



Petersburg Borough

12 South Nordic Drive
Petersburg AK, 99833

Meeting Agenda Borough Assembly

Monday, May 18, 2020

6:00 PM

Assembly Chambers

1. Call To Order/Roll Call

2. Voluntary Pledge of Allegiance

3. Approval of Minutes

There are no minutes available for approval.

4. Amendment and Approval of Meeting Agenda

5. Public Hearings

A. Public Hearing for Ordinance #2020-14: An Ordinance Amending Chapter 4.24 "Property Tax" to Change the Payment Due Date for Property Taxes

Any public testimony regarding Ordinance #2020-14 should be given during this public hearing. A copy of Ordinance #2020-14 may be found under agenda item 14A.

B. Public Hearing for Ordinance #2020-15: An Ordinance Adopting the Budget for the Fiscal Year July 1, 2020 Through June 30, 2021

Any public testimony regarding Ordinance #2020-15 should be given during this public hearing. A copy of Ordinance #2020-15 may be found under agenda item 14B.

C. Public Hearing for Ordinance #2020-16: An Ordinance Amending Title 2 (Elections) of the Petersburg Borough Code to Provide for an Election by Mail at the Discretion of the Assembly

Any public testimony regarding Ordinance #2020-16 should be given during this public hearing. A copy of Ordinance #2020-16 may be found under agenda item 14C.

6. Bid Awards

7. Persons to be Heard Related to Agenda

Persons wishing to share their views on any item on today's agenda may do so at this time.

8. Persons to be Heard Unrelated to Agenda

Persons with views on subjects not on today's agenda may share those views at this time.

9. Board, Commission and Committee Reports

10. Consent Agenda**11. Report of Other Officers****A. Parks and Recreation Department Update**

Manager Giesbrecht will provide an update to the Assembly on the Parks & Recreation Department.

12. Mayor's Report**A. May 18, 2020 Mayor's Report**

Attachments: [May 18, 2020 Mayor's Report](#)

13. Manager's Report**A. May 18, 2020 Manager's Report**

Attachments: [May 18, 2020 Manager's Report](#)

14. Unfinished Business

Ordinances for Second Reading

A. Ordinance #2020-14: An Ordinance Amending Chapter 4.24 "Property Tax" to Change the Payment Due Date for Property Taxes

Attachments: [Ordinance #2020-14](#)

Ordinance #2020-14 will change the payment due date and time of annual property taxes from September 30th at 5:00 p.m. to October 15th at 4:30 p.m. The Assembly unanimously approved Ordinance #2020-14 in its first reading.

B. Ordinance #2020-15: An Ordinance Adopting the Budget for the Fiscal Year July 1, 2020 Through June 30, 2021

Attachments: [Ordinance #2020-15](#)

[Details of Changes to Proposed FY 2021 Budget for Second Reading](#)

[C. Cotta Memo re PD SUV #56](#)

[All American Auto Quote to Fix #56](#)

[AML Shipping Cost for #56 to Ketchikan](#)

[Requested Revisions #3 Details](#)

[Fund 285 - CARES Act Municipal Relief](#)

[Fire Department Amended Travel & Training Budget](#)

Ordinance #2020-15 will set the Borough budget for FY 2021 and was unanimously approved in its first reading. A few amendments are requested to be made to the proposed budget - suggested motion language for the amendments are as follows:

- 1. Recommended Motion: Recommend to remove the additional Building Maintenance position that was proposed in the FY 2021 budget and move the current Building Maintenance position back into Public Works. (Note - this amendment will save the Borough \$117,445.)*
- 2. Recommended Motion: Recommend to add Police Department #56 SUV Patrol Unit to the Motor Pool Replacement List in FY 2021.*
- 3. Recommended Motion: Recommend to make revisions that were inadvertently excluded from the proposed budget in the Electric and Sanitation Departments and to correct an error in the dollar amount of the Secure Rural Schools Transfer Out to the General Fund.*
- 4. Recommended Motion: Recommend to add a Special Revenue Fund to track and account for the CARES Act funds of \$3,971,278 that the Borough will receive.*
- 5. Recommended Motion: Recommend to reduce the Fire Department Travel and Training budget by \$9,000 due to cancellation of fall events caused by COVID-19.*

C. Ordinance #2020-16: An Ordinance Amending Title 2 "Elections" of the Petersburg Borough Code to Provide for an Election by Mail at the Discretion of the Assembly

Attachments: [Ordinance #2020-16](#)

Ordinance #2020-16 will provide for an election to be held by mail at the discretion of the Assembly and was unanimously approved in its first reading. If a by-mail election is necessary for our 2020 Municipal Election, Clerk Thompson estimates the cost to be \$12,500 (\$8,000 has been budgeted for an in-person election). It does look like costs of a by-mail election due to COVID-19 may be eligible for reimbursement by the federal government.

15. New Business

A. Ordinance #2020-17: An Emergency Ordinance Amending Borough Code Chapter 3.72 to Provide for Civil Emergency Provisions

Attachments: [Ordinance #2020-17](#)

If adopted, Emergency Ordinance #2020-17 will extend civil emergency provisions which are set to expire from Emergency Ordinance #2020-08 on May 18th. This Emergency Ordinance will be effective immediately upon adoption, which takes one reading only, and will continue in effect for sixty (60) days unless sooner repealed.

