



Petersburg Borough

12 South Nordic Drive
Petersburg AK, 99833

Meeting Minutes Borough Assembly

Monday, October 7, 2013

12:00 PM

Assembly Chambers

1. Call To Order/Roll Call

Mayor Jensen called the meeting to order at Noon.

Present: 6 - Mayor Mark Jensen, Vice Mayor Sue Flint, Assembly Member John Hoag, Assembly Member John Havrilek, Assembly Member Cindi Lagoudakis and Assembly Member Nancy Strand

Excused: 1 - Assembly Member Kurt Wohlhueter

2. Voluntary Pledge

The Pledge was recited.

3. Approval of Minutes

A. [13-263](#) Approval of September 27, 2013 Regular Meeting Minutes

Attachments: [09-27-2013 Minutes.pdf](#)

The minutes were approved, as submitted.

4. Amendment and Approval of Meeting Agenda

The agenda, as submitted, was unanimously approved.

5. Public Hearings and Bid Awards

A. [13-266](#) Public Hearing on Ordinance # 2013-14: Banking, Investment and Collateralization Policies (short title)

No public comments were received.

B. [13-267](#) Public Hearing on Ordinance # 2013-15: Business Taxes, Licenses and Regulations (including Alcoholic Beverages and Itinerant Merchants)

No public comments were received.

C. [13-262](#) Award of Two Year Janitorial Contract

Attachments: [Janitorial Bid Award Request.pdf](#)

Two bids were received to provide janitorial services for numerous borough facilities from November 1, 2013 through October 30, 2015. The administration department recommended that low bidder, Weller's Janitorial, be awarded the contract.

By unanimous Roll Call Vote, the assembly accepted the administration department's recommendation and awarded the two year janitorial contract to Weller's Janitorial Services at an annual contract price of \$87,636.

D. [13-268](#)

Rasmus Enge Bridge Wood Materials Bid Award

Attachments: [Ras Enge Wood Materials Bid Award Recommendation Memo 10-02-13.docx](#)
 [Rasmus Enge Bid Tab 10-01-13.pdf](#)

Four bids were received to provide timber materials for Rasmus Enge Bridge. The Public Works Department recommended the low bid from The Mill, Inc.

By unanimous Roll Call Vote, the assembly accepted the Public Works Department recommendation and awarded the materials bid for Rasmus Enge Bridge to The Mill, Inc. in an amount not to exceed \$68,770.

6. Visitors' Views Related to Agenda

Resident and harbor stall lessor Suzanne West spoke in support of retaining the Harbors and Port Advisory Board. (agenda item 13 F).

7. Visitors' Views Unrelated to Agenda

Mitkof Highway resident (at 6.5 mile) Suzanne West spoke against the Alaska Department of Transportation's policy regarding mass use of herbicides and pesticides on State owned rights-of-way. She provided examples of possible hazards that could occur to the human drinking water areas that have been permitted by the State on Mitkof Highway as well as the affect of storm water run-off from the highway into the Narrows on fish and other wildlife.

8. Board, Commission and Committee Reports

Assembly member Flint announced the Sales Tax Ordinance Review Committee will meet at Noon on October 30th. It is planned to review the entire ordinance up to the list of exemptions.

A. [13-270](#)

Forest Service District Ranger Jason Anderson

Mr. Anderson was unable to attend the meeting due to the on-going federal government shut-down. Mr. Anderson will provide a report on the Forest Service's policies on the use of herbicides and pesticides sometime in the near future.

9. Consent Agenda

No items.

10. Report of Other Officers

A. [13-256](#)

Public Works Director: Recycling Report and request for Assembly

consensus to proceed with local recycling recommendations.

Attachments: [Petersburg Recycling Report FINAL](#)
[Borough Manager Memo - Recycling Report and Implementation schedule](#)

Public Works Director Hagerman provided a written report that laid out the groundwork for an improved, expanded recycling program for Petersburg. The outcome of a recent trial "co-mingled" recycling project indicated Petersburg's test co-mingling program should be continued and expanded. The report recommended: 1) implement a voluntary bag system for small commercial and household recycling customers, with pickup by a contractor. Large commercial and harbor recyclers would use dumpsters. This bag system could eventually transition to a cart system. 2) Materials that would be part of the co-mingle recyclable program: plastics (with the exception of Styrofoam and plastic bags), tin cans, aluminum, junk mail, catalogs, unbroken glass bottles and jars, and cardboard (broken down and placed inside of the bag). The goal of the program would be to achieve 50% diversion from our solid waste disposal system over a seven year period.

