



# Petersburg Borough

12 South Nordic Drive  
Petersburg, AK 99833

## Meeting Minutes Borough Assembly Regular Meeting

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Monday, July 15, 2024

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 Thomas Fine-Walsh  
Assembly Member Bob Lynn  
Assembly Member Scott Newman  
Assembly Member Jeigh Stanton Gregor

#### EXCUSED

Assembly Member Rob Schwartz

### 2. Selection of Mayor Pro Tem

Mayor Jensen was in attendance so selection of a Mayor Pro Tem to chair the meeting was unnecessary.

### 3. Voluntary Pledge of Allegiance

The Pledge was recited.

### 4. Approval of Minutes

#### A. July 1, 2024 Assembly Meeting Minutes

The July 1, 2024 Assembly meeting minutes were unanimously approved.

Motion made by Assembly Member Lynn, Seconded by Assembly Member Fine-Walsh.

Voting Yea: Mayor Jensen, Vice Mayor Marsh, Assembly Member Fine-Walsh, Assembly Member Lynn, Assembly Member Newman, Assembly Member Stanton Gregor

### 5. Amendment and Approval of Meeting Agenda

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The meeting agenda was approved as submitted.

Motion made by Assembly Member Fine-Walsh, Seconded by Assembly Member Newman.

Voting Yea: Mayor Jensen, Vice Mayor Marsh, Assembly Member Fine-Walsh, Assembly Member Lynn, Assembly Member Newman, Assembly Member Stanton Gregor

## 6. Public Hearings

### A. Public Hearing for Ordinance #2024-12: An Ordinance Providing for the Submission to the Qualified Voters of Petersburg Borough the Question of the Issuance of Not-to-Exceed Three Million Five Hundred Thousand Dollars (\$3,500,000) of General Obligation Bonds, to Pay Costs of Public School Capital Improvements in the Borough at the Regular Election Held on October 1, 2024

Robyn Taylor, new Petersburg School District Superintendent, introduced herself to the Assembly and thanked them for their support in bringing the bond proposition to fund school capital improvements before the voters this October.

### B. Public Hearing for Ordinance #2024-13: An Ordinance Authorizing Long Term Indebtedness in an Amount not to Exceed \$19.3 Million for the Design and Construction of Water and Wastewater Infrastructure in the Borough and Directing that this Matter be Submitted to the Voters for Consideration at the Next Regular Election to be Held on October 1, 2024

No testimony was given.

## 7. Bid Awards

There were no bid awards.

## 8. 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.*

Harbormaster Wollen explained the reasoning for Ordinance #2024-15, which, if adopted, will provide that all costs of disposal of a derelict vessel are the responsibility of the vessel owner.

## 9. Persons to be Heard Unrelated to Agenda

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

No views were shared.

## 10. Boards, Commission and Committee Reports

### A. SEAPA Report

Assembly and SEAPA Board Member Lynn shared information regarding the recent SEAPA Board meeting in June.

## 11. Consent Agenda

**A. Beachcomber Lodge LLC Seasonal Alcoholic Beverage Dispensary License Renewal**

The Assembly unanimously supported renewal of the Beachcomber's beverage dispensary license.

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

Voting Yea: Mayor Jensen, Vice Mayor Marsh, Assembly Member Fine-Walsh, Assembly Member Lynn, Assembly Member Newman, Assembly Member Stanton Gregor

**12. Report of Other Officers**

There were no reports.

**13. Mayor's Report**

**A. July 15, 2024 Mayor's Report**

Mayor Jensen read his report into the record.

**14. Manager's Report**

**A. July 15, 2024 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.

**15. Unfinished Business**

**A. Ordinance #2024-12: An Ordinance Providing for the Submission to the Qualified Voters of Petersburg Borough the Question of the Issuance of Not-to-Exceed Three Million Five Hundred Thousand Dollars (\$3,500,000) of General Obligation Bonds, to Pay Costs of Public School Capital Improvements in the Borough at the Regular Election Held on October 1, 2024 - Second Reading**

If approved in three readings, Ordinance #2024-12 will bring Ballot Proposition #1, issuance of up to three million five hundred thousand dollars (\$3,500,000) of General Obligation Bonds for Petersburg School District capital improvements, before the voters at the October 1, 2024 Municipal Election. In its first reading, the Assembly amended the not-to-exceed dollar amount of the general obligation bonds from \$4,500,000 to \$3,500,000 by unanimous roll call vote. The ordinance was then unanimously approved, as amended, in its first reading.

Ordinance #2024-12 was unanimously approved in its second reading.

