



# Petersburg Borough

12 South Nordic Drive  
Petersburg, AK 99833

## Meeting Minutes Borough Assembly Regular Meeting

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Monday, March 17, 2025

6:00 PM

Assembly Chambers

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### 1. Call To Order/Roll Call

Mayor Jensen called the meeting to order at 6:00 p.m.

#### PRESENT

Mayor Mark Jensen  
Vice Mayor Donna Marsh  
Assembly Member Bob Lynn  
Assembly Member Scott Newman  
Assembly Member Rob Schwartz  
Assembly Member Jeigh Stanton Gregor

#### EXCUSED

Assembly Member James Valentine

### 2. Voluntary Pledge of Allegiance

The Pledge was recited.

### 3. Approval of Minutes

#### A. March 3, 2025 Assembly Meeting Minutes

The March 3, 2025 Assembly meeting minutes were unanimously approved.

Motion made by Assembly Member Stanton Gregor, Seconded by Assembly Member Schwartz.

Voting Yea: Mayor Jensen, Vice Mayor Marsh, Assembly Member Lynn, Assembly Member Newman, Assembly Member Schwartz, Assembly Member Stanton Gregor

### 4. Amendment and Approval of Meeting Agenda

The meeting agenda was approved as submitted.

Motion made by Assembly Member Lynn, Seconded by Assembly Member Stanton Gregor.

Voting Yea: Mayor Jensen, Vice Mayor Marsh, Assembly Member Lynn, Assembly Member Newman, Assembly Member Schwartz, Assembly Member Stanton Gregor

## **5. Public Hearings**

There were no public hearings.

## **6. Bid Awards**

There were no 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.*

No views were shared.

## **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.*

Robyn Taylor, Petersburg School District Superintendent, updated the Assembly on the Capital Improvement Projects approved by local voters. The School Board will be awarding the projects to a bidder soon.

## **9. Boards, Commission and Committee Reports**

There were no reports.

## **10. Consent Agenda**

### **A. Birchell Properties, LLC Lease #1 Renewal**

Birchell Properties wishes to renew their lease with the Borough through March 31, 2030 at an annual rate of \$5,340.

The Assembly unanimously approved renewal of the Birchell Properties lease.

Motion made by Vice Mayor Marsh, Seconded by Assembly Member Lynn.

Voting Yea: Mayor Jensen, Vice Mayor Marsh, Assembly Member Lynn, Assembly Member Newman, Assembly Member Schwartz, Assembly Member Stanton Gregor

## **11. Report of Other Officers**

There were no reports.

## **12. Mayor's Report**

### **A. March 17, 2025 Mayor's Report**

Mayor Jensen read his report into the record.

## **13. Manager's Report**

### **A. March 17, 2025 Manager's Report**

Manager Giesbrecht read his report into the record, a copy of which is attached and made a permanent part of these minutes.

#### **14. Unfinished Business**

There was no unfinished business.

#### **15. New Business**

##### **A. Resolution #2025-06: A Resolution to Vacate and Convey a Portion of the Ramona Street Right of Way Between North Nordic Drive and Valkyrie Street and Authorize Acquisition of Lot 10A and a 20' Utility Easement**

Electric Utility Director Hagerman requests passage of Resolution #2025-06 that approves vacation of a portion of the Ramona Street right of way and conveys it to John and Miriam Swanson's adjacent lot, to the north of the subject parcel. The Assembly previously approved this vacation and conveyance of this portion of the right of way with the Swanson's adjacent Lot 10 to the south, but property agreements on record for Lot 10 added complications to that action. The Planning Commission has approved the revised final plat which will now establish Lot 10A (future Pump Station 4 site), Lot 10B (parcel containing a utility easement for PS4 force main and other utilities) and Lot 1AA (Swanson's previous Lot 1A that will now include the vacated Ramona Street ROW). This is the final action before deeds may be signed to transfer properties as described.

The Assembly unanimously approved Resolution #2025-06.

Motion made by Vice Mayor Marsh, Seconded by Assembly Member Schwartz.  
Voting Yea: Mayor Jensen, Vice Mayor Marsh, Assembly Member Lynn, Assembly Member Newman, Assembly Member Schwartz, Assembly Member Stanton Gregor

##### **B. Rezone Government Lot 12 Located at 1016 Sandy Beach Road from Rural Residential (R-R) to Single-Family Residential (S-F)**

Assembly Member Lynn requested the Assembly approve to request the Planning Commission begin the process of rezoning Government Lot 12 located at 1016 Sandy Beach Road from Rural Residential (R-R) to Single-Family Residential (S-F) to be more consistent with the zoning of other residential lots in the area.

By unanimous roll call vote, the Assembly requested the Planning Commission begin the process of rezoning Government Lot 12 located at 1016 Sandy Beach Road from Rural Residential (R-R) to Single-Family Residential (S-F) to be more consistent with the zoning of other residential lots in the area.

Motion made by Assembly Member Newman, Seconded by Assembly Member Stanton Gregor.  
Voting Yea: Mayor Jensen, Vice Mayor Marsh, Assembly Member Lynn, Assembly Member Newman, Assembly Member Schwartz, Assembly Member Stanton Gregor

#### **16. Communications**

**A. Correspondence Received Since February 27, 2025**

**17. Assembly Discussion Items**

**A. Assembly Member Comments**

Vice Mayor Marsh shared that she requested the Police Department K9 Unit be revisited at the next Assembly meeting, stating there is a lot of public support.

