



Petersburg Borough

12 South Nordic Drive
Petersburg AK, 99833

Meeting Agenda Borough Assembly

Monday, March 21, 2016

6:00 PM

Assembly Chambers

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

2. **Voluntary Pledge**

3. **Approval of Minutes**

A. **March 7, 2016 Regular Meeting Minutes**

Attachments: [March 7, 2016 Regular Meeting Minutes.pdf](#)

B. **March 11, 2016 Special Meeting Minutes**

Attachments: [March 11, 2016 Special Meeting Minutes.pdf](#)

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

5. **Public Hearings**

A. **Public Hearing on Ordinance #2016-03: An Ordinance Providing for Chapter 7.04, Dogs**

Anyone wishing to share their views regarding the adoption of the Petersburg Municipal Code Chapter 7.04, Dogs, may do so under this agenda item. A copy of Ordinance #2016-03 may be found under Agenda Item 14B.

B. **Public Hearing on Ordinance #2016-04: An Ordinance Providing for Fines in Section 1.16.030, Fine Schedule, for Violations of Chapter 7.04, Dogs**

Anyone wishing to share their views regarding the adoption of the Petersburg Municipal Code Chapter 1.16.030, Fine Schedule, may do so under this agenda item. A copy of Ordinance #2016-03 may be found under Agenda Item 14C.

6. **Bid Awards**

A. Commercial Drive Down Facility Bulkhead Loading Dock

Attachments: [Bulkhead Bid Award Recommendation Memo.pdf](#)
[Bulkhead Bid Results.pdf](#)
[Drive Down Dock Facility Grant Agreement.pdf](#)

Harbormaster Wollen is seeking authorization to award the Commercial Drive Down Facility Bulkhead Loading Dock Project to the lowest responsive bidder, Tamico, Inc., for a total amount (base bid plus additive alternates A, B and C) not to exceed \$1,337,700.00.

B. Borough Communications Tower

Attachments: [Tower Bid Award Recommendation.pdf](#)
[Peak Signals, LLC Proposal.pdf](#)
[Rohn Products Information.pdf](#)

Police Sergeant Holmgrain, on behalf of the Petersburg Police Department, Petersburg Volunteer Fire Department/Emergency Medical Services and Petersburg Search and Rescue, is seeking authorization to award the Communications Tower Project to the lowest responsive bidder, Peak Signals, LLC., for an amount not to exceed \$69,850.00.

C. Pump Station 1 & Force Main Upgrade, Phase II

Attachments: [PS 1 and FM Upgrade, Phase II Award Recommendation.pdf](#)
[PS1 & FM Bid Tabulation Form.pdf](#)

Assistant Public Works Director Cotta is seeking authorization to award the Pump Station 1 and Force Main Upgrade Project, Phase II, to the lowest responsive bidder, CBC Construction, Inc., for an amount not to exceed \$574,000.00.

7. Visitors' Views Related to Agenda**8. Visitors' Views Unrelated to Agenda****9. Board, Commission and Committee Reports****10. Consent Agenda****11. Report of Other Officers****12. Mayor's Report****A. March 21, 2016 Mayor's Report**

Attachments: [3.21.2016 Mayor's Report.pdf](#)
[H. Medalen Letter of Interest.pdf](#)

13. Manager's Report

A. Report 03-21-2016

Attachments: [Manager report 03212016](#)

14. Unfinished Business

Ordinances for Third and Final Reading

A. Ordinance #2016-02: An Ordinance Adopting the Comprehensive Plan Dated February 22, 2016 for the Petersburg Borough

Attachments: [Comprehensive Plan Memo.pdf](#)
[Ordinance #2016-02.pdf](#)

The Planning Commission recommends the adoption of the Petersburg Borough Comprehensive Plan dated February 22, 2016, with additions (Generalized Land Use Maps and Definitions, February 22, 2016, and Petersburg Waterfront Master Plan and appendices, February 22, 2016).

At the March 7 Assembly meeting, a motion passed to add the following wording to the Comprehensive Plan: "Any proposals to implement a land use code for areas outside of Service Area 1 should include an advisory vote of those people affected." After consulting with the Borough attorney and the Alaska Division of Elections, it has been determined the "advisory vote of those people affected" wording is too expansive. Clerk Thompson suggested to the Assembly (via email) that Section 7.05 of the Borough Charter may cover this issue. Section 7.05 Planning and Platting within the Unincorporated Areas reads, "In the unincorporated neighborhoods within the borough, the assembly may establish, by ordinance, advisory committees for the planning, platting and land use regulation pertaining to the area encompassed by the respective neighborhoods. The assembly shall, by ordinance, establish the role and authority of each advisory committee." This allows the Assembly to call for letters of interest from outside of Service Area 1 residents willing to serve on an advisory committee that would hold meetings and gather public input from outside Service Area 1 residents and then report back to the Assembly if there were ever the desire to implement planning & zoning regulations outside of Service Area 1. Borough Attorney Heideman, via email, suggested that rather than an election, in addition to following Section 7.05 of the Borough Charter, a survey of landowners or registered voters located within the boundaries of the area in which zoning is contemplated could serve the same purpose.

Ordinances for Second Reading

B. Ordinance #2016-03: An Ordinance Providing for Chapter 7.04, Dogs

Attachments: [Ordinance #2016-03 for 2nd reading.pdf](#)

This ordinance updates Section 7.04, Dogs, from City of Petersburg Code to Borough Code and moves fines for code violations to Borough Code Section 1.16.030, Fine Schedule. The following changes have been made to the ordinance since its First Reading; 1) the word "certified" has been struck out in the definition of "Service dog", and 2) Section 7.04.080 - Vaccination, the sentence, "Certification of vaccination must be presented prior to licensing." has been added.

