



# Petersburg Borough

12 South Nordic Drive  
Petersburg AK, 99833

## Meeting Agenda Borough Assembly

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Monday, February 3, 2020

12:00 PM

Assembly Chambers

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1. **Call To Order/Roll Call**
2. **Voluntary Pledge of Allegiance**
3. **Approval of Minutes**
  - A. **January 21, 2020 Assembly Meeting Minutes**

*Attachments:* [January 21, 2020 Assembly Meeting Minutes](#)
4. **Amendment and Approval of Meeting Agenda**
5. **Public Hearings**
  - A. **Public Hearing for Ordinance #2020-01: An Ordinance Amending Petersburg Municipal Code Chapter 14.30 Titled "Mountain View Manor Elderly Housing and Assisted Living Facility" to Increase Assisted Living Rental and Service Rates and to Add a New Level IV of Assisted Living Care**

*Any public testimony regarding Ordinance #2020-01 should be given during this public hearing. A copy of Ordinance #2020-01 may be found under agenda item 14A.*
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. BDO - FY 2019 Audit Report**

*Sam Thompson, BDO Senior Auditor, will provide a review of the FY 2019 audit and financials via telephone.*

**B. SEAPA - Marine Cable Update**

*Assembly and SEAPA Board Member Lynn will provide the Assembly a brief update on the marine cable repair/replacement.*

**C. Alaska Municipal League AMHS Advocacy Group Report**

**Attachments:** [Tremblay AMHS Advocacy Report](#)

*Assembly Member Tremblay will update the Assembly on her trip to Juneau last month to participate in the AMHS Advocacy Group organized by the Alaska Municipal League.*

**D. Visitor Industry Working Group Update**

**Attachments:** [Cabrera Visitor Industry Working Group Update](#)

*Community and Economic Development Director Cabrera will update the Assembly on the progress of the Visitor Industry Working Group.*

**12. Mayor's Report****A. February 3, 2020 Mayor's Report**

**Attachments:** [February 3, 2020 Mayor's Report](#)

**13. Manager's Report****A. February 3, 2020 Manager's Report**

**Attachments:** [February 3, 2020 Manager's Report](#)

**14. Unfinished Business**

Ordinances for Second Reading

**A. Ordinance #2020-01: An Ordinance Amending Petersburg Municipal Code Chapter 14.30 Titled "Mountain View Manor Elderly Housing and Assisted Living Facility" to Increase Assisted Living Rental and Service Rates and to Add a New Level IV of Assisted Living Care**

**Attachments:** [Ordinance #2020-01 - 2nd Reading](#)

[Assisted Living Pricing Information & Levels of Care](#)

*If adopted, Ordinance #2020-01 will increase assisted living rental and service rates to be more in line with Medicaid and other assisted living facility rates within the State of Alaska and will add a new Level IV of assisted living care. In its first reading, Ordinance #2020-01 was amended to provide for (1) refund procedures in the event of an error in billing or payment of rental rates or services; (2) dispute resolution procedures; and (3) procedures for refunds/rebates to existing residents when the facility receives unanticipated revenues from funding sources outside the facility's rate structure. As amended, the first reading of Ordinance #2020-01 was unanimously approved.*

**15. New Business**

**A. Ordinance #2020-02: An Ordinance Amending Petersburg Municipal Code Chapter 14.20 Titled "Municipal Harbors" to add Various Rental, Change and Cancellation Fees**

**Attachments:** [Ordinance #2020-02](#)

*If adopted, Ordinance #2020-02 will add rental fees for electrical adapter plugs and fees for any change to a tour ship's docking schedule or location, and will add language to clarify that prepaid tour ship docking or use fees will not be refunded for ship cancellations received by the Borough after April 30 each year. The Harbors and Ports Advisory Board supports all fees proposed in this ordinance.*

