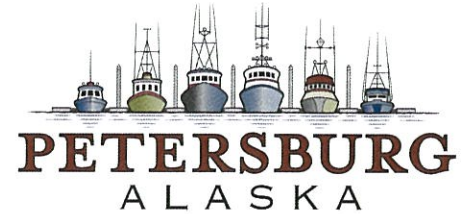


# Memorandum



**To:** Stephen Giesbrecht, Borough Manager  
Mayor Jensen and Borough Assembly

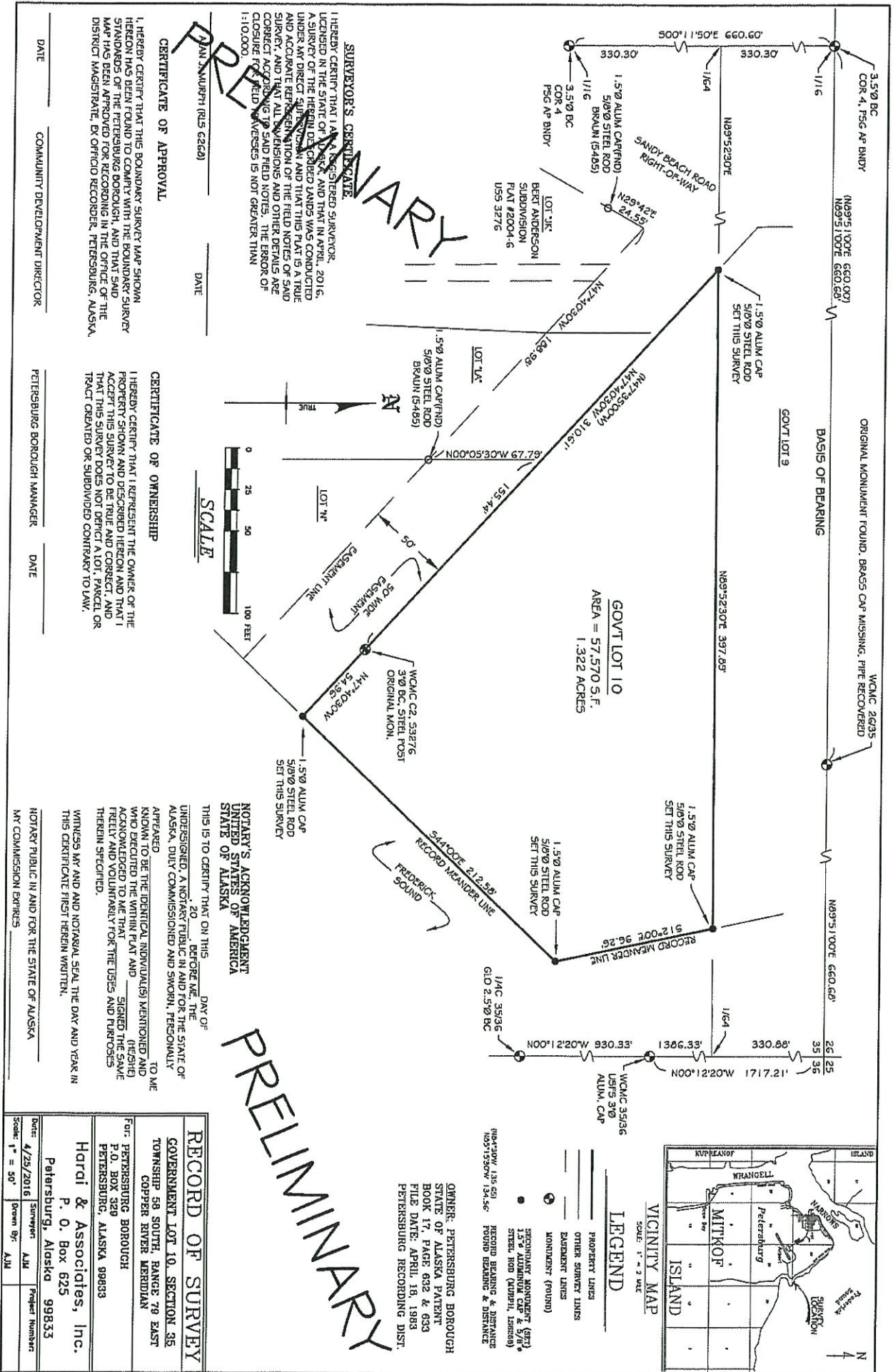
**From:** Jody Tow, Finance Director

**Date:** 6/13/2016

**Subject:** Process prior to Public Auction

In the event that the Borough Assembly approves sale of public property the following process is proposed.

