



# Petersburg Borough

12 South Nordic Drive  
Petersburg, AK 99833

## Meeting Agenda Borough Assembly Regular Meeting

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Monday, June 03, 2024

12:00 PM

Assembly Chambers

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You are invited to a Zoom webinar.  
When: June 3, 2024 12:00 PM Alaska  
Topic: June 3, 2024 Borough Assembly Meeting

Please click the link below to join the webinar:

[https://petersburgak.gov.zoom.us/j/84210815191?pwd=MWvWpldxlqdN7q3ajL6NU99liFBfJg.v9\\_8qYSwemiyLZBO](https://petersburgak.gov.zoom.us/j/84210815191?pwd=MWvWpldxlqdN7q3ajL6NU99liFBfJg.v9_8qYSwemiyLZBO)

Passcode: 544004

Or Telephone:

(720) 707-2699 or (253) 215-8782

Webinar ID: 842 1081 5191

Passcode: 544004

1. **Call To Order/Roll Call**
2. **Voluntary Pledge of Allegiance**
3. **Approval of Minutes**
  - A. **A. May 20, 2024 Assembly Meeting Minutes**
4. **Amendment and Approval of Meeting Agenda**
5. **Public Hearings**
  - A. **Public Hearing for Ordinance #2024-10: An Ordinance Amending Section 4.28.120 of the Petersburg Municipal Code, to Increase the Amount of Sales Tax that can be Collected on a Single Sales Transaction from \$72 to \$300, and Directing that the Proposed Amendment be Submitted to the Qualified Voters of the Borough**

Any public testimony regarding Ordinance #2024-10 should be given during this public hearing. A copy of Ordinance #2024-10 may be found under agenda item 14D.
6. **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.*

## 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.*

## 9. Boards, Commission and Committee Reports

### A. Safety Committee Report

Safety Committee Vice Chairman, Aaron Marohl, has provided a written update regarding Safety Committee activities.

## 10. Consent Agenda

## 11. Report of Other Officers

### A. Petersburg Medical Center Update

PMC CEO Hofstetter will update the Assembly on Medical Center activities. A written report is attached to this meeting packet.

### B. Harbor Department Update

Harbormaster Wollen will update the Assembly on plans for a new harbor maintenance facility and how current maintenance operations will continue while space is limited.

## 12. Mayor's Report

### A. June 3, 2024 Mayor's Report

## 13. Manager's Report

### A. June 3, 2024 Manager's Report

## 14. Unfinished Business

### A. Ordinance #2024-07: An Ordinance Amending Section 4.33.030 of Chapter 4.33, *Transient Room Tax*, of the Petersburg Municipal Code, to Increase the Transient Room Tax Rate from Four Percent (4%) to Seven Percent (7%), and Directing that the Amendment be Submitted to the Qualified Voters of the Borough for Ratification - Third and final reading

If approved, Ordinance #2024-07 will bring a proposition before the Borough voters at the October 2024 municipal election to increase the Transient Room Tax from 4% to 7%. Transient Room Tax is levied on rental of rooms at hotels, motels, or other lodging, for fewer than 30 days. It is estimated that increasing the Transient Room Tax to 7% will generate approximately \$53,000 in additional funds to support Borough infrastructure and expenses related to tourism in Petersburg. The Assembly unanimously approved Ordinance #2024-07 in its first and second readings.

**B. Ordinance #2024-08: An Ordinance Amending Section 4.33.060 of the Petersburg Municipal Code to Clarify the Permitted Uses of Proceeds of the Borough Transient Room Tax - Third and final reading**

If adopted, Ordinance #2024-08 will clarify uses for the proceeds of the Transient Room Tax by adding visitor-related signage, park maintenance and improvements, borough beautification and improvement projects, and repair and maintenance of visitor-related borough infrastructure, including stairs and sidewalks in the downtown area. The Assembly unanimously approved Ordinance #2024-08 in its first and second readings.

**C. Ordinance #2024-09: An Ordinance Adopting the Budget for the Fiscal Year July 1, 2024 through June 30, 2025 - Third and final reading**

Ordinance #2024-09 will set the Borough budget for FY 2025. In its second reading, the ordinance was amended as follows:

- 1) \$108,064 of the sale proceeds from the Wikan Enterprises land sale transferred from the Property Development Fund to the Harbor Department Enterprise Fund
- 2) \$360,000 of the sale proceeds from the Island Refrigeration land sale transferred from the Property Development Fund to the Harbor Department Enterprise Fund
- 3) decrease the Motor Pool salary budget by \$82,321
- 4) increase the PMPL salary budget by \$149,368
- 5) decrease the Public Works salary budget by \$4,935
- 6) increase the Sanitation salary budget by \$9,555
- 7) decrease the Wastewater salary budget by \$18,432
- 8) decrease the Water salary budget by \$18,735
- 9) decrease the Harbor salary budget by \$19,613

The Assembly unanimously approved Ordinance #2024-09, as amended, in its second reading.

Finance Director Tow and the Petersburg School District request an amendment to Ordinance #2024-09 to budget an expense from the School Deferred Maintenance Fund for architectural and engineering services for the Middle School/High School Roof Project and the High School Office Renovation Project, and for the services of a bond attorney to produce the general obligation school bonds ordinance and ballot proposition which will be on the October 2024 municipal election ballot. These expenses may be reimbursed with future school bond proceeds. The School Deferred Maintenance Fund currently has \$750,000 of unencumbered fund balance.

Suggested motion: I move to budget an expense of \$225,000 from the School Deferred Maintenance Fund for architectural and engineering services to produce construction drawings for the Middle School/High School Roof Project and the High School Office Renovation Project; and, to pay for the services of a bond attorney to produce the general obligation school bonds ordinance and ballot proposition and assist the Borough Finance and Administration Department in the bond issuing process.

**D. Ordinance #2024-10: An Ordinance Amending Section 4.28.120 of the Petersburg Municipal Code to Increase the Amount of Sales Tax that can be Collected on a Single Sales Transaction from \$72 to \$300, and Directing that the Proposed Amendment be Submitted to the Qualified Voters of the Borough - Second reading**

If adopted in three readings, Ordinance #2024-10 will place a proposition on the 2024 Municipal Election ballot to increase the maximum taxable transaction amount from \$1,200 to \$5,000, resulting in an increase of the maximum collectible sales tax from \$72 to \$300 per single purchase of goods or services. The maximum single purchase amount to be charged sales tax was originally established in 1959 and was set at \$1,000. This maximum amount has been raised only once in the last 65 years, when it was increased from \$1,000 to \$1,200 in 2002. Petersburg currently has the lowest maximum taxable single purchase amount in Southeast Alaska, and most other Southeast communities limit the purchase to a single item only, not to a total purchase transaction, or there is no maximum at all. If Petersburg increases its maximum taxable transaction amount to \$5,000, the maximum collectible sales tax would increase to \$300, and would still be one of the lowest maximums in Southeast Alaska. This proposed increase will help offset an increase to future property taxes and the loss of State funding, and to support Borough services, including the Petersburg School District. The Petersburg Chamber of Commerce supports this proposed increase to the maximum collectible sales tax (a letter of support is attached to this packet along with a spreadsheet of other communities' maximum collectible sales tax).

**15. New Business**

**A. Ordinance #2024-11: An Ordinance Proposing an Amendment to the Home Rule Charter of the Petersburg Borough to Remove the Requirement of Voter Ratification of Changes to Sales Tax Exemptions, and Directing that the Proposed Amendment be Submitted to the Qualified Voters of the Borough**

If approved by the Assembly in three readings, Ordinance #2024-11 will submit a ballot proposition to Borough voters at the October 2024 municipal election to amend Borough Charter to remove the requirement of voter approval to make changes to sales tax exemptions. This exemption requirement was put into place in 1981. The Borough is aware of no other municipality in Alaska that requires voter approval to change sales tax exemptions. This amendment will not negate the requirement of voter approval of any change in the rate of the Borough's sales tax.

**B. Resolution #2024-09: A Resolution Setting the Millage Rates for the Fiscal Year July 1, 2024 through June 30, 2025**

If approved, Resolution #2024-09 will set the FY 2025 mill rate at 10.00 mills within Service Area 1, and 4.2 mills for outside of Service Area 1.

**C. Authorization for Petersburg Medical Center to Issue a Notice to Proceed to Dawson Construction for Full Construction of the WERC Building**



PMC CEO Hofstetter requests Assembly approval, per the stipulations of Borough Resolution #2023-04, to issue a Notice to Proceed to Dawson Construction for full construction of the WERC building which would adjust the total Guaranteed Maximum Price to \$14,698,948. Funds for the Notice to Proceed are available from the \$20 million Department of Treasury grant awarded to PMC in December 2023.

**D. Approval to Hire Attorney Cynthia Cartledge to Assist in the Bond Issuing Process for a Deferred Maintenance School Bond to be Brought Before the Qualified Voters of the Borough**

The Petersburg Borough and Petersburg School District would like to bring the question of issuance of a deferred maintenance school bond to Borough voters at the October 2024 municipal election. A bond attorney is needed to assist in the drafting of a bond ordinance to go before the Assembly and a ballot proposition regarding whether to approve the bond issuance to go before Borough voters. Borough Charter Section 2.14(A) states the Assembly may appoint special legal and financial advisors for bond issues or other matters and retain legal counsel as it requires. Finance Director Tow requests the assembly approve the hire of Cynthia Cartledge, Attorney with JDO Law for this specific bond issue and authorize Manager Giesbrecht to sign the engagement letter to retain her services.

Suggested motion: I move to approve the hire of Attorney Cynthia Cartledge to assist with the bond issuance process and authorize Manager Giesbrecht to sign the engagement letter to retain her services.

**16. Communications**

**A. Communications Received Since May 16, 2024**

**17. Assembly Discussion Items**

**A. Coast Guard Foundation Alaska Awards Dinner**

The Borough received an invitation to sponsor and/or attend the Coast Guard Foundation Alaska Awards Dinner on August 13, 2024, in Anchorage (see the attached flyer). Does the Assembly want to sponsor and/or send a representative or representatives to attend the dinner on behalf of Petersburg? For the purpose of this discussion, the proposed FY 2025 Assembly and Administration Travel & Training budgets are also attached in the packet.

**B. Assembly Member Comments**

**C. Recognitions**

**18. Adjourn**



# Petersburg Borough

12 South Nordic Drive  
Petersburg, AK 99833

## Meeting Minutes Borough Assembly Regular Meeting

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Monday, May 20, 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 Jeigh Stanton Gregor

#### EXCUSED

Assembly Member Scott Newman  
Assembly Member Rob Schwartz

### 2. Voluntary Pledge of Allegiance

The Pledge was recited.

### 3. Approval of Minutes

#### A. May 6, 2024 Assembly Meeting Minutes

The May 6, 2024 Assembly meeting minutes were unanimously approved.

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

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

### 4. Amendment and Approval of Meeting Agenda

The agenda was approved as submitted.

Motion made by Vice Mayor Marsh, Seconded by Assembly Member Lynn.

Voting Yea: Mayor Jensen, Vice Mayor Marsh, Assembly Member Fine-Walsh, Assembly

Member Lynn, Assembly Member Stanton Gregor

**5. Public Hearings**

**A. Public Hearing for Ordinance #2024-07: An Ordinance Amending Section 4.33.030 of Chapter 4.33, *Transient Room Tax*, of the Petersburg Municipal Code, to Increase the Transient Room Tax Rate from Four Percent (4%) to Seven Percent (7%), and Directing that the Amendment be Submitted to the Qualified Voters of the Borough for Ratification**

No testimony was given.

**B. Public Hearing for Ordinance #2024-08: An Ordinance Amending Section 4.33.060 of the Petersburg Municipal Code to Clarify the Permitted Uses of Proceeds of the Borough Transient Room Tax**

No testimony was given.

**C. Public Hearing for Ordinance #2024-09: An Ordinance of the Petersburg Borough Adopting the Budget for the Fiscal Year July 1, 2024 through June 30, 2025**

James Valentine, David Berg, Joshua Adams and his son, Erik (aka ERIKR), Julie Spigelmyre, Sue Paulson, Sean Spigelmyre, Bergen Kludt-Painter, Gina Uppencamp, Brian Smith, Beau Ward, Ginger Evens, Bennett McGrath, and Chelsea Corrao testified in favor of funding our schools to the cap allowed for FY 2025 and into the future.

Shannon Baird, Finance Director for the Petersburg School District, outlined reasons for the school system to request full funding from the Borough and encouraged the Assembly to fulfill the request.

Erica Kludt-Painter, Petersburg School District Superintendent, explained the need for full funding from the Borough.

**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.*

Shannon Baird, Petersburg School District Finance Director, continued her explanation for the request for full funding from the Assembly for FY 2025.

Emil Tucker shared his support for the Borough funding the School District to the cap for FY 2025.

**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

### A. Alaska Commercial Electronics LLC Lease Renewal

The lease renewal was unanimously approved.

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

## 11. Report of Other Officers

There were no reports.

## 12. Mayor's Report

There was no written report for this meeting. Mayor Jensen shared that he would be leaving for the fishing grounds after the first meeting in June and would attend summer meetings via Zoom if possible.

## 13. Manager's Report

### A. May 20, 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.

## 14. Unfinished Business

### A. Ordinance #2024-06: An Ordinance Amending the Official Zoning Map for Service Area 1 of the Petersburg Borough to Rezone Lots 3, 4, 5, and 6, Block 66, US Survey 1252 from Single-Family Residential (SF) to Public Use (P-1) - Third and Final Reading

Ordinance #2024-06 will rezone lots named from Single-Family Residential to Public Use at the request of the Petersburg Children's Center, who currently leases the property, for future development of childcare and learning facilities. The Assembly unanimously approved Ordinance #2024-06 in its first and second readings.

By unanimous roll call vote, the Assembly approved Ordinance #2024-06 in its third and final reading.

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

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

**B. Ordinance #2024-07: An Ordinance Amending Section 4.33.030 of Chapter 4.33, Transient Room Tax, of the Petersburg Municipal Code, to Increase the Transient Room Tax Rate from Four Percent (4%) to Seven Percent (7%), and Directing that the Amendment be Submitted to the Qualified Voters of the Borough for Ratification - Second Reading**

If approved in three readings, Ordinance #2024-07 will bring a proposition before Borough voters at the October 2024 municipal election to increase the Transient Room Tax from 4% to 7%. Transient Room Tax is levied on rental of rooms at hotels, motels, or other lodging, for fewer than 30 days. It is estimated that increasing the Transient Room Tax to 7% will generate approximately \$53,000 in additional funds to support Borough infrastructure and expenses related to tourism in Petersburg. The Assembly unanimously approved Ordinance #2024-07 in its first reading.

Ordinance #2024-07 was unanimously approved in its second reading.

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

**C. Ordinance #2024-08: An Ordinance Amending Section 4.33.060 of the Petersburg Municipal Code to Clarify the Permitted Uses of Proceeds of the Borough Transient Room Tax - Second Reading**

If adopted in three readings, Ordinance #2024-08 will clarify uses for the proceeds of the Transient Room Tax by adding visitor-related signage, park maintenance and improvements, borough beautification and improvement projects, and repair and maintenance of visitor-related borough infrastructure, including stairs and sidewalks in the downtown area. The Assembly unanimously approved Ordinance #2024-08 in its first reading.

The Assembly unanimously approved Ordinance #2024-08 in its second reading.

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

**D. Ordinance 2024-09: An Ordinance Adopting the Budget for the Fiscal Year July 1, 2024 through June 30, 2025 - Second Reading**

Ordinance #2024-09 will set the Borough budget for FY 2025.

Ordinance #2024-09 was amended to 1) transfer \$108,064 of the sale proceeds from the Wikan Enterprises land sale to the Harbor Fund, and 2) transfer \$360,000 of the sale proceeds from the Island Refrigeration land sale to the Harbor Fund.

