



# Petersburg Borough

12 South Nordic Drive  
Petersburg, AK 99833

## Meeting Agenda Borough Assembly Regular Meeting

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Monday, June 05, 2023

12:00 PM

Assembly Chambers

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You are invited to a Zoom webinar.

When: Jun 5, 2023 12:00 PM Alaska

Topic: June 5, 2023 Borough Assembly Meeting

Please click the link below to join the webinar:

<https://petersburgak-gov.zoom.us/j/86593486270?pwd=Z2JuYkVOVjJucDU5NzR3d3pjbkhCUT09>

Passcode: 663670

Or Telephone:

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

Webinar ID: 865 9348 6270

Passcode: 663670

1. **Call To Order/Roll Call**
2. **Voluntary Pledge of Allegiance**
3. **Approval of Minutes**
  - A. **May 15, 2023 Assembly Meeting Minutes**
4. **Amendment and Approval of Meeting Agenda**
5. **Public Hearings**
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**

**10. Consent Agenda**

**11. Report of Other Officers**

**A. Petersburg Medical Center Update**

PMC CEO Hofstetter will update the Assembly on medical center activities.

**12. Mayor's Report**

**A. June 5, 2023 Mayor's Report**

**13. Manager's Report**

**A. June 5, 2023 Manager's Report**

**14. Unfinished Business**

**A. Ordinance #2023-06: An Ordinance Updating Various Sections of Chapter 14.08 of the Municipal Code, Entitled "Sewer Utility" - Third and Final Reading**

If adopted in three readings, Ordinance #2023-06 will change the FY 2024 sewer utility rate increase from 3% to 6%. An annual rate review of the utility indicates this increase is needed to keep up with increased costs and expenses to the Borough. The Assembly unanimously approved Ordinance #2023-06 in its first and second readings.

**B. Ordinance #2023-07: An Ordinance Amending Sections 14.20.125, 14.20.250 and 14.20.380 of Chapter 14.20, *Municipal Harbors*, of the Petersburg Municipal Code to Address Live-Aboards and Other Residential Uses of Vessels Moored in Municipal Harbors and to Increase the Penalty for Speeding or Excessive Wake - Third and Final Reading**

Adoption of Ordinance #2023-07 in three readings will: (1) update the live-aboard policy to allow no more than 10% of moorage spaces to be utilized by live-aboard vessels; (2) prohibit commercial use of the harbor facilities for rental of vessels for residential purposes; and (3) increase the penalty for speeding or excessive wake in the harbors from \$50 to \$200. Ordinance #2023-07 was unanimously approved in its first and second readings.

**C. Ordinance #2023-08: An Ordinance Adopting the Budget for the Fiscal Year July 1, 2023 Through June 30, 2024 - Third and Final Reading**

Ordinance #2023-08 will set the Petersburg Borough budget for FY 2024 if approved in three readings. In the second reading, the Assembly increased the appropriation to

Mountain View Food Services to \$42,800 using general fund reserves, added the option to use the \$40,000 appropriated for hiring a grant writer toward the application to acquire the Papke's Landing facility from State of Alaska, and added \$12,000 from general fund reserves for snow plowing the side roads in the Papke's Landing area. Ordinance #2023-08, as amended, was unanimously approved in its second reading.

**D. Ordinance #2023-09: An Ordinance Repealing Chapters 11.48, 11.52, 11.56 and 11.60 of the Former City of Petersburg Code and PMC Chapter 11.96, and Amending PMC Sections 11.12.040, 14.20.360 and 14.20.380 - Third and Final Reading**

If approved in three readings, Ordinance #2023-09 will repeal old traffic and parking code, update parking restrictions in current Borough code, allow for the harbor to enforce traffic and parking ordinances at Borough harbor facilities, and establish a \$25 penalty for parking in violation in harbor facilities. The Assembly unanimously approved Ordinance #2023-09 in its first and second readings.

**E. Ordinance #2023-10: An Ordinance Amending Section 16.12.030(A) of Chapter 16.12, *Acquisition and Disposal of Borough Owned Lands*, of the Petersburg Municipal Code to Add Federally Recognized Tribes to the List of Entities that May Purchase Borough Property for Less than Assessed Value if Determined by the Assembly to be in the Best Interest of the Borough - Third and Final Reading**

Ordinance #2023-10, if approved in three readings, will allow the Assembly to determine if it is in the best interest of the Borough to sell Borough-owned land at less than assessed value to federally recognized tribes, as well as to state and federal agencies and nonprofit entities. Ordinance #2023-10 was unanimously approved in its first and second readings.

## 15. New Business

**A. Hiring Practices and Safety Programs Review**

At the May 2, 2023 meeting, the Assembly directed Borough Attorney Heideman and Borough Clerk Thompson to solicit proposals for a review of and recommendations regarding Borough hiring practices and safety programs. Three proposals were sought from Beacon Occupational Health and Safety Services, Inc. (Beacon), The Safety Specialists (TSS), and Alaska Public Entity Insurance (APEI). TSS could not provide a proposal within the time available. Proposals from Beacon and APEI are attached.

**B. Utility Assistant Director/Project Manager Position Request**

Manager Giesbrecht requests to add a new Department Head level position, Utility Assistant Director/Project Manager, to work alongside Utility Director Hagerman (who plans to retire in the next few years) at an annual salary of approximately \$105,000. This position will learn to manage capital projects and train in the administration of the Electric, Water and Wastewater Departments, which will help mitigate the impact of losing valuable institutional knowledge when Utility Director Hagerman does retire.

**16. Communications**

**A. Correspondence Received Since May 11, 2023**

**17. Assembly Discussion Items**

**A. Assembly Member Comments**

**B. Recognitions**

**18. Adjourn**



# Petersburg Borough

12 South Nordic Drive  
Petersburg, AK 99833

## Meeting Minutes Borough Assembly Regular Meeting

Monday, May 15, 2023

6:00 PM

Assembly Chambers

### 1. Call To Order/Roll Call

Mayor Jensen called the meeting to order at 6:00 p.m.

#### PRESENT

Mayor Mark Jensen  
Vice Mayor Bob Lynn  
Assembly Member Thomas Fine-Walsh  
Assembly Member David Kensinger  
Assembly Member Donna Marsh  
Assembly Member Jeff Meucci  
Assembly Member Scott Newman

### 2. Voluntary Pledge of Allegiance

The Pledge was recited.

### 3. Approval of Minutes

#### A. May 2, 2023 Assembly Meeting Minutes

The May 2, 2023 Assembly meeting minutes were unanimously approved.

Motion made by Assembly Member Meucci, Seconded by Assembly Member Marsh.

Voting Yea: Mayor Jensen, Vice Mayor Lynn, Assembly Member Fine-Walsh,  
Assembly Member Kensinger, Assembly Member Marsh, Assembly Member Meucci,  
Assembly Member Newman

### 4. Amendment and Approval of Meeting Agenda

The meeting agenda was approved as submitted.

### 5. Public Hearings

#### A. Public Hearing for Ordinance #2023-06: An Ordinance Updating Various Sections of Chapter 14.08 of the Municipal Code, Entitled "Sewer Utility"

No testimony was given at this public hearing.

**B. Public Hearing for Ordinance #2023-07: An Ordinance Amending Sections 14.20.125, 14.20.250 and 14.20.380 of Chapter 14.20, *Municipal Harbors*, of the Petersburg Municipal Code to Address Live-Aboards and Other Residential Uses of Vessels Moored in Municipal Harbors and to Increase the Penalty for Speeding or Excessive Wake**

Abby Hosier, representing herself as an active community member and as an owner of a live aboard vessel in the harbor in the summer months, shared her concerns with the changes to PMC Chapter 14.20 that will restrict the number of live aboard vessels that may be moored in the harbor during the months of May through October.

**C. Ordinance #2023-08: An Ordinance of the Petersburg Borough Adopting the Budget for the Fiscal Year July 1, 2023 through June 30, 2024**

Karen Morrison, speaking for herself and as the Finance Director for the Petersburg School District, thanked Assembly members who have attended recent school board meetings and have come into the district office to ask questions regarding school funding and testified in support of the Assembly approving the \$3,000,000 appropriation requested by the school in the FY 2024 Borough budget.

Erica Kludt-Painter, Petersburg School District Superintendent, thanked the Assembly for passing the budget as written in its first reading and encouraged them to pass it again in the second and third reading, stating that in the past Petersburg's schools have received the lowest annual municipal contribution of any community in Southeast Alaska.

**D. Public Hearing for Ordinance #2023-09: An Ordinance Repealing Chapters 11.48, 11.52, 11.56 and 11.60 of the Former City of Petersburg Code and PMC Chapter 11.96, and Amending PMC Sections 11.12.040, 14.20.360 and 14.20.380**

No testimony was given during this public hearing.