**B. Recognitions**

There were no recognitions.

**18. Adjourn**

The meeting was adjourned at 6:18 p.m.

Motion made by Assembly Member Stanton Gregor, Seconded by Assembly Member Newman.

Voting Yea: Mayor Jensen, Vice Mayor Marsh, Assembly Member Lynn, Assembly Member Newman, Assembly Member Schwartz, Assembly Member Stanton Gregor

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Debra K. Thompson, Borough Clerk

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Date Approved

**Borough Manager's Report  
Assembly Meeting 17 March 2025**

- ❖ There are still a couple seats available in the Crisis Response Team training which is being held March 18-20 from 8am-5pm in the Borough Assembly chambers. Contact Chief Kerr for availability.
- ❖ Annual/Pre-REAC/NSPIRE apartment inspections at Elderly Housing were completed and Kenny has been working on the normal touch-up and maintenance issues that come from those.
- ❖ Fire Marshal Welde and the Fire Officers have been conducting our annual Intro to Firefighting course. This course prepares new recruits to be able to respond to fire calls and takes place Saturdays 8-5 at the fire hall. Please speak with a fire officer or call the station if you are interested, it is never too late to join.
- ❖ The Division of Forestry and Fire protection has issued a Burn Permit requirement for the whole of Southeast due to low snowpack and the forecast for “Drought Conditions”. Fire permits for service area one can be applied for on the borough website. For areas outside SA1, you will need to file a permit with the AK Dept of Forestry and Fire. For more information about the state permit, please go to [forestry.alaska.gov](http://forestry.alaska.gov) or call 907-761-6230. This takes effect 3/17/2025.
- ❖ There were some recent problems with batteries in one of the ambulances that left it dead at the manor. Thank you to Sam Hoschar for a quick turn around and bringing it back into service.
- ❖ There will be a port security meeting with the USCG, the Borough and its partners April 2<sup>nd</sup> at 9am in the assembly chambers.
- ❖ Airport Badging for the EMS crew members has begun with the Airport DOT crew. While we are transitioning to this new system, there may be some delays when executing Medivacs.
- ❖ PVFD is aiming to have its Family Fun Day event in late April. If you would like to walk through the station and see all the equipment, please keep an eye out for future advertisements.
- ❖ Getting greenhouse ready for seed planting
- ❖ Scott is working to get swimming lessons scheduled for spring
- ❖ Conducting First Aid/CPR/AED for Library staff on March 24<sup>th</sup>
- ❖ PMPL got word the submitted reports for the Section 243 grant were accepted and that we were approved to issue project specific invoicing for Blind Slough Hydro. Invoicing for \$2.815M was submitted through the federal invoicing system on March 7<sup>th</sup>. Now we wait to see how long it will take to receive the funds.
- ❖ Karl met with EPS to restart progress on the Scow Bay Generation project following the good news about the Section 243 grant. The project engineer is working on specs for switchgear and the generator transformer so PMPL can advertise for bids on equipment. An RFP for construction services will also be issued later this spring – pending receipt of the Section 243 funds.

- ❖ After some due diligence in evaluating other GIS products, the project team has decided to stick with using ESRI ArcGIS for the utility mapping and information system. A purchase order for additional licensing was sent to ESRI and the team will be focusing on receiving some training on the software and developing an RFP for infrastructure field inventories for electric, water and wastewater utilities.
- ❖ PMPL's two lineman apprentices recently flew to Fairbanks for their last intensive line school session. They will return to PMPL in May and will need to complete the remainder of their apprenticeship hours to achieve journeyman status in the trade –which will occur for both within the next 6-12 months.
- ❖ PMPL has received word that the annual maintenance shutdown at Tyee Lake will start on, or very near, June 10<sup>th</sup> this year. Contractor schedules have pushed the agency to start the initial shutdown at Swan Lake this year, with Tyee following that work. PMPL will issue public service announcements when the schedule is confirmed, and the shutdown gets closer.
- ❖ Karl is back in the office full time this week. Thanks to everyone for your support during my recovery!
- ❖ The Friends of Petersburg's Libraries will be holding a book sale on Saturday April 5 11am-1pm. Funds raised support the public library and school libraries.
- ❖ The library is hosting a silent auction featuring three paintings by Beth Flor to benefit the Library's Art Education Endowment. The artwork is currently on display in the library foyer and will be available for bidding through April 5.
- ❖ Sent all poa's the care plan for the residents at Assisted Living for them to review and sign.
- ❖ Spring clean-up of the winter's traction sand is underway. The sweeper and wash truck are out daily.
- ❖ We started sorting rock in the quarry for seasonal construction projects
- ❖ Used oil heaters are running great at the Baler, and we expect all the supply tanks to be empty on time and to be ready to accept the seasonal increase of used oil.
- ❖ Reservoirs are at capacity with recent rainfall totals. Some snowpack has been observed at higher elevations.
- ❖ The Draft Biosolids Permit has been received from the EPA. Justin is making a few edits this week. The permit will go into effect in July.
- ❖ We will be conducting some interviews this week for the Water/Wastewater Operator vacancy.
- ❖ Surplus vehicle/equipment sealed bid auction is live. Bids will be opened on March 28<sup>th</sup> at 1pm. Visit the Borough's website or Facebook page for more information.
- ❖ The Borough Manager was notified by THRHA of their interest in expanding the planned development at the Airport Subdivision to include additional lots. I am working on an amendment to our agreement to bring before the Assembly the first meeting in April. The amendment will include the development of an additional eleven lots.