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

The ordinance was further amended in the proposed FY 2025 salary budgets as follows: 1) decrease the Motor Pool budget by \$82,321; 2) increase the PMPL budget by \$149,368; 3) decrease the Public Works budget by \$4,935; 4) increase the Sanitation budget by \$9,555; 5) decrease the Wastewater budget by \$18,432; 6) decrease the Water budget by \$18,735; and 7) decrease the Harbor budget by \$19,613.

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

Ordinance #2024-09, as amended, was unanimously approved in its second reading.

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

**15. New Business**

**A. Ordinance #2024-10: An Ordinance Amending Section 4.28.120 of the Petersburg Municipal Code to Increase the Amount of Sales Tax that can be Collected on a Single Sales Transaction from \$72 to \$300, and Directing that the Proposed Amendment be Submitted to the Qualified Voters of the Borough**

If adopted by the Assembly in three readings, Ordinance #2024-10 will place a proposition on the 2024 Municipal Election ballot to increase the maximum taxable transaction amount from \$1,200 to \$5,000, resulting in an increase of the maximum collectible sales tax from \$72 to \$300 per single purchase of goods or services.

The Assembly unanimously approved Ordinance #2024-10 in its first reading.

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

**B. Resolution #2024-07: A Resolution Supporting the Transfer of Certain State-Owned Tidelands Located Within the Petersburg Borough for the Purposes of**



**Developing a Marine Vessel Haul Out and Harbor and Other Economic Development Activities**

Resolution #2024-07 was unanimously approved.

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

**C. Resolution #2024-08: A Resolution of the Petersburg Borough Assembly in support of Amendment 123 to the Fishery Management Plan (FMP) for Groundfish of the Bering Sea and Aleutian Islands (BSAI) Management Area which Amends Regulations Governing Limits on the Pacific Halibut Prohibited Species Catch (PSC) and Links the Halibut PSC Limit for the Amendment 80 Commercial Groundfish Trawl Fleet in the BSAI Groundfish Fisheries to Halibut Abundance**

By unanimous roll call vote, the Assembly approved Resolution #2024-08.

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

**D. Municipal Land Selections Response - ADL 108982, 108983, and 108984**

The Assembly unanimously approved the Borough's response to ADNR's preliminary decision to convey 1,758 acres of municipal entitlement lands to the Borough.

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

**E. Acceptance of Dedication of Easements, Rights-of-Way, Alleys and Roadways proposed on the Alaska Mental Health Trust's Plat of the South Mitkof Subdivision**

The State of Alaska, Department of Natural Resources, requires borough mayors to sign for acceptance of any land dedicated for public use and for public purposes within the borough, regardless of whether or not the borough has platting authority in the area. This land dedication is south of the Papke's Landing area, which is currently exempt from platting authority. Acceptance of lands for public use or public purpose does not obligate the public or any governing body to construct, operate or maintain improvements. DNR is requesting Mayor Jensen sign the plat of the South Mitkof Subdivision.

At the September 5, 2023 meeting, the Assembly unanimously rejected the request for Mayor Jensen to sign the plat and accept the proposed subdivision lands dedicated for public use. Vice Mayor Marsh requested the subject be reconsidered.

After some discussion, the Assembly once again declined approval for Mayor Jensen to sign the South Mitkof Subdivision plat accepting dedication to the Borough of easements, rights-of-way, alleys and roadways by a vote of 4-1.

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

**F. 2024 Fuel Adjustment Charge for Annual SEAPA Maintenance Shutdown**

Per Municipal Code Section 14.16.720, *Rates - Fuel and Purchased Power Adjustment Charge*, the Assembly has the discretion to implement a fuel adjustment charge to all kilowatt hours sold in the billing period that includes the annual SEAPA maintenance shutdown and the resulting 10-day diesel plant run by our electric utility. Utility Director Hagerman is requesting the fuel adjustment charge be implemented for the billing period between May 27 and June 27, 2024. The SEAPA maintenance period is scheduled for June 6 - 12, 2024. The fuel adjustment charge will appear on the July, 2024 electric bill.

Implementation of the fuel adjustment charge to offset the cost of diesel fuel to run the generators during this summer's SEAPA shutdown was unanimously approved.

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

**16. Communications**

**A. Correspondence Received Since May 2, 2024**

**17. Assembly Discussion Items**

**A. Assembly Member Comments**

Assembly Member Lynn shared that recent events regarding the new hospital project (the Borough agreeing to in-kind use of the mud dump for the ground fill being removed from the project site and two other ideas from the local contractor and project inspector) have resulted in savings of \$1.2 million dollars.

Mayor Jensen mentioned that he was confused by the May 15, 2024 New PMC Project Report in the Hospital Board meeting packet for May 23rd that lists a request for \$37 million dollars from the State's FY 2025 Capital Budget is pending with no update received. Mayor Jensen was present at a meeting with hospital officials and Senator Stedman in February in which the Senator told the officials there was no money for the project in the proposed budget. Mayor Jensen said he assumed the report was incorrect.

**B. Recognitions**

Assembly Member Stanton Gregor thanked everyone who attended the meeting to support local school funding.

**18. Adjourn**

The meeting was adjourned at 7:31 p.m.

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

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

## Borough Manager's Report Assembly Meeting 20 May 2024

- ❖ The Streets crew put up the Mayfest tent on 5/16. We also spruced up the Rasmus Enge Bridge. Approximately 25 planks were replaced, and the bridge deck cleaned to get ready for tourist season.
- ❖ Sand pickup is continuing, with grading and dust control as weather permits.
- ❖ Aaron worked with the Chamber to coordinate garbage service for Mayfest. Extra cans are being placed this year to hopefully keep ahead of the influx.
- ❖ The annual Household Hazardous Waste (HHW) collection event is set for June 1st and 2nd. Advertising for the event will start on May 20th.
- ❖ As precautionary measures Police officers are present at the elementary school and the middle school/high school through the end of the school year. This includes parks and recreation. Officers are also attending all school functions and activities as part of this coverage. This coverage is due to the Petersburg School District safety protocol announcement which was sent to students and parents on Saturday May 11, 2024.
- ❖ Josh Rathmann, our EMS coordinator has resigned and is moving with his family to be closer to their relatives down south. We wish them safe travels and good luck in the next chapter of their life. The Rathmann's will be missed.
- ❖ The CERT program Aaron has been trying to implement has been hindered by scheduling conflicts between him and the State Trainer. With budgets being tight, unless the trainer is available to come to Petersburg, the program is on indefinite hold.
- ❖ With help from the Public Safety Advisory Board, KFSK has reintroduced its "build an emergency kit" radio program. The recordings are also available via KFSK's website. PVFD would like to thank KFSK for their help in promoting community preparedness.
- ❖ Harbor staff are busy moving harbor dept and customers storage out of the recently purchased port lots and into the drive down approach storage area.
- ❖ Staff working to get the South Harbor restrooms upgraded and in better working order.
- ❖ Thanks to Piston and Rudder for aiding the harbor crew on an unexpected large crane breakdown. Mike Luhr located the needed motor and had it air freighted in and ready for pickup within hours of its arrival. Maintenance staff getting the crane back in operation.
- ❖ Launch Ramp stickers are up for renewal on June 1. Reminders have been sent out.
- ❖ Nice to see EC Phillips & Sons Petersburg Fisheries up and running next door!
- ❖ USACE was in town 5/14-15 doing post dredge survey. Thanks to Charlie Christensen and F/ V Erika Ann for assisting them on the survey. This post dredge survey will occur again in one year

- ❖ and final survey in 5 years before the project is officially closed (15 years from start to finish!). Hope everyone can be at the SH dredge project ribbon cutting at the crane dock on Sunday at 11 am!
- ❖ With major changes to the Section 8 Housing program on a federal level, Michelle has been attending webinars and working on updates to the Petersburg Elderly Housing Policies and Procedures as well as the Tenant Selection Plan.
- ❖ Annual maintenance and cleaning closure: POOL CLOSED - 5/24 a.m., GYM CLOSED 5/25 p.m. Both reopen 6/10!! Contact P&R for more information.
- ❖ Lifeguard Course June 14-16th. NOW HIRING AT 15 yrs old!! Contact Scott Burt if you are interested.
- ❖ The water staff is gearing up for the processing season and performing preventative maintenance tasks at the plant.
- ❖ Karl is making some headway on closing out some older projects with ADEC, thanks to the WW staff.
- ❖ PMPL staff received training on the Eaton AMI software. Staff appreciated the training and will be putting their new knowledge to use as the department continues to roll out the new meters as budgeting allows.
- ❖ Thanks to all who attended the Open House at the Blind Slough Hydro plant on May 16th. Here's to another 100 years of local hydropower!
- ❖ SEAPA has informed the member communities that the annual maintenance shutdown will now occur from June 6th through 12th, shortening the time by three days from the original plan. The change helps the member utilities out by not having to burn as much diesel fuel and is appreciated very much.
- ❖ PMPL would like to remind all customers that the fuel adjustment charge, if approved by the Assembly, will apply to all energy used in the current billing period of May 15 – June 26. Conservation during this time period will decrease the amount of generation needed from the diesel plant during the shutdown and serve to lower the adjustment charge for all. Please conserve where you can.
- ❖ The line crew was able to hang the Class of 2024 Senior banners on the downtown light poles last week. Congratulations to the PHS graduating class!
- ❖ Almost have a program in place for the menus at Assisted Living that are dietician approved with recipes and dietary needs.
- ❖ Working on the nurse call system. The system will be here this week and will be able to keep residents from going walk-about without our knowledge.
- ❖ Almost all the back logs of Medicaid are put into the system for Assisted Living.
- ❖ We are currently working with a home health program that will incorporate bingo with exercise. They will pay for everything we need and all the prizes that come with it.

**June 3, 2024**

**Written Report from Safety Committee Vice Chairman Aaron Marohl**

The Borough Safety Committee is comprised of first-line supervisors and representatives from each Borough Department. Working closely with APEI and Borough Human Resources, the committee has met regularly over the past six months and recently completed their comprehensive review and update of the Borough Safety Manual.

During the May meeting, the Committee reviewed the Workman Compensation claim report spanning January 2023 through March 2024.

One of the key outcomes of the committee meetings has been the opportunity for collaboration between different departments, enabling them to address individual department challenges and collectively come up with solutions.

The Safety Committee will now be meeting quarterly unless otherwise required. The next meeting is scheduled for October 22, 2024, at 1:00 pm.





# Petersburg Medical Center

Borough Assembly Report – June 2024 – Phil Hofstetter, CEO

## FY24-28 Strategic Plan Goals, Priorities, and Benchmarks

### Community Engagement:

- May 6: PMC reported out at the Borough Assembly meeting.
- Mayfest May 13-18: PMC initiatives promoted camaraderie, community spirit, and important conversations within the PMC community. PMC hosted a mental wellness event on May 16 at Inga's, inviting people to join us for a lunchtime conversation surrounding breaking the stigma around mental health and prioritizing self-care. Additionally, The PMC Biohazard softball team competed in this year's tournament.
- May 18: Representative Himschoot, Assembly Member and Hospital Liaison Bob Lynn, and I toured the site for the WERC and the hospital and long term care project, giving us a chance to discuss healthcare, the legislative session and capital funding.
- May 18: The Alaska Community Foundation held its annual event, honoring recipients with awards, including PMC, which received nearly \$10,000 for Teen Mental Health Training. Becky Turland and Katie Holmlund received recognition for their important contributions to this critical initiative. I want to formally thank the Petersburg Community Foundation, an Affiliate of The Alaska Community Foundation, for the grant we received to provide this training. Their support was essential to this program, and we appreciate their generosity.
- May 23: KFSK Radio PMC Live.



- Save the date for the PMC Foundation’s Pedal/Paddle Battle, scheduled for July 27. At this annual event, participants bike or paddle from Scow Bay to Sandy Beach to raise funds to support staff education and high school scholarships. Registration opens June 3.

**Financial Wellness:**

- Accounts Receivables (AR) is still hovering about 70 - 80 days. The revenue cycle team continues to work on improving this to get to target of 55 days.
- Grants management team applied for funding to support our community based programs:



- **SAMHSA Strategic Prevention Framework Grant**  
5 Years | \$375,000 annually  
Collaboration to develop community substance use and suicide prevention priorities.  
**STATUS:** Pending (decision expected August 2024)
- **State SDS Division Adult Day Services Grant**  
8 Years | \$165,000 annually  
Support for Cedar Social Club staffing and other costs, including client scholarships.  
**STATUS:** Pending (decision expected June 2024)
- **Denali Commission Basic Infrastructure Grant**  
1 Award | \$2,000,000 total requested  
New Medical Center & Long Term Care facility remaining costs through Phase 3.  
**STATUS:** Pending (decision expected July 2024)
- **USDA Distance Learning and Telemedicine Grant**  
1 Award | \$640,148 total requested  
Equipment and software supporting telemedicine & workforce development goals.  
**STATUS:** Pending (decision expected August 2024)
- **SBHA School-Based Health Services Grant**  
1 Year | \$141,250 total requested  
School District partnership to provide School Nurse & Behavioral Health supports.  
**STATUS:** Pending (decision expected June 2024)
- **OASH Community Level Innovations Grant**  
4 Years | \$555,600 annually  
Collaboration to address colorectal cancer and hypertension health disparities.  
**STATUS:** Pending (decision expected August 2024)
- **State DPH Division Opioid Settlement Funds Grant**  
3 Years | \$142,828 annually  
Sustain telepsychiatry access pilot program established by PMC’s 2023 HRSA grant  
**STATUS:** Pending (decision expected June 2024)



**Workforce Wellness:**

- Congratulations to Jordan Stafford and Kellii Wood on their Associate of Applied Science in Nursing. A UAA Pinning Ceremony was held to celebrate their achievement on May 10. These graduates now constitute approximately a quarter of our RN workforce, underscoring the significance of investing in our own talent pipeline. Expanding upon this success, PMC is committed to expanding this success, exploring growth opportunities in all departments, inspired by models like RN and CNA training. The lab manager recently shared the lab’s





“grow-our-own” initiative at the employee forum, showcasing our ongoing commitment to internal workforce development for sustained organizational success.

- Employee engagement efforts offered all employees a platform to provide valuable insights into factors contributing to workplace satisfaction, provide feedback and engage with leadership. Recent initiatives included the annual Employee Forums on May 9, a new internal newsletter, monthly CEO office hours, a workplace satisfaction survey this spring and the revival of PMC’s softball team over Mayfest week.

**Facility:**

- The new WERC and hospital and long-term care building site is on schedule to attain shovel-ready status. Blasting was completed in early May, and we appreciated the community’s patience and diligence while this step of the site work was completed.
- PMC continues to work on the phased funding stack as part of the long-term plan to bring the project to shovel-ready status and secure the next round of funding. Although state capital funding was not supported as part of this legislative cycle, we remain committed to continuing to pursue state, federal and alternative funding avenues. We are still awaiting word on any federal appropriations that might be awarded to this funding phase.
- PMC is submitting a GMP amendment (modification) at the upcoming Assembly meeting to address the next related construction phase of the Wellness, Education and Resource Center (WERC). The amendment has the total GMP amount for Dawson Construction and includes the previous NTPs for concrete work and long-lead procurement. Note that budget remains on-target, with site development savings exceeding \$1 million attributable to the GMP model.
- The QR codes and images provide an overview of the new buildings and with your smart phone, you can view 3D, 360-degree visualizations of what the building exteriors are projected to look like, as well as the Wellness, Education & Resource Center (WERC) floor plans.
- Updates: Project updates are available on the PMC website under the “New Facility & Planning” tab: <https://www.pmcak.org/new-building.html>.



**Patient-Centered Care:**

- Long Term Care residents enjoyed a Memorial Day Picnic at Sandy Beach with food, activities, and quality time for residents on May 27.