**E. Public Hearing for Ordinance #2023-10: An Ordinance Amending Section 16.12.030(A) of Chapter 16.12, *Acquisition and Disposal of Borough Owned Lands*, of the Petersburg Municipal Code to Add Federally Recognized Tribes to the List of Entities that May Purchase Borough Property for Less than Assessed Value if Determined by the Assembly to be in the Best Interest of the Borough**

Cris Morrison, PIA Tribal Council President, spoke in favor of the Assembly updating Petersburg's code of ordinances where pertinent to recognize PIA as a formal tribal government.

**6. Bid Awards**

There were no bid awards.

**7. Persons to be Heard Related to Agenda**

*Persons wishing to share their views on any item on today's agenda may do so at this time.*

No views were shared.

## 8. Persons to be Heard Unrelated to Agenda

*Persons with views on subjects not on today's agenda may share those views at this time.*

No views were shared.

## 9. Boards, Commission and Committee Reports

### A. Housing Needs Assessment Survey

Assembly Member and Housing Task Force Chair Kensinger updated the Assembly on the roll out of the Housing Needs Assessment Survey.

## 10. Consent Agenda

There were no consent agenda items.

## 11. Report of Other Officers

There were no reports.

## 12. Mayor's Report

### A. May 15, 2023 Mayor's Report

Mayor Jensen read his report into the record.

## 13. Manager's Report

### A. May 15, 2023 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 #2023-06: An Ordinance Updating Various Sections of Chapter 14.08 of the Municipal Code, Entitled "Sewer Utility" - Second Reading

Ordinance #2023-06 was approved by unanimous roll call vote in its second reading.

### B. Ordinance #2023-07: An Ordinance Amending Sections 14.20.125, 14.20.250 and 14.20.380 of Chapter 14.20, *Municipal Harbors*, of the Petersburg Municipal Code to Address Live-Aboards and Other Residential Uses of Vessels Moored in Municipal Harbors and to Increase the Penalty for Speeding or Excessive Wake - Second Reading

The Assembly unanimously approved Ordinance #2023-07 in its second reading.

Motion made by Assembly Member Meucci, Seconded by Assembly Member Kensinger.

Voting Yea: Mayor Jensen, Vice Mayor Lynn, Assembly Member Fine-Walsh, Assembly Member Kensinger, Assembly Member Marsh, Assembly Member Meucci, Assembly Member Newman

**C. Ordinance #2023-08: An Ordinance Adopting the Budget for the Fiscal Year July 1, 2023 Through June 30, 2024 - Second Reading**

Ordinance #2023-08 was amended as follows:

1) To increase the Mountain View Food Services appropriation to \$42,800 from the general fund reserves;

Motion made by Assembly Member Meucci, Seconded by Assembly Member Kensinger.

Voting Yea: Mayor Jensen, Vice Mayor Lynn, Assembly Member Fine-Walsh, Assembly Member Kensinger, Assembly Member Meucci

Voting Nay: Assembly Member Marsh, Assembly Member Newman

2) To add the option to use the \$40,000 appropriated for hiring a grant writer toward the application to acquire the Papke's Landing facility from the State of Alaska;

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

Voting Yea: Mayor Jensen, Vice Mayor Lynn, Assembly Member Fine-Walsh, Assembly Member Kensinger, Assembly Member Marsh, Assembly Member Meucci, Assembly Member Newman

3) To add \$12,000 from the general fund reserves for snow plowing the side roads at Papke's Landing.

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

Voting Yea: Mayor Jensen, Vice Mayor Lynn, Assembly Member Fine-Walsh, Assembly Member Kensinger, Assembly Member Marsh, Assembly Member Meucci, Assembly Member Newman.

Ordinance #2023-08 was unanimously approved as amended in its second reading.

Motion made by Assembly Member Meucci, Seconded by Assembly Member Newman.

Voting Yea: Mayor Jensen, Vice Mayor Lynn, Assembly Member Fine-Walsh, Assembly Member Kensinger, Assembly Member Marsh, Assembly Member Meucci, Assembly Member Newman

**D. Ordinance #2023-09: An Ordinance Repealing Chapters 11.48, 11.52, 11.56 and 11.60 of the Former City of Petersburg Code and PMC Chapter 11.96, and Amending PMC Sections 11.12.040, 14.20.360 and 14.20.380 - Second Reading**



By unanimous roll call vote, the Assembly approved Ordinance #2023-09 in its second reading.

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

Voting Yea: Mayor Jensen, Vice Mayor Lynn, Assembly Member Fine-Walsh, Assembly Member Kensinger, Assembly Member Marsh, Assembly Member Meucci, Assembly Member Newman

**E. Ordinance #2023-10: An Ordinance Amending Section 16.12.030(A) of Chapter 16.12, Acquisition and Disposal of Borough Owned Lands, of the Petersburg Municipal Code to Add Federally Recognized Tribes to the List of Entities that May Purchase Borough Property for Less than Assessed Value if Determined by the Assembly to be in the Best Interest of the Borough - Second Reading**

The Assembly unanimously approved Ordinance #2023-10 in its second reading.

Motion made by Assembly Member Meucci, Seconded by Assembly Member Newman.

Voting Yea: Mayor Jensen, Vice Mayor Lynn, Assembly Member Fine-Walsh, Assembly Member Kensinger, Assembly Member Marsh, Assembly Member Meucci, Assembly Member Newman

**15. New Business**

**A. Resolution #2023-08: A Resolution Setting the Millage Rates for Fiscal Year July 1, 2023 Through June 30, 2024**

Resolution #2023-08 was unanimously approved.

Motion made by Assembly Member Meucci, Seconded by Assembly Member Marsh.

Voting Yea: Mayor Jensen, Vice Mayor Lynn, Assembly Member Fine-Walsh, Assembly Member Kensinger, Assembly Member Marsh, Assembly Member Meucci, Assembly Member Newman

**B. Southeast Alaska Solid Waste Authority Alternate Representative Appointment Change**

Mayor Jensen appointed Sanitation Supervisor Marohl as the Borough's Alternate Representative to SEASWA.

**16. Communications**

**A. Correspondence Received Since April 28, 2023**

**17. Assembly Discussion Items**

**A. Assembly Member Comments**

Assembly Member Lynn corrected a statement he had made at the last meeting regarding the in-kind contribution of free use of the Borough's mud dump for a specified amount of fill material from the new hospital construction project. He had incorrectly stated the fill would all be from outside the proposed construction area (working on roads, etc.) but the fill will be from both inside and outside the construction area.

**B. Recognitions**

Assembly Member Newman recognized the Petersburg Indian Association for their contributions to our community.

Assembly Member Kensinger thanked the Chamber of Commerce and the Little Norway Festival planning committee for all the work they do to host a great festival.

**18. Adjourn**

The meeting was adjourned at 7:04 p.m.

Motion made by Assembly Member Marsh, Seconded by Assembly Member Newman.

Voting Yea: Mayor Jensen, Vice Mayor Lynn, Assembly Member Fine-Walsh, Assembly Member Kensinger, Assembly Member Marsh, Assembly Member Meucci, Assembly Member Newman



# Petersburg Medical Center

Borough Assembly Report – June 2023 – Phil Hofstetter, CEO

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

### Workforce Wellness:

- Congratulations to Becky Turland, who was awarded the Alaska Afterschool Superhero award for 2023. Becky received the award at the April 24 SHARE coalition meeting.
- PMC was awarded a grant from the AHHA Workforce Initiative for \$88,000 to help support employee wellness programs and childcare initiatives and expansion.
- PMC was awarded a grant from the Petersburg Community Foundation for \$10,000 to support training for two staff members to obtain certification as facilitators in Youth Mental Health First Aid.
- Thanks to the above grant awards from AHHA and Petersburg Community Foundation, PMC is able to expand this summer's youth programs, allowing us to double capacity this summer and offer extended hours.