The program is recommended to be voluntary, free of charge, with participation incentives placed on current monthly solid waste pickup fees for those that do not recycle. Hagerman provided a list of items/processes, with due dates, that must occur to meet the March 31, 2014 target date for implementation of the new program.

Discussion was held on the report and recommendations.

Consensus of the assembly was for the borough to move forward with the new recycling program using the implementation schedule as proposed by Hagerman.

11. Mayor's Report

Mayor Jensen informed of his attendance to the Arctic Prowler christening in Ketchikan. The vessel is the first of its kind to be constructed in Alaska and she hails from Petersburg.

A. [13-269](#)

10-07-2013 Mayor's Report

Attachments: [Mayor's Report.pdf](#)

Mayor Jensen's report consisted of: notification to assembly members that wished to attend the November 18-22 Alaska Municipal League Conference to make travel arrangements soon to assure accommodations; and informed that the next advisory boards to be reviewed for retention in borough government are the public safety and parks and recreation advisory boards.

This Report was read into the record

12. Manager's Report

The Manager reviewed his written report.

A. [13-253](#)

Manager's Report

Attachments: [Manager report 10072013.pdf](#)

The written report is attached and made part of these meeting minutes.

13. Unfinished Business

Ordinances for Third and Final Reading

- A. [ORD#13-013](#) Ordinance # 2013-13: An Ordinance Providing for Title 1 of the Municipal Code, and Updating Current Language to Reflect Borough Incorporation, as amended by attorney for final read

Attachments: [Ord. 2013-13. final read.pdf](#)

The ordinance provides general provisions regarding ordinance and resolution preparation and procedures as well as provides a general penalty and interest for violations of the Code. The ordinance was amended since its second reading by legal counsel to provide clearer definitions and clarity as voiced by the assembly at the September 3 meeting.

By a unanimous Roll Call Vote, Ordinance #2013-13 was approved by title, in final reading.

Ordinances for Second Reading

- B. [ORD#13-014](#) Ordinance # 2013-14: An Ordinance Providing for Chapter 4.36 of the Municipal Code and Updating Current Language to Reflect Borough Incorporation

Attachments: [Ord. 2013-14.pdf](#)

By a unanimous Roll Call Vote, Ordinance 2013-14 was unanimously approved in second reading by title only.

- C. [ORD#13-015](#) Ordinance # 2013-15: An Ordinance Providing for Title 6 of the Municipal Code and Updating Current Language to Reflect Borough Incorporation

Attachments: [Ord. 2013-15.pdf](#)

Section 6.04.050 of the ordinance had been rewritten since its first reading to assure the long standing business hours for alcoholic beverage sales were not changed. The original proposed section contained in the first read version of the ordinance inadvertently changed allowable business hours.

By a unanimous Roll Call Vote, Ordinance #2013-15 was approved in second reading, by title only.

- D. [13-000](#) Juneau Appeal of Petersburg Borough Boundaries

The Borough is still awaiting a court ruling.

- E. [13-001](#) Redistricting

No new information.

F. [13-259](#) Review of Harbors and Port Advisory Board

Attachments: [Harbor Eval Form.pdf](#)
 [Recent Past Minutes of Harbor Board.pdf](#)

Pursuant to Borough Charter Section 19.08, the assembly reviewed the merits of retaining the board for borough government purposes. Harbormaster Wollen had provided the standard evaluation information and board minutes from the first of the year. Discussion centered around retaining the board as an appointed, versus elected board. It was noted during discussion that the Harbors and Port Advisory Board is an advisory board that has had an excellent track record in attracting candidates for election.

By a vote of 5-1 (member Hoag opposed) the assembly voted to retain the Harbors and Port Advisory Board as a seven member elected board for borough government.