**B. Replace and Repair of Aquatic Center Heat Exchanger and Air Handler Coils**

**Attachments:** [Manager Giesbrecht Memo](#)

[Heat Exchanger Coil Repair & Replacement Quote](#)

[Air Handler Coil Replacement Quote](#)

*Manager Giesbrecht recommends approval to accept two quotes from Ketchikan Mechanical, Inc. for repair/replacement of the Aquatic Center's heat exchanger coil(s) for a price not to exceed \$18,937.75 and for replacement of the Aquatic Center's Air Handler coil for a price not to exceed \$17,362.10. The total cost of these repairs/replacement is \$36,299.85.*

**C. Letter to Senator Stedman and Representative Kreiss-Tomkins Regarding the Kake Access Road Project**

**Attachments:** [Kake Access Road Letter to Stedman & JKT - Draft](#)

*Assembly Member Meucci requested a letter be drafted to Senator Stedman and Representative Kreiss-Tomkins requesting explanation and information regarding the Kake Access Road project currently underway on Kupreanof Island.*

**D. Assembly Discussion Items and the Agenda**

*Borough Attorney Heideman corrected Clerk Thompson's and Mayor Jensen's assumption that discussing subjects not on a published agenda was a violation of the Open Meetings Act (OMA) - it is not. However, Attorney Heideman does believe it could be good policy for the public's benefit to amend the agenda to add items not listed before they are discussed as it could diminish the possibility of the public missing subjects that may be discussed, if that is the direction the Assembly would like to follow.*

*Clerk Thompson requests the Assembly choose one of two options:*

*1) Adopt the policy of requiring the agenda be amended under Item 4 to add a discussion item in order for it to be discussed during that meeting; or*

*2) Instruct Clerk Thompson to create a sub-agenda item under Assembly Discussion Items (similar to Recognitions) called Assembly Member Comments that would be on every agenda to provide for a place for Assembly Member comments on any subject.*

**E. Travel Authorization for Manager Giesbrecht to Attend the Alaska Municipal League Winter Legislative Conference**

*Mayor Jensen and Manager Giesbrecht are requesting approval for Manager Giesbrecht to attend the Alaska Municipal League Winter Legislative Conference in Juneau February 18 - 20, 2020. This travel is not budgeted.*

**16. Communications****17. Assembly Discussion Items**

**A. Economic Development Priorities for Manager Giesbrecht**

**Attachments:** [PEDC Memo and General Plan Outline](#)

*Assembly Members Lynn and Meucci requested this discussion item, and it comes with homework.*

*In the Borough Manager Goals and Objectives for the 2019-2020 budget year, the Assembly tasked Manager Giesbrecht with the following:*

*Goal 12) Encourage PEDC and the Chamber to develop a credible, focused plan to encourage new business, including non-fisheries related businesses.*

*Goal 13) Encourage PEDC and the Chamber to develop a marketing plan to let the "outside world" know about our high quality of life and welcoming business climate.*

*Manager Giesbrecht worked with PEDC on a matrix that could be developed toward a more focused and actionable plan. The matrix is attached to this agenda item. In a memo also attached, PEDC asks the following questions:*

*1) What is the Assembly's intent of "marketing our community"? Is it to increase our visitor traffic, to help our existing businesses, to attract new business, or is it all of the above? Any marketing plan should include specific steps to improve the local business climate and there must be clear consensus and support from the Assembly if PEDC (and the Chamber) are going to undertake development and implementation of these plans.*

*2) PEDC respectfully requests the Assembly engage in an honest conversation to determine its support for economic development and the expected change it will bring to the community.*

*Assembly Members Lynn and Meucci request the Assembly study the matrix provided and select their top 5 goals/strategies. Please add any economic development items you believe were missed in the matrix and include them in your top 5 list. Email the selections in priority order to Clerk Thompson before the end of day Monday, February 10th. Clerk Thompson will compile the priority results and an action item will be on the February 18th agenda for the Assembly to approve and/or give direction to the Manager.*

**18. Adjourn**