### Community Engagement:

- The 9th annual PMC Foundation Pedal/Paddle Battle is scheduled for July 29. The funds raised will assist the Petersburg Medical Center employees in advancing professional health and wellness education and support scholarships for graduating seniors.
- May 2: PMC written report submitted for the May Borough Assembly Meeting.
- May 2: Met with Senator Murkowski regarding appropriations funding for the new facility in the future. Sent an updated capital funding request to Senator Stedman to support this next FY capital project for new facility.
- May 4-5: Met with Bartlett in Juneau regarding potential partnership conversations to move forward with group sourcing conceptions and collaborative opportunities.
- May 4: KFSK Radio PMC Live monthly.
- May 10: Public open house on replacement building project.
- May 10-20: An online, community-wide survey was conducted in conjunction with the May 10 public open house. The survey closed on May 20.
- May 16-18: Met in Fairbanks with AHHA (Alaska Hospital Association) for executive meeting to discuss the legislative year and next year's goals. Healthcare financial losses, mental health crisis, payment reform and nursing compact were all major discussion points.
- Our local physicians continue to be actively involved in teaching UW School of Medicine medical students. We are happy to contribute to the development of the next generation of medical providers.
- Community cafes with the SHARE Coalition focused on childcare.
- School District partnership by providing school nursing services.
- Two designated community members participate in the quality meetings to provide input from the community. One participates in the regular CAH Quality meeting and the second participates in the regular LTC Quality meeting.

## Facility:

- June 13 Planning Commission: At the regularly scheduled Borough Planning Commission meeting at noon, the commission will be considering PMC's application to rezone and plat the area for the new building. Interested persons desiring to present their views on the application, either in writing or verbally, will be given the opportunity to be heard.
- Open House: Nearly 100 community members attended the day-long open house on the replacement building project. Bettisworth North provided several presentations and Q&A sessions throughout the day, accompanied by draft visuals of the proposed building design and space planning.
- Updates: Project updates are available on the PMC website under the "New Facility" tab: <https://www.pmcak.org/new-facility.html>.
- PMC applied for a \$975,000 infrastructure-related grant with the Denali Commission. Awards are expected to be announced in June.



*May 10 community open house on building project with Bettisworth North presenting.*



## Financial Wellness:

- Exceptional relief letter submitted to the state of Alaska for over \$4M in calculated uncompensated costs related to the COVID pandemic from 2020-2023. This request was to support the immediate need to PMC as a result of pandemic cost impacts to healthcare.
- State Medicaid rebasing desk review to set the rates for LTC next 4 years.
- Consultant CFO to provide comprehensive review of PMC financial improvement plan and strategic initiatives for the next 3-5 years.
- Budget preparation for June Board meeting and final review for FY24.

## Patient-Centered Care:

- A space for the Adult Day Service program has been secured at Mountain View Manor. Initiation of the program is moving forward. The program will likely start by offering half-day services four days/week.
- Dr. Hulebak now serves as the Aviation Medical Examiner role for FAA flight physicals and Dr. Burt has completed training as a medical review officer to assume the MRO role. Both roles were previously held by Dr. Tuccillo.
- The Joy Janssen Clinic and PMC initiated a Hypertension Quality Project with the aim of enhancing blood pressure readings for our patients. This endeavor involves a collaborative effort across various departments and actively involves community members.

**Mayor's Report  
For  
May 15, 2023 Assembly Meeting**

- 1. Mayfest Celebration 2023:** Thank you to the Chamber of Commerce and the Little Norway Festival planning committee for another fun filled Mayfest celebration. Well done!
  
- 2. Mayor Jensen Gillnetting:** This will be Mayor Jensen's last Assembly meeting for the summer unless the Monday meetings can be temporarily changed to Thursdays during the gillnet season. Gillnet openers are Sunday through Tuesday or Wednesday each week into September.



**Borough Manager's Report  
Assembly Meeting 06 June 2023**

- ❖ Mayfest was problem free for law enforcement. PD had calls but nothing relating to Mayfest. Thank you to all who enjoyed the festivities responsibly.
- ❖ SART Track-kit training was completed by all PD members. This is the new tracking tool for all sexual assault kits.
- ❖ One new dispatcher was hired. Leaving just 1 dispatcher and 1 chief dispatch position open.
- ❖ The library has been awarded a Tier 1 Grant for \$23,000 from the Rasmuson Foundation to purchase a copy machine and expand collections (books, DVDs)
- ❖ Library summer programs started June 4, there will be programs for all ages. Visit [psglib.org](http://psglib.org).
- ❖ Harbor Parking is being enforced along Harbor Way and Middle, South Harbor and the Drive Down. Reminder to all boaters of the no wake zone outside all 3 harbors. This will be enforced.
- ❖ Aaron and Chris are finalizing contract details for the Borough's upcoming Household Hazardous Waste (HHW) event, which is tentatively scheduled for the weekend of June 24<sup>th</sup>. Once the contract and schedule are finalized, we will start advertising for the event.
- ❖ On May 23<sup>rd</sup> ADEC conducted an inspection of Petersburg's landfill and solid waste baling facility. Although we do not have the official report in hand yet, ADEC has told us that we passed the inspection. Thanks to Aaron and the crew for keeping things shipshape!
- ❖ With our waste shipment and disposal costs set to increase sharply later this summer, we continue to investigate options for solid waste disposal. A couple of ideas we are exploring:
  - Partnering with PIA to help expand their composting program, which has the potential to divert more organic debris into the compost program and keep it out of the waste stream heading south.
  - Partially reopening the Borough's landfill, to accept construction and demolition (C&D) waste only (household garbage would not be permitted). Accepting C&D waste is allowable under our current landfill permit and could be another option for reducing the volume of solid waste we ship south. We are analyzing the costs of operating the C&D cell.
- ❖ Parks and Recreation crew are busy deep cleaning facility during our closure, focusing on the Aquatic Center. This includes repainting the leisure pool, scrubbing, and repairing tiles, maintaining in-pool lights, cleaning lap pool, waxing slide, scouring locker rooms. The Community Center will be the center of attention when pools are refilled, heating up, and chemicals are balancing.

- ❖ If the RV Dump is needed, please leave a message at the Community Center, and leave enough time for staff to receive and respond. Everyone is cleaning and not monitoring the phones like normal.
- ❖ Contractors are working on finalizing the fire repairs from 2020. Boiler controllers being replaced, expansion tank and pump installations are happening as a scheduled process during closure to minimize impact on school and community needs.
- ❖ Sewer line repair for Community Center is currently out for bid, closing date is June 16<sup>th</sup>.
- ❖ Gym and racquetball floor refinishing will occur in July with a shutdown of those two areas for approx. 10 days. We were unable to schedule this during our annual cleaning/maintenance closure.
- ❖ The next Parks and Recreation Advisory Board meeting is scheduled for Thursday, June 21<sup>st</sup> at 4p.
- ❖ Parks and Recreation would like to thank all entities that assisted with creating another wonderful Little Norway Festival. This event requires efforts from many and your efforts are greatly appreciated – thank you, everyone!
- ❖ Water and Wastewater Staff welcomed Coby Holder to our ranks on May 25<sup>th</sup>. Coby is our newest Operator 1 and we are happy to have him on board.
- ❖ Staff worked on cleaning the sedimentation basins ahead of the processing season.
- ❖ MSI completed work on the EMD16 on May 12<sup>th</sup>. The unit is running during the SEAPA shutdown.
- ❖ NC Machinery ran into a delay on the Cat 398 when they found that the turbocharger required replacement and it was not immediately available. The mechanics left town for a week and returned on May 30<sup>th</sup> with the part in hand. The work to install the turbo, clean the generator end and test the unit will take another 3-4 days. The department will be able to utilize the unit in the second half of the diesel run.
- ❖ McG Constructors/Dawson Joint Venture, our contractor for the Blind Slough Hydro project, successfully installed the penstock bypass on May 30<sup>th</sup>. All went well with the contractor's operation. PMPL will operate the hydro through the diesel run and shut it down for the bulk of the contractor's work on June 12<sup>th</sup>.
- ❖ Congratulations to David Mazzella (PMPL Lineman apprentice) and Hillary Mazzella (PW Admin Assistant) on the birth of their baby girl, Margo Victoria, born in Juneau on May 23<sup>rd</sup>!
- ❖ Assisted Living working with the hospital to have a meeting set up for fall training.
- ❖ Thanks to the Hospital and Derrick for their thorough review of the Medicaid billing process which has been successful at recouping additional Medicaid reimbursement for the Borough.
- ❖ The new Fire engine is scheduled to be completed June 9<sup>th</sup>. Ryan will fly down for final inspection next week. The engine will then be sent to Oregon for outfitting and mounting of specialty equipment, then sent to Bellingham, where it will ride north on the ferry. Ryan expects the truck to be delivered Aug/Sept.
- ❖ Congratulations to Brock Martin and Sarah Wright for their promotion to Fire Lt. and EMS Lt. respectively.
- ❖ Reminder Wednesday, June 7<sup>th</sup>, the Sirens will test at noon.