1. **Prior to August 1, 2016** - Borough Staff will create an informational packet for each parcel and the steps to be taken if planning to bid on a piece of property. An informational packet will sent by certified mail to each adjacent property owner of the parcel being sold. A public auction notice will be posted on the property to be sold.
2. **In August** - Advertising in the newspaper, KFSK , Post Office, Borough's website and social media page.
3. The auction will be held on **September 19<sup>th</sup>, 2016** during the regularly held Borough Assembly meeting.
4. 5% of Purchase price deposit due by **September 30<sup>th</sup>**.
5. Remaining due within 90 calendar days of sale, **December 20<sup>th</sup>**.



**SURVEYOR'S CERTIFICATE**

I HEREBY CERTIFY THAT I AM A REGISTERED SURVEYOR, LICENSED IN THE STATE OF ALASKA, AND THAT IN APRIL, 2016, A SURVEY OF THE HEREIN DESCRIBED LANDS WAS CONDUCTED UNDER MY DIRECT SUPERVISION AND THAT THIS PLAT IS A TRUE AND ACCURATE REPRESENTATION OF THE FIELD NOTES OF SAID SURVEY, AND THAT ALL DIVISIONS AND OTHER DETAILS ARE CORRECT ACCORDING TO SAID FIELD NOTES. THE ERROR OF CLOSURE FOR THIS SURVEY IS NOT GREATER THAN 1:10,000.

**CERTIFICATE OF APPROVAL**

I HEREBY CERTIFY THAT THIS BOUNDARY SURVEY MAP SHOWN HEREON HAS BEEN FOUND TO COMPLY WITH THE BOUNDARY SURVEY STANDARDS OF THE PETERSBURG BOROUGH, AND THAT I HAVE BEEN APPROVED FOR RECORDING IN THE OFFICE OF THE DISTRICT MAGISTRATE, EX OFFICIO RECORDER, PETERSBURG, ALASKA.

DATE \_\_\_\_\_ COMMUNITY DEVELOPMENT DIRECTOR

**CERTIFICATE OF OWNERSHIP**

I HEREBY CERTIFY THAT I REPRESENT THE OWNER OF THE PROPERTY SHOWN AND DESCRIBED HEREON AND THAT I ACCEPT THIS SURVEY TO BE TRUE AND CORRECT, AND THAT THIS SURVEY DOES NOT DEFECT A LOT, PARCEL OR TRACT CREATED OR SUBDIVIDED CONTRARY TO LAW.

PETERSBURG BOROUGH MANAGER DATE \_\_\_\_\_

**NOTARY'S ACKNOWLEDGEMENT**

UNITED STATES OF AMERICA

NOTARY PUBLIC IN AND FOR THE STATE OF ALASKA

DATE OF \_\_\_\_\_

BEFORE ME, THE UNDERSIGNED, A NOTARY PUBLIC IN AND FOR THE STATE OF ALASKA, DULY COMMISSIONED AND SWORN, PERSONALLY APPEARED \_\_\_\_\_ TO ME, KNOWN TO BE THE IDENTICAL INDIVIDUAL(S) MENTIONED AND WHO EXECUTED THE WITHIN PLAT AND \_\_\_\_\_ SIGNED THE SAME FREELY AND VOLUNTARILY FOR THE USES AND PURPOSES THEREIN SPECIFIED.

WITNESSES MY HAND AND NOTARIAL SEAL THE DAY AND YEAR IN THIS CERTIFICATE FIRST HEREIN WRITTEN.