- PMC has a new 3D mammogram machine mammography machine. The Hologic 3Dimensions Unit has been shown to detect 20–65% more invasive breast cancers compared to 2D mammography alone. [Listen to the story on KFSK.](#)



**Mayor's Report  
For  
June 3, 2024 Assembly Meeting**

- 1. Mayor Jensen Fishing Season:** Mayor Jensen will be out on the fishing grounds for the rest of the summer Assembly meetings. When possible, he will attend meetings via Zoom or in person. Vice Mayor Marsh will conduct the Assembly meetings in Mayor Jensen's absence.



**Borough Manager's Report  
Assembly Meeting 03 June 2024**

- ❖ The Harbor crew is busy with the onset of summer activity, including assisting with end of year school activities, the annual uptick in lodge and charter activities and working with PIA in mooring & welcoming the SE Canoe Society to town last week as they made their way from Kaasan to Juneau for Celebration!
- ❖ Reminder to Harbor users annual launch permits were due June 1 and are available at the harbor office.
- ❖ With the summer season upon us, parking enforcement in the Harbor is up and running.
- ❖ Glorianne is working with Attorney Heideman on several derelict vessels in the Harbor and the process we will have to use to dispose of them if the owners don't take responsibility.
- ❖ The Harbor permanent stalls are full and scheduled transient numbers seem higher than normal thus far.
- ❖ Parks & Rec. have been busy with the maintenance and cleaning closure, reopening on June 10th. Big thank you to Public Works team for assisting us with emptying the sand filter tanks with the Vactor Truck. It took a fraction of the time vs shoveling into buckets by hand.
- ❖ The Petersburg Bike Park hosted a successful fundraiser which will help make further improvements to the park. Thank you to all who sponsored riders, work party and event volunteers, donating entities, and other local groups helping to build our new park!
- ❖ Parks and Recreation Advisory Board will be holding their next meeting on Wednesday, June 12th at 4pm at the Aquatic Center Admin Office upstairs.
- ❖ Building Official, Erik Holl, is resigning his position effective August 9th. We thank Erk for his positive outlook and contributions during his time here and wish him all the best in his future endeavors.
- ❖ PVFD is still looking for applicants for the EMS Coordinator position. Information on this position can be found in the Petersburg Pilot and online at the Petersburg Borough Website.
- ❖ PVFD has had a series of new promotions. Congratulations to Troy Thynes, our new Assistant Chief, Devren Bennett, our newest Fire Captain, and Nick Espeseth our new Fire Lieutenant.
- ❖ Josh and Aaron completed a major ground ambulance report to the Center for Medicaid and Medicare Services. This avoided a 10% reduction in Medicare/Medicaid payments to the borough.
- ❖ Volunteers from PVFD completed our "Flare Off" event over Memorial Day weekend. This event helps train the public on the use of flares and helps sanitation with disposal of unexpired flares. Thank you to all



who attended.

- ❖ With assistance from the Water Department, we capped off a leaking AC water main near Fram Street. This old AC line may either be replaced or abandoned, depending on the final configuration of water service to the new hospital site.
- ❖ After over a year of being short-handed, we have hired a new Motor Pool Mechanic who is scheduled to start work on June 3rd.
- ❖ The annual Household Hazardous Waste (HHW) collection event took place June 1st and 2nd.
- ❖ 2024 Property Tax Invoices will be mailed on July 1st, the due date for payment is October 15th.
- ❖ Information will be coming out to water utility customers soon asking to verify the type of water service piping that carries water from the main to their structure. This effort is part of a federal mandate called a Lead Service Line Inventory.
- ❖ WW staff has been working with ADEC on a new composting permit.
- ❖ PMPL staff has been deploying another round of AMI meters in the community. The meters communicate their readings back to the municipal building via a low-power radio frequency and will improve billing accuracy and customer service for electric customers. Questions about the new meters can be directed to PMPL at 907-772-4203.
- ❖ PMPL would like to remind the community that the annual SEAPA maintenance shutdown will occur from JUNE 6th through 12th and that the current billing period (May 15 – June 28) is the time to conserve energy to limit the fuel adjustment charge for all customers.
- ❖ PMPL has hired two new employees. Erik Larson will be the department's new Powerhouse Mechanic/Operator and Casey Bell has been hired to fill the open Groundman/Operator position. Both employees will start in July.
- ❖ Assisted Living is setting up the new nurse call system and learning more about the various features. We are also looking into a check-in system which will require the staff to physically go into a room to reset a device to make sure the resident is okay.
- ❖ The Borough has received authorization from DNR to enforce parking statutes at Papke's Landing. I will be meeting the Public Works Director Cotta and Chief Kerr to work out details on some new signage and the process we will use to notify people and impound vehicles and trailers as necessary.
- ❖ Library summer reading programs start June 2. Programs are being offered for all ages, sign up now at [psglib.org](http://psglib.org).
- ❖ Tim Schumway's PHS Alaska History class has an oral history display up in the library foyer. It's a remarkable collection of conversations between the students and a broad spectrum of community members. The library will be featuring these in upcoming episodes of our KFSK radio program Homegrown Conversations.
- ❖ Due to staffing constraints, the library will close early on Mondays (4pm) June-August.

**PETERSBURG BOROUGH  
ORDINANCE #2024-07**

**AN ORDINANCE AMENDING SECTION 4.33.030 OF CHAPTER 4.33,  
TRANSIENT ROOM TAX, OF THE PETERSBURG MUNICIPAL CODE, TO  
INCREASE THE TRANSIENT ROOM TAX RATE FROM FOUR PERCENT  
(4%) TO SEVEN PERCENT (7%), AND DIRECTING THAT THE  
AMENDMENT BE SUBMITTED TO THE QUALIFIED VOTERS OF THE  
BOROUGH FOR RATIFICATION**

**WHEREAS**, the borough levies a tax on the transient rental of hotel rooms, defined as a person staying in a hotel, motel or other lodging for fewer than 30 days; and

**WHEREAS**, the funds generated by this tax, in the amount of \$71,000 for FY23, are used for tourism-related services within the Borough, including tourism related marketing and support of borough infrastructure supporting tourism; and

**WHEREAS**, the current transient room tax rate of four percent (4%) was established in 1997, and has not been increased in the last 27 years; and

**WHEREAS**, the Petersburg Borough currently has one of the lowest transient room tax rates in Alaska; and

**WHEREAS**, based upon Alaska Taxable 2023, published by the State of Alaska's Office of the State Assessor, of the 45 municipalities that impose a transient occupancy tax on a percentage basis, only 5 other municipalities have a bed tax rate of 4% or less, and the average tax rate is in excess of 7%; and

**WHEREAS**, for example, in the Southeast communities of Sitka, Wrangell, City of Ketchikan, Skagway, and Juneau, the transient occupancy tax rates are 6%, 6%, 7%, 8% and 9% respectively; and

**WHEREAS**, increasing the transient room tax rate for the borough to 7% will generate approximately \$53,000 in additional funds to support borough infrastructure and expenses related to the tourism-related sector of the borough economy; and

**WHEREAS**, under the provisions of Borough Charter Section 12.02(B), the increase in the transient room rate requires ratification by the voters.

**THEREFORE, THE PETERSBURG BOROUGH ORDAINS**, Section 4.33.030, paragraph A, of the Petersburg Municipal Code is hereby amended as follows.

**Section 1. Classification:** This ordinance is of a general and permanent nature and shall be codified in the Petersburg Municipal Code.

**Section 2. Purpose:** The purpose of this ordinance is to increase the Transient Room Tax Rate from four percent (4%) to seven percent (7%), subject to voter ratification.

**Section 3. Substantive Provisions:**

Section 4.33.030, paragraph A, is hereby amended to read as follows (the language proposed for addition is in **bold and underlined**, and the language proposed for deletion is ~~struck through~~):

**4.33.030 Rate.**

A. The rate of the transient room tax is established at **seven** ~~four~~ percent of the room rent.

**Section 4. Submittal to voters.**

A. In accordance with subsection 12.02(B) of the Borough Charter, the Borough Clerk shall submit the proposed Transient Room Tax Rate increase set out in Section 3 to the voters of the borough at the next regular election to be held on October 1, 2024.

B. The proposition to be submitted to the voters shall read substantially as follows:

**Proposition #\_\_\_**

**Increasing the Transient Room Tax Rate to Seven Percent (7%)**

The borough currently levies a four percent (4%) tax on transient hotel room rentals, defined as a person staying in a hotel, motel or other lodging for fewer than 30 days. This rate has been in place since October of 1997. Under the borough code (PMC 4.33.060), these tax revenues are used for visitor-related marketing and support of visitor-related borough infrastructure and services. This proposition, if approved by the voters, would increase the transient room tax rate to seven percent (7%) and is projected to generate an additional \$53,000 in borough tax revenue.

Shall the borough increase the transient room tax rate to seven percent (7%)?

YES

NO

**Section 5. Severability:** If any provision of this ordinance or any application to any person or circumstance is held invalid, the remainder of this ordinance and application to any person and circumstance shall not be affected.

**Section 6. Effective Date:** This ordinance shall be effective upon adoption. The proposed code amendment set forth herein, if approved by the voters, shall become effective January 1, 2025.

**PASSED AND APPROVED** by the Petersburg Borough Assembly, Petersburg, Alaska this \_\_\_\_\_ day of \_\_\_\_\_, 2024.

\_\_\_\_\_  
**Mark Jensen, Mayor**

**ATTEST:**

\_\_\_\_\_  
**Debra K. Thompson, Borough Clerk**

Adopted:  
Published:  
Effective: Ordinance effective upon adoption. Code Amendment, if approved by voters, effective 1/1/2025.

**PETERSBURG BOROUGH  
ORDINANCE #2024-08**

**AN ORDINANCE AMENDING SECTION 4.33.060 OF THE  
PETERSBURG MUNICIPAL CODE TO CLARIFY THE PERMITTED  
USES OF PROCEEDS OF THE BOROUGH TRANSIENT ROOM TAX**

**WHEREAS**, the borough currently levies a transient room tax, at the rate of 4%, on the transient rental of hotel rooms, defined as a person staying in a hotel, motel or other lodging for fewer than 30 days; and

**WHEREAS**, a potential increase in the transient room tax rate, from 4% to 7%, will be on the ballot in October, 2024 for voter ratification; and

**WHEREAS**, the use of proceeds of this tax are dedicated, under PMC 4.33.060, to the following: "to provide funding for visitor related services in the borough. Uses include, but are not limited to, payment of membership fees to tourist-related organizations, advertising, and maintenance and operation of the Chamber of Commerce."; and

**WHEREAS**, there are many visitor related expenses incurred by the borough that are not specifically set out in the examples, including signage, park maintenance, downtown beautification (including flower boxes, garbage containers, and benches), and certain borough infrastructure maintenance (including repair and maintenance of N. Nordic beach stairs, Sing Lee Alley Bridge, and downtown sidewalks); and

**WHEREAS**, it would be beneficial to provide additional examples of visitor-related permitted uses so as to further clarify usage of those revenues.

**THEREFORE, THE PETERSBURG BOROUGH ORDAINS**, Section 4.33.060, *Use of proceeds*, of Chapter 4.33, Transient Room Tax, of the Petersburg Municipal Code, is hereby amended as follows:

**Section 1. Classification:** This ordinance is of a general and permanent nature and shall be codified in the Petersburg Municipal Code.

**Section 2. Purpose:** The purpose of this ordinance is to clarify permitted uses of Transient Room Tax revenue received by the Borough.

**Section 3 Substantive Provisions:** Section 4.33.060 of the Petersburg Municipal Code, entitled *Use of proceeds*, is hereby amended as follows. The language proposed for addition is **underlined and bolded**, and the language proposed for deletion is ~~struck through~~.

4.33.060 Use of proceeds.

The proceeds of this tax, less administrative and enforcement related expenses, are dedicated to, and shall be used to provide funding for, visitor-related services in the borough. Uses include, but are not limited to, payment of membership fees to tourist-related organizations, advertising, and maintenance and operation of the Chamber of Commerce, **visitor-related signage, park maintenance and improvements, borough beautification and improvement projects, and repair and maintenance of visitor-related borough infrastructure, including stairs and sidewalks in the downtown area.**

**Section 4. Severability:** If any provision of this ordinance or any application to any person or circumstance is held invalid, the remainder of this ordinance and the application to other persons or circumstances shall not be affected.

**Section 5. Effective Date:** This Ordinance shall become effective immediately upon final passage.

**PASSED AND APPROVED** by the Petersburg Borough Assembly, Petersburg, Alaska this \_\_\_\_ day of \_\_\_\_\_, 2024.

\_\_\_\_\_  
**Mark Jensen, Mayor**

**ATTEST:**

\_\_\_\_\_  
**Debra K. Thompson, Borough Clerk**

Adopted:  
Noticed:  
Effective:

**PETERSBURG BOROUGH  
ORDINANCE #2024-09**

**AN ORDINANCE OF THE PETERSBURG BOROUGH ADOPTING THE BUDGET FOR THE FISCAL YEAR JULY 1,  
2024 THROUGH JUNE 30, 2025**

**Section 1. Classification:** This ordinance is not of a permanent nature and shall not be codified in the Petersburg Municipal Code.

**Section 2. Purpose:** The purpose of this ordinance is to set forth budgetary requirements for the operation of the various divisions, departments and organizations of the Petersburg Borough for Fiscal Year 2025. Support to the Petersburg School District has been included in the General Fund Expenditures.

**Section 3. Substantive Provisions:** In accordance with Section 11.07 of the Charter of the Petersburg Borough, the budget for the fiscal period beginning July 1, 2024 and ending June 30, 2025 is hereby approved in the amounts and for the purposes as stated below. The supporting line item budget detail, as reviewed by the Assembly, is incorporated as part of this ordinance.

**A. Fiscal Year 2025 Revenue and Expenditure Budget**

<u>FUND</u>	<u>REVENUES</u>	<u>EXPENDITURES BUDGET</u>
<b><u>GENERAL FUND</u></b>		
General Fund	\$ 13,009,827	\$ 13,408,975
<b><u>ENTERPRISE FUNDS</u></b>		
Electric Fund	\$ 7,507,226	\$ 8,386,072
Water Fund	\$ 1,319,392	\$ 2,206,126
Wastewater Fund	\$ 1,008,000	\$ 1,537,592
Sanitation Fund	\$ 1,542,000	\$ 1,859,795
Harbor Fund	\$ 2,565,201	\$ 4,549,436
Elderly Housing Fund	\$ 495,252	\$ 583,337
Assisted Living Fund	\$ 1,970,689	\$ 2,076,360
<b><u>INTERNAL SERVICE FUNDS</u></b>		
Motor Pool Fund	\$ 1,257,445	\$ 1,943,331
<b><u>DEBT SERVICE FUND</u></b>		
	\$ 828,900	\$ 828,900
<b><u>SPECIAL REVENUE FUNDS</u></b>		
Miscellaneous Grants	\$ 228,790	\$ 229,090
Economic Development Fund	\$ 100,000	\$ 832,843
Secure Rural Schools Fund	\$ 520,000	\$ 1,100,000
Secure Rural Roads Fund	\$ 82,000	\$ 450,000
Property Development Fund	\$ 28,000	\$ 662,064
Transient Room Tax Fund	\$ 75,412	\$ 120,000
E911 Surcharge Fund	\$ 80,000	\$ 79,300
Marine Passenger Fee	\$ 50,000	\$ 129,750
Borough Organizational Fund	\$ -	\$ 56,128
Coronavirus State and Local Recovery Fund (ARPA)	\$ 103,225	\$ 103,225
DCRA Local Government Lost Revenue Fund (ARPA)	\$ -	\$ 39,000
Local Assistance & Tribal Consistency Fund	\$ -	\$ -
<b><u>CAPITAL PROJECTS FUNDS</u></b>		
	\$ 14,721,415	\$ 16,296,757

**Section 4. Severability:** If any provision of this ordinance or any application to any person or circumstance is held invalid, the remainder of this ordinance and application to any person and circumstance shall not be affected.