**PETERSBURG BOROUGH  
ORDINANCE #2023-06**

**AN ORDINANCE UPDATING VARIOUS SECTIONS OF CHAPTER  
14.08 OF THE MUNICIPAL CODE, ENTITLED “SEWER UTILITY”**

**WHEREAS**, an annual rate review of the Borough Sewer Utility indicates that a greater than anticipated rate increase is needed for FY 2024 to keep up with increased costs and expenses to the Borough.

**THEREFORE, THE PETERSBURG BOROUGH ORDAINS**, Section 14.08.320A of Chapter 14.08 of the Petersburg Municipal Code, entitled Sewer Utility, 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 update the rates for FY 2024 for sewer utility service set out in Section 14.08.320A.

**Section 3. Substantive Provisions:** Section 14.08.320A of the Petersburg Borough Municipal Code is hereby amended as follows. The language proposed for addition is in red and underlined, and the language proposed for deletion is in blue and struck through.

**14.08.320 Sewer collection rates.**

- A. The sewer utility rate shall apply to the owner of all houses, buildings or other structures designed or used for human occupancy, employment, recreation or other purpose provided that the public sewer is within 150 feet of the property line. The rate for the sewer utility shall be a minimum based on a unit fee predicated on the size of the water service, plus a water commodity charge as follows. In the event municipal water service is not connected, the monthly minimum for five-eighths inch service shall apply unless it is apparent to the borough that a larger amount of water is being used on the premises.

**Sewer Utility Monthly Service Charge Rate Schedule**

|                     |                     | FY2022                | FY2023<br>3% inc.     | FY2024<br><del>3% inc.</del><br><u>6% inc.</u> | FY2025<br>3% inc.                | FY2026<br>3% inc.                |
|---------------------|---------------------|-----------------------|-----------------------|--|----------------------------------|----------------------------------|
| Service Description | Size of Water Meter | Service Charge \$/mth | Service Charge \$/mth | Service Charge \$/mth                          | Service Charge \$/mth            | Service Charge \$/mth            |
| Residential         | 3/4"                | 40.40                 | 41.61                 | <del>42.86</del><br><u>44.11</u>               | <del>44.15</del><br><u>45.43</u> | <del>45.47</del><br><u>46.79</u> |



|                         |        |         |         |                                      |                                      |                                       |
|-------------------------|--------|---------|---------|--------------------------------------|--------------------------------------|---------------------------------------|
| 1" Sewer                | 1"     | 90.51   | 93.23   | <u>98.82</u><br><del>96.02</del>     | <u>101.79</u><br><del>98.90</del>    | <u>104.84</u><br><del>101.87</del>    |
| 1½" Sewer               | 1 1/2" | 217.81  | 224.34  | <u>237.80</u><br><del>231.07</del>   | <u>244.93</u><br><del>238.01</del>   | <u>252.28</u><br><del>245.15</del>    |
| 2" Sewer                | 2"     | 435.64  | 448.71  | <u>475.63</u><br><del>462.17</del>   | <u>489.90</u><br><del>476.04</del>   | <u>504.60</u><br><del>490.32</del>    |
| 3" Sewer                | 3"     | 839.16  | 864.33  | <u>916.19</u><br><del>890.26</del>   | <u>943.68</u><br><del>916.97</del>   | <u>971.99</u><br><del>944.48</del>    |
| 6" Sewer                | 6"     | 2191.66 | 2257.41 | <u>2392.85</u><br><del>2325.13</del> | <u>2464.64</u><br><del>2394.89</del> | <u>2538.58</u><br><del>2,006.97</del> |
| Industrial Sewer        |        | 528.61  | 544.47  | <u>577.14</u><br><del>560.80</del>   | <u>594.45</u><br><del>577.63</del>   | <u>612.29</u><br><del>594.96</del>    |
| Sewer 3/Base<br>Conspt  | 3/4"   | 121,19  | 124.83  | <u>132.32</u><br><del>128.57</del>   | <u>136.29</u><br><del>132.43</del>   | <u>140.38</u><br><del>136.40</del>    |
| DBL<br>Base+Conspt/Res  | 3/4"   | 80.80   | 83.22   | <u>88.21</u><br><del>85.72</del>     | <u>90.86</u><br><del>88.29</del>     | <u>93.59</u><br><del>90.94</del>      |
| Sewer Conspt-<br>Res    | 3/4"   | 0.00    | 0.00    | 0.00                                 | 0.00                                 | 0.00                                  |
| Sewer Base              | 3/4"   | 40.40   | 41.61   | <u>44.11</u><br><del>42.86</del>     | <u>45.43</u><br><del>44.15</del>     | <u>46.79</u><br><del>45.47</del>      |
| Sewer Conspt-<br>Com    |        | 0.00    | 0.00    | 0.00                                 | 0.00                                 | 0.00                                  |
| Sewer-Condos            |        | 363.58  | 374.49  | <u>396.96</u><br><del>385.72</del>   | <u>408.87</u><br><del>397.29</del>   | <u>421.13</u><br><del>409.21</del>    |
| Sewer 3xBase<br>+Conspt |        | 121.19  | 124.83  | <u>132.32</u><br><del>128.57</del>   | <u>136.29</u><br><del>132.43</del>   | <u>140.38</u><br><del>136.40</del>    |
| Housing<br>Apartments   | 3/4"   | 242.39  | 249.66  | <u>264.64</u><br><del>257.15</del>   | <u>272.58</u><br><del>264.87</del>   | <u>280.76</u><br><del>272.81</del>    |
| Commercial Swr<br>Base  |        | 90.51   | 93.23   | <u>98.82</u><br><del>96.02</del>     | <u>101.79</u><br><del>98.90</del>    | <u>104.84</u><br><del>101.87</del>    |
| Half Chg Senior<br>Cit  | 3/4"   | 20.21   | 20.82   | <u>22.07</u><br><del>21.44</del>     | <u>22.73</u><br><del>22.08</del>     | <u>23.41</u><br><del>22.75</del>      |

**Sewer Utility Commodity Charge Rate Schedule**

|                     |                     | FY2022  | FY2023<br>3% inc. | FY2024<br><del>3% inc.</del><br>6% inc. | FY2025<br>3% inc.       | FY2026<br>3% inc.       |
|---------------------|---------------------|---------|-------------------|---|-------------------------|-------------------------|
| Service Description | Size of Water Meter | \$/Kgal | \$/Kgal           | \$/Kgal                                 | \$/Kgal                 | \$/Kgal                 |
| All service levels  | All                 | 1.02    | 1.05              | <del>1.08</del><br>1.11                 | <del>1.14</del><br>1.15 | <del>1.15</del><br>1.18 |

The commodity charge is billed from the rate schedule as presented in this chapter, for each unit. A unit shall be each separate residence, house, trailer, apartment, commercial or industrial premises, public restroom or any structure designed or used for dwelling or business purposes.

**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 \_\_\_\_\_, 2023.

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

ATTEST:

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

Adopted:  
Noticed:  
Effective:

**PETERSBURG BOROUGH  
ORDINANCE #2023-07**

**AN ORDINANCE AMENDING SECTIONS 14.20.125, 14.20.250 AND 14.20.380 OF CHAPTER 14.20, MUNICIPAL HARBORS, OF THE PETERSBURG MUNICIPAL CODE TO ADDRESS LIVE-ABOARDS AND OTHER RESIDENTIAL USES OF VESSELS MOORED IN MUNICIPAL HARBORS AND TO INCREASE THE PENALTY FOR SPEEDING OR EXCESSIVE WAKE**

**WHEREAS**, the current language of the borough code, in chapter 14.20, *Municipal Harbors*, does not provide any guidance on the number or type of vessels which can be utilized as live-aboards in borough harbors; and

**WHEREAS**, the borough code also does not directly address other residential uses of vessels moored in borough harbors, such as for vacation rentals or long-term residential rentals; and

**WHEREAS**, residential vessel use, by its nature, produces less movement of vessels into and out of the harbors, resulting in a reduction of available hot berthing space in the harbors; and

**WHEREAS**, the harbors of the borough are the economic driver of the community of Petersburg, and further guidance regarding harbor residential usage is necessary to ensure continued operational efficiency; and

**WHEREAS**, Municipal Code Section 14.20.380, *Fees for prohibited acts*, establishes a penalty for speeding or excessive wake of \$50 per occurrence; and

**WHEREAS**, speeding or causing excessive wake in the municipal harbors can cause damage to floats and vessels; and

**WHEREAS**, the Harbor Advisory Board recommends the penalty for speeding or excessive wake be increased to \$200 per occurrence.

**THEREFORE, THE PETERSBURG BOROUGH ORDAINS**, Sections 14.20.125, 14.20.250 and 14.20.380 of the Petersburg Municipal Code are hereby amended as follows. The language proposed for addition is in bolded red and underlined, and the language proposed for deletion is struck through.

