



# Petersburg Borough

12 South Nordic Drive  
Petersburg AK, 99833

## Meeting Minutes Borough Assembly

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Tuesday, September 3, 2013

12:00 PM

Assembly Chambers

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### 1. Call To Order/Roll Call

Mayor Jensen called the Regular Meeting to order at Noon.

**Present:** 5 - Mayor Mark Jensen, Vice Mayor Sue Flint, Assembly Member John Hoag, Assembly Member Cindi Lagoudakis and Assembly Member Nancy Strand

**By Phone:** 2 - Assembly Member John Havrilek and Assembly Member Kurt Wohlhueter

### 2. Voluntary Pledge

*The Pledge was recited.*

### 3. Approval of Minutes

13-180

08-05-2013 Minutes

**Attachments:** [08-05-2013 minutes.pdf](#)

The minutes were approved, as submitted.

13-181

08-19-2013 Minutes

**Attachments:** [08-19-2013 minutes.pdf](#)

*The minutes of the August 19, 2013 meeting were amended to reflect that in Agenda Item #3 (Informational Presentation on Kake Access and Intertie Projects) Alaska Department of Transportation Representative Andy Hughes affirmed, when asked, that the department has been having difficulty in funding maintenance of roads.*

The minutes, as amended were unanimously approved.

### 4. Amendment and Approval of Meeting Agenda

The agenda, as presented, was approved.

### 5. Public Hearings and Bid Awards

#### A. Public Hearing on Ordinance #2013-13

*Mayor Jensen called for comments to the ordinance. No public comments were received.*

**B. Bid Award for Winter Sand**

By a unanimous Roll Call Vote, the Assembly accepted the Public Works Director's recommendation and awarded the bid for 2,000 tons of 3/8" minus sand to Northwood Sand & Gravel for \$29.50 per ton.

13-175

Bid Award: Winter Sand 2013-2014

**Attachments:**     [Winter Sand award recommendation 8-2013.docx](#)

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

*None.*

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

*None.*

**8. Board, Commission and Committee Reports**

*Transportation Committee Chairman Dave Kensinger informed the proposed 2014 summer schedule for the Marine Highway is out for public comment. The schedule shows a continued degrade of service. Kensinger urged the assembly and general public to express support to restore a two vessel per week departure from Rupert beginning May 1st through September 30. The proposed schedule shows 1 weekly ferry out of Rupert from July 1 to September 15. Considerable discussion was held. The Assembly authorized a letter be sent to Governor Parnell urging his support of improved ferry service.*

**9. Consent Agenda**

*No items.*

**10. Report of Other Officers**

*None.*

**11. Mayor's Report**

*Mayor Jensen informed of the probable lack of quorum for the upcoming September 16 meeting. At the close of this meeting, the next Regular Meeting was scheduled for September 27.*

**A. Appointment to Vacancies**

*Mayor Jensen, with no objections from the Assembly, appointed Louis (Chris) Fry to a vacancy on the Planning Commission and Jeanette Ness to a vacancy on the Hospital Board. Both appointments are until the October, 2014 election.*

13-188

Appointments to Vacancies

**Attachments:**     [Letters of Interest.pdf](#)

**B. Direction for Southeast Conference Representatives**

*Assembly Member Lagoudakis will be attending Southeast Conference as well as Mayor Jensen. Consensus of the Assembly was our representatives should assure to attend the Transportation Committee meeting portion of the session.*

**C. City and Borough of Wrangell Request for Work Session Attendance**

*The assembly accepted an invitation to attend a joint work session with the Wrangell Assembly in Wrangell on September 10. The purpose of the Work Session is to discuss Thomas Bay Power Authority and Southeast Alaska Power Agency. Attendance to the regular Wrangell Assembly meeting for the evening of September 10 was declined.*

[13-190](#)

**City and Borough of Wrangell Work Session Invite**

**Attachments:**     [Mayor Jack Invitation and Memo.pdf](#)

**D. Borough Manager Performance Evaluation**

*The assembly approved of Member Lagoudakis assisting Mayor Jensen in a performance evaluation conference with Borough Manager Giesbrecht. The purpose of the conference will be to evaluate the cumulative ratings made by assembly members and department heads and prepare a recommended final performance evaluation for the full assembly's consideration.*

[13-191](#)

**Manager Evaluation**

**Attachments:**     [Evaluation Calendar, Process and Form.pdf](#)

**12.     Manager's Report**

*Manager Giesbrecht reviewed his written report.*

[13-177](#)

**Manager's Report**

**Attachments:**     [Manager report 09032013](#)

**13.     Unfinished Business**

**A. Juneau Appeal of Petersburg Borough Boundaries**

*Oral argument is at 3:00 p.m. on Wednesday, September 5 in Juneau.*

**B. Redistricting**

*No new information.*

### Ordinances for Third and Final Reading

**C. Ordinance #2013-11: Providing for Chapter 3.18 of the Municipal Code Entitled "Finance Department" (short title)**

**The ordinance was unanimously approved in final reading by Roll Call Vote.**

**Yes:** 5 - Mayor Jensen, Vice Mayor Flint, Assembly Member Hoag, Assembly Member Lagoudakis and Assembly Member Strand

**By Phone:** 2 - Assembly Member Havrilek and Assembly Member Wohlhueter

[ORD#13-011](#)