Motion made by Assembly Member Lynn, Seconded by Assembly Member Newman. Voting Yea: Mayor Jensen, Vice Mayor Marsh, Assembly Member Fine-Walsh, Assembly Member Lynn, Assembly Member Newman, Assembly Member Stanton

Gregor

**B. Ordinance #2024-13: An Ordinance Authorizing Long Term Indebtedness in an Amount Not to Exceed \$19.3 Million for the Design and Construction of Water and Wastewater Infrastructure in the Borough and Directing that this Matter be Submitted to the Voters for Consideration at the Next Regular Election to be Held on October 1, 2024 - Second Reading**

Ordinance #2024-13, if approved in three readings, will bring the question of indebtedness to the Alaska Department of Environmental Conservation's municipal loan program, in an amount not to exceed \$19.3 million, for design and construction of water and wastewater new and upgraded infrastructure in the Borough, to Borough voters at the October 1, 2024 Municipal Election. The ADEC loan program offers interest rates of approximately 1.5% over a 20 year period. If approved by the voters, projects design and construction will be authorized to commence until December 31, 2030. The Assembly unanimously approved Ordinance #2024-13 in its first reading.

By unanimous roll call vote, Ordinance #2024-13 was approved in its second reading.

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

**16. New Business**

**A. Ordinance #2024-14: An Ordinance Amending Provisions of Chapters 3.38, 3.40, and 3.76 of the Petersburg Municipal Code to Establish the Public Works Director as the Head of the Borough Water and Sewer Utilities and Create an Assistant Public Works Director as an Administrative Officer of the Borough**

Approval of Ordinance #2024-14 in three readings will move operation responsibility of the water and sewer utilities to the Public Works Director and will create an Assistant Public Works Director position as an administrative officer of the Borough.

Ordinance #2024-14 was unanimously approved in its first reading.

Motion made by Assembly Member Lynn, Seconded by Assembly Member Fine-Walsh.

Voting Yea: Mayor Jensen, Vice Mayor Marsh, Assembly Member Fine-Walsh, Assembly Member Lynn, Assembly Member Newman, Assembly Member Stanton  
Gregor

**B. Ordinance #2024-15: An Ordinance Amending Section 14.20.280 of the Petersburg Municipal Code to Clarify Recoverable Expenses from Vessels Impounded and Disposed of from Borough Harbors**

Ordinance #2024-15, if approved in three readings, will clarify in Municipal Code that the owner of any vessel disposed of shall be liable for all costs incurred by the Borough during the process of disposal.

The Assembly unanimously approved Ordinance #2024-15 in its first reading.

Motion made by Assembly Member Fine-Walsh, Seconded by Assembly Member Newman.

Voting Yea: Mayor Jensen, Vice Mayor Marsh, Assembly Member Fine-Walsh, Assembly Member Lynn, Assembly Member Newman, Assembly Member Stanton Gregor

**C. Ordinance #2024-16: An Ordinance Adjusting the FY 2025 Budget for Known Changes**

If adopted in three readings, Ordinance #2024-16 will: 1) authorize \$240,000 to be transferred from the Harbor Department reserves to a Derelict Boat Disposal budget item, increasing the total amount budgeted to \$250,000; 2) transfer \$4,000 from the General Fund Contingency to a Ballot Proposition Information budget item to disseminate information on the ballot propositions regarding the maximum sales tax exemption and transient room tax rate; and 3) adding the revenue (\$232,965) and expenses (\$153,418) for two electrical line extension jobs into the budget.

By unanimous roll call vote, the Assembly approved Ordinance #2024-16 in its first reading.

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

**D. Reappointment of Petersburg's Representatives to the Southeast Alaska Solid Waste Authority**

Without objection, Mayor Jensen reappointed Chris Cotta as Petersburg's Representative and Aaron Marohl as Petersburg's Alternate Representative to SEASWA. The appointments will expire January 31, 2027.

**E. Public Safety Advisory Board Appointment**

Mayor Jensen appointed John Havrilek to serve on the Public Safety Advisory Board until the October, 2024 Municipal Election without objection.

**17. Communications**

**18. Assembly Discussion Items**

**A. Assembly Member Comments**

There were no comments.

## **B. Recognitions**

Mayor Jensen recognized and thanked the Harbor staff for their efforts to help with a vessel that sank recently.

## **19. Adjourn**

The meeting was adjourned at 6:29 p.m.