**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 address live-aboard and other residential uses of vessels occupying moorage space in borough harbors and to increase the penalty for speeding or excessive wake.

**Section 3. Substantive Provisions:**

**14.20.030 – Definitions**

**“Boat house” means a building or structure designed or used primarily for the storage of boats or vessels.**

**“Float house” means any habitable structure or dwelling upon a barge or floats (including without limitation wood logs, foam billets, plastic or steel barrels and or tubes) whether fixed or transient, and used primarily as a residence, as contrasted with a vessel.**

#### **14.20.125 - Live-aboard policy.**

A. A person living aboard a vessel for fifteen days within any 30-day period is considered a live-aboard.

B. Pets may be kept on a live-aboard vessel pursuant to chapter 7.04 of this Code.

C. Vessels being used as live-aboards must meet all sanitary requirements as established by the United States Coast Guard or by the borough.

D. Oil, gas, electric or wood heating units must be installed and utilized in conformance with manufacturers' specifications and approved by the harbormaster as a matter of public safety.

E. Fees for live-aboard use shall be charged as established in this chapter.

**F. During the months of May through October of each year, no more than ten percent (10%) of the moorage spaces within each category of stall length may be utilized at any one time by live-aboard vessels, except at the discretion of the Harbormaster.**

#### **14.20.250 - Prohibited acts.**

The following acts are prohibited:

*[There are no changes to paragraph A]*

B. Tying or mooring pile drivers, scows, barges, boat houses, **float houses**, or other similar vessels, ~~or vessels over one hundred fifty feet in length,~~ to any float;

*[There are no changes to paragraph C through V]*

**W. Commercial use of the harbor facilities for rental of vessels for residential purposes, either on a short-term or long-term rental basis, including without limitation using the vessel as a vacation rental or bed & breakfast. This does not preclude short-term moorage of a marine passenger ship providing overnight lodging as part of a cruise, as defined in PMC 4.80.020.**

**14.20.380 – Fees for prohibited acts**

The following acts shall be unlawful within the jurisdiction of the municipal harbors and penalties shall be assessed as follows:

[No changes to A-C]

D. Speeding or excessive wake, per violation ..... ~~\$50.00~~ **200.00**

[No changes to E-L]

**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 be effective immediately upon final passage.

**PASSED AND APPROVED** by the **Petersburg Borough Assembly, Petersburg, Alaska** this \_\_\_\_\_ day of \_\_\_\_\_, 2023.

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

**ATTEST:**

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

Adopted:  
Published:  
Effective:

**PETERSBURG BOROUGH  
ORDINANCE #2023-08**

**AN ORDINANCE OF THE PETERSBURG BOROUGH ADOPTING THE BUDGET FOR THE FISCAL YEAR JULY 1,  
2023 THROUGH JUNE 30, 2024**

**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 2024. 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, 2023 and ending June 30, 2024 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 2024 Revenue and Expenditure Budget**

| <u>FUND</u>                                      | <u>REVENUES</u> | <u>EXPENDITURES BUDGET</u> |
|--|-----------------|----------------------------|
| <b>GENERAL FUND</b>                              |                 |                            |
| General Fund                                     | \$ 12,302,722   | \$ 12,302,722              |
| <b>ENTERPRISE FUNDS</b>                          |                 |                            |
| Electric Fund                                    | \$ 7,359,248    | \$ 7,925,170               |
| Water Fund                                       | \$ 1,245,714    | \$ 2,533,163               |
| Wastewater Fund                                  | \$ 950,253      | \$ 1,411,698               |
| Sanitation Fund                                  | \$ 1,355,253    | \$ 1,659,744               |
| Harbor Fund                                      | \$ 2,207,586    | \$ 4,205,213               |
| Elderly Housing Fund                             | \$ 481,496      | \$ 566,716                 |
| Assisted Living Fund                             | \$ 2,013,786    | \$ 2,114,309               |
| <b>INTERNAL SERVICE FUNDS</b>                    |                 |                            |
| Motor Pool Fund                                  | \$ 1,088,718    | \$ 1,621,199               |
| <b>DEBT SERVICE FUND</b>                         |                 |                            |
|  | \$ 835,875      | \$ 1,835,875               |
| <b>SPECIAL REVENUE FUNDS</b>                     |                 |                            |
| Miscellaneous Grants                             | \$ 220,803      | \$ 221,103                 |
| Economic Development Fund                        | \$ 100,000      | \$ 832,843                 |
| Secure Rural Schools Fund                        | \$ 437,156      | \$ 1,100,000               |
| Secure Rural Roads Fund                          | \$ 63,150       | \$ 445,000                 |
| Property Development Fund                        | \$ 38,806       | \$ 497,000                 |
| Transient Room Tax Fund                          | \$ 59,495       | \$ 51,500                  |
| E911 Surcharge Fund                              | \$ 80,000       | \$ 113,500                 |
| Marine Passenger Fee                             | \$ 65,000       | \$ 129,250                 |
| Borough Organizational Fund                      | \$ -            | \$ 61,128                  |
| Coronavirus State and Local Recovery Fund (ARPA) | \$ -            | \$ 290,000                 |
| DCRA Local Government Lost Revenue Fund (ARPA)   | \$ -            | \$ 302,000                 |
| Local Assistance & Tribal Consistency Fund       | \$ 1,006,800    | \$ -                       |
| <b>CAPITAL PROJECTS FUNDS</b>                    |                 |                            |
|  | \$ 9,080,000    | \$ 17,089,014              |

**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, 2023.

**Passed and approved by the Petersburg Borough Assembly, Petersburg, Alaska this 5<sup>th</sup> day of June, 2023.**

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

ATTEST:

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

Adopted:  
Published:  
Effective:

**PETERSBURG BOROUGH  
ORDINANCE #2023-09**

**AN ORDINANCE REPEALING CHAPTERS 11.48, 11.52, 11.56 AND 11.60 OF THE  
FORMER CITY OF PETERSBURG CODE AND PMC CHAPTER 11.96, AND AMENDING  
PMC SECTIONS 11.12.040, 14.20.360 AND 14.20.380**

**WHEREAS**, on January 3, 2013 the Election Division for the State of Alaska certified the election results of the December 18, 2012 incorporation election for the Petersburg Borough, and

**WHEREAS**, the certified election confirmed the incorporation of the Petersburg Borough and dissolved the City of Petersburg, and

**WHEREAS**, Petersburg Borough Charter, Section 19.06 requires all ordinances, resolutions, regulations, orders and rules in effect for the former City of Petersburg to continue in full force and effect within the Petersburg Borough, Service Area 1, until expressly reaffirmed, revised or repealed by the assembly, and

**WHEREAS**, Chapters 11.48-11.60 of the ordinances of the former City of Petersburg address vehicle parking matters, including methods of parking (Chapter 11.48), stopping for loading or unloading (Chapter 11.52), miscellaneous stopping, standing and parking restrictions (Chapter 11.56) and parking lot regulations (Chapter 11.60), and

**WHEREAS**, most of these parking matters are already covered under Sections 11.08.010 and .020 of the Petersburg Municipal Code (PMC), which incorporate state law and regulations on parking matters, and thus additional, separate borough ordinances are not required;

**WHEREAS**, the various provisions which would address the borough's authority over matters not addressed in state law have already been moved over and incorporated into PMC Chapter 11.12, with the exception of section 11.56.050, which would be adopted as a new paragraph D under PMC 11.12.040, and

**WHEREAS**, PMC Chapter 11.96, at .070B, contains language calling for escalation of parking fines depending upon when the fine is paid, which is not imposed in the Borough, and, at .070C, language that contains an outdated fine for improper usage of handicapped parking spaces, and

**WHEREAS**, the harbormaster has requested additional language be included in PMC Chapter 14.20, *Municipal Harbors*, regarding parking enforcement at municipal harbors, as harbor staff generally enforces parking infractions at harbor facilities.

**THEREFORE, THE PETERSBURG BOROUGH ORDAINS**, Chapters 11.48, 11.52, 11.56 and 11.60 of the former City of Petersburg Code are hereby repealed in their entirety, a new paragraph D to PMC 11.12.040 is adopted, PMC 11.96 is repealed in its entirety, and PMC 14.20.360 and .380 are amended as set below.

