



# Petersburg Borough

12 South Nordic Drive  
Petersburg, AK 99833

## Meeting Minutes Borough Assembly Regular Meeting

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Monday, February 03, 2025

12:00 PM

Assembly Chambers

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### 1. Call To Order/Roll Call

#### 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

#### ABSENT

Assembly Member James Valentine

### 2. Voluntary Pledge of Allegiance

The Pledge was recited.

### 3. Approval of Minutes

#### A. January 21, 2025 Assembly Meeting Minutes

The January 21, 2025 minutes were approved as submitted.

### 4. Amendment and Approval of Meeting Agenda

The agenda was approved as submitted.

Motion made by Assembly Member Lynn, 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

### 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.*

No views were shared.

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

There were no reports.

**10. Consent Agenda**

There were no consent agenda items.

**11. Report of Other Officers**

**A. Petersburg Medical Center**

PMC CEO Hofstetter updated the Assembly on Medical Center activities.

**B. US Forest Service**

Petersburg District Ranger Case was unable to attend the meeting.

**C. Petersburg Rod & Gun Club**

Rod & Gun Club President Slaven reported on Club activities and future needs.

**12. Mayor's Report**

**A. February 3, 2025 Mayor's Report**

Mayor Jensen read his report into the record.

**13. Manager's Report**

**A. February 3, 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. Ordinance #2025-01: An Ordinance Amending the Official Zoning Map for Service Area 1 of the Petersburg Borough to Rezone Lot 13B, Plat #2008-15, (Parcel ID #01-014-700 Located at 1020 Sandy Beach Road) from Rural Residential (R-R) to Single-Family Residential (S-F)**

At the direction of the Assembly, the Planning Commission held a public hearing in December regarding the proposed rezone and recommends the Assembly rezone the parcel prior to a public auction.

By unanimous roll call vote, the Assembly approved Ordinance #2025-01 in its first reading.

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

**B. Ordinance #2025-02: An Ordinance Amending the FY 2025 Budget for Known Changes**

If approved in three readings, Ordinance #2025-02 will 1) add a Homeland Security Cyber Grant of \$26,736 to the budget; 2) correct the Motor Pool payroll budget with an increase of \$82,595; 3) increase Power & Light's inventory budget by \$45,000 to replenish exhausted power poles and line extension supplies; 4) increase Power & Light's heat pump rebate program budget by \$15,000 to support customer's rebate applications to the end of this fiscal year; and 5) increase Motor Pool's travel and training budget by \$8,697 for CDL licensing.

The Assembly unanimously approved Ordinance #2025-02 in its first reading.

Motion made by Assembly Member Newman, 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

**C. Scow Bay 65% Design Professional Services Contract with PND**

The Assembly unanimously approved to enter into a professional services contract with PND Engineers, Inc. for Task 6, 65% Design Development for the Scow Bay project.

**D. Petersburg Police Department K9 Unit Proposal**

After much discussion, a motion to approve the acquisition of a K9 unit failed by a vote of 2-4, with Assembly members stating that the issue could be reconsidered after more is known about the FY 2026 municipal budget.

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

Voting Yea: Vice Mayor Marsh, Assembly Member Newman

Voting Nay: Mayor Jensen, Assembly Member Lynn, Assembly Member Schwartz, Assembly Member Stanton Gregor

**E. Appointment of Rebecca Regula to the Position of Borough Clerk / Human Resources Director**

Manager Giesbrecht requests permission to promote Rebecca (Becky) Regula to the position of Borough Clerk / Human Resources Director effective April 1, 2025 at an annual base salary of \$85,000. If approved, Manager Giesbrecht intends to advertise for the Human Resources Officer / Deputy Clerk position vacated by Becky at an annual base salary of \$65,000, to begin April 1, 2025. Clerk Thompson is retiring with her last day of work on April 30th.

The Assembly unanimously approved the promotion of Rebecca Regula to the position of Borough Clerk / Human Resources Director effective April 1, 2025.

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

**16. Communications**

**A. Correspondence Received Since January 16, 2025**

**17. Assembly Discussion Items**

**A. Assembly Member Comments**

Assembly Member Lynn stated PMC CEO Hofstetter did a good job at the recent Assembly / Hospital Board Work Session presenting financials for operating the current facility and plans for a new facility.