**Section 5. Effective Date:** This ordinance shall become effective July 1, 2024.

**Passed and approved by the Petersburg Borough Assembly, Petersburg, Alaska this 3<sup>rd</sup> day of June, 2024.**

\_\_\_\_\_  
**Mark Jensen, Mayor**

**ATTEST:**

\_\_\_\_\_  
**Debra K. Thompson, Borough Clerk**

Adopted:  
Published:  
Effective:





**PBSD MITKOFF MS & PETERSBURG HS RE-ROOF**

**PETERSBURG, ALASKA**

Ms. Erica Kludt Painter, Superintendent  
Petersburg School District  
PO Box 289  
Petersburg, AK 99833

May 17, 2024

Re: PBSD Mitkoff MS & Petersburg HS Re-roof

Ms. Kludt Painter:

Please accept our proposal to provide architectural and engineering services to produce construction drawings for the PBSD Mitkoff MS & Petersburg HS Re-roof project.

Understanding/Scope

Design team includes architectural, structural, mechanical and electrical engineering and cost estimating disciplines. We propose the following project phases/submittals: M&E 35% design submittal, 65% design submittal and cost estimate, 95% design submittal and preparing construction documents, cost estimate and 100% design submittal. The construction documents will be detailed as needed for submission to the State Fire Marshal. PBSD can pay for permit/review fees directly or LCG can pay and submit for reimbursement at cost plus 15%.

We anticipate the need for a site visit during 65% design phase to include architectural, mechanical and electrical engineering disciplines. We assume this will be an overnight site visit due to flight logistics and that PBSD will provide local transportation. We have proposed the site visit as Time & Materials. The PBSD HS Office Remodel also requires a site visit. If both can be conducted at the same time we can gather the data for both projects in one trip, saving PBSD significant fees. At this time, site visit is listed on both proposals, but ideally will be contracted under one project or split between both jobs.

Our proposal does not include bid services or construction administration services including construction inspections. If schedule allows, it may be advantageous two combine the two projects into a single bid. If desired, these services can be negotiated on a time and materials basis at the appropriate project stage.

Schedule

After receiving M/E's 35% "catch-up" design we plan to submit a 65% level deliverable within four weeks of notice to proceed. We anticipate a meeting after the 65% deliverable to make sure the design direction is aligned with PBSD goals before proceeding to 95% and final drawings.

Proposed Fee

We propose the following fees:

Architectural & Structural Design.....	\$44,511
Mechanical Design + 10% mark-up.....	\$20,900
Electrical Design + 10% mark-up.....	\$15,400
Cost Estimating + 10% mark-up.....	\$11,554
Misc. Expenses + 15% mark-up.....	\$ 618
<b>Fixed Fee Total .....</b>	<b>\$92,983</b>



Architectural Site Visit & Report.....	\$ 5,325
M&E Site Visit & Report + 10% mark-up .....	\$11,000
Misc. Expenses + 15% mark-up .....	\$ 1,744
<b>T&amp;M, NTE Fee Total.....</b>	<b>\$18,069</b>

Proposed fees are in the 3% range of anticipated construction costs. This is well below industry standard. It has been our experience with these types of re-roof projects that the more labor-intensive aspects of the project are in the construction administration phase where close coordination with construction contractor and manufacturers is critical to a successful project. We also anticipate having an architect and structural engineer onsite for several days during critical construction tasks.

Thank you for the opportunity to submit a proposal. Please reach out with any questions. We look forward to hearing from you.

Regards,

Wallace Swanson, Architect  
President

- Attachments: LCG Lantech Fee Proposal  
 . HZA Fee Proposal  
 HMS Fee Proposal



## WORK PLAN AND FEE PROPOSAL

**Petersburg Borough School District**  
**Mitkoff MS & Petersburg HS**  
**Re-Roof & Repairs**  
 May 17, 2024 - Revision 0

		Principal II	Principal I	Architect III	Senior Engineer IV	Senior Engineer II	Technician IV	Technician III	Office Tech II	Amount
<b>HOURLY LABOR RATES</b>		221.00	189.00	160.00	185.00	144.00	116.00	109.00	105.00	
<b>A&amp;E DESIGN SERVICES</b>										
<b>I. 65% DESIGN DOCUMENTS</b>										
1	Planning, coordination, and management	6	2	10		2			8	4,432.00
2	Coordinate 35% M&E deliverable.			8					2	1,490.00
3	65% Structural Support					8				1,152.00
4	65% Architectural Re-roof Design Drawings	4	8	42			12			10,424.00
5	Outline Technical Specifications		2	10					2	2,188.00
6	Coordinate with Cost Estimator			4						640.00
	<b>Consultant: HZA Eng. (Mechanical)</b>									12,650.00
	<b>Consultant: HZA Eng. (Electrical)</b>									9,350.00
	<b>Consultant: HMS (Cost Est.)</b>									6,147.90
	<b>Expenses</b>									115.00
	<b>SUBTOTAL</b>	10	12	74		10		12	12	<b>48,588.90</b>
<b>II. 95% DESIGN DOCUMENTS</b>										
1	Planning, coordination, and management	2	2	10		2			2	2,918.00
2	Documentation of Field Activities, project meetings and responses to 65% comments.			6					2	1,170.00
3	95% Structural support					6				864.00





# WORK PLAN AND FEE PROPOSAL

**Petersburg Borough School District**  
**Mitkoff MS & Petersburg HS**  
**Re-Roof & Repairs**  
 May 17, 2024 - Revision 0

HOURLY LABOR RATES		Principal II	Principal I	Architect III	Senior Engineer IV	Senior Engineer II	Technician IV	Technician III	Office Tech II	Amount
4	95% Architectural Re-roof Design Drawings	221.00	189.00	160.00	185.00	144.00	116.00	109.00	105.00	
5	Technical Specifications		4	40				12		8,464.00
6	Permit Coordination		2	12					8	3,138.00
	Consultant: HZA Eng. (Mechanical)			2						320.00
	Consultant: HZA Eng. (Electrical)									6,050.00
	Consultant: HMS (Cost Est.)									4,400.00
	Expenses									5,406.50
	<b>SUBTOTAL</b>	2	8	70		8		12	12	<b>32,960.50</b>
<b>III. 100% DESIGN DOCUMENTS</b>										
1	Planning, coordination, and management		2						2	1,612.00
2	Responses to 95% comments.			2						320.00
3	100% Architectural Re-roof Design Drawings		1	12				4		2,545.00
4	Finalize Technical Specifications		2	4					4	1,438.00
5	Permit Coordination		2	4						1,018.00
6	Construction Cost Estimate Coordination		2							378.00
	Consultant: HZA Eng. (Mechanical)									2,200.00
	Consultant: HZA Eng. (Electrical)									1,650.00
	Expenses									272.50
	<b>SUBTOTAL</b>	2	7	28				4	6	<b>11,433.50</b>

# WORK PLAN AND FEE PROPOSAL

Petersburg Borough School District  
 Mitkoff MS & Petersburg HS  
 Re-Roof & Repairs  
 May 17, 2024 - Revision 0

	Principal II	Principal I	Architect III	Senior Engineer IV	Senior Engineer II	Technician IV	Technician III	Office Tech II	Amount
<b>HOURLY LABOR RATES</b>	221.00	189.00	160.00	185.00	144.00	116.00	109.00	105.00	
<b>TOTAL ARCHITECTURAL / STRUCTURAL DESIGN FEE</b>	14	27	172		18		28	30	<b>92,982.90</b>
<b>TOTAL LABOR HOURS</b>									
<b>ASSUMPTIONS:</b>	Permit/Agency Coord. will occur throughout the design process. Applications will not be submitted until drawings are finalized and stamped.								
<b>ADDITIONAL SERVICES</b>									
<b>SITE VISIT (OPTIONAL)</b>									
1 Project management			2					2	530.00
2 Site Visit			24					2	4,050.00
3 Prepare Trip Report			4					1	745.00
Mechanical Site Visit and Report									5,500.00
Electrical Site Visit and Report									5,500.00
<b>Expenses</b>									1,743.40
<b>SUBTOTAL</b>			30					5	<b>18,068.40</b>



**WORK PLAN AND FEE PROPOSAL**  
**LCG Lantech, Inc.**

Petersburg Borough School District Mitkoff MS & Petersburg HS Re-Roof & Repairs May 17, 2024 - Revision 0				
EXPENSE ITEM	UNITS	QUANTITY	UNIT COST	AMOUNT
<b>A&amp;E DESIGN SERVICES</b>				
<b>I. 65% DESIGN DOCUMENTS</b>				
<b>REIMBURSABLE COSTS (Cost+15%)</b>				
Drawing Reproduction/CD	job	1	100	100.00
Mark-up at Cost + 15%				15.00
<b>SUBTOTAL</b>				<b>\$ 115.00</b>
<b>II. 95% DESIGN DOCUMENTS</b>				
<b>REIMBURSABLE COSTS (Cost+15%)</b>				
Miscellaneous expense allowance	phase	1	100	100.00
Drawing Reproduction/CD	job	1	100	100.00
Mark-up at Cost + 15%				30.00
<b>SUBTOTAL</b>				<b>\$ 230.00</b>
<b>III. 100% DESIGN DOCUMENTS</b>				
<b>REIMBURSABLE COSTS (Cost+15%)</b>				
Miscellaneous expense allowance	phase	1	100	100.00
Drawing Reproduction/CD	job	1	150	150.00
Mark-up at Cost + 15%				22.50
<b>SUBTOTAL</b>				<b>\$ 272.50</b>
<b>IV. BID SERVICES</b>				
<b>REIMBURSABLE COSTS (Cost+15%)</b>				
Miscellaneous expense allowance	phase	1	\$ 250.00	\$ 250.00
ADN: Invitation to Bid	job	1	\$ 1,200.00	\$ 1,200.00
AE Plans Bid Services	sheet	20	\$ 30.00	\$ 600.00
Mark-up at Cost + 15%				\$ 307.50
<b>SUBTOTAL</b>				<b>\$ 2,357.50</b>
<b>TOTAL A&amp;E EXPENSES</b>				<b>2,975.00</b>

**WORK PLAN AND FEE PROPOSAL**  
**LCG Lantech, Inc.**

Petersburg Borough School District Mitkoff MS & Petersburg HS Re-Roof & Repairs May 17, 2024 - Revision 0				
EXPENSE ITEM	UNITS	QUANTITY	UNIT COST	AMOUNT
<b>ADDITIONAL SERVICES</b>				
<b>SITE VISIT (OPTIONAL)</b>				
<b>TRAVEL &amp; PERDIEM (Reimbursed-at-Cost + 15%)</b>				
Airfare: ANC to Petersburg	trip	1	1,100	1,100.00
Lodging	night	1	200	200.00
Food/meal allowance	day	2	95	190.00
Parking	overnight	1	26	26.00
Mark-up at Cost + 15%				227.40
<b>SUBTOTAL</b>				<b>\$ 1,743.40</b>





April 30, 2024

LCG Lantech, Inc.  
250 H Street  
Anchorage, AK 99501

Attention: Wallace Swanson

Subject: PBSB Middle/High School Roof Replacement.

Dear Wally:

Thank you for the opportunity to provide this proposal for mechanical and electrical engineering services for the referenced project. We understand the scope of work to be as follows:

1. **General:** Mechanical and electrical design associated with replacement of the roof at the Petersburg middle school / high school located in Petersburg Alaska. We understand the existing school is approximately 95,000 square feet and consists of several different roof types. We anticipate the project will be procured as a design bid type project. We anticipate the scope of work will include repairs indicated in the roof condition survey report dated April 2023, 35% schematic design drawings, as well as associated email correspondence during the weeks of 4/15-4/26.
2. **Site Investigation:** We have included a separate line item for a site visit to Petersburg as part of the design process to gather and verify information relating to mechanical and electrical systems to facilitate roof replacement. We note the site visit may be combined with a site visit for the Front Office Upgrades project if both project schedules allow. We anticipate the site visit will be a two-day trip with overnight stay in Petersburg due to availability of flights. We anticipate the Petersburg School District will provide transportation to/from the airport and to our hotel if out of walking distance.
3. **Mechanical Design:** We anticipate mechanical design to include plumbing and HVAC systems as applicable to roof replacement. We anticipate the majority of the roof mounted equipment will be removed and reinstalled to facilitate roof replacement. We do not anticipate design associated with replacement of roof mounted equipment unless specifically indicated. We anticipate mechanical design associated with systems and repairs will be limited to the following:
  - New overflow drain serving Roof Area E
  - Insulation on ductwork located in the attic.
  - Removal and reinstallation of mechanical systems located in the mechanical room.
4. **Electrical Design:** We anticipate electrical design to include power and lighting systems as applicable to roof replacement. We anticipate this will be limited to

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equipment on the roof and fixtures/device in/on the ceiling in Mechanical Room 202. It is our understanding that existing equipment is to be removed and reinstalled and that no new equipment, fixtures, or devices is to be installed. We anticipate design for disconnection and reconnection of power connections to this equipment. It is our understanding that new heattrace is not to be added and that the Tsunami warning system, if needed to be removed and/or disconnected and reconnected, will be by others and is not included in our design.

5. Specialty Systems: We do not anticipate any scope of work associated with specialty systems such as camera surveillance, security systems, sound, and similar systems.
6. Fire Protection Systems: We anticipate that fire protection systems including sprinkler systems and fire alarm systems will be performance specified with actual system design by the specialty contractor.
7. Seismic Restraint: The proposed fees do not include design of seismic restraint systems. Such systems are structural in nature and are not relevant to mechanical and electrical design. We anticipate that design of seismic restraint systems will be addressed by the subcontractor as a deferred submittal.
8. Cost Estimating: We anticipate that others will prepare cost estimating if required and it is not included in our proposed fees.
9. Specifications: We anticipate providing sheet type specifications.
10. Bid/Construction Administration Phase: We have included a separate line item for providing bid and construction phase services to include response to questions during bidding, review of contractor submittals, responding to contractor questions, one site inspection (rough-in) for each discipline, and preparation of record drawings based on contractor field markups.

For these mechanical/electrical engineering services we propose lump sum fees as follows:

**35% Schematic Design**

Mechanical	\$ 6,000
<u>Electrical</u>	<u>\$ 4,500</u>
Subtotal	\$ 10,500

**65% Design Development**

Mechanical	\$ 5,500
<u>Electrical</u>	<u>\$ 4,000</u>
Subtotal	\$ 9,500

**95% Construction Documents**

Mechanical	\$ 5,500
<u>Electrical</u>	<u>\$ 4,000</u>
Subtotal	\$ 9,500

**Bid Documents**

Mechanical	\$ 2,000
<u>Electrical</u>	<u>\$ 1,500</u>
Subtotal	\$ 3,500

**Site Investigation**

Mechanical	\$ 5,000
<u>Electrical</u>	<u>\$ 5,000</u>
Subtotal	\$ 10,000

**Bid/Construction Phase Support**

Mechanical	\$ 9,000
<u>Electrical</u>	<u>\$ 9,000</u>
Subtotal	\$ 18,000

Thank you again for your consideration on this project. If you have any questions or comments, please contact me.

Sincerely,



Randy Burnham, PE  
HZA Engineering



4103 Minnesota Drive  
Anchorage, AK 99503

P: 907.561.1653  
F: 907.562.0420

mail@hmsalaska.com

DATE
5/10/2024
FEE PROPOSAL NO.
P24-05-17
HMS PROJECT NO.
N/A

**4. Terms**

*Deliverable:*

HMS Inc. will provide a copy of our estimate via email in a PDF file format or in Excel, if necessary. Should a hard copy of the estimate be necessary, a bound or loose copy will be provided to you upon request.

*Drawings:*

Architect/Engineer shall provide HMS Inc. with full size, correct scale drawings, along with an electronic set (PDF format preferred). Should these not be provided, it may be necessary to increase our fee proposal and add additional days to complete our work.

