

CITY & BOROUGH OF WRANGELL

BOROUGH CLERK'S REPORT

Office 907-874-2381 | Email: clerk@wrangell.com



TO: BOROUGH ASSEMBLY MEMBERS AND MAYOR GILBERT
 FROM: KIM LANE, BOROUGH CLERK
 SUBJECT: November 12th CLERK'S REPORT

Upcoming Meetings & Other Informational dates:

Other City Boards/Commissions:

November 19th - Wrangell Convention & Visitors Bureau mtg. at 12:00 (Noon) in the Assembly Chambers
 November 28th and 29th – City offices Closed for Thanksgiving Holiday

Community Events:

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

<i>DATE</i>	<i>TIME</i>	<i>PURPOSE</i>
<i>November 19th (W/S with School Board and Staff)</i>	<i>5:30pm</i>	
<i>November 26th – MEETING CANCELED</i>		
<i>December 17th (rescheduled from December 3rd)</i>	<i>6pm</i>	<i>Regular Assembly Meeting</i>
<i>January 14th (no work session scheduled)</i>	<i>6pm</i>	<i>Regular Assembly Meeting</i>
<i>January 28th (no work session scheduled)</i>	<i>6pm</i>	<i>Regular Assembly Meeting</i>
<i>February 11th (no work session scheduled)</i>	<i>6pm</i>	<i>Regular Assembly Meeting</i>
<i>February 25th (no work session scheduled)</i>	<i>6pm</i>	<i>Regular Assembly Meeting</i>
<i>March 11th (no work session scheduled)</i>	<i>6pm</i>	<i>Regular Assembly Meeting</i>
<i>March 25th (no work session scheduled)</i>	<i>6pm</i>	<i>Regular Assembly Meeting</i>
<i>April 8th (no work session scheduled)</i>	<i>6pm</i>	<i>Regular Assembly Meeting</i>

Reports for past information....

Just a reminder that if you want to view the Manager and Clerk's past reports, they can be accessed [here](#).

Borough Property for Sale...

There are currently eight (8) lots for sale in the Industrial Park. those lots are described and priced as follows:

		Starting Bid Amount
LOT 5a, BLOCK 66, INDUSTRIAL REPLAT	(25,491 sq. ft.)	\$51,000
LOT 7, BLOCK 66, INDUSTRIAL REPLAT	(16,500 sq. ft.)	\$31,400
LOT 8, BLOCK 66, INDUSTRIAL REPLAT	(21,435 sq. ft.)	\$50,900
LOT 9, BLOCK 66, INDUSTRIAL REPLAT	(25,849 sq. ft.)	\$51,700
LOT 10, BLOCK 66, INDUSTRIAL REPLAT	(16,500 sq. ft.)	\$31,400
LOT 11, BLOCK 66, INDUSTRIAL REPLAT	(16,500 sq. ft.)	\$31,400
LOT 12, BLOCK 66, INDUSTRIAL REPLAT	(16,500 sq. ft.)	\$31,400
LOT 13, BLOCK 66, INDUSTRIAL REPLAT	(16,500 sq. ft.)	\$31,400

The property shall be available for bidding until December 13th at 2PM. To view the lots on Public Surplus, please click [HERE](#)

AAMC President....

I am currently the Communications Director for the Alaska Association of Municipal Clerks (AAMC), which is our Clerk organization in Alaska. They provide valuable resources, support and information for all Alaska Municipal Clerks.

I have been asked to consider running for the President circuit for AAMC by the current AAMC President and a past AAMC President.

The current Vice-President has resigned from their Clerk role to take the City Manager role in Bethel. Therefore, the current 2nd VP is now the VP and will assume the role of President for this next year (2025). Therefore, if I am nominated and appointed to fill the role of 1st VP (nomination to be made at the business meeting on Dec 10th), I will essentially skip the 2nd Vice President role and assume the Vice President Role. The VP role would be a three-year commitment as follows:

2025 – Vice President

2026 – President

Along with several other duties, the key responsibilities of the President are to:

- Prepare agenda & packet; chair all Executive Board meetings (held by Zoom)
- Serve as a delegate to the IIMC annual conference (held in May)
- Attend all four Region IX State Association conference which are held in:
 - March (Washington)
 - April (California)
 - September (Oregon)
 - December (Alaska)

2027 – Past President

The funding (air, hotel, and transportation) for the three State conferences (California, Washington State, and Oregon) that I would need to attend during the President year would be covered by AAMC.

In addition, there are duties and responsibilities for each of the above roles. As I stated above, I am currently the Communications Director. There have been several changes to the website and webforms on the Clerks website that I had to facilitate. If I am elected for the four-year Presidential circuit, I will automatically resign as the Communications Director.

During the AAMC Business meeting at the December conference, the Anchorage or Fairbanks Clerk is planning on nominating me for the Presidential role.

NIXLE....



It is extremely important to borough staff, the assembly, and residents to encourage everyone to sign up to receive local NIXLE alerts. Please open the link above to register.

Nixle Community Information Service allows us to create and publish messages to be delivered to subscribed residents instantly via cell phone text message and/or email. Notifications can also be accessed online at Nixle's website.

The service is secure and reliable for Wrangell residents to use. Wrangell emergency services will be utilizing NIXLE for critical situations such as severe weather events or evacuation alerts.

INTERESTED IN PURCHASING OR LEASING BOROUGH-OWNED PROPERTY?

If you are interested in purchasing borough-owned land that has not been advertised by the borough, you can view the mapping platform to see what property is owned by the borough.

<https://wrangell.maps.arcgis.com/apps/MapTools/index.html?appid=915a59c02b0b4eebb139232d88626f5e>

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