**B. Recognitions**

Member Lynn congratulated Carey Case for her selection as USFS District Ranger for Petersburg.

Member Stanton Gregor recognized Emergency Services Director Hankins, his staff, and all Fire and EMS volunteers for their work in our community and requested community members consider volunteering with the Petersburg Volunteer Fire Department as a firefighter, emergency medical services technician, and/or search and rescue team member.

**18. Adjourn**

The meeting was adjourned at 12:59 p.m.

Motion made by Assembly Member Stanton Gregor, Seconded by Vice Mayor Marsh.  
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 03 February 2025**

- ❖ Parks and Recreation Rainforest Survival Series will have the Office of Boating Safety visit Petersburg to host a Paddle Safety Instructor course for P&R staff, as well as host a Paddling Safety course for the public on Saturday, February 8th from 3-6p. Register with Parks and Rec, only 10 spots available, ages 14+, all skill levels!
- ❖ Parks and Rec hosted our partner Alaska Maring Safety Education Association (AMSEA) to instruct a Drill Conductor course on Saturday, Feb 1st, a safety training course for commercial fishermen (for free) and non-commercial fishermen (for a fee). See AMSEA's website for details on upcoming classes. Or contact Stephanie Payne for more information.
- ❖ Mariyam Medovaya of Alaska Trails will speak at the Petersburg Chamber of Commerce annual banquet on February 15th. Mariyam will speak about the economic impact that trails can make for our communities in Alaska and share an update about the AK Long Trail. Tickets are \$60 and are available at Lee's Clothing.
- ❖ Join Theresa Craig in an afternoon Aquatic Strength Training class on Mondays and Wednesdays from 1:15 - 2:15. Membership scan or daily use fee required.
- ❖ Skate Nights are booming! Every Friday night, with a themed night the last Friday of the month, this week is Western Theme.
- ❖ Only a few Dive-In Movie nights left in the season, seems like they just started... Great opportunity to have some good warm family fun!
- ❖ Stephanie has begun teaching adult swim lessons again, if you know of anyone who would like to join, have them contact me. Scott will be organizing youth swim lessons soon.
- ❖ If your crew needs American Red Cross First Aid/CPR/AED certification, please get in touch with me to get one scheduled. Already have Glo and Liz crews on the list.
- ❖ The first apartment to be renovated in Elderly Housing is nearing the end of the demolition phase and vendors have been contacted regarding supplies necessary to outfit the unit.
- ❖ Annual apartment inspections are being scheduled in Elderly Housing in preparation for our upcoming REAC inspection.
- ❖ Preliminary work is underway for the repair of flooring in the Elderly Housing commercial kitchen cooler/freezer area.
- ❖ The Harbor Department reminds their permanent stall holders to return their updated stall contracts that were sent out at the end of the year.
- ❖ Reminder to boat owners the annual drive-down permits are available.

- ❖ The Harbor has posted the dock roof project adjacent to the Harbor Office in the Pilot and bid documents are available on the Borough's website or at the Harbor Office. The Harbor encourages interested parties to reach out if there are questions.
- ❖ PMPL's new digger derrick was received, inspected and placed in service.
- ❖ There was a fire at a home adjacent to the Public Works yard and close to our Motor Pool fueling station, but fortunately it did not spread to our site. Thanks to PVFD for their quick response to this incident!
- ❖ The Pump Station 4 project is officially underway. Contractor Rock-N-Road has been issued a Notice to Proceed and has indicated that construction should begin in March or early April. Pumps for the project have been ordered by the Borough through Alaska Pump and Supply.
- ❖ Still figuring out if our various grants and loans will be affected by the most recent Presidential Executive Order that paused Federal funding and then cancelled the Executive Order. It appears to be good news.
- ❖ PMPL is working through requests from FERC to perform additional seismic hazard analysis on the Crystal Lake Dam. This is stemming from a footnote on the 2018 Part 12D safety inspection, and we can't seem to get to a conclusion that satisfies FERC. The next steps include a more detailed type of seismic hazard analysis, while PMPL is still waiting for FERC comments on a dam stability analysis that was submitted to the agency in the summer of 2023.
- ❖ The first single digit temperatures of the winter are forecasted for the first weekend of February. The department is coordinating Wrangell Light and Power and SEAPA to ensure that if SEAPA generation cannot meet the system loads, diesel support will be provided during periods of peak power usage.