C. Ordinance #2016-04: An Ordinance Providing for Fines in Section 1.16.030, Fine Schedule, for Violations of Chapter 7.04, Dogs

Attachments: [Ordinance #2016-04 for 2nd reading.pdf](#)

This ordinance revises the Fine Schedule to include violations of Borough Code Section 7.04, Dogs. The following changes have been made to this ordinance since its First Reading: 1) 7.04.090 E - the words "a dangerous" have been added for clarification, and 2) 7.04.140 A - the words "quarantine as directed" have been added for clarification.

15. New Business

A. Ordinance #2016-05: An Ordinance Adopting the Budget for the Fiscal Year July 1, 2016 Through June 30, 2017

Attachments: [Ordinance #2016-05.pdf](#)

[Proposed FY2017 Community Services & Transient Room Tax Budget.pdf](#)

[Chamber of Commerce Balance Sheet.pdf](#)

[Clausen Museum Balance Sheet.pdf](#)

[Coast Alaska \(KFSK\) Balance Sheet.pdf](#)

[Mt. View Food Service Balance Sheet.pdf](#)

[Petersburg Mental Health Amended Request & Balance Sheet.pdf](#)

[WAVE Balance Sheet.pdf](#)

Ordinance #2016-05 provides for the Borough's FY 2017 Operating Budget. Since the presentation of the proposed FY 2017 Budget on March 1, 2016, the following amendments have been made: \$180,000 in the current FY 2016 Wastewater budget (for Haugen Drive sewer lines) may not be incurred until later in the summer and therefore has been added to the FY 2017 budget, along with another \$30,000 requested for potential cost overruns, for a total of \$210,000.

Attached to this agenda item are the Balance Sheets requested by the Assembly from the entities asking for funds from the FY 2017 Community Services budget (Chamber of Commerce, Clausen Memorial Museum, KFSK, Mt. View Food Service, Petersburg Mental Health Services, and WAVE). Petersburg Mental Health has revised their funding request since the March 7 meeting from \$85,000 to \$75,000 asking that the Assembly consider providing the \$10,000 balance of the original request to WAVE for FY 2017.

B. Resolution #2016-09: A Resolution Declaring Saturday, May 7, 2016 and Saturday, October 8, 2016 as Sales Tax-Free Days in the Petersburg Borough

Attachments: [Sales Tax-Free Days Request from Chamber.pdf](#)

[Resolution #2016-09.pdf](#)

The Petersburg Chamber of Commerce Retail Committee is requesting two Sales Tax-Free days in 2016 - May 7 and October 8.

C. Bulkhead Loading Dock Project Contract Administration and Inspection Services

Attachments: [Bulkhead Project Contract Admin & Inspection Memo.pdf](#)
[Bulkhead Project Contract Admin & Inspection PND Proposal.pdf](#)

Harbormaster Wollen is seeking authorization to contract with PND Engineers to provide contract administration and inspection services on the Commercial Drive Down Facility Bulkhead Loading Dock project for a total amount not to exceed \$117,905.00.

D. Draft RFP for Municipal Building Renovation Project On-Site Construction Administration Services

Attachments: [Draft RFP - Muni Bldg On-site Construction Admin Svcs.pdf](#)
[Draft Professional Services Contract \(OCA\).pdf](#)

Manager Giesbrecht is requesting authorization to advertise a Request for Proposal for on-site construction administration services for the Municipal Building/Police Department Remodel project.

E. RFP for Public Safety Communications System Upgrade

Attachments: [Draft RFP for Public Safety Communications System Upgrade.pdf](#)
[Draft Professional Services Contract \(Comm Equip\).pdf](#)

Chief Swihart is seeking approval to advertise a Request for Proposal for an upgrade to the Public Safety Communications System.

F. April 18, 2016 Assembly Meeting

The Finance and Administration offices will be moving desks, files, computers, etc. from the Municipal Building to the PIA's Elizabeth Peratrovich Building the week of April 18 through 22. Clerk Thompson is requesting either rescheduling or canceling the April 18 Assembly meeting due to this move. The weeks prior to move week will be busy with packing and moving records as well as everyday duties. If the Assembly chooses to reschedule the meeting, it is requested the meeting be held prior to April 18 rather than the week following the move to insure the Borough recording system is up and running properly and the clerk's office has the time and equipment necessary to put together a meeting packet. If the Assembly chooses to cancel the April 18 meeting, the next meeting will be May 2, 2016.

16. Communications

17. Assembly Discussion Items

A. Recognitions

B. Marijuana Ordinance

Attachments: [Questions for the Assembly on Marijuana.pdf](#)
[G. Morgan Answers to MJ Questions.pdf](#)
[C. Lagoudakis Answers to Marijuana Questions.pdf](#)
[J&R Roberts Marijuana Opinion.pdf](#)
[US Deputy Attorney General Memo.pdf](#)
[Draft Alcohol and Marijuana Ordinance.pdf](#)
[Draft Changes to General Penalties Ordinance.pdf](#)

A letter with opinions on the marijuana questions posted on the Borough's website was received from Petersburg resident Gary Morgan and has been added to the information attached to this agenda item.

18. Adjourn