14. New Business

A. [ORD#13-016](#) Ordinance # 2013-16: An Ordinance Providing for Chapter 4.24, Entitled Property Tax, of the Municipal Code, Updating Current Language to Reflect Borough Incorporation; and Updating Various Functions and Dates to Meet Annual Budget Deadlines. First Reading.

Attachments: [Ord. 2013-16.pdf](#)

The ordinance would update the Code language to reflect Borough Incorporation and also assure that numerous processes are done timely to meet annual budget deadlines.

Ordinance #2013-14 was approved by a unanimous Roll Call Vote by title only, in first reading.

B. [RES#13-022](#) Resolution # 2013-22: A Resolution Amending the Established Public Notice Posting Areas for Borough Business - Adding Papke's Landing Dock Approach Area

Attachments: [Res 2013-22 Papke's Posting.pdf](#)
 [Staff Memo on Posting.pdf](#)
 [DNR Letter of Non Objection and DOT Consent.pdf](#)

The borough has received written authorization from the ADNR and ADOT to erect and maintain a posting sign at the dock area of Papke's Landing. Resolution #2013-22 would give authorization for staff to construct, erect and maintain the posting board. The resolution noted that the posting board will not always carry timely postings due to its location. Posting will be made in conjunction with other work that the borough may be performing in the area. The resolution also provided for the assembly to have the board removed if it is vandalized or becomes an attractive nuisance. Estimated cost to construct and install the board was \$750. The annual maintenance and posting expenses were estimated at \$1,000.

By a unanimous Roll Call vote, Resolution # 2013-22 was approved.

C. [RES#13-023](#)

Resolution # 2013-23: A Resolution Requesting the Governor and Legislature to Provide Significant Funding Increases to Repair, Replace and Maintain Transportation Modes Throughout the State

Attachments: [Res 2013-23 Requesting Funding Increases for Transportation.pdf](#)

The resolution was prepared in support of a call from the Alaska Municipal League for all municipalities to contact the governor and legislature and request they provide more funding for transportation. The resolution also expressed Petersburg's concerns that additional funding of the Alaska Marine Highway System is needed to maintain and improve essential core service levels.

By a unanimous Roll Call Vote, Resolution #2013-23 was approved.

D. [13-264](#)

Approval of Proposed Budget Calendar for FY 14/15 Budget Process

Attachments: [2014-2015 Budget Calendar.pdf](#)

Finance Director Tow presented a 2014/15 budget calendar that would provide opportunity for all interested parties to participate in the annual budget formation process and assure budget preparation stays on schedule per Code requirements.

The 2014/15 budget preparation calendar was approved, as submitted.

15. **Communications**

None.

16. **Assembly Discussion Items**

Recognitions: Member Flint thanked KFSK radio for all they do for borough government and community. The station provides good reporting services and has a cracker jack staff. This week is the station's annual fund raiser activity.

Member Lagoudakis thanked Petersburg Mental Health for the variety of services they provide to the community.

Resignation: Member Flint announced that November 4 will be her last assembly meeting. She thanked everyone for allowing her to serve. Although she will be retiring from the assembly, she will remain on the Sales Tax Ordinance Review Committee until their job is complete.

The assembly acknowledged the resignation and authorized the clerk to advertise for letters of interest to fill the upcoming vacancy.

17. **Executive Session**

Mayor Jensen and Assembly Member Lagoudakis (the evaluation review committee), per procedures established in December 2011, had met with Manger Giesbrecht and compiled a draft final performance evaluation. The evaluation, if approved, would become a public record and made part of the manager's personnel file.

My unanimous Roll Call vote, the assembly adjourned to Executive Session at 1:25 p.m. for the purpose of reviewing the borough manager's annual

performance evaluation with the manager.

A. 13-258

Borough Manager Performance Evaluation

The assembly returned from Executive Session at 1:58 p.m.

My unanimous Roll Call Vote, the assembly accepted the Review Committee's recommendation and approved the manager's 2012/13 performance evaluation; set the wage for the manager at \$113,500, effective October 1, 2013; and authorized member Hoag to develop a multi-year employment contract for the assembly's consideration.

18. Adjourn

The meeting adjourned at 2:00 p.m.