBERS AND MAYOR GILBERT
 FROM: KIM LANE, BOROUGH CLERK
 SUBJECT: JUNE 25th CLERK'S REPORT

Upcoming Meetings & Other Informational dates:

Other City Boards/Commissions:

July 11 – Planning & Zoning Commission mtg at 5:30pm in the Assembly Chambers

Community Events:



July 4th - Borough Offices Closed

Upcoming 2024 Work Sessions (scheduled), Public Hearings (scheduled), Regular Assembly Meetings, and Other Meetings (scheduled)

<i>DATE</i>	<i>TIME</i>	<i>PURPOSE</i>
<i>June 25 (no work session scheduled) - (FY2025 Budget PH & Adoption)</i>	<i>6pm</i>	<i>Regular Assembly Meeting</i>
<i>July 1</i>	<i>5:30pm</i>	<i>Special Assembly Meeting</i>
<i>July 23 (no work session scheduled)</i>	<i>6pm</i>	<i>Regular Assembly Meeting</i>
<i>August 27 (no work session scheduled)</i>	<i>6pm</i>	<i>Regular Assembly Meeting</i>
<i>September 10 (no work session scheduled)</i>	<i>6pm</i>	<i>Regular Assembly Meeting</i>
<i>September 24 (no work session scheduled)</i>	<i>6pm</i>	<i>Regular Assembly Meeting</i>
<i>October 3 (Thursday)</i>	<i>5:30pm</i>	<i>SPECIAL Assembly Meeting to certify election</i>
<i>October 8 (no work session scheduled)</i>	<i>6pm</i>	<i>Regular Assembly Meeting</i>
<i>October 8 (no work session scheduled)</i>	<i>6pm</i>	<i>Regular Assembly Meeting</i>
<i>October 22 (no work session scheduled)</i>	<i>6pm</i>	<i>Regular Assembly Meeting</i>
<i>November 12 (no work session scheduled)</i>	<i>6pm</i>	<i>Regular Assembly Meeting</i>
<i>November 26 (will most likely cancel this meeting since it's two days before Thanksgiving (no work session scheduled)</i>	<i>6pm</i>	<i>Regular Assembly Meeting</i>

How to

Applying to purchase or lease borough-owned land can be a bit confusing. We have created applications for both purchasing and leasing in order to make the process easier. Below are the steps one would take to lease or purchase borough-owned land.

[Steps for Leasing Borough-Owned Real Property as per WMC 16.10](#)

[Steps for Leasing Borough-Owned Tidelands as per WMC 16.08](#)

Applications for tidelands leases shall be submitted to the borough clerk and then shall be submitted to the borough manager, planning and zoning and port commissions before being presented to the borough assembly for consideration.

Applications for real property leases shall be submitted to the borough clerk and then shall be submitted to the borough manager and the planning and zoning commission for review before being presented to the borough assembly for consideration.

The applicant shall provide additional information, including a development plan, designs, and specifications, as the planning and zoning and/or port commissions may request. The planning and zoning and port commissions may require the applicant to amend its development plan. All fees associated with the lease shall be paid by the applicant. Such fees include but are not limited to an application fee, survey, assessment, public notices, and recording fees.

For procedural questions, please contact City Hall at (907) 874-2381 Kim Lane (Borough Clerk) by email to clerk@wrangell.com.

For land questions and documents, please contact City Hall at (907) 874-2381 or Kate Thomas (Economic Development Director) by email to kthomas@wrangell.com.

APPLICATION FEE: \$250.00. All fees must be paid at time of filing and are non-refundable.

- Application submitted to the borough clerk
- Fee of \$250 (to the borough clerk)
- Clerk sends to planning & zoning commission and port commission (for tidelands) for recommendations/comments
- Appraisal required (ordered by the borough clerk)
- Notice of publication for appeal process (borough clerk will publish)
- Lease (negotiated by the borough manager) created and approved by borough attorney
- To borough assembly for approval or rejection
- Letter to applicant with decision and fees required

[Steps for Purchasing Borough-Owned Property or Tidelands for Economic Development Purposes as per WMC 16.12.012](#)

- Application (to the borough clerk)
- Fee (\$250) (to the borough clerk)
- To planning & zoning, economic development board, and port commission for comments/recommendations (if Tidelands)
- Public Hearing scheduled (publication period - 14 days) (borough clerk will publish)
- Appraisal required (ordered by the borough clerk)
- To borough assembly Public Hearing and approval or rejection by resolution to convey
- Letter to applicant with decision and fees required

[Steps for Purchasing Borough-Owned Real Property or Tidelands as per WMC 16.12](#)

Applications to purchase borough-owned real property or borough-owned tidelands shall be submitted to the borough clerk. The borough clerk shall submit the application to the planning and zoning commission and if borough-owned tidelands, to the port commission for comments in favor or against the sale.

After the report(s) have been received by the borough clerk from the planning and zoning commission or the port commission (if borough-owned tidelands), the borough clerk shall place the request for purchase on an upcoming regular borough assembly agenda, as a public hearing item, for the assembly to approve moving forward with the sale. All property owners within 300 feet shall be notified by mail regarding the public hearing.