B. Ordinance #2020-18: An Ordinance Adjusting the FY 2020 Budget for Known Changes

Attachments: [Ordinance #2020-18](#)

[CARES Act Funding Distribution Amount](#)

Ordinance #2020-18 will provide for a new special revenue fund for the first distribution of CARES Act funding to the Borough in the amount of \$2,216,502.

C. Resolution #2020-04: A Resolution Authorizing a Loan Application to the Alaska Clean Water Fund to Assist in Funding Improvements to the Wastewater Collection System

Attachments: [Resolution #2020-04](#)

If approved, Resolution #2020-04 will authorize the Borough's Wastewater Department to apply for a loan increase from the Alaska Clean Water Fund of \$194,695 to assist in funding the completion of the Scow Bay Pump Station 1 Upgrade project. The Assembly previously adopted Supplemental Budget Ordinance #2019-13 which transferred \$194,695 from the Wastewater Fund in order to allow award of the Scow Bay Pump Station 1 Upgrade project with the understanding that the Wastewater Department would request a loan increase to replace the Wastewater funds. If the \$194,695 loan increase is approved by the Alaska Department of Environmental Conservation, the total loan amount for the Scow Bay Pump Station 1 Upgrade project will be \$744,695.

D. Extension of Petersburg Borough Health Mandate #05 (Borough Harbor Facilities - cruise ship docking and disembarkment)

Attachments: [EOC IC Hagerman Memo - Extension Request](#)

[PB Public Health Mandate #05 Extension](#)

[PB Public Health Mandate #05](#)

EOC Incident Commander Hagerman recommends the extension of Borough Public Health Mandate #05 which prohibits small cruise vessels from utilizing Borough harbor facilities without the express approval of the Borough Public Health Official. Mandate #05 is set to expire on May 31, 2020, and Hagerman is recommending extension of the mandate to June 30, 2020.

E. Extension of the Current Petersburg Municipal Employees Association Collective Bargaining Agreement to December 31, 2020 and Authorization of a 2% Wage Increase Effective July 1, 2020

Attachments: [Letter of Agreement](#)

The current Petersburg Municipal Employees Association (PMEA) Collective Bargaining Agreement (CBA) will expire June 30, 2020. The Borough and PMEA had planned to begin negotiations for a successor CBA in early April; however, due to COVID-19 both parties agreed to postpone the start of negotiations and to revisit the subject in May. It is unknown when the parties will be able to meet for face to face negotiations. Even if the parties were able to make arrangements to begin face to face negotiations in late May or early June, it is likely there would not be enough time to settle the negotiations before the expiration of the CBA on June 30, 2020.

In order for the CBA to stay current and not expire, the Borough's Negotiation Team is requesting the Assembly approve to extend the terms of the Agreement to expire December 31, 2020 to allow for a planned start of face to face negotiations in the fall when it is hoped the negative effects of the COVID-19 situation will have lessened. Also, as a gesture of good faith and to avoid any retro payroll, the Negotiation Team requests the Assembly approve a 2% wage increase effective July 1, 2020.

F. Letter of Support for GCI's Application for Easement to Remove and Relocate a Fiber Optic Cable in Stikine Straits

Attachments: [Letter of Support - GCI Cable Relocation](#)
[SEAPA Request for Letter of Support](#)

SEAPA CEO Acteson requests the Assembly send a letter of support to the Alaska Department of Natural Resources, Division of Mining, Land and Water, for GCI's application to remove and relocate a fiber optic cable that crosses over four of SEAPA's power cables in the Stikine Straits. Approval of GCI's application will allow SEAPA to replace a faulty cable that serves Petersburg and will also facilitate access to address any future cable issues in that area.

G. South Harbor Navigation Improvements Design Phase Project Partnership Agreement

Attachments: [South Harbor Dredge Agreement with Corps](#)
[Cost Share Breakdown](#)

The Borough Harbor Department requests approval to enter into a Project Partnership Agreement with the US Army Corps of Engineers which will commit the Borough to pay \$125,500 (or 10% of funds needed) to design a South Harbor dredging project. The balance of the project design costs will be paid with federal funds as authorized under Section 107 of the River and Harbor Act of 1960, as amended. The Harbor Department has budgeted for this 10% match.

H. Use of Cellular Phone During a Public Meeting Policy

Attachments: [Cellular Phone Use During Public Meeting Policy](#)

Approval of a cellular phone use during public meetings policy will serve as a reminder to Assembly Members to use proper cell phone decorum. Clerk Thompson will provide the policy to all new Assembly Members.

16. Communications**A. Communications Received Prior to May 11 Agenda Deadline**

Attachments: [KFSK 4.30.2020](#)

[S. Burrell 5.9.2020](#)

[D. Rogers 5.11.2020](#)

17. Assembly Discussion Items**A. American Cruise Lines Scheduled Dockings in June**

Mayor Jensen requested this discussion item. American Cruise Lines is asking to dock the American Constellation in Petersburg on June 21 and June 29 and partake in shore excursions.

B. Assembly Member Comments**C. Recognitions****18. Adjourn**