**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 update the language of the municipal code.

**Section 3. Substantive Provisions:**

A. Chapter 11.48, Method of Parking, of the former City of Petersburg Code is hereby repealed in its entirety:

~~Chapter 11.48 – METHOD OF PARKING~~

~~11.48.010 – Curb parking.~~

~~Except as otherwise provided in this chapter, every vehicle stopped or parked upon a roadway where there are adjacent curbs shall be so stopped or parked with the right-hand wheels of such vehicle parallel to and within eighteen inches of the right-hand curb. Where a street or roadway has been specifically designated and reserved for one-way traffic, vehicles may be parked with the left-hand wheels adjacent to and within eighteen inches of the left-hand curb of the roadway unless prohibited by appropriate signs or marking.~~

~~11.48.020 – Unattended motor vehicle.~~

~~No person driving or in charge of a motor vehicle shall permit it to stand unattended without first stopping the engine, locking the ignition, removing the key and effectively setting the brake thereon, and when standing upon any grade, turning the front wheels to the curb or side of the highway; provided, that this section shall not prohibit delivery vehicles legally parked in a freight curb loading zone from leaving their motor vehicles running while expeditiously making their deliveries; and provided further, that this section shall not prohibit other persons leaving their vehicles running while unattended for the purpose of warming or keeping said vehicles warmed up in cold weather; and provided further, that a person, while operating or in control of a motor vehicle, may not park or willfully allow the motor vehicle to stand with its motor running if a minor child under the age of twelve years is unattended in the vehicle.~~

~~11.48.030 – Angle parking signs or markings.~~

~~The traffic authority of the city shall determine upon what streets and parts of streets angle parking shall be permitted, and shall have such streets marked or signed therefore.~~

~~11.48.040 – Obedience to angle parking signs or markings.~~

~~On those streets which have been so signed or marked for angle parking, no person shall park or stand a vehicle other than at the angle to the curb or edge of the roadway indicated by such signs or markings.~~

**11.48.050 – Parking in marked spaces.**

~~In an area where parking spaces have been marked off on the surface of the street, a driver parking a vehicle shall park it within a parking space as thus marked off, and not on or over a line delimiting a space.~~

**11.48.060 – Permits for loading or unloading at an angle to the curb.**

~~A. The traffic authority is authorized to issue special permits to permit the backing of a vehicle to the curb for the purpose of loading or unloading merchandise or materials subject to the terms and conditions of such permit. The permits may be issued either to the owner or lessee of real property or to the owner of the vehicle, and shall grant to such person the privilege as therein stated and authorized in this section. The traffic authority may revoke the permits at any time.~~

~~B. It is unlawful for any permittee or other person to violate any of the special terms or conditions of any such permit.~~

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**B.** Chapter 11.52, Stopping for Loading or Unloading, of the former City of Petersburg Code is hereby repealed in its entirety:

Chapter 11.52 - STOPPING FOR LOADING OR UNLOADING

**11.52.010 – Curb loading zone designation.**

~~A. The traffic authority of the city is authorized to determine the location of passenger and freight curb loading zones, and shall have placed and maintained appropriate signs indicating the same and stating the hours during which the provisions of this section are applicable. By the same authority, such loading zones may be discontinued.~~

~~B. When such a loading zone is established on request of any person, the traffic authority shall not have signs placed until the applicant has paid to the city an amount of money estimated by the traffic authority to be adequate to reimburse the city for all costs of establishing and signing the same.~~

**11.52.020 – Passenger curb loading zone.**

~~No person shall stop, stand or park a vehicle for any purpose or period of time other than for the expeditious loading or unloading of passengers in any place marked as a passenger curb loading zone during hours when the regulations applicable to such curb loading zone are effective, and then only for a period not to exceed three minutes.~~

**~~11.52.030 – Freight curb loading zone.~~**

~~A. No person shall stop, stand or park a vehicle for any purpose or length of time other than for the expeditious unloading and delivery or pickup and loading of materials in any place marked as a freight curb loading zone during hours when the provisions applicable to such zones are in effect.~~

~~B. The driver of a passenger vehicle may stop temporarily at a place marked as a freight curb loading zone for the purpose of and while actually engaged in loading or unloading passengers when such stopping does not interfere with any motor vehicle used for the transportation of materials which is waiting to enter or about to enter such zone.~~

**~~11.52.040 – Public carrier stops and stands.~~**

~~The traffic authority of the city is authorized and required to establish bus stops, bus stands, taxicab stands and stands for other passenger common carrier motor vehicles on such public streets in such places and in such number as he shall determine to be of the greatest benefit and convenience to the public; and every such bus stop, bus stand, taxicab stand or other stand shall be designated by appropriate signs, or curb markings.~~

**~~11.52.050 – Bus stopping, standing or parking.~~**

~~A. The operator of a bus shall not stand or park such vehicle upon any street at any place other than a bus stand so designated to be exclusive taxi and bus parking, standing and loading areas and shall be designated as such by the proper posted signs therein.~~

~~B. The operator of a bus shall not stop such vehicle upon any street at any place for the purpose of loading or unloading passengers or their baggage other than at a bus stop, bus stand or passenger loading zone so designated as provided in this chapter, except in case of an emergency.~~

~~C. The operator of a bus shall enter a bus stop, bus stand or passenger loading zone on a public street in such a manner that the bus, when stopped to load or unload passengers or baggage, shall be in a position with the right front wheel of such vehicle not further than eighteen inches from the curb and the bus approximately parallel to the curb so as not to unduly impede the movement of other vehicular traffic.~~

**~~11.52.060 – Taxicab stopping, standing or parking.~~**

~~A. The operator of a taxicab shall not stand or park such vehicle upon any street at any place other than in a taxicab stand so designated as provided in this chapter, except if the taxicab is on charter or except that the owners of the taxicab may use said vehicle for personal business while and if the vehicle is otherwise legally parked. All street areas adjacent to any curbing painted white are designated to be exclusive taxi and bus parking, standing and loading areas and shall be designated as such by the properly posted signs therein.~~

~~B. This provision shall not prevent the operator of a taxicab from temporarily stopping in accordance with other stopping or parking regulations at any place for the purpose of and while actually engaged in the expeditious loading or unloading of passengers.~~

~~**11.52.070 - Restricted use of bus and taxicab stands.**~~

~~No person shall stop, stand or park a vehicle other than a bus in a bus stop, or other than a taxicab in a taxicab stand when any such stop or stand has been officially designated and appropriately signed, except that the driver of a passenger vehicle may temporarily stop therein for the purpose of and while actually engaged in loading or unloading passengers when such stopping does not interfere with any bus or taxicab waiting to enter or about to enter such zone.~~

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**C.** Chapter 11.56, Miscellaneous Stopping, Standing and Parking Restrictions, of the former City of Petersburg Code is hereby repealed in its entirety:

~~Chapter 11.56 - MISCELLANEOUS STOPPING, STANDING AND PARKING RESTRICTIONS~~

~~**11.56.010 - Places where prohibited.**~~

~~A. No person shall stop, stand or park a vehicle, except when necessary to avoid conflict with other traffic or in compliance with law, regulation or ordinance, or the directions of a police officer or traffic-control device, in any of the following places:~~

- ~~— 1. On a sidewalk;~~
- ~~— 2. In front of a public or private driveway;~~
- ~~— 3. Within an intersection;~~
- ~~— 4. Within fifteen feet of a fire hydrant when that hydrant is directly adjacent to the curb; where a fire hydrant is recessed back from the curb, within fifteen feet of that point on the curb which would be crossed by a perpendicular line from the recessed hydrant to the nearest public street;~~
- ~~— 5. On a crosswalk;~~
- ~~— 6. Within fifteen feet of a crosswalk or intersection unless changed by curb markings;~~
- ~~— 7. Within thirty feet upon the approach of any flashing beacon, stop sign or traffic-control signal located at the side of a roadway;~~

~~— 8. Between a safety zone and the adjacent curb or within thirty feet of points on the curb immediately opposite the ends of a safety zone, unless the local traffic authority indicates a different length by signs or markings;~~

~~— 9. Within twenty feet of the driveway entrance to any fire station and on the side of a street opposite the entrance to any fire station within seventy-five feet of said entrance when properly signposted;~~

~~— 10. Alongside or opposite any street excavation or obstruction when stopping, standing or parking would obstruct traffic;~~

~~— 11. On the roadway side of any vehicle stopped or parked at the edge or curb of a street, provided that this section shall not prohibit a taxicab from making brief stops;~~

~~— 12. Upon any bridge or other elevated structure upon a highway or within a highway tunnel;~~

~~— 13. At any place where official signs prohibit stopping;~~

~~— 14. All street areas adjacent to curbs painted yellow, unless the area so painted yellow is posted by signs allowing parking, such as a loading zone. This section shall not prohibit a taxicab from stopping to expeditiously load or unload passengers in residential areas;~~

~~— 15. All areas properly marked for handicapped parking unless the vehicle is registered with the state of Alaska as a vehicle of a handicapped person or a city of Petersburg handicapped parking permit is properly displayed in the lower right-hand corner of the windshield;~~