**RECORD OF SURVEY**

GOVERNMENT LOT 10, SECTION 35, TOWNSHIP 58 SOUTH, RANGE 79 EAST, COPPER RIVER MERIDIAN

For: PETERSBURG BOROUGH, P.O. BOX 329, PETERSBURG, ALASKA 99833

Harai & Associates, Inc., P.O. Box 625, Petersburg, Alaska 99833

Date: 4/23/2016 Drawn by: AJM

**PRELIMINARY**

**LEGEND**

PROPERTY LINES  
OTHER SURVEY LINES  
EASEMENT LINES  
MONUMENT (FOUND)  
RECORDING MONUMENT (NOT FOUND)  
RECORD BEARING & DISTANCE  
RECORD BEARING & DISTANCE  
RECORD BEARING & DISTANCE

**VICINITY MAP**

SCALE: 1" = 2 MILES

ISLAND

MITKOF

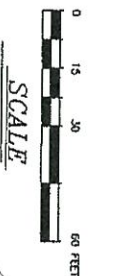
PETERSBURG

WRANGELL

KUPREANOF

ISLAND





**SURVEYOR'S CERTIFICATE**  
 I HEREBY CERTIFY THAT I AM A REGISTERED SURVEYOR, LICENSED IN THE STATE OF ALASKA, AND THAT IN MARCH, 2016, A SURVEY OF THE HEREIN DESCRIBED LANDS WAS CONDUCTED UNDER MY DIRECT SUPERVISION AND THAT THIS PLAT IS A TRUE AND ACCURATE REPRESENTATION OF THE FIELD NOTES OF SAID SURVEY, AND THAT ALL DIMENSIONS AND OTHER DETAILS ARE CORRECT ACCORDING TO SAID FIELD NOTES. THE ERROR OF CLOSURE FOR FIELD TRAVERSES IS NOT GREATER THAN 1:10,000.

*Alan J. Murphy*  
 ALAN J. MURPHY RES 6268  
 DATE 01 April 2016

**CERTIFICATE OF APPROVAL**  
 I HEREBY CERTIFY THAT THIS BOUNDARY SURVEY MAP SHOWN HEREON HAS BEEN FOUND TO CONFORM WITH THE BOUNDARY SURVEY STANDARDS OF THE PETERSBURG BOROUGH, AND THAT SAID MAP HAS BEEN APPROVED FOR RECORDING IN THE OFFICE OF THE DISTRICT MAGISTRATE, EX OFFICIO RECORDER, PETERSBURG, ALASKA.

4-6-2016  
*Charles Oliver*  
 COMMUNITY DEVELOPMENT DIRECTOR

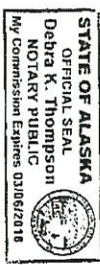
**CERTIFICATE OF OWNERSHIP**  
 I HEREBY CERTIFY THAT I REPRESENT THE OWNER OF THE PROPERTY SHOWN AND DESCRIBED HEREON AND THAT I ACCEPT THIS SURVEY TO BE TRUE AND CORRECT, AND THAT THIS SURVEY DOES NOT DEFECT A LOT, PARCEL OR TRACT, CREATED OR SUBDIVIDED CONTRARY TO LAW.

4-6-2016  
*Debra K. Thompson*  
 PETERSBURG BOROUGH MANAGER

**NOTARY'S ACKNOWLEDGMENT**  
 UNITED STATES OF AMERICA  
 STATE OF ALASKA  
 I, Debra K. Thompson, Notary Public in and for the State of Alaska, duly commissioned and sworn, personally appeared Stephen Giesbrecht on this 6th day of April, 2016, before me, the undersigned, a Notary Public in and for the State of Alaska, duly commissioned and sworn, personally known to be the identical individual(s) mentioned and acknowledged to me that he (THESE) freely and voluntarily for the uses and purposes therein specified.

WITNES MY HAND AND NOTARIAL SEAL THE DAY AND YEAR IN THIS CERTIFICATE FIRST HEREIN WRITTEN.  
Debra K. Thompson  
 NOTARY PUBLIC IN AND FOR THE STATE OF ALASKA  
 MY COMMISSION EXPIRES 3/6/2018

RECORD OF SURVEY			
LOT 6A, BLOCK 231, U.S. SURVEY 1252A			
FORMALITY LOT 6 & LOT 7, BLOCK 231			
U.S. SURVEY 1252A			
For: PETERSBURG BOROUGH			
PETERSBURG, ALASKA 99833			
Harci & Associates, Inc.			
P. O. Box 625			
Petersburg, Alaska 99833			
Date:	3/25/2016	Surveyor:	ALJ
Scale:	1" = 30'	Drawn By:	ALJ
		Project Number:	