An Ordinance Providing for Chapter 3.18 of the Municipal Code, Entitled "Finance Department", Updating Current Language to Reflect Borough Incorporation and Providing for the Dissolution of the Finance Committee for the City of Petersburg

**Attachments:** [Ord. 2013-11.pdf](#)

**D. Ordinance #2013-12: Providing for Chapter 4.35 of the Municipal Code entitled "Property Development Fund" (short title)**

**The ordinance was approved in final reading by a unanimous Roll Call Vote.**

**Yes:** 5 - Mayor Jensen, Vice Mayor Flint, Assembly Member Hoag, Assembly Member Lagoudakis and Assembly Member Strand

**By Phone:** 2 - Assembly Member Havrilek and Assembly Member Wohlhueter

[ORD#13-012](#)

An Ordinance Providing for Chapter 4.35 of the Municipal Code, Entitled "Property Development Fund", Updating Current Language to Reflect Borough Incorporation and Designating that Funds from the Sale, or For Acquisition, of State Entitlement Lands be Deposited Into, or Disbursed From, the Property Development Fund

**Attachments:** [Ord. 2013-12.pdf](#)

### Ordinances for Second Reading

**E. Ordinance #2013-13: Providing for Title 1 of the Municipal Code (short title)**

*Prior to the ordinance's third reading, the attorney was requested to review Section 1.04.020 (gender language) and the definition of "person" in section 1.04.030 O, to make the language more clear.*

**The ordinance was approved in second reading by a unanimous Roll Call Vote.**

**Yes:** 5 - Mayor Jensen, Vice Mayor Flint, Assembly Member Hoag, Assembly Member Lagoudakis and Assembly Member Strand

**By Phone:** 2 - Assembly Member Havrilek and Assembly Member Wohlhueter

[ORD#13-013](#)

An Ordinance Providing for Title 1 of the Municipal Code, and

**Updating Current Language to Reflect Borough Incorporation**

**Attachments:**     [Ord. 2013-13 Title 1.pdf](#)

**F. Review of Boards/Committees**

*In response to Borough Charter Section 19.06, the assembly reviewed the evaluation information provided and discussed the merits of retaining the Utility Advisory Board and the Motor Pool Committee by ordinance. Consensus was an ordinance will not be prepared to formally recognize either board in the Borough Code. It was noted that if the assembly desires research or a recommendation on topics that would be addressed by either board, an ad-hoc committee could be formed. If residents disagree with the non-action to retain either the Utility Board or Motor Pool Committee they should express their concerns to the assembly prior to the end of the year.*

[13-194](#)**Evaluation Form and Minutes**

**Attachments:**     [Utility Board Evaluation Form KH](#)  
                              [Utility Board Minutes.pdf](#)

[13-195](#)

**Attachments:**     [Motor Pool Committee Evaluation Form KH](#)  
                              [Motor Pool Minutes.pdf](#)

**Recess**

*Mayor Jensen called a recess at 7:50 p.m. The meeting was reconvened at 7:55 p.m. with all members of the Assembly present.*

**14.     New Business**

*Mayor Jensen deviated from the printed agenda to address item 14B prior to 14A.*

**13-178     B. Structural Analysis Report of Municipal Building**

*Manager Giesbrecht provided a synopsis of the engineer's findings in the structural analysis report of the Municipal Building and the Reid Warehouse. The Reid Warehouse is off the table for use as a police station/jail facility. The report indicates the base building structure is not suitable for the intended use. The Municipal Building is a possibility. The architect believes the building has structural integrity to accommodate a complete remodel. Discussion was held on the study's findings and what possibilities there are for remodeling. Prior to moving ahead in an RFP process for design of a remodel of the Municipal Building, a space analysis must be performed. Discussion was held when and if an RFP process will be held for the project.*

**The assembly authorized the manager to proceed with the next step (space analysis) in the review process of the Municipal Building.**

[13-178](#)**Structural Analysis Report of Municipal Buildings**

**Attachments:**     [Petersburg Facility Structural Analysis Report Executive Summary 2013 08 27](#)  
                                 [Petersburg Facility Structural Analysis Report 2013 08 27](#)

**A. 2015 Capital Projects List**

*The assembly reviewed a proposed CIP list for 2015. Our State lobbyist is requesting we submit a shorter list to the governor this year. He has also asked that we have the list ready to submit to Governor Parnell in the very near future. The assembly amended the proposed list that contained carried forward items from last fiscal year.*

**The Manager was instructed to prepare a CIP list and letter to be sent to the Governor.**

**15.     Communications**

*None.*

**16.     Assembly Discussion Items**

**A. Recognitions**

*The Police Department was thanked for their excellent job in apprehending the suspects of recent robberies. In addition, kudos were given to the great appearance of the newly refinished community gym floor.*

**B. Maintenance of Municipal Facilities**

*Assembly Member Havrilek expressed his concerns of public facilities suffering unnecessary damages by user groups. He desired that the department head responsible for the facility have authority to deny use of the facility. Discussion was held on the matter and it was noted that the matter is difficult to address per a single policy.*

**17.     Adjourn**

**The meeting adjourned at 1:34 p.m.**