~~— 16. No person shall park any vehicle in or upon a street or area designated by signs as a fire lane.~~

~~B. No person shall move a vehicle not lawfully under his control into any such prohibited area or away from a curb such distance as is unlawful.~~

#### **~~11.56.020 – Parking in streets and alleys.~~**

~~No person shall park a vehicle in any street or alley in such a manner or under such conditions as to leave available less than ten feet of the width of the roadway for the free movement of vehicular traffic; and no person shall stop, stand or park a vehicle therein in such position as to block the driveway entrance to any abutting property.~~

#### **~~11.56.030 – Parking for certain purposes prohibited.~~**

~~No person shall park a vehicle upon any roadway for the principal purpose of:~~

~~A. Displaying such vehicle for sale;~~

~~B. Washing, greasing or repairing such vehicle except repairs necessitated by an emergency.~~

**~~11.56.040 – Parking limits established.~~**

~~A. The traffic authority of the city is authorized to establish parking time limits, prohibit parking on designated streets and parts of streets, and designate areas for permitted parking, by having appropriate signs or curb markings erected or placed thereon.~~

~~B. When such signs or markings have been erected or so placed it shall then be unlawful for any person to park a vehicle in violation thereof.~~

**~~11.56.050 – Parking more than twenty-four hours.~~**

~~A vehicle may not remain parked or standing within one location or parking space in excess of twenty-four hours upon any bridge, viaduct, causeway, street, highway or other public area within this city, and no such sign giving notice thereof is necessary for this regulation to be effective.~~

**~~11.56.060 – Stopping, standing or parking on main-traveled part of highway.~~**

~~A. No person shall stop, park or leave standing any vehicle, whether attended or unattended, upon the main-traveled part of a highway, except that this section shall not prohibit the making of brief stops for on and off loading of passengers.~~

~~B. This section shall not apply to the driver of any vehicle which is disabled while on the paved or main-traveled portion of a highway in such manner and to such extent that it is impossible to avoid stopping and temporarily leaving the disabled vehicle in such position.~~

**~~11.56.070 – Vehicles impeding snow removal operations.~~**

~~No person shall park a vehicle on any street or other public area at any time when snow removal operations are being conducted on or in the vicinity of such street or other public area, without leaving in charge of such vehicle a person authorized, competent and able to remove such a vehicle. Falling snow, the presence of un-removed snow on such street or other public area, or the conduct of snow removal operations will be sufficient to indicate this prohibition.~~

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D. Section 11.12.040 of the Petersburg Municipal Code, is hereby amended by inserting a new paragraph D, to read as follows:

**11.12.040 - Additional parking restrictions.**

[There are no changes to paragraphs A through C]

**D. A vehicle may not remain parked or standing within one location or parking space in excess of twenty-four hours upon any bridge, viaduct, causeway, street, highway or other public area within the borough, and no such sign giving notice thereof is necessary for this regulation to be effective.**

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E. Chapter 11.60 of the former City of Petersburg Code, is hereby repealed in its entirety:

Chapter 11.60 - PARKING LOT REGULATIONS

**~~11.60.010 - Parking in commercial lot.~~**

~~It is unlawful for any person to park or cause to be parked any motor vehicle in a commercial parking lot without the express permission of the owner or persons having control over such lot.~~

**~~11.60.020 - Violation of commercial parking lot provision.~~**

~~Any motor vehicle parking in violation of Section 11.60.010, upon written request of the owner or person in control of a commercial parking lot, may be impounded in accordance with the provisions of this title.~~

**~~11.60.030 - Commercial parking lot defined.~~**

~~"Commercial parking lot," as used in Sections 11.60.010 and 11.60.020, means an area devoted to parking space rented or devoted to the accommodation of the motor vehicles of the customers of the owner or owners of a nearby business and which has been posted by the owner or person in control thereof with a conspicuous and discernible sign designating the same as a commercial parking lot and setting forth the conditions under which motor vehicles may be parked therein. Such sign shall be approved as to size and lettering by the chief of police.~~

**~~11.60.040 - Off-street parking areas established.~~**

~~The city council establishes off-street parking areas.~~

**~~11.60.050 - Off-street parking area use control.~~**

~~The city council is authorized to establish parking time limits, prohibit parking, establish the charge to be made for parking or use thereof, establish the method of collection, establish speed limits, and such other matters as it deems necessary for property control and operation of municipal off-street parking areas by having appropriate signs, curb markings or a combination of the same erected or so placed. It is unlawful for any person to park or operate a vehicle in violation thereof.~~

~~**11.60.060 – Parking in public dock facilities.**~~

~~Every vehicle parked or left in a parking space on the public dock facilities shall be parked or left at the approximate angle indicated. Any person parking or leaving a vehicle in such a parking space in any manner contrary to this section is guilty of a misdemeanor.~~

~~**11.60.070 – Vehicles and objects prohibited on dock facilities.**~~

~~No person shall drive, pull, roll, push or otherwise cause to be located upon the dock facilities any of the following vehicles or objects: skateboards, roller skates, all-terrain vehicles, bicycles, tricycles, skates, wagons or sleds, except when used for moving goods to and from vessels.~~

~~**11.60.080 – Enforcement.**~~

~~The police department shall enforce the provisions of this chapter and violators thereof shall be punished as provided in Section 11.96.070.~~

-----

F. PMC Chapter 11.96 is hereby repealed in its entirety:

Chapter 11.96 – PENALTIES

~~**11.96.010 – Reserved.**~~

~~**11.96.020 – Reserved.**~~

~~**11.96.030 – Reserved.**~~

~~**11.96.040 – Reserved.**~~

~~**11.96.050 – Reserved.**~~

~~**11.96.060 – Reserved.**~~

~~**11.96.070 – Penalties generally.**~~

~~A. Reserved.~~



~~B. Violations of the provisions of Chapter 11.56 and 11.60 of the Petersburg Municipal Code and Chapter 13 AAC 02.340 of the Alaska Administrative Code shall be subject to escalation according to the following schedule, except as otherwise provided:~~

- ~~— 1. From ten dollars to twenty dollars if not paid within seven days;~~
- ~~— 2. From twenty dollars to fifty dollars if not paid within fifteen days;~~
- ~~— 3. From fifty dollars to one hundred dollars if not paid within thirty days.~~

~~C. Unauthorized persons parking in an area properly marked for use by handicapped persons only shall be subject to a fine of one hundred dollars.~~

~~D. Reserved.~~

~~E. Reserved.~~

-----

**G.** PMC Sections 14.20.360 and .380 are hereby amended as follows, with the proposed new language in bolded red and underlined:

**14.20.360 - Regulation of vehicles and parking areas.**

A. The harbormaster, **, or the harbormaster's designee, is authorized to enforce traffic and parking ordinances at borough harbor facilities. Additionally, the harbormaster** may establish **and enforce additional** reasonable traffic and parking regulations as may be required for the safe and orderly operation and parking of all vehicles within the confines of harbor facilities. This includes the posting of signs and all other regulations that may be required. Vehicles found in violation of these regulations will be subject to **fees and to** towing and placement in a designated impound lot.

*[There are no amendments to paragraphs B and C]*

**14.20.380 - Fees for prohibited acts.**

The following acts shall be unlawful within the jurisdiction of the municipal harbors and penalties shall be assessed as follows:

*[There are no amendments to paragraphs A through L]*

**M. Parking in violation of 14.20.360C or posted signage ..... \$25.00**

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**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 \_\_\_\_\_, 2022.

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

ATTEST:

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

Adopted:  
Noticed:  
Effective:

**PETERSBURG BOROUGH  
ORDINANCE #2023-10**

**AN ORDINANCE AMENDING SECTION 16.12.030(A) OF CHAPTER 16.12, ACQUISITION AND DISPOSAL OF BOROUGH OWNED LANDS, OF THE PETERSBURG MUNICIPAL CODE TO ADD FEDERALLY RECOGNIZED TRIBES TO THE LIST OF ENTITIES THAT MAY PURCHASE BOROUGH PROPERTY FOR LESS THAN ASSESSED VALUE IF DETERMINED BY THE ASSEMBLY TO BE IN THE BEST INTEREST OF THE BOROUGH**

**WHEREAS**, PMC Section 16.12.030(A) provides for the sale of Borough-owned land to a state or federal agency or nonprofit entity for less than assessed value if determined by the Assembly to be in the best interest of the Borough; and

**WHEREAS**, the Petersburg Indian Association requests to be added to this section so they may purchase Borough property at a price lower than assessed value and construct housing units to rent to Petersburg residents; and

**WHEREAS**, there is a recognized shortage of available housing in Petersburg for residents and to address this, in part, the Assembly recently established a Housing Task Force to study the housing shortage and present their findings along with ideas to increase available/affordable housing opportunities.