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

## Borough Manager's Report

### Assembly Meeting 15 July 2024

- ❖ There are no applicants for the open EMS coordinator position as of 7/9/24. Aaron continues to fill in for this position as he can.
- ❖ Recently a meeting was held with the USCG and community stakeholders addressing USCG's capabilities to help run Mass Casualty response exercises. The USCG sent port security specialist Tom Pauser and Mike Pierson from Juneau to provide a brief on what these exercises could look like for Petersburg, Funding opportunities for these exercises, and methods to gauge community involvement.
- ❖ Aaron is working with Katmai Solutions, to provide a third-party report on changes that need to be made to the 2010 disaster response plan. This report will serve the purpose of advising the LEPC and Borough administration of changes that either should be made, updated or added in the new update.
- ❖ PVFD volunteers are trying to raise awareness about the importance of having good signage for residences, so responders know where to when 911 is called. The PVFD Association sells reflective address signs for the community. The volunteers will also help install the sign upon request. If interested, please contact the Fire Dept. at 772-3355.
- ❖ Sanitation volume continues to be high with tour ships and fish processors generating a lot of refuse.
- ❖ Water production is ramping up due to increased demand from processors. At a little over 1M gallons per day we are roughly double our off-season production levels, with peak production expected later in the summer. The water plant is designed to produce up to 4 million gallons per day. We normally won't see daily water production exceed about 2.5 MGD in the summer.
- ❖ The Alaska Rural Water Association is in town conducting a sanitary survey of the Water dept, as required by ADEC. A sanitary survey is an inspection of the water treatment plant. It must be performed by a qualified consultant per ADEC. The inspection looks at the condition and safety of our treatment system and standard operations to identify any equipment or processes that could be unsafe for our customers.
- ❖ The Wastewater crew assisted processor EC Phillips with some pump station issues they were having at their bunkhouse. The Borough's vactor truck was used to clear the pump station to allow a contractor access to do some diagnostic and repair work.
- ❖ Admin staff working on transition activities related to bringing Water and Wastewater back into Public Works.
- ❖ Derrick is working on the annual adjustments for the service rates at Assisted Living.

- ❖ Finishing up with the final parts of the OSHA inspection at Assisted Living. OSHA asked for some clarification on what had been sent to them. This will include adding some additional training for the staff on OSHA requirements.
- ❖ Sprint Triathlon happening on Saturday, July 20<sup>th</sup> with a 9a transition time and a 10a start time! Contact Parks and Rec and/or Scott Burt for more details and to get registered!
- ❖ Another round of swim lessons will begin on the 22<sup>nd</sup> for the continuation of swim levels. Keep an eye out around Parks and Rec and Facebook for more information.
- ❖ Registration is open now for Parks and Rec Youth Volleyball Camp beginning on Aug. 5<sup>th</sup> for 6<sup>th</sup> - 8<sup>th</sup> grade, and Aug 12<sup>th</sup> for 3<sup>rd</sup> -5<sup>th</sup> grade. Stop in for more information and to get your player registered!
- ❖ Property tax invoices were mailed out on July 1<sup>st</sup>. The due date is October 15<sup>th</sup>. Please contact the finance department if you have questions at 907-772-5409.
- ❖ Harbor staff appreciates all the players at the Drive Down working together. Busy place and most are very considerate of each other.
- ❖ Tuesday, harbor staff participated in a tabletop mass casualty drill led by EMS Director Hankins and USCG SE Sector emergency preparedness team. Was informative and good practice for a potential incident.
- ❖ Harbor staff has been working with Attorney Heideman to develop language to better the Boroughs code structure for dealing with abandoned/derelict vessel situations.
- ❖ The annual SEAPA shutdown went smoothly, and the diesel fuel adjustment charge has been calculated to be **1.3 cents per KWH** for usage in the June billing period. This adjustment will show up on the utility bills at the end of July. The higher output from the Blind Slough Hydro, a shorter shutdown period and our customer's energy conservation efforts saved a substantial amount of fuel over the previous year. A lower fuel price in general also helped dramatically. For reference, last year's adjustment was 2.7 cents per KWH.
- ❖ The annual Dam Safety Inspection with FERC engineers and our contracted Chief Dam Safety Engineer will be on July 18<sup>th</sup>. Various maintenance activities have been accomplished in the last month so that we are ready for the inspection.
- ❖ Staff is reviewing the draft 30% design-build plans and specs from EPS for the Scow Bay Generator project.
- ❖ The line crew has been working on various projects and services, including a line extension at Libby Lane, the WERC building power and other new customers.
- ❖ A reminder for water system customers to fill out the Lead Service Line Inventory survey that went out in the June utility bills. If customers have any questions, please contact the water department at 907-772-4760.
- ❖ Karl is still working on Pumpstation 4, WW discharge permitting and closeout of older WW projects with ADEC.