For procedural questions, please contact City Hall at (907) 874-2381 Kim Lane (Borough Clerk) by email to clerk@wrangell.com.

For land questions and documents, please contact City Hall at (907) 874-2381 or Kate Thomas (Economic Development Director) by email to kthomas@wrangell.com

APPLICATION FEE: \$250.00. All fees must be paid at time of filing and are non-refundable.

To Purchase Real Property:

- Application with complete proposal & \$250 application fee
- Clerk sends to planning & zoning commission for comments/recommendations
- Public Hearing (for Assembly) to be scheduled and property owners within a 300 ft radius notified of the request to purchase (borough clerk will publish)
- To assembly for Public Hearing to approve moving forward with or rejecting the sale
 - If approved to move forward, proceed with the following steps.
- Clerk to send applicant a letter with estimated costs (appraisal, publications, recording fee)
- Appraisal required (ordered by the borough clerk)
- If survey is required, applicant is required to obtain from licensed surveyor at applicants' expense
- Publish notice of sale for 3 weeks with final publication of sale one week prior to consideration by assembly for anyone wishing to protest the sale
- After publication period has been satisfied, take to assembly for approval or rejection by resolution to convey
- Letter to applicant with decision and final fees required

To Purchase Tidelands:

16.12.060 (Restriction on sale of tidelands and sufficiency of proof)

No sale of tidelands shall occur except upon public hearing as per WMC [16.12.040\(A\)\(2\)](#). At the public hearing, the applicant must clearly demonstrate the benefits of sale of the subject tidelands tract that could not be realized by the borough through leasing; a determination by the assembly adverse to the applicant may not be appealed unless clearly erroneous. An applicant for purchase of tidelands must conclusively demonstrate the outright sale of the nominated tidelands tract, as contrasted with the lease of such tract, is in the borough's best interest. The borough reserves the right to refuse sale of any tidelands tracts, regardless of sufficiency of proof.

- Application with complete proposal & \$250 application fee
- To planning & zoning commission and port commission for comments/recommendations
- Public Hearing (for assembly) to be scheduled and property owners within a 300 ft radius notified of the request to purchase (borough clerk will publish)
- To assembly for Public Hearing to approve moving forward with the sale
 - If approved to move forward, proceed with the following steps.
- Clerk to send applicant letter with estimated costs (appraisal, publications, recording fee)
- Appraisal required (ordered by the borough clerk)
- If survey is required, applicant is required to obtain from licensed surveyor at applicants' expense
- Publish notice of sale for 3 weeks with final publication of sale one week prior to consideration by assembly for anyone wishing to protest the sale

- After publication period has been satisfied, take to assembly for approval or rejection by resolution to convey
- Letter to applicant with decision and final fees required

Ordinance update.....

In addition to the proposed amendment to add the provision for early voting as I reported on in my June 11th report, I am requesting that the addition to voting by email be added to the section that allows for voting by fax.

Currently, a voter can vote electronically, by fax. Voting a ballot by fax is extremely outdated and really does not help the voters who will not be in town but do not have an address for voting by mail. However, I am not suggesting doing away with voting by fax. I am proposing that voting by email be added. I have checked with other municipalities in Alaska and those that I am aware of that allow for voting by email are Kenai, Anchorage, Ketchikan, Haines, Valdez, Fairbanks, Petersburg and Kodiak... to name a few. I am confident that with this process, we will allow more people the ability to vote in local elections.

Postponed Resolution No. 06-24-1869

At the June 11th Assembly meeting, the assembly postponed Resolution No. 06-24-1869 because Mr. Johnson had not yet paid the \$200,000 (plus associated fees). The motion to postpone was date specific to be considered on June 25th. You will notice that the Resolution is not on this meeting. That is because there is the special assembly meeting on July 1st to amend the terms of the Purchase and Sale Agreement. I will add the Resolution to the July 23rd assembly meeting.

Euthanasia.....

I am happy to report that in speaking with the incoming Police Chief, Gene Meek, he has graciously offered to take on the on the duty of euthanasia of domesticated animals that are in great distress, requiring euthanasia.

As you remember, we had a community member come to speak before the assembly about the heartbreaking task that they took on to euthanize their animal because the vet was not in town and to fly their animal out to Petersburg or Ketchikan was too great of an expense.

Since then, I have been in contact with an organization that has provided training in the past to an officer who is no longer with the department.

In speaking with that organization, they have been trying (with no luck) to get a hold of the State to find out if their training would be sufficient for the State licensing.

I have contacted the State to explain the new plan and received an email response saying that they will be in contact.

I believe Chief Meek will need to take the training course and we will need to obtain a license with the State. As I reported previously, the local vet has offered to assist in any way that he can. The assistance required would be for the medication for euthanasia.

I have contacted the community member who spoke before the assembly to let her know the progress.

I will report again, once I know more.