**THEREFORE, THE PETERSBURG BOROUGH ORDAINS**, Section 16.12.030(A) of the Petersburg Municipal Code is hereby amended as follows. The language proposed for addition is in bolded red and underlined.

**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 amend Section 16.12.030(A) to add federally recognized tribes to the list of entities that may purchase Borough property for less than assessed value if determined by the Assembly to be in the best interest of the Borough.

**Section 3. Substantive Provisions:**

**16.12.030 – Disposal to state or federal agency, **federally recognized tribe**, or nonprofit entity, or for purposes of economic development.**

A. The borough may dispose of borough real property for less than the assessed value to a state or federal agency, **federally recognized tribe**, or nonprofit entity, for considerations determined by the borough assembly to be in the best interest of the borough.

**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 be effective immediately upon final passage.

**PASSED AND APPROVED** by the Petersburg Borough Assembly, Petersburg, Alaska this \_\_\_\_\_ day of \_\_\_\_\_, 2023.

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

**ATTEST:**

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

Adopted:  
Published:  
Effective:

Assembly Memorandum

To: Mark Jensen, Borough Mayor  
Borough Assembly Members

From: Sara E. Heideman  
Borough Attorney

Date: May 23, 2023

Subject: Safety Program Review

-----

Pursuant to the Assembly action of May 2, 2023, we solicited proposals from three entities for a review of and recommendations regarding Borough hiring practices and safety programs, with an emphasis on vehicle and equipment operations. Those entities were Beacon Occupational Health and Safety Services, Inc. (Beacon), The Safety Specialists (TSS) and Alaska Public Entity Insurance (APEI). APEI is the Borough's insurer.

TSS could not provide a proposal within the time available. Beacon and APEI responded, and those two proposals are attached.

Beacon:

Three options are being offered:

- (1) A full on-site review of safety programs, including interviews with employees, walk-through of facilities, review of written safety plans and insurance loss control reports, and preparation of key findings and recommendations;
- (2) Review through zoom meetings only, including review of written safety plans and preparation of key findings and recommendations;
- (3) Review limited to vehicle driving safety and heavy equipment operations, including zoom interviews and preparation of report.

Please note that Beacon does not offer the 'hiring practices' portion of any safety review.

The cost estimate is \$1,750-\$6,425, however this is not a firm cost, which will be determined once option and elements are finalized and "may vary considerably based upon the dynamics of the project or work while on site as conditions develop."

APEI:

The proposal includes (1) a review of existing safety and training programs, including job safety analyses for driving positions, and (2) a review of hiring practices and reasonable accommodation requests. APEI will then prepare a report and recommendations.

APEI would not charge for these services.

May 19, 2023

Petersburg Borough Assembly  
PO Box 329  
Petersburg, AK 99833

Dear Assembly members,

At their May 2, 2023 meeting, the Petersburg Borough Assembly requested a risk management review of the Borough's safety and human resources practices. APEI is submitting this proposal for services for consideration by the Assembly.

### **Background**

After the May 2 meeting, APEI's deputy director and HR specialist, Carleen Mitchell, was contacted by Petersburg Borough attorney Sara Heideman to discuss the Assembly's request for a third-party review of the Borough's risk management. On May 8th, Carleen and I, along with loss control manager Cole Cummins, met with Sara and borough clerk Debbie Thompson to discuss the scope of services and goals of the review. Our understanding is that this request for a review was made by the Assembly to address concerns raised by the community following the vehicle accident which occurred on July 4, 2016, in which two Borough employees lost their lives. The Assembly's goal for the risk management review is to make sure that the Borough has procedures in place to minimize the possibility of such a situation arising in the future.

APEI is the administrator of a non-profit "Joint Insurance Arrangement" (JIA) of which the Borough is a long-time member. A JIA, or "pool", is a group of Alaskan public entities who have agreed to work together to assume risks and purchase excess insurance as a group. Pools are a well-established approach to risk management that are common for public entities around the United States, and generally place a much stronger emphasis on risk management than is the case for a commercial insurance company.

APEI has expertise in assisting our membership in implementing best practices to reduce risk and prevent incidents in which employees or members of the public may be harmed. We regularly work with our members to review their practices and advise them on changes that they can make to reduce their exposure to risk. For this reason, we feel that our staff are able to complete this review objectively and provide constructive recommendations. Resumes for the individuals to be involved are attached to this proposal.

## Proposal

APEI's deputy director, Carleen Mitchell, and loss control manager, Cole Cummins, would partner to complete an assessment and provide recommendations to the Borough. Executive director, Barbara Thurston would provide additional support and feedback. The assessment would include a review of the Borough's written procedures and their implementation of those procedures in the following areas:

- Risk Mitigation practices, including
  - Risk assessment and safety program review;
  - The internal review process for incidents resulting in employee injuries;
  - The existence and effectiveness of a Borough safety committee;
  - Job safety analyses for positions requiring driving; and
  - Employee training.
- Hiring practices, including:
  - The development and completeness of the list of the essential job functions and minimum qualifications for each position;
  - Verification that individuals hired in each position meet the minimum qualifications and possess any required certification or licensure; and
  - Consistency in the completion of reference checks on prospective hires.
- Reasonable accommodation requests and implementation, including:
  - Identification of an employee's functional limitations and the development and implementation of reasonable accommodations;
  - Communication of an employee's accommodations and safety considerations to those who need to know; and
  - Ongoing assessment of the effectiveness of the accommodations.

## Report

Following the assessment of the areas listed above, APEI will provide a report to the Petersburg Borough Assembly that includes:

- An acknowledgment of the situation leading to the July 4, 2016 accident that led to the death of two borough employees and resulted in the assembly's request for this review;
- Identification of Borough policies and practices currently in place which will help prevent future accidents;

- Written guidance for the Borough regarding how and when employee accommodations due to disability may be shared with other employees, and circumstances in which they must be kept confidential; and
- Recommendations for additional policies and practices, or modifications to the existing policies and practices, to further the Borough's risk management goals.

This report will be provided in writing and APEI staff will be available to present the report to the Petersburg Borough assembly at one of their meetings.

### **Cost**

As a public entity pool, APEI provides many risk management services to our members at no cost to the member beyond their regular premium contributions. The review and report included in this proposal fall within our regular scope of services, and would be provided to the Petersburg Borough at no cost to the Borough.

### **Timeline**

Once the Borough engages APEI to perform this analysis, APEI should be able to start working on it immediately after that decision, and have a report to the Borough Assembly within 60 days.

We welcome the idea of working with the Petersburg Borough and helping address the community's concerns about this issue. Please feel free to contact me if you have any questions about this proposal.

Sincerely,



Barbara Thurston  
Executive Director  
Alaska Public Entity Insurance



**CARLEEN MITCHELL**

2233 Jordan Ave.  
Juneau, AK 99801  
907-523-9430  
cmitchell@akpei.com

**EDUCATION**

- Diploma, Juneau Douglas High School; Juneau, AK
- Certificate, Human Resource Management. Villanova University Online; December 2012
- Certificate, Mastering Organizational Effectiveness. Villanova University Online; February 2013
- Certificate, Finance and Accounting for the Non-financial Manager. Villanova University Online; May 2013
- CPCU 500, Foundations of Risk Management & Insurance; May 2018
- CPCU 540, Finance and Accounting for Insurance Professionals; September 2019

**CERTIFICATIONS**

- Professional in Human Resources (PHR). Human Resource Certification Institute; December 2014
- SHRM Certified Professional (SHRM-CP). Society for Human Resource Management; March 2015

**WORK EXPERIENCE**

January 2019 – Present

**Deputy Director.** *Alaska Public Entity Insurance, 2233 Jordan Avenue, Juneau, AK 99801*

- Assist the Executive director with overseeing all organizational functions
- Assist Executive Director in reviewing organizational capital to make recommendations to the board of directors
- All duties as listed below for the Administrative Manager, plus
  - Oversee marketing and member outreach
  - Coordinate renewal of pass-through coverages
- Develop and deliver comprehensive training on professional boundaries/child abuse prevention to present in person or by webinar, including:
  - *Professional Boundaries for Alaskan School Staff*
  - *Administrator's Guide to Professional Boundaries*

March 2016 - December 2018

**Administrative Manager.** *Alaska Public Entity Insurance, 2233 Jordan Avenue, Juneau, AK 99801*

- Oversee all finances for the organization
  - Preparation of annual budget
  - Preparation and oversight of annual financial audit
  - Oversight of A/P, A/R, