



# Petersburg Borough

12 South Nordic Drive  
Petersburg AK, 99833

## Meeting Agenda Borough Assembly

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Monday, February 5, 2018

12:00 PM

Assembly Chambers

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1. **Call To Order/Roll Call**

2. **Voluntary Pledge**

3. **Approval of Minutes**

A. **January 2, January 16, and January 19, 2018 Meeting Minutes**

**Attachments:** [January 2, 2018 Regular Meeting Minutes.PDF](#)  
[January 16, 2018 Regular Meeting Minutes.PDF](#)  
[January 19, 2018 Special Meeting Minutes.PDF](#)

4. **Amendment and Approval of Meeting Agenda**

5. **Public Hearings**

A. **Public Hearing for Ordinance #2018-01: An Ordinance Amending Petersburg Municipal Code Section 4.28.130, Senior Citizen Exemption, to Authorize Collection of an Application Fee in Order to Cover the Administrative Cost of Processing, Issuing, and Monitoring of Senior Citizen Sales Tax Exemption Cards**

*Any public testimony regarding Ordinance #2018-01 should be given during this public hearing. A copy of Ordinance #2018-01 may be found under Agenda Item 14B.*

B. **Ordinance #2018-02: An Ordinance Adopting a New Petersburg Municipal Code Chapter 4.80, to Impose a Marine Passenger Fee, in Order to Address the Costs Incurred by the Borough for Services and Infrastructure Rendered to Cruise Ships and Cruise Ship Passengers Visiting the Borough**

*Any public testimony regarding Ordinance #2018-02 should be given during this public hearing. A copy of Ordinance #2018-02 may be found under Agenda Item 14C.*

6. **Bid Awards**

7. **Visitors' Views Related to Agenda**

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

**8. Visitors' Views Unrelated to Agenda**

*Visitors 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. FY 2017 Audit Report**

*Sam Thompson, Senior Auditor with BDO, the Borough's accounting firm, will provide a review of the FY 2017 audit and financials via telephone.*

**B. Motor Pool - Vehicle Replacement Program**

**Attachments:** [Vehicle Replacement Slides.PDF](#)

*At the request of Assembly Member Meucci, Public Works Director Hagerman will explain how the Motor Pool Vehicle Replacement Program works.*

**12. Mayor's Report****A. February 5, 2018 Mayor's Report**

**Attachments:** [2.5.2018 Mayor's Report.PDF](#)  
[Central Tongass Landscape Level Analysis Project.PDF](#)  
[NACO Invoice and Correspondence.PDF](#)

**13. Manager's Report****A. Manager's Report 02-05-2018**

**Attachments:** [Manager Report 02052018](#)

**14. Unfinished Business**

Ordinances for Third and Final Reading

**A. Ordinance #2018-03: An Ordinance Amending the Official Zoning Map for Service Area 1 of the Petersburg Borough to Rezone Lot 10, Blk 234, USS 1252A; Lot SW PTN 9, Blk 234, USS 1252A; and Lot NE PTN 9, Blk 234, USS 1242A, All Located in Section 27, T58S, R79E, CRM at 1320 N. Nordic Drive (Parcels #01-002-161, #01-002-162 and #01-002-163) From Open Space-Recreational (O.S.R.) to Single-Family Residential (S-F)**

**Attachments:** [Ordinance #2018-03](#)  
[Planning Commission Report](#)

*Ordinance #2018-03 was unanimously approved in its first and second readings.*

## Ordinances for Second Reading

- B. Ordinance #2018-01: An Ordinance Amending Petersburg Municipal Code Section 4.28.130, Senior Citizen Exemption, to Authorize Collection of an Application Fee in Order to Cover the Administrative Cost of Processing, Issuing, and Monitoring of Senior Citizen Sales Tax Exemption Cards**

**Attachments:** [Ordinance #2018-01 for Second Reading.PDF](#)

*In its first reading, Ordinance #2018-01 was amended to increase the Senior Citizen Sales Tax Exemption card application fee from \$60 to \$100.*

- C. Ordinance #2018-02: An Ordinance Adopting a New Petersburg Municipal Code Chapter 4.80, To Impose a Marine Passenger Fee, In Order to Address the Costs Incurred by the Borough for Services and Infrastructure Rendered to Cruise Ships and Cruise Ship Passengers Visiting the Borough**

**Attachments:** [Ordinance #2018-02.PDF](#)

*Ordinance #2018-02 was unanimously approved in its first reading.*

- D. Reorganization of the Electric Utility and Public Works Department**

*Assembly Member Marohl requested to revisit this subject as the motion made during the January 16, 2018 meeting included employee names associated with the Utility Director and Public Works Director positions. Borough Charter Section 2.10(B) provides the Assembly shall not recommend or direct the appointment or removal of any officer or employee of the borough. A new motion may be made without any names involved.*

**15. New Business**

- A. Ordinance #2018-04: An Ordinance Amending Chapter 3.08 of the Municipal Code, Entitled "Assembly and Mayor", to Add Agenda Formation Language and to Amend the Deadline for Submission of Items to be Included on an Agenda**

**Attachments:** [Ordinance #2018-04.PDF](#)  
[Agenda Items Poll.PDF](#)

*The Assembly requested language be added to this ordinance outlining who is allowed to place items on a meeting agenda. Clerk Thompson polled other Alaska Clerks regarding their process and created the attached spreadsheet from the responses. New language is inserted into Section 3.08.120 for Assembly approval.*