Should it be necessary, HMS Inc. has the capability to print one or two drawings, however, depending on the quantity, an additional charge may be added at \$4.00/sheet.

*Additive Bid Items or Alternates:*

Our fee proposal does not include preparing estimates for additive bid items or alternates (except those included in Section 2 Fee Breakdown) that require re-measurement of work items included in the Base Bid cost estimate. We reserve the right to renegotiate our fee should alternates become necessary beyond one or two minor alternates or additive bid items.

*Reimbursable Expenses:*

This fee proposal does not provide for site visits, meetings with the owner, or any other unforeseen expenses unless listed in Section 2. Fee Breakdown. Any such items, if required, will be charged on a time-and-expense basis at our current rate schedule.

*Penalty/Bonus Condition:*

This proposal is made on the understanding that we will not be entering into an agreement with the client that includes a penalty/bonus condition dependent on the outcome of the bid. Should such a clause be required, we reserve the right to modify our proposal or possibly withdraw from the project.

*Additional Insured:*

Any requirements to name additional insureds on our insurance policies may be subject to additional fees should fees be added to our policy by our carrier.

*Payment Terms:*

Payment shall be made within (45) days of invoice date. Delayed payment beyond that period is subject to a 1.5% fee per month.

*Expiration Date:*

This fee proposal is valid for (6) months from the date of issue. HMS Inc. reserves the right to adjust the fee to incorporate the current years rates after the (6) month period.

*Change in Scope:*

Should the project scope or format change, HMS Inc. reserves the right to modify this proposal. Written approval for work on increased scope items prior to proceeding with additional work will be required.

Prepared By:

Rob Brown, Senior Estimator  
RB/as





4103 Minnesota Drive  
Anchorage, AK 99503

P: 907.561.1653  
F: 907.562.0420

mail@hmsalaska.com

DATE
5/10/2024
FEE PROPOSAL NO.
P24-05-17
HMS PROJECT NO.
N/A

<i>Fee Proposal Prepared For:</i>
LCG Lantech, Inc. 250 H Street Anchorage, AK 99501 Attn: Wally Swanson

*Project:* Petersburg High School and Mitkof Middle School  
Roof Replacement  
*Location:* Petersburg, AK

**1. Project Description and Service**

Provide 65% and 95% design construction cost estimates for repairs/replacement of an approximately 64,000 SF roof, including EPDM/TPO/PVC/metal roofing types.

The estimates will be prepared in Unifomat Elemental Categories and priced for construction on a date to be determined.

**2. Fee Breakdown and Schedule (Lump Sum)**

65% Design Estimate	\$ 6,245.00	<i>Within (18) Full Working Days</i>
95% Design Estimate	<u>5,305.00</u>	<i>Within (15) Full Working Days</i>
<b>TOTAL FEE:</b>	<b><u>\$ 11,550.00</u></b>	

Should any phase of estimating be omitted from this proposal, HMS reserves the right to increase fee for subsequent estimate by 10% to 30% depending upon the additional level of effort. Also, add two extra days to the schedule for completion of the estimate.

The above fee does not include preparation of additive bid items or alternates. See Terms below.

Allow the above full working days to provide the proposed services. Time for task completion will begin following receipt of all available design information for that particular phase. Please note the above durations exclude weekends, holidays and partial days. Please give two weeks advance notice for commencing each phase of work.

**3. Notice to Proceed**

HMS Inc. requires a written or verbal notice to proceed for the services described above. HMS Inc. will not commence services until a notice to proceed is received. Delivery of documents or links to file share websites are not considered a notice to proceed. Estimates will be prepared based on the design documents provided with or following the notice to proceed.



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Anchorage, AK 99503

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mail@hmsalaska.com

DATE
5/10/2024
FEE PROPOSAL NO.
P24-05-17
HMS PROJECT NO.
N/A

**FEE BREAKDOWN  
(PETERSBURG SD TERM CONTRACT SCHEDULE OF RATES)**

*Project:* Petersburg High School and Mitkof Middle School  
Roof Replacement  
*Location:* Petersburg, AK

*Client:* LCG Lantech, Inc.

*Prepared By:* Rob Brown, Senior Estimator

<i>Discipline</i>	<i>Rate</i>		<i>Hours</i>		<i>Subtotal</i>	<i>Total Hours</i>	<i>Total Fee</i>
65% Design Estimate:							
Estimator V	205.00	x	1	=	205.00		
Estimator IV	180.00	x	8	=	1,440.00		
Estimator III	170.00	x	16	=	2,720.00		
Estimator II	145.00	x	8	=	1,160.00		
Estimator I	96.00	x	4	=	384.00		
Office Support II	96.00	x	2	=	192.00		
Office Support I	72.00	x	2	=	144.00		
Total 65% Design Estimate:						41 Hours	\$ 6,245.00
95% Design Estimate:							
Estimator V	205.00	x	1	=	205.00		
Estimator IV	180.00	x	6	=	1,080.00		
Estimator III	170.00	x	16	=	2,720.00		
Estimator II	145.00	x	4	=	580.00		
Estimator I	96.00	x	4	=	384.00		
Office Support II	96.00	x	2	=	192.00		
Office Support I	72.00	x	2	=	144.00		
Total 95% Design Estimate:						35 Hours	\$ 5,305.00
<b>TOTAL:</b>						<b>76 Hours</b>	<b>\$ 11,550.00</b>



**PBSD HIGH SCHOOL OFFICE REMODEL**

**PETERSBURG, ALASKA**

Ms. Erica Kludt Painter, Superintendent  
Petersburg School District  
PO Box 289  
Petersburg, AK 99833

May 17, 2024

Re: PBSD High School Office Remodel Fee Proposal

Ms. Kludt Painter:

Please accept our proposal to provide architectural and engineering services to produce construction drawings for the PBSD HS Office Remodel project.

Understanding/Scope

We understand the project scope as being a renovation to the administration/entry of the high school.

Design team includes architectural, structural, mechanical and electrical engineering and cost estimating disciplines. We propose the following project phases/submittals: M&E 35% design submittal, 65% design submittal and cost estimate, 95% design submittal and cost estimate and 100% design submittal. The construction documents will be detailed as needed for submission to the State Fire Marshal. PBSD can pay for permit/review fees directly or LCG can pay and submit for reimbursement at cost plus 15%.

We anticipate the need for a site visit during 65% design phase to include architectural, mechanical and electrical engineering disciplines. We assume this will be an overnight site visit due to flight logistics and that PBSD will provide local transportation. We have proposed the site visit as Time & Materials. The PBSD Mitkoff MS & Petersburg HS Roof also requires a site visit. If both can be conducted at the same time we can gather the data for both projects in one trip, saving PBSD significant fees. At this time, site visit is listed on both proposals, but ideally will be contracted under one project or split between both jobs.

Our proposal does not include bid services or construction administration services including construction inspections. If schedule allows, it may be advantageous two combine the two projects into a single bid. If desired, these services can be negotiated on a time and materials basis at the appropriate project stage.

Schedule

Along with M/E's 35% "catch-up" design we plan to submit a 65% level deliverable within four weeks of notice to proceed. We anticipate a meeting after the 65% deliverable to make sure the design direction is aligned with PBSD goals before proceeding to 95% and final drawings.

Proposed Fee

We propose the following fees:

Project Management.....	\$ 5,500
Architectural Design.....	\$ 18,500
Mechanical Design + 10% mark-up .....	\$13,750





Electrical Design + 10% mark-up .....	\$18,700
Cost Estimating + 10% mark-up.....	\$12,705
Misc. Expenses + 15% mark-up .....	\$ 575
<b>Fixed Fee Total .....</b>	<b>\$69,730</b>

Architectural Site Visit & Report.....	\$ 5,325
M&E Site Visit & Report + 10% mark-up .....	\$11,000
Misc. Expenses + 15% mark-up .....	\$ 1,744
<b>T&amp;M, NTE Fee Total.....</b>	<b>\$18,069</b>

Thank you for the opportunity to submit a proposal. Please reach out with any questions. We look forward to hearing from you.

Regards,

Wallace Swanson, Architect  
President

Attachments: HZA Fee Proposal  
HMS Fee Proposal





April 30, 2024

LCG Lantech, Inc.  
250 H Street  
Anchorage, AK 99501

Attention: Wallace Swanson

Subject: PBSB Middle/High School - Front Office Upgrades

Dear Wally:

Thank you for the opportunity to provide this proposal for mechanical and electrical engineering services for the referenced project. We understand the scope of work to be as follows:

1. General: Mechanical and electrical design associated reconfiguration of offices located near the front of the Petersburg middle school / high school located in Petersburg Alaska. The office area to be reconfigured is indicated on the preliminary drawings as approximately 2,100 square feet. We anticipate the project will be procured as a design bid type project.
2. Site Investigation: We have included a separate line item for a site visit to Petersburg as part of the design process to gather and verify information relating to mechanical and electrical systems to facilitate office upgrades. We note the site visit may be combined with a site visit for the Roof Replacement project if both project schedules allow. We anticipate the site visit will be a two-day trip with overnight stay in Petersburg due to availability of flights. We anticipate the Petersburg School District will provide transportation to/from the airport and to our hotel if out of walking distance.
3. Mechanical Design: We anticipate mechanical design to include plumbing and HVAC systems as applicable to reconfiguration of the office area. We anticipate redistribution of existing systems unless otherwise noted. We anticipate modifications to the existing heating, plumbing, and ventilations systems as appropriate for the new space layout. We note the preliminary plans show a new heating zone located on the building exterior. We note a new exhaust fan to serve the Sick Room may be added as determined during design.
4. Electrical Design: We anticipate electrical design to include power, lighting, and telecommunication systems as applicable to the renovated Admin. spaces. We do not anticipate providing design for any exterior fixtures or devices. We understand that the existing main telecommunication equipment is not located within the space to be renovated, and anticipate that the equipment has capacity for the new devices and cables and therefore do not anticipate design for any new telecom equipment. We anticipate that the existing electrical service and distribution panels have adequate

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Mechanical & Electrical Consulting Engineers  
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Tel 907 562 1012 • Fax 562 1013 • hza-eng.com

capacity and configuration for the new loads to be added and our fees therefore do not include design for upgrade or modification of the service or distribution panel.

5. Specialty Systems: We anticipate providing design for the removal and relocation of existing specialty system devices such as intercom, clock, access entry, and cameras to new locations as applicable to the renovated spaces. We do not anticipate any new devices will need to be added. We understand that the existing space to be renovated does not contain the headend equipment for these systems or any other electrical specialty systems and therefore we do not anticipate design for the upgrade or replacement of these systems.
6. Existing MEP infrastructure: The proposed fees are based on the assumption that the existing building MEP infrastructure has adequate capacity and is readily available to serve the proposed renovation. The proposed fees do not include upgrade of existing MEP infrastructure unless specifically noted.
7. Fire Alarm: We anticipate providing design for the removal and relocation of existing fire alarm devices to new locations as applicable to the renovated spaces. We anticipate this design will be performance specified with actual system design by the specialty contractor. We understand that the existing space to be renovated does not contain the fire alarm control panel or other headend equipment and anticipate that the renovation will not require a complete system replacement and therefore we do not anticipate design for the upgrade or replacement of the fire alarm system.
8. Fire Protection Systems: We anticipate modification to existing fire protection systems including sprinkler systems and fire alarm systems will be performance specified with actual system design by the specialty contractor.
9. Seismic Restraint: The proposed fees do not include design of seismic restraint systems. Such systems are structural in nature and are not relevant to mechanical and electrical design. We anticipate that design of seismic restraint systems will be addressed by the subcontractor as a deferred submittal.
10. Cost Estimating: We anticipate that others will prepare cost estimating if required and it is not included in our proposed fees.
11. Specifications: We anticipate providing sheet type specifications.
12. Bid/Construction Administration Phase: We have included a separate line item for providing bid and construction phase services to include response to questions during bidding, review of contractor submittals, responding to contractor questions, one site inspection (rough-in) for each discipline, and preparation of record drawings based on contractor field markups.

For these mechanical/electrical engineering services we propose lump sum fees as follows:

**35% Schematic Design**

Mechanical	\$ 4,500
<u>Electrical</u>	<u>\$ 6,000</u>
Subtotal	\$ 10,500

**65% Design Development**

Mechanical	\$ 4,000
<u>Electrical</u>	<u>\$ 5,500</u>
Subtotal	\$ 9,500

**95% Construction Documents**

Mechanical	\$ 4,000
<u>Electrical</u>	<u>\$ 5,500</u>
Subtotal	\$ 9,500

**Bid Documents**

Mechanical	\$ 1,500
<u>Electrical</u>	<u>\$ 2,000</u>
Subtotal	\$ 3,500

**Site Investigation**

Mechanical	\$ 5,000
<u>Electrical</u>	<u>\$ 5,000</u>
Subtotal	\$ 10,000

**Bid/Construction Phase Support**

Mechanical	\$ 9,000
<u>Electrical</u>	<u>\$ 9,000</u>
Subtotal	\$ 18,000

Thank you again for your consideration on this project. If you have any questions or comments, please contact me.

Sincerely,



Randy Burnham, PE  
HZA Engineering





4103 Minnesota Drive  
Anchorage, AK 99503

P: 907.561.1653  
F: 907.562.0420

mail@hmsalaska.com

DATE
5/10/2024
FEE PROPOSAL NO.
P24-05-18
HMS PROJECT NO.
N/A

<i>Fee Proposal Prepared For:</i>
LCG Lantech, Inc. 250 H Street Anchorage, AK 99501 Attn: Wally Swanson

*Project:* Petersburg High School Entry and Admin Renovation

*Location:* Petersburg, AK

**1. Project Description and Service**

Provide 65% and 95% design construction cost estimates for an approximately 2,000 SF renovation. The work includes new partition walls, doors, and finishes, with supporting HVAC, plumbing, and electrical work.

The estimates will be prepared in Unifomat Elemental Categories and priced for construction on a date to be determined.

**2. Fee Breakdown and Schedule (Lump Sum)**

65% Design Estimate	\$ 5,589.00	<i>Within (18) Full Working Days</i>
95% Design Estimate	<u>4,915.00</u>	<i>Within (16) Full Working Days</i>
<b>TOTAL FEE:</b>	<b><u>\$ 10,504.00</u></b>	

Should any phase of estimating be omitted from this proposal, HMS reserves the right to increase fee for subsequent estimate by 10% to 30% depending upon the additional level of effort. Also, add two extra days to the schedule for completion of the estimate.

The above fee does not include preparation of additive bid items or alternates. See Terms below.

Allow the above full working days to provide the proposed services. Time for task completion will begin following receipt of all available design information for that particular phase. Please note the above durations exclude weekends, holidays and partial days. Please give two weeks advance notice for commencing each phase of work.

**3. Notice to Proceed**

HMS Inc. requires a written or verbal notice to proceed for the services described above. HMS Inc. will not commence services until a notice to proceed is received. Delivery of documents or links to file share websites are not considered a notice to proceed. Estimates will be prepared based on the design documents provided with or following the notice to proceed.



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DATE
5/10/2024
FEE PROPOSAL NO.
P24-05-18
HMS PROJECT NO.
N/A

4. Terms

*Deliverable:*

HMS Inc. will provide a copy of our estimate via email in a PDF file format or in Excel, if necessary. Should a hard copy of the estimate be necessary, a bound or loose copy will be provided to you upon request.

*Drawings:*

Architect/Engineer shall provide HMS Inc. with full size, correct scale drawings, along with an electronic set (PDF format preferred). Should these not be provided, it may be necessary to increase our fee proposal and add additional days to complete our work.

Should it be necessary, HMS Inc. has the capability to print one or two drawings, however, depending on the quantity, an additional charge may be added at \$4.00/sheet.