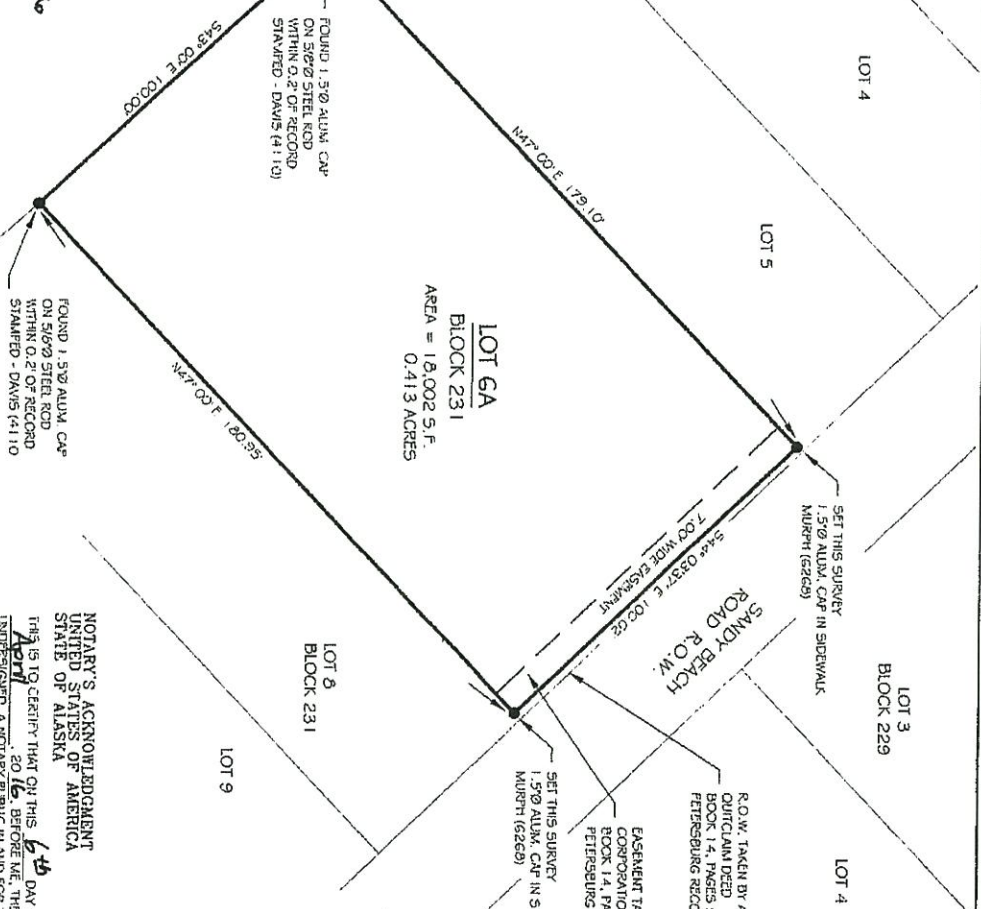


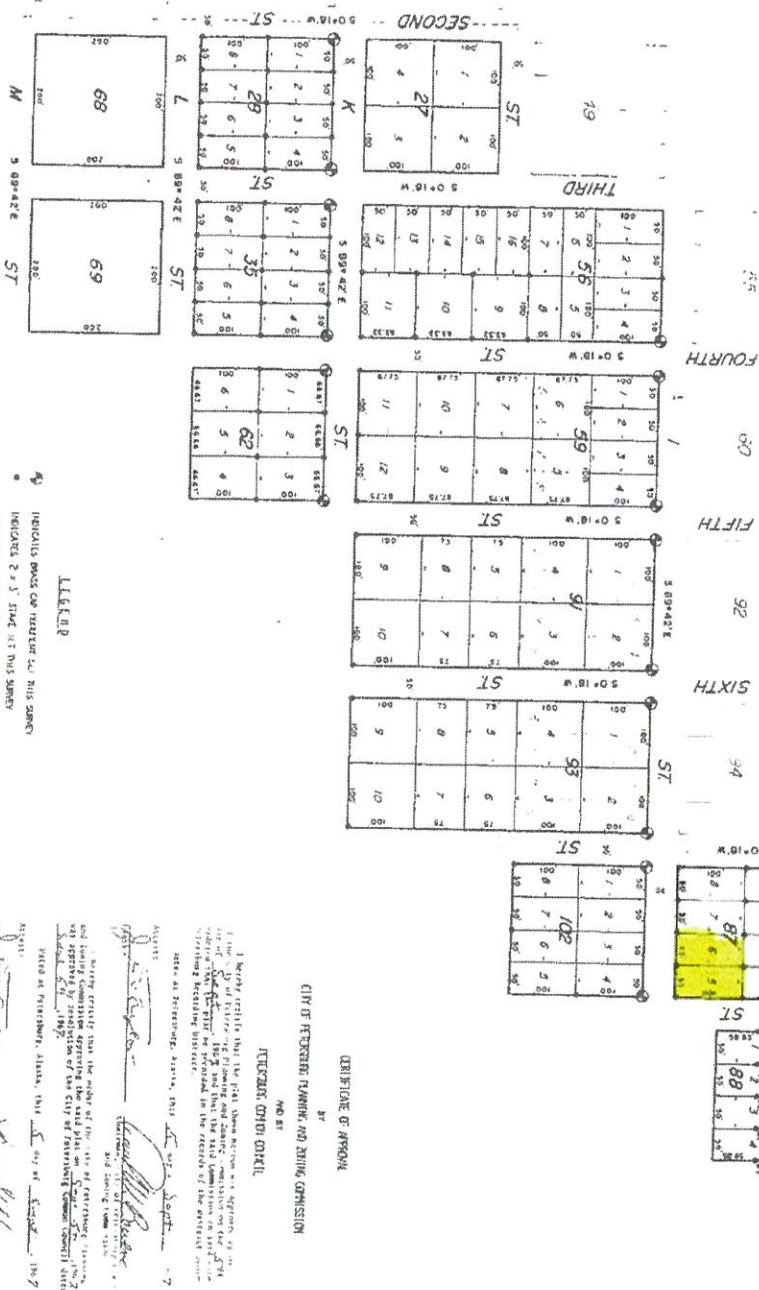
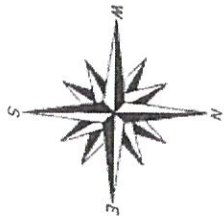
**2016-3**  
**Petersburg**  
 Date April 13th  
 Time 10:39 A.M.

**OWNER, PETERSBURG BOROUGH**  
 TRUSTEE DEED  
 BOOK 6, PAGE 117  
 FILE DATE: JUNE 16, 1961  
 PETERSBURG RECORDING DIST.

**NOTICE OF MINOR LOT CONSOLIDATION**  
 DOCUMENT: 2015-000789-0  
 FILE DATE: DEC. 29, 2015  
 PETERSBURG RECORDING DIST.

- LEGEND**
- PROPERTY LINES
  - OTHER SURVEY LINES
  - THE LINES
  - US SURVEY 1252A
  - NONUMENT (ROUND)
  - SECONDARY MONUMENT (SET)
  - 1.3" ALUMINUM CAP & 5/8" STEEL ROD (MURPHY, L2640)
  - RECORD BEARING & DISTANCE
  - FOUND BEARING & DISTANCE



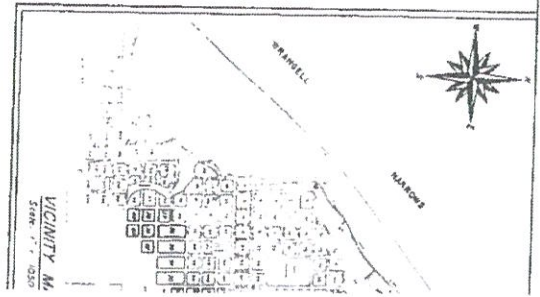


INDICATES POS. OF TRAILER CO. THIS SURVEY  
INDICATES 2 x 3' STAKE SET THIS SURVEY  
INDICATES ORIGINAL EXISTING CURB

LEGEND

APPROVED - 1950  
JANUARY 11, 1950  
CITY OF PETERSBURG, ALASKA

CITY OF PETERSBURG, ALASKA, AND THE  
CITY OF PETERSBURG, ALASKA, AND THE  
CITY OF PETERSBURG, ALASKA, AND THE



PLAT OF  
SOUTHEAST ADD  
SUBDIVISION OF A PORTION OF U.S.  
RESUBDIVISION OF BLOCKS 56, 57  
TOWNSITE OF PETERSBURG  
PETERSBURG, ALASKA

Scale: 1" = 100'  
JONES & NORDLING - REG'T. ENGRS.