- B. Ordinance #2018-05: An Ordinance Amending Chapter 14.16 of the Municipal Code, Entitled "Electricity", to Amend the Title to "Electric Utility", to Provide for a Utility Director as Head of the Electric Utility Department, and to Establish Fines for Violations of Provisions of Chapter 14.16**

**Attachments:** [Ordinance #2018-05.PDF](#)

*This ordinance provides for a Utility Director as head of the Electric Utility Department.*

- C. Ordinance #2018-06: An Ordinance mending Chapter 14.04 of the Municipal Code, Entitled "Water", to Amend the Title to "Water Utility", to Provide for a Utility Director as Head of the Water Utility Department, and to Establish Fines for Violations of Provisions of Chapter 14.04**

**Attachments:** [Ordinance #2018-06.PDF](#)

*This ordinance provides for a Utility Director as head of the Water Utility Department.*

- D. Ordinance #2018-07: An Ordinance Amending Chapter 14.08 of the Municipal Code, Entitled "Sewer", to Amend the Title to "Sewer Utility", to Provide for a Utility Director as Head of the Sewer Utility Department, and to Establish Fines for Violations of Provisions of Chapter 14 .08**

**Attachments:** [Ordinance #2018-07.PDF](#)

*This ordinance provides for a Utility Director as head of the Sewer Utility Department.*

- E. Ordinance #2018-08: An Ordinance Providing for Chapter 3.76 of the Municipal Code, Entitled "Administrative Officers and Appeals Process", Updating Current Language to Reflect Borough Incorporation**

**Attachments:** [Ordinance #2018-08.PDF](#)

*This ordinance updates old City code to Borough code.*

- F. Ordinance #2018-09: An Ordinance Amending Chapter 3.38 of the Municipal Code, Entitled "Public Works Department", to Remove Operation Responsibilities for the Water Utility and Sewer Utility from the Public Works Director Duties**

**Attachments:** [Ordinance #2018-09.PDF](#)

*This ordinance removes the Water and Sewer Utilities from the Public Works Director's responsibilities.*

- G. Ordinance #2018-10: An Ordinance Amending Chapter 3.40 of the Municipal Code, Entitled "Electric Utility", to Amend the Title to "Electric Utility, Water Utility, and Sewer Utility Departments", and to Provide for the Three Utilities to be the Operation Responsibility of the Utility Director**

**Attachments:** [Ordinance #2018-10.PDF](#)

*This ordinance provides for the Electric, Water, and Sewer Utilities to be the operational responsibility of the Utility Director.*

- H. Resolution #2018-03: A Resolution Authorizing and Directing the Municipal Land Selection Agent to Transmit to the Alaska Department of Natural Resources the Borough's Nomination of Municipal Entitlement Lands**

**Attachments:** [Resolution #2018-03.PDF](#)

[Land Selection Committee Report.PDF](#)

*This resolution nominates municipal entitlement lands selected for the Petersburg Borough by the Land Selection Committee.*

**I. Resolution #2018-04: A Resolution in Support of Full Funding (\$9,820,141) for the State of Alaska Municipal Harbor Facility Grant Program in the FY 2019 State Capital Budget**

**Attachments:** [Resolution #2018-04.PDF](#)

*This resolution requests Governor Walker and the Alaska Legislature fully fund the State Municipal Harbor Facility Grant Program for FY 2019.*

**J. Resolution #2018-05: A Resolution Authorizing Loan Applications to the Alaska Clean Water Fund to Assist in Funding Improvements to the Wastewater Collection System**

**Attachments:** [Resolution #2018-05.PDF](#)

*This resolution requests Assembly approval to apply for loans from ADEC for improvements to the Borough's wastewater collection system.*

**K. North Harbor Approach Dock Replacement Project**

**Attachments:** [Harbormaster Wollen's Memo.PDF](#)

[Harai & Associates, Inc. Proposal.PDF](#)

*Manager Giesbrecht and Harbormaster Wollen request approval to enter into a professional services contract with Harai and Associates, Inc. for engineering services, contract administration (to put out to bid) and inspection of the project for an amount not to exceed \$14,375. This cost does not include miscellaneous costs associated with the bidding process.*

**L. Appointment of Mark W. Tuccillo to the Public Safety Advisory Board**

**Attachments:** [M. Tuccillo Letter of Interest.PDF](#)

*Mayor Jensen will appoint Mark W. Tuccillo to the Public Safety Advisory Board, with Assembly approval.*

**M. Dissolution of the Land Selection Ad Hoc Committee**

*The Land Selection Committee, formed in February, 2013, has completed its task of selecting and nominating Municipal Entitlement Lands within the Petersburg Borough. The committee will be dissolved, with Assembly approval.*

**N. Recruitment Process for Police Chief and Deputy Clerk**

*Manager Giesbrecht and Clerk Thompson request guidance on the recruitment process for a new Police Chief and Deputy Clerk. Shall we follow Charter and Code and handle the recruitment ourselves or does the Assembly wish to have an active role in the recruitment as they have with the Electrical Superintendent position?*

**16. Communications**

**17. Assembly Discussion Items**

**A. Recognitions**

**B. Borough Personnel Hiring Freeze**

*Assembly Member Wohlhueter requested this agenda item.*

**18. Executive Session**

*The Assembly will adjourn to Executive Session to discuss the status and strategy with respect to the collective bargaining negotiations with the Petersburg Municipal Employees Association.*

**19. Adjourn**