*Additive Bid Items or Alternates:*

Our fee proposal does not include preparing estimates for additive bid items or alternates (except those included in Section 2 Fee Breakdown) that require re-measurement of work items included in the Base Bid cost estimate. We reserve the right to renegotiate our fee should alternates become necessary beyond one or two minor alternates or additive bid items.

*Reimbursable Expenses:*

This fee proposal does not provide for site visits, meetings with the owner, or any other unforeseen expenses unless listed in Section 2. Fee Breakdown. Any such items, if required, will be charged on a time-and-expense basis at our current rate schedule.

*Penalty/Bonus Condition:*

This proposal is made on the understanding that we will not be entering into an agreement with the client that includes a penalty/bonus condition dependent on the outcome of the bid. Should such a clause be required, we reserve the right to modify our proposal or possibly withdraw from the project.

*Additional Insured:*

Any requirements to name additional insureds on our insurance policies may be subject to additional fees should fees be added to our policy by our carrier.

*Payment Terms:*

Payment shall be made within (45) days of invoice date. Delayed payment beyond that period is subject to a 1.5% fee per month.

*Expiration Date:*

This fee proposal is valid for (6) months from the date of issue. HMS Inc. reserves the right to adjust the fee to incorporate the current years rates after the (6) month period.

*Change in Scope:*

Should the project scope or format change, HMS Inc. reserves the right to modify this proposal. Written approval for work on increased scope items prior to proceeding with additional work will be required.

Prepared By:

Rob Brown, Senior Estimator  
RB/as





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mail@hmsalaska.com

DATE
5/10/2024
FEE PROPOSAL NO.
P24-05-18
HMS PROJECT NO.
N/A

**FEE BREAKDOWN  
(PETERSBURG SD TERM CONTRACT SCHEDULE OF RATES)**

*Project:* Petersburg High School Entry and Admin Renovation

*Client:* LCG Lantech, Inc.

*Location:* Petersburg, AK

*Prepared By:* Rob Brown, Senior Estimator

<i>Discipline</i>	<i>Rate</i>		<i>Hours</i>	<i>Subtotal</i>	<i>Total Hours</i>	<i>Total Fee</i>
<b>65% Design Estimate:</b>						
Estimator V	205.00	x	1 =	205.00		
Estimator IV	180.00	x	6 =	1,080.00		
Estimator III	170.00	x	12 =	2,040.00		
Estimator II	145.00	x	8 =	1,160.00		
Estimator I	96.00	x	8 =	768.00		
Office Support II	96.00	x	2 =	192.00		
Office Support I	72.00	x	2 =	144.00		
Total 65% Design Estimate:					39 Hours	\$ 5,589.00
<b>95% Design Estimate:</b>						
Estimator V	205.00	x	1 =	205.00		
Estimator IV	180.00	x	6 =	1,080.00		
Estimator III	170.00	x	12 =	2,040.00		
Estimator II	145.00	x	6 =	870.00		
Estimator I	96.00	x	4 =	384.00		
Office Support II	96.00	x	2 =	192.00		
Office Support I	72.00	x	2 =	144.00		
Total 95% Design Estimate:					33 Hours	\$ 4,915.00
<b>TOTAL:</b>					<b>72 Hours</b>	<b>\$ 10,504.00</b>

PETERSBURG BOROUGH, ALASKA  
ORDINANCE #2024-10

AN ORDINANCE AMENDING SECTION 4.28.120 OF THE  
PETERSBURG MUNICIPAL CODE, TO INCREASE THE AMOUNT OF  
SALES TAX THAT CAN BE COLLECTED ON A SINGLE SALES  
TRANSACTION FROM \$72 TO \$300, AND DIRECTING THAT THE  
PROPOSED AMENDMENT BE SUBMITTED TO THE QUALIFIED  
VOTERS OF THE BOROUGH

**WHEREAS**, the Petersburg Municipal Code (PMC), in the exemptions found at sections 4.28.120D and E, currently sets the maximum sales tax which can be collected on a specific job or task, or on a single purchase (defined as purchases made at the same time or within a 24 hour transaction period) at \$72.00; and

**WHEREAS**, currently, the total amount of any single purchase of goods or services subject to the Borough sales tax is limited to a total amount of \$1,200 and any sums exceeding \$1,200 are tax-free; and

**WHEREAS**, this maximum single purchase amount was initially established in Petersburg in 1959, and set at \$1,000; and

**WHEREAS**, if that maximum had kept pace with inflation since its inception, it would now be close to \$10,500; and

**WHEREAS**, this maximum amount has been raised only once in the last 65 years, when it was increased from \$1,000 to \$1,200, in 2002; and

**WHEREAS**, Petersburg has the lowest maximum taxable single purchase amount in Southeast Alaska, and most other Southeast communities limit the purchase to a single item only and not to a total purchase transaction, or have no maximum limit at all.

<u>Community:</u>	<u>Maximum Tax Collected:</u>	<u>Maximum Taxable Amount:</u>
Petersburg	\$ 72	\$1,200 Transaction
Craig:	No Cap	Full Sales Price (except a vehicle)
Haines:	\$550	\$10,000 (single item only <sup>1</sup> )
	\$275	\$ 5,000 (single service)
	No Cap	Transaction

<sup>1</sup> 'Single item only' means that the community does not permit an exemption for all transactions within a specified period of time - only a single unit purchase exemption.

<u>Community:</u>	<u>Maximum Tax Collected:</u>	<u>Maximum Taxable Amount:</u>
Juneau:	\$715 No Cap	\$14,300 (single item or service only) Transaction
Ketchikan: (both city/borough):	\$160 (Apr-Sep)/ \$110 (Oct-Mar) No Cap	\$2,000 (single item or service only) Transaction
Sitka:	\$600	\$12,000 (single item/service/transaction)
Thorne Bay	\$450 No Cap	\$7,500 (single item) Transaction
Wrangell	\$210	\$3,000 (single item /service/ transaction)

; and

**WHEREAS**, if Petersburg increases its maximum taxable transaction amount to \$5,000 from the current amount of \$1,200, the maximum sales tax collectible would increase from \$72 to \$300, and it would still be one of the lowest maximums in Southeast Alaska; and

**WHEREAS**, by increasing the maximum taxable amount to \$5,000, the Borough will be able to raise funds to support important governmental services, including the Petersburg School District; and

**WHEREAS**, in the current climate of increased expenses and shrinking state revenues, and considering that the maximum taxable amount has been adjusted only once in the past 65 years (with no changes for over two decades), a modest increase is reasonable; and

**WHEREAS**, the Assembly proposes this increase to help offset the loss of State funding and to support Borough services, including the Petersburg Schools; and

**WHEREAS**, under the Borough charter, sec. 12.02B, any change in the exemptions to the sales tax are to be made by ordinance, and ratified by a majority of the qualified borough voters; and

**WHEREAS**, it is the intent of the Borough Assembly to adopt this increase, and put the matter before the qualified voters of the Borough at the next regular election.

**THEREFORE, THE PETERSBURG BOROUGH ORDAINS**, Paragraphs D and E, Section 4.28.120, *Exemptions*, of Chapter 4.28, Sales Tax, of the Petersburg Municipal Code, are hereby amended as follows:

**Section 1. Classification:** This ordinance is of a general and permanent nature and shall be codified in the Petersburg Municipal Code.



**Section 2. Purpose:** The purpose of this ordinance is to increase the maximum sales tax that can be collected on a single purchase of goods or services from \$72 to \$300.

**Section 3 Substantive Provisions:** Paragraphs D and E of Section 4.28.120 of the Petersburg Municipal Code, entitled *Exemptions*, are hereby amended as follows. The language proposed for addition is **underlined and bolded**, and the language proposed for deletion is ~~struck through~~.

4.28.120 Exemptions.

The following sales and services are exempt from said sales tax:

*[There are no changes to paragraphs A-C]*

D. That part of a sale of goods over **\$5,000.00** ~~\$1,200.00~~ when all items purchased or delivered at the same time or within a 24-hour period are added together;

E. That part of a sale of services over **\$5,000.00** ~~\$1,200.00~~ for a specific job or task. Invoices for sales of services shall be computed for tax purposes monthly;

**Section 4. Submittal to Voters:**

A. In accordance with subsection 12.02B of the Borough Charter, the Borough Clerk shall submit this ordinance as a single proposition to the voters of the Borough at the next regular election, to be held on October 1, 2024.

B. The proposition to be submitted to the voters shall read substantially as follows:

Proposition #\_\_\_\_

Increasing the maximum sales tax that can be collected on a single purchase of goods or services from \$72 to \$300.

Shall Paragraphs D and E of Section 4.28.120, *Exemptions*, of the Borough Code be amended to increase the maximum sales tax that can be collected on a single purchase of goods or services from \$72 to \$300?

- YES
- NO

This change would affect only transactions over \$1,200. If this proposition is approved, the maximum amount of a transaction that is subject to the Borough's 6% sales tax would increase from \$1,200 to \$5,000, thus increasing the maximum sales tax due from \$72 to \$300.

The Assembly proposes this sales tax modification to help offset an increase to future property taxes.

**Section 5. Severability:** If any provision of this ordinance or any application to any person or circumstance is held invalid, the remainder of this ordinance and the application to other persons or circumstances shall not be affected.

**Section 6. Effective Date:** This ordinance shall be effective upon adoption. The proposed amendment to PMC 4.28.120, if approved by the voters, shall become effective January 1, 2025.

Passed and approved by the Petersburg Borough Assembly, Petersburg, Alaska this \_\_\_\_ day of \_\_\_\_\_, 2024.

\_\_\_\_\_  
**Mark Jensen, Mayor**

**ATTEST:**

\_\_\_\_\_  
**Debra K. Thompson, Borough Clerk**

Adopted:  
Noticed:  
Effective:



Dear Petersburg Borough Assembly,

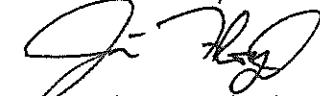
I am writing on behalf of the Petersburg Chamber of Commerce Board to express our support for the proposed adjustment of the tax cap in Petersburg. The increase in the sales tax transaction will be from \$1200 to \$5000. It has come to our attention that the tax cap has remained unchanged since 2002, a period of over 20 years. And although it has benefited many residents it is time to reassess the cap and how an adjustment could benefit the community's growth and expansion prospects.

Petersburg currently holds the distinction of having the lowest tax cap among neighboring areas. We can clearly see that a higher cap has not negatively affected Wrangell, Sitka, Ketchikan, or Juneau.

In partnership with the Borough, revenue is needed to continue to provide services to our members, residents, and visitors. In order to help facilitate growth and continue to maintain our beautiful community oftentimes it means revenue options need to be reassessed for adjustments. We believe increasing the tax cap is a small portion that could have an overall benefit to the community without any detrimental impact to the community. As our community strives to attract new businesses, residents, and investments, it is essential that we create an environment conducive to growth and prosperity. We need to be able to maintain our infrastructure and at this time the Borough's 2025 proposed budget is nearly \$400,000 short.

We believe that adjusting the tax cap is long overdue. The overall benefit to continuing to provide services to the community and aid in balancing the Borough's budget will outweigh the small amount of impact it will have on individual community members.

Thank you for your consideration,



President, Jim Floyd

Jurisdiction	Tax cap (Y/N)	Title	Portion of sales price subject to sales tax	Tax Rate	Maximum Tax
Petersburg Borough	Y	Is there a sales tax cap on a single item?	\$ 1,200.00	6%	\$ 72.00
Petersburg Borough	Y	Is there a sales tax cap on a transaction?	\$ 1,200.00	6%	\$ 72.00
Petersburg Borough	Y	Is there a sales tax cap on a single service?	\$ 1,200.00	6%	\$ 72.00
Petersburg Borough	Y	Vehicle Sale	\$ 1,200.00	6%	\$ 72.00
Ketchikan, City of	Y	Is there a sales tax cap on a single item?	\$ 2,000.00	5.5% April-Sept.; 3% Oct-Mar	\$110 Summer; \$60 Winter
Ketchikan, City of	N	Is there a sales tax cap on a transaction?	Full Sales Price - No Cap	5.5% April-Sept.; 3% Oct-Mar	No Maximum
Ketchikan, City of	Y	Is there a sales tax cap on a single service?	\$ 2,000.00	5.5% April-Sept.; 3% Oct-Mar	\$110 Summer; \$60 Winter
Ketchikan, City of	Y	Vehicle Sale	\$ 2,000.00	5.5% April-Sept.; 3% Oct-Mar	\$110 Summer; \$60 Winter
Ketchikan Gateway Borough	Y	Is there a sales tax cap on a single item?	\$ 2,000.00	2.5%	\$ 50.00
Ketchikan Gateway Borough	N	Is there a sales tax cap on a transaction?	Full Sales Price - No Cap	2.5%	No Maximum
Ketchikan Gateway Borough	Y	Is there a sales tax cap on a single service?	\$ 2,000.00	2.5%	\$ 50.00
Ketchikan Gateway Borough	Y	Vehicle Sale	\$ 2,000.00	2.5%	\$ 50.00
Cordova, City of	Y	Is there a sales tax cap on a single item?	\$ 3,000.00	6%	\$ 180.00
Cordova, City of	Y	Is there a sales tax cap on a transaction?	\$ 3,000.00	6%	\$ 180.00
Cordova, City of	Y	Is there a sales tax cap on a single service?	\$ 3,000.00	6%	\$ 180.00
Cordova, City of	Y	Vehicle Sale	\$ 3,000.00	6%	\$ 180.00
Wrangell, City and Borough of	Y	Is there a sales tax cap on a single item?	\$ 3,000.00	7%	\$ 210.00
Wrangell, City and Borough of	Y	Is there a sales tax cap on a transaction?	\$ 3,000.00	7%	\$ 210.00
Wrangell, City and Borough of	Y	Is there a sales tax cap on a single service?	\$ 3,000.00	7%	\$ 210.00
Wrangell, City and Borough of	Y	Vehicle Sale	\$ 3,000.00	7%	\$ 210.00
Craig, City of	Y	Vehicle Sale	\$ 5,000.00	5%	\$ 250.00
Craig, City of	N	Is there a sales tax cap on a single item?	Full Sales Price - No Cap	5%	No Maximum
Craig, City of	N	Is there a sales tax cap on a transaction?	Full Sales Price - No Cap	5%	No Maximum
Craig, City of	N	Is there a sales tax cap on a single service?	Full Sales Price - No Cap	5%	No Maximum
Haines Borough	Y	Is there a sales tax cap on a single item?	\$10,000.00	5.5%	\$550.00
Haines Borough	N	Is there a sales tax cap on a transaction?	Full Sales Price - No Cap	5.5%	No Maximum
Haines Borough	Y	Is there a sales tax cap on a single service?	\$5,000.00	5.5%	\$275.00
Haines Borough	Y	Vehicle Sale	\$10,000.00	5.5%	\$550.00
Tenakee Springs, City of	Y	Is there a sales tax cap on a single item?	\$ 7,500.00	2%	\$ 150.00
Tenakee Springs, City of	Y	Is there a sales tax cap on a transaction?	\$ 7,500.00	2%	\$ 150.00
Tenakee Springs, City of	Y	Is there a sales tax cap on a single service?	\$ 7,500.00	2%	\$ 150.00
Tenakee Springs, City of	Y	Vehicle Sale	\$ 7,500.00	2%	\$ 150.00
Thorne Bay, City of	Y	Is there a sales tax cap on a single item?	\$ 7,500.00	6%	\$ 450.00
Thorne Bay, City of	N	Is there a sales tax cap on a transaction?	Full Sales Price - No Cap	6%	No Maximum
Thorne Bay, City of	N	Is there a sales tax cap on a single service?	Full Sales Price - No Cap	6%	No Maximum
Thorne Bay, City of	Y	Vehicle Sale	\$ 7,500.00	6%	\$ 450.00
Sitka, City and Borough of	Y	Is there a sales tax cap on a single item?	\$ 12,000.00	5%	\$ 720.00
Sitka, City and Borough of	Y	Is there a sales tax cap on a transaction?	\$ 12,000.00	5%	\$ 720.00
Sitka, City and Borough of	Y	Is there a sales tax cap on a single service?	\$ 12,000.00	5%	\$ 720.00
Sitka, City and Borough of	Y	Vehicle Sale	\$ 12,000.00	5%	\$ 600.00
Juneau, City and Borough of	Y	Is there a sales tax cap on a single item?	\$ 14,300.00	5%	\$ 715.00
Juneau, City and Borough of	Y	Is there a sales tax cap on a single service?	\$ 14,300.00	5%	\$ 715.00
Juneau, City and Borough of	Y	Vehicle Sale	\$ 14,300.00	5%	\$ 715.00
Juneau, City and Borough of	N	Is there a sales tax cap on a transaction?	Full Sales Price - No Cap	5%	No Maximum

**PETERSBURG BOROUGH  
ORDINANCE #2024-11**

**AN ORDINANCE PROPOSING AN AMENDMENT TO THE HOME RULE CHARTER OF THE PETERSBURG BOROUGH TO REMOVE THE REQUIREMENT OF VOTER RATIFICATION OF CHANGES TO SALES TAX EXEMPTIONS, AND DIRECTING THAT THE PROPOSED AMENDMENT BE SUBMITTED TO THE QUALIFIED VOTERS OF THE BOROUGH**

**WHEREAS**, section 12.02B of the Borough Charter mandates that any change in a sales tax exemption be ratified by borough voters; and

**WHEREAS**, this requirement was adopted into the Charter of the then-City of Petersburg in 1981 and carried over into the Borough Charter upon borough formation; and

**WHEREAS**, the Borough is aware of no other municipality in Alaska that requires voter approval to change sales tax exemptions; and

**WHEREAS**, this voter approval requirement limits the flexibility and timeliness of the Borough Assembly in budgetary matters, especially during times of unknown state revenues; and

**WHEREAS**, this amendment will not negate the requirement of voter ratification of any change in the rate of the sales tax; and

**WHEREAS**, Petersburg Borough Charter Chapter 18, entitled Charter Amendment, section 18.02 *Election*, specifies that any proposed charter amendment shall be submitted to the qualified voters of the Borough.

**THEREFORE, THE PETERSBURG BOROUGH ORDAINS**, that the following proposed amendment to the Home Rule Charter of the Petersburg Borough be submitted to the qualified voters of the Borough at the October 1, 2024 regular election.

**Section 1. Classification:** This is a non-code ordinance, however the proposed borough charter amendment is of a permanent nature and, if approved by the voters, shall be reflected in the Petersburg Borough Charter.

**Section 2. Purpose:** The purpose of this ordinance is to propose a charter amendment to the Borough voters that would remove the requirement of voter ratification of changes to sales tax exemptions.

**Section 3. Substantive Provisions:**

Proposed Charter Amendment – Section 12.02B of the Charter: The language proposed for deletion is struck through.

**Article 12. Taxation**

**Section 12.02 - Sales and Use Taxes; Ratification of Sales or Use Tax Rate Increases.**

A. The borough may by ordinance levy sales or use taxes on an areawide basis, a non areawide basis and a service area basis.

B. Any sales or use tax, or change in the rate ~~or exemptions~~ to the sales tax or use tax, shall be by ordinance, ratified by a majority of the qualified voters of the borough voting on the question.

**Section 4. Submittal to Voters:**

A. In accordance with subsection 12.02B of the Borough Charter, the Borough Clerk shall submit this proposed charter amendment to the voters of the Borough at the regular election to be held on October 1, 2024.

B. The proposition to be submitted to the voters shall read substantially as follows:

Proposition #\_\_\_\_

Removing the Requirement of Voter Ratification of Changes to Sales Tax Exemptions

Shall Section 12.02B of the Petersburg Borough Charter be amended to remove the requirement that changes to sales tax exemptions be submitted to borough voters for ratification?

- YES
- NO

Sales tax exemptions are set out in Borough Code Chapter 4.28, *Sales Tax*. If this proposition is approved by Borough voters, the Borough Assembly can, by Ordinance, with three readings and a noticed public hearing, make changes to sales tax exemptions with a majority vote of the Assembly.

**Section 5. Severability:** If any provision of this ordinance or any application to any person or circumstance is held invalid, the remainder of this ordinance and application to any person and circumstance shall not be affected.

**Section 6. Effective Date:** This ordinance shall be effective upon adoption. The proposed borough charter amendment set forth herein, if approved by the voters, shall become effective immediately upon certification of the election results.

**PASSED AND APPROVED** by the Petersburg Borough Assembly, Petersburg, Alaska this \_\_\_\_ day of \_\_\_\_\_, 2024.

\_\_\_\_\_  
Mark Jensen, Mayor

ATTEST:

\_\_\_\_\_  
Debra K. Thompson, Borough Clerk

Adopted:  
Published:  
Effective: Ordinance effective upon adoption. Charter Amendment effective upon Voter Approval and Certification of Election Results.

**Petersburg Borough, Petersburg, Alaska  
RESOLUTION #2024-09**

**A RESOLUTION OF THE PETERSBURG BOROUGH SETTING THE MILLAGE RATES FOR  
THE FISCAL YEAR JULY 1, 2024 THROUGH JUNE 30, 2025**

**WHEREAS**, the Assessor has completed the final assessment records and the total taxable assessed value of all real property within the Petersburg Borough as of January 1, 2024 is \$420,815,339. Of this amount the taxable assessed valuation of Service Area 1 totals \$353,354,378 and

**WHEREAS**, Petersburg Municipal Code 4.24.300 B. states that the assembly shall, before June 15th, establish the mill rate of the tax levy, by designating the number of mills upon each dollar of value of assessed taxable real property that shall be levied; and

**WHEREAS**, Petersburg Charter, section 12.03 states that the tax on real property shall not exceed 10 mills, except tax on real property necessary to retire debt approved by the voters is excluded from this limit; and

**THEREFORE, BE IT RESOLVED** that the Assembly of the Petersburg Borough by this resolution hereby adopts and levies the following millage rate upon each dollar of assessed taxable real property for the fiscal year July 1, 2024 through June 30, 2025:

<b>AREA WIDE - EDUCATION.....</b>	<b>4.2 mills</b>
<b>SERVICE AREA 1 (IN ADDITION TO AREA WIDE)</b>	
SERVICE AREA 1 GENERAL PURPOSES.....	4.7 mills
GO BOND DEBT RETIREMENT	
AQUATIC CENTER.....	.47 mills
VOCATIONAL EDUCATION BUILDING.....	.10 mills
SCHOOL DEFFERED MAINTENANCE.....	.22 mills
LIBRARY BOND.....	.31 mills
<b>SERVICE AREA 1 TOTAL...10.00 mills</b>	

**BE IT FURTHER RESOLVED**, all 2024 property taxes shall become past due by October 15, 2024 after 4:30 p.m. per Petersburg Municipal Code 4.24.320 A.; and if not paid by the due date are delinquent.

**PASSED, APPROVED, AND ADOPTED** by the Assembly of the Petersburg Borough on the 3rd day of June, 2024.

\_\_\_\_\_  
Mark Jensen, Mayor

**ATTEST:**

\_\_\_\_\_  
Debra K. Thompson, Borough Clerk

**Attachment to Resolution**

*2024/2025 Property Tax Calculation*

Prepared by Jody Tow

TAXABLE REAL PROPERTY VALUE (AREAWIDE)	\$420,815,339.
SERVICE AREA 1 TAXABLE VALUE	\$353,354,378.

**Area wide (Borough) - Education**

Tax Amount area wide @ 4.2 mills (\$420,815,339. X .0042)	\$1,767,424.
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**Additional – Service Area 1**

Tax Amount for Service Area 1 @ 4.7 mills (\$353,354,378. X .0047)	\$1,660,765.
Tax Amount for Debt Service (SA 1) @ 1.1 mills (\$353,354,378. X .0011)	<u>\$388,690.</u>

Additional Tax Revenue from SA 1	<u>\$2,049,455.</u>
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PROJECTED TAX REVENUE	\$3,816,879.
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## MEMORANDUM

**TO:** Petersburg Borough Assembly

**FROM:** Philip Hofstetter, Petersburg Medical Center, CEO

**SUBJECT:** WERC Building – NTP to Dawson Construction for 65% GMP – Full Construction

**DATE:** May 28, 2024

**CC:** Steve Giesbrecht, Borough Manager  
Jody Tow, Finance Director  
Debbie Thompson, Borough Clerk  
Jerod Cook, PMC Board Chair

Borough Resolution 2023-04 authorized PMC to execute a CM/GC contract with Dawson Construction for pre-construction services for the new hospital project. The resolution also stipulated that the Borough Assembly must authorize GMP amendments (modifications) or NTP for construction services.

**Progress Update:**

Site development for the WERC building is nearing completion, and the concrete foundation is well underway. Detailing of the steel structure and preparations for steel fabrication are ongoing, consistent with the update and schedule provided in PMC’s February 23, 2024 memo to the Assembly, based on previous authorization with NTP early work package for concrete, steel, underground, and long-lead materials. Dawson will focus on continuing foundation work and starting underground utilities in June to prepare for steel structure erecting in July, utilities from the site work through Gjoa will also start in July for tying into existing Petersburg Utility Infrastructure.

**Construction Schedule:** As indicated in PMC’s February 23, 2024 memo to the Assembly, the primary objective is to get the roof installed no later than the end of September with the building enclosed and “dried-in” by October. Completion is planned for the end of July 2025.

**WERC Building total GMP:** The Dawson cost estimate (attached) details the full GMP amount for Dawson Construction of \$14,698,948, this includes the previous NTPs for foundation and long-lead procurement. A detailed summary prepared by Dawson is attached for reference. Please note the following information below is related to the cost estimating and comparisons of the HMS estimate against the Dawson estimate.

- Dawson obtained competitive bids from subcontractors and made selections based on the best qualifications and the best value for the project.
- Dawson obtained competitive quotes for all materials and equipment as the basis for cost estimates.
- The GMP negotiations and subsequent contract amendment will include all previously made modifications.
- All materials and equipment procured under the authority of the NTP will go through a submittal approval process by the design team.
- For direct construction labor, Dawson is required to use State prevailing wage rates.
- Labor rates for Dawson supervision were established via a competitive RFP process in January 2023 and are within industry standards

- Dawson’s OH&P rate was also established via the competitive RFP process; it is 5.5% which compares very favorably with the 10% rate being used by HMS in their independent estimates, a value when compared to HMS as a benchmark.
- The architect performed an independent analysis of the Dawson cost estimate amount, and it was found to be in alignment and less than the cost estimate prepared by HMS when adjusted for the difference in scope.
- As further evidence that it is reasonable to issue the proposed NTP, Dawson’s estimate for full construction when compared with the HMS estimate is summarized below and Dawson is 6% below the independent estimate.

	<u>HMS</u> <sup>3</sup>	<u>Dawson</u>
<b>Full Construction GMP</b> <sup>1,2</sup>	\$15,678,636	\$14,698,948

<sup>1</sup> Total WERC building construction through Final Completion, Including the previous NTP (foundation and long-lead procurement).

<sup>2</sup> Does not include site development.

<sup>3</sup> Amount based on adjustments for scope alignment between estimates.

**Design and Contract Schedule:** 65% documents for the WERC building were published by the architect, Bettisworth North, on March 22<sup>nd</sup>. Their independent estimator (HMS, Inc.) prepared a full estimate for the building. Concurrently, Dawson prepared a formal GMP proposal based on 65% documents, including updated subcontract bids and vendor procurement quotes. Using both cost estimates, PMC, Arcadis, and Bettisworth North have conducted open book negotiations with Dawson to establish a final overall Guaranteed Maximum Price (GMP) for the project to obtain the most cost-efficient systems, and best-valued quality products available, while also delivering the project within the budget constraints of the grants.

The steps and sequence of events summarized above are consistent with the CM/GC project delivery method approved by the Assembly via Resolution 2023-04.

**Funding Source:** Funds for the NTP are available via the \$20 million Department of Treasury grant which was awarded to PMC in December 2023.

**RECOMMENDATION:** Requesting that the Borough Assembly authorize PMC to issue a Notice to Proceed to Dawson Construction for full construction of the WERC building which would adjust the total GMP to **\$14,698,948**.

Thank you for your consideration.

Attachment:

1. Dawson Construction 65% Cost Estimate

Project: **Petersburg Medical Center - WERC** Estimate Date: **May 23, 2024**  
 Estimate: **Updated 65%** Estimate Revision: **0**

Sub Division	Description	Current Estimate	Cost / SF	Comments
2.1	Site Layout & Surveys	\$45,000	2.36	
2.2	Snow Control	\$20,000	1.05	Contract Allowance
3.1	Concrete Footings	\$146,011	7.66	
3.2	Concrete Walls & Pilasters	\$158,515	8.32	
3.3	Concrete Slab on Grade	\$157,202	8.25	
3.4	Mechanical Building Housekeeping Pads	\$5,267	0.28	
3.5	Electrical Building Housekeeping Pads	\$5,709	0.30	Excludes Hospital Generator pads
3.7	Concrete Slab on Deck	\$79,215	4.16	
3.8	Concrete at Stair Pans & Landings	\$5,622	0.30	
3.9	Foundation Insulation	\$10,333	0.54	
3.11	Rigid Insulation below Snow Melt Sytem	\$3,094	0.16	
5.1	Structural Steel Materials	\$416,505	21.86	
5.3	Structural Steel Erection Including Stairs & Landings	\$221,978	11.65	
5.7	Metal Decking Material	\$61,000	3.20	
5.9	Metal Ladder Installation	\$1,212	0.06	
5.11	Elevator Guide Rail Backing columns Install	\$2,020	0.11	
5.13	Elevator Pit Ladder	\$606	0.03	
5.14	Elevator Sump Pit Grating	\$404	0.02	
5.15	Steel Handrails Installation	\$3,030	0.16	
6.1	Nails, Bolts & Fasteners	\$38,100	2.00	
6.2	Job Consumables	\$66,675	3.50	
6.3	Rough Carpentry	\$24,930	1.31	
6.4	Backing/Blocking	\$19,666	1.03	
6.5	Finish Carpentry	\$0	-	NIC (none found)
7.1	Waterproofing	\$30,360	1.59	
7.4	R11 & R19 Batt Insulation	\$24,255	1.27	
7.5	R25 Batt insulation	\$21,062	1.11	
7.6	Visqueen Vapor Barrier	\$14,762	0.77	
7.7	Spray Foam insulation at Roof Drains & Roof Curbs	\$18,080	0.95	
7.9	Temporary Weather Protection	\$45,000	2.36	Contract Allowance
7.10	Exterior Mineral Wool Insulation	\$75,732	3.98	
7.11	Weather Barriers	\$36,180	1.90	
7.12	Metal Building Siding & Flashings	\$176,552	9.27	
7.16	Fiberglass Z-Furring & Hat Channel System	\$48,862	2.56	
7.18	Single Ply EPDM Roofing	\$394,000	20.68	
7.21	Firestopping	\$7,040	0.37	
7.22	Exterior Joint Sealants	\$7,254	0.38	
8.1	Timely Hollow Metal Door Frames	\$32,073	1.68	
8.2	Welded Hollow Metal Frames	\$9,022	0.47	
8.3	Hollow Metal Doors	\$13,020	0.68	
8.5	Wood Doors	\$41,090	2.16	
8.7	Access Doors	\$3,612	0.19	Allowed for 12
8.8	Overhead Doors	\$79,215	4.16	Includes \$12K budget per door for elev door fire doors
8.9	Fiberglass Windows	\$62,956	3.30	
8.11	Door Hardware	\$107,569	5.65	

Project: <b>Petersburg Medical Center - WERC</b>	Estimate Date: <b>May 23, 2024</b>
Estimate: <b>Updated 65%</b>	Estimate Revision: <b>0</b>

Sub Division	Description	Current Estimate	Cost / SF	Comments
8.12	Access Control Door Hardware	\$21,275	1.12	
8.13	Automatic Door Entries	\$18,232	0.96	
8.14	Glazing & Window Film	\$16,954	0.89	
8.15	Louvers	\$1,505	0.08	
9.1	Cold Formed Structural Metal Wall Framing	\$124,533	6.54	
9.3	Non Structural Metal Framed Walls	\$155,623	8.17	
9.4	Shaft wall Metal Framing including Core Board	\$15,920	0.84	
9.5	Non Structural Metal Framed bulkheads	\$1,312	0.07	
9.6	Non Structural Metal Framed Ceilings	\$18,798	0.99	
9.8	Exterior Gypsum Sheathing (Densglass)	\$41,160	2.16	
9.9	GWB Hanging	\$93,362	4.90	
9.11	Abuse Resistant & Impact Resistant GWB Hanging	\$96,969	5.09	
9.12	Cement Backer Board	\$8,643	0.45	
9.18	Acoustical Ceilings	\$131,772	6.92	Acoustic Wall Panels NIC (none found)
9.21	Acoustical Ceiling Repair for Trade Damage	\$5,000	0.26	Contract Allowance
9.23	Floor Prep	\$19,050	1.00	
9.24	Flooring Protection	\$17,126	0.90	
9.25	Flooring, Base, Ceramic Tile & Floor Sealer	\$171,255	8.99	
9.36	Rigid Vinyl Panel Wall Coverings	\$62,092	3.26	
9.37	Multi-Story Graphic Acoustic Wall Panels at Main Stair	\$0	-	NIC (In Owners Budget)
9.38	Painting & GWB Taping	\$270,000	14.17	
9.39	Painting & GWB Patching for Trade Damage	\$15,000	0.79	Contract Allowance
9.41	Temporary Heat	\$90,000	4.72	Contract Allowance
10.1	Visual Display Boards	\$5,232	0.27	
10.2	Dimensional Letter Signage	\$31,844	1.67	Allowed for 50 letters per specs
10.3	Panel Signage	\$10,042		
10.4	Plastic Toilet Partitions	\$12,011	0.63	
10.5	Cubicle Curtains & Tracks	\$2,816	0.15	Allowed for one in each Exam room (2 total)
10.6	Corner Guards	\$7,338	0.39	
10.8	Toilet Accessories	\$14,682	0.77	Quantities per plans, not accessory schedule
10.9	Fire Protection Specialties	\$3,254	0.17	
10.10	Phenolic Laminate Lockers	\$5,432	0.29	
11.1	Refrigerator	\$404	0.02	Owner Furnished, Contractor Installed
11.2	Microwave	\$101	0.01	Owner Furnished, Contractor Installed
12.1	Roller Shades	\$17,478	0.92	
12.2	Casework	\$213,817	11.22	
12.5	Solid Surface & Stainless Steel Countertops Installation	\$13,433	0.71	
12.6	Solid Surface Window Sills Installation	\$11,514	0.60	
14.1	Hydraulic Elevator	\$133,050	6.98	
23.0	Mechanical	\$1,943,830	102.04	Based upon 65% mechanical & Mt Baker summary
26.0	Electrical	\$2,102,227	110.35	Based upon 65% electrical & coordination with RSA
	<b>Building Subtotal:</b>	<b>\$8,663,876</b>	<b>\$ 454.27</b>	
31.0	Earthwork	\$330,490	17.35	
32.0	Site Concrete	\$355,208	18.65	

Project: <b>Petersburg Medical Center - WERC</b>		Estimate Date: <b>May 23, 2024</b>		
Estimate: <b>Updated 65%</b>		Estimate Revision: <b>0</b>		
Sub Division	Description	Current Estimate	Cost / SF	Comments
32.1	Site Furnishings	\$27,818	1.46	
32.2	Landscaping	\$85,930	4.51	
33.0	Utilities	\$542,359	28.47	
<b>Sitework Subtotal:</b>		<b>\$1,341,805</b>	<b>\$ 70.44</b>	
1.3	Travel, Per Diem & Housing Costs	\$589,300	30.93	
1.31	Management and Administration	\$543,900	28.55	
1.32	Site Supervision & Safety	\$493,140	25.89	
1.5	Temporary Utilities, Equipment and Controls	\$879,036	46.14	
1.7	Mobilization, Freight, Demobilization and Close-out	\$456,969	23.99	
0.0	Insurance, Bonds & Taxes	\$301,166	15.81	
<b>Total Estimated Construction Costs</b>		<b>\$13,269,192</b>	<b>\$ 697</b>	
2.0%	Estimate Contingency	\$265,384	13.93	
3.0%	Contractor Construction Contingency	\$398,076	20.90	
5.5%	Fee	\$766,296	40.23	
<b>Estimate Total</b>		<b>\$14,698,948</b>	<b>\$ 772</b>	



**Debra Thompson**

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**From:** Kacey Hammer <kaceybanester@gmail.com>  
**Sent:** Friday, May 17, 2024 7:09 AM  
**To:** Assembly  
**Subject:** School funding and support

Dear Members of the Borough Assembly,

I am writing to show my full support of our teachers and staff.

The right to an education is guaranteed to all students because an educated citizen is important to the foundations of our country. We are fortunate to have dedicated teachers and staff doing their best every day. Unfortunately, our state doesn't think access to a public education is as important as I do. The state has chosen to sit on its hands rather than put public education first. Alaska used to be a place where it was difficult to find a teaching job because we paid our teachers well. Paying teachers well means we can attract quality teachers to our school and community. It means we can keep good teachers. Sadly, with the lack of an increase in allotments per student that comes close to matching the rising costs to all Alaskans, we lost teachers. They simply cannot afford to live here with the salary they are given.

I challenge anyone of you who hasn't spent time in a classroom to think about how you would feel after spending a day with a group of 5 year olds. Would you be able to not only keep your composure but to teach those kids? Would you be able to ensure that all the needs of each of those students are met, all day, every day? Our educators do this. Every day. We owe it to our teachers to ensure that they have the funding they need to keep our children thriving.

*Best wishes,  
Kacey Hammer*

## Debra Thompson

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**From:** Aardvark LLC <architectureoffaith@gmail.com>  
**Sent:** Sunday, May 19, 2024 7:19 AM  
**To:** Assembly  
**Subject:** Petersburg CLG



Dear Petersburg Assembly,

Yesterday we had a very special talk with illustrious Juneau Historic Resources Advisory Committee spokesperson Dorene Lorenz. Many of us are now privy to an opportunity to receive earmarked federal and state funding from which we have been long deprived for not having our own CLG right here in Petersburg. I am trying to cobble together an historic committee of our own so that we can join the ranks of communities such as Juneau, Sitka, Ketchikan, Seward, Skagway, and others who receive such funding for restoration and rehabilitation projects pertaining to historic places and structures. There is grant funding available only to communities designated with the CLG status, of which we currently are not in Petersburg. Please look up their website:

[Certified Local Governments \(U.S. National Park Service\) \(nps.gov\)](https://www.nps.gov/learn/programs/certified-local-governments)

This is something that we really need to be doing in Petersburg. CLGs receive millions of \$\$\$ for historic projects. That's money that we could use here in Petersburg. It seems high time that we took advantage of our historic

community to foster a culture of preservation that will, quite literally, pay for itself!

cordially,

Joshua Adams



**Debra Thompson**

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**From:** Ringsmuth, Katie J (DNR) <katie.ringsmuth@alaska.gov>  
**Sent:** Monday, May 20, 2024 11:52 AM  
**To:** architectureoffaith@gmail.com  
**Cc:** Lewis, Maria A (DNR); Bittner, Judith E (DNR); DoreneMLorenz@aol.com; Assembly  
**Subject:** RE: Petersburg CLG

Hello!

My name is Katie Ringsmuth, and I work for the Office of History and Archaeology. It has come to my attention that Petersburg is interested in learning more about the Certified Local Government (CLG) program. Our office administers this program, and we would happily provide the assembly with additional information or connect you with a representative from Alaska's other CLGs. Petersburg would make an excellent CLG candidate, and we would be thrilled to assist you.

Please feel free to reach out to me at 907.269-8714 or Maria Lewis, the CLG coordinator, at [maria.lewis@alaska.gov](mailto:maria.lewis@alaska.gov).

Thank you,

Katie

**Katie Ringsmuth**  
State Historian  
Alaska State Historic Preservation Office  
Office of History & Archaeology

550 West 7<sup>th</sup> Avenue, Suite 1310  
Anchorage, AK 99501-3561  
Direct: 907-269-8714  
katie.ringsmuth@alaska.gov  
<http://dnr.alaska.gov/parks/oha>

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**From:** Aardvark LLC <[architectureoffaith@gmail.com](mailto:architectureoffaith@gmail.com)>  
**Sent:** Sunday, May 19, 2024 7:19 AM  
**To:** [assembly@petersburgak.gov](mailto:assembly@petersburgak.gov)  
**Subject:** Petersburg CLG

**CAUTION:** This email originated from outside the State of Alaska mail system. Do not click links or open attachments unless you recognize the sender and know the content is safe.

**Debra Thompson**

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**From:** Stephen Giesbrecht  
**Sent:** Wednesday, May 22, 2024 3:06 PM  
**To:** Assembly  
**Cc:** Liz Cabrera; Chris Cotta  
**Subject:** Junked Cars and messy yards

I just received a telephone call from Roxie Lee who is upset about the many “junked” vehicles and other debris in people’s yards. She feels the Borough is not doing enough to keep town tidy, and wanted me to pass this along to the Assembly. She specifically mentioned using Borough staff to haul off cars and stuff for free to make it easier for people to dispose of their messes. She asked me to make sure and pass her concerns along to the Assembly.

Steve





**PLEASE JOIN US FOR THE  
COAST GUARD FOUNDATION'S**

# **ALASKA AWARDS DINNER**

*Honoring the Men and Women of  
the United States Coast Guard  
Serving in the Great State of Alaska*

**TUESDAY, AUGUST 13, 2024**

**THE HOTEL CAPTAIN COOK**

939 W 5th Avenue, Anchorage

Cocktail Reception 6:00 p.m.

Dinner and Program 7:00 p.m.

**BUSINESS ATTIRE**

**RESERVATIONS AND INQUIRIES**

Becky Ketterhagen, Coast Guard Foundation

860-457-1413 | [bketterhagen@coastguardfoundation.org](mailto:bketterhagen@coastguardfoundation.org)

**PLEASE SEE FOLLOWING PAGE FOR INFORMATION  
ON SPONSORSHIPS, TABLES AND TICKETS**



# COAST GUARD FOUNDATION ALASKA AWARDS DINNER

**TUESDAY, AUGUST 13, 2024 / THE HOTEL CAPTAIN COOK, ANCHORAGE**

**DINNER SPONSORS: \$50,000**

- One table of eight with prominent placement
- Gift presentation on stage during event
- Logo recognition at event
- Full-page tribute ad in digital program

**COCKTAIL RECEPTION SPONSORS: \$25,000**

- One table of eight with prominent placement
- Acknowledgment during speaking program
- Logo recognition at event
- Full-page tribute ad in digital program

**THE AFTER PARTY SPONSORS: \$25,000**

- One table of eight with prominent seating
- Acknowledgment during speaking program
- Logo recognition at event
- Full-page tribute ad in digital program

**DEFENDER SPONSORS: \$15,000**

- One table of eight with priority seating
- Acknowledgment during speaking program
- Logo recognition at event
- Full-page tribute ad in digital program

**GUARDIAN SPONSORS: \$10,000**

- One table of eight
- Half-page tribute ad in digital program

**RESCUER SPONSORS: \$5,000**

- One table of eight
- Acknowledgment listing in digital program

**INDIVIDUAL TICKET: \$500** No. of tickets: \_\_\_\_\_

- One ticket to event

*Tables seat ten; additional guests sponsored by the Coast Guard Foundation will be seated at your table with you and your guests.*

**I / WE CANNOT ATTEND**, but wish to contribute \$ \_\_\_\_\_ in support of the Coast Guard Foundation.

**LISTING** \_\_\_\_\_

PLEASE ENTER YOUR NAME AND/OR COMPANY EXACTLY AS YOU WISH IT TO APPEAR ON PRINTED MATERIALS

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**City/State/Zip** \_\_\_\_\_

**Phone** \_\_\_\_\_ **Email** \_\_\_\_\_

(REQUIRED FOR CREDIT CARD USE)

**Check enclosed for \$ \_\_\_\_\_**, payable to Coast Guard Foundation

**Please charge \$ \_\_\_\_\_** to my  MasterCard  Visa  American Express  Discover

**Card Number** \_\_\_\_\_ **Exp. Date** \_\_\_\_\_ **CVV Code\*** \_\_\_\_\_

**Cardholder's Name** \_\_\_\_\_

**Billing Address (if different from above)** \_\_\_\_\_

**Signature** \_\_\_\_\_

\*CVV CODE: FOR VISA, MASTERCARD AND DISCOVER, LAST 3 DIGITS ON BACK OF CARD; FOR AMERICAN EXPRESS, 4 DIGITS ON RIGHT SIDE OF FRONT

**Sponsorships received by July 23, 2024** are guaranteed recognition in the Dinner Program. Additional sponsorships may be available. Payment in full is due before the event date. The Coast Guard Foundation is a 501(c)(3) corporation (tax i.d. 04-2899862). Contributions in excess of \$145 per guest are tax-deductible.

**Send form and guest list** to Becky Ketterhagen, Coast Guard Foundation, by email to [bketterhagen@coastguardfoundation.org](mailto:bketterhagen@coastguardfoundation.org), or fax to 860-535-0944. **Checks and forms** may be mailed to Becky Ketterhagen, Coast Guard Foundation, 394 Taugwonk Road, Stonington, CT 06378. **For more information**, call or email Becky at 860-457-1413, [bketterhagen@coastguardfoundation.org](mailto:bketterhagen@coastguardfoundation.org).

FY 2025 Travel & Training Budget						
Department: Assembly						
Number of Employees	Name of Travelers/Trainees	Reason For Travel/Training	Location of Travel/Training	Estimated Cost	Notes	
2	Mayor & one Assembly Member	SE Conference Annual Meeting - Sept 2024	Ketchikan	\$2,500.00		
2	Mayor & one Assembly Member	AML Annual Conference & ACoM - Dec 2024	Anchorage	\$4,500.00		
2	Mayor & one Assembly Member	AML Winter Legislative Meeting - Feb 2025	Juneau	\$3,000.00		
2	Two possible new Assembly Members	AML Annual Conference & NEO Training - Dec 2024	Anchorage	\$4,500.00		
2	Two attendees from the Assembly	AML Summer Legislative Meeting - Aug 2024	Kedehk	<del>\$4,500.00</del>	Removed per Steve 4/8/2024	
2	Mayor & one Assembly Member	SE Conference Mid-Session Summit - Feb 2025	Juneau	\$3,000.00		
<b>Total Travel &amp; Training Costs</b>				<b>\$17,500.00</b>		



## FY 2025 Travel & Training Budget

### Department: Administration

Number of Employees	Name of Travelers/Trainees	Reason For Travel/Training	Location of Travel/Training	Estimated Cost	Notes
1	Manager-Giesbrecht	AML Annual Conference - December 2024	Anchorage	\$2,250.00	Removed per Steve
1	Manager Giesbrecht	AML Winter Legislative Meeting - Feb 2025	Juneau	\$1,800.00	
1	Manager-Giesbrecht	ICMA Conference - September 2024	Pittsburg,PA	\$3,500.00	Removed per Steve
1	Deputy Clerk	AML Annual Conference - December 2024	Anchorage	\$2,250.00	
2	Clerk & Deputy Clerk	Human Resources Training		\$2,000.00	
			<b>Total Travel &amp; Training Costs</b>	<b>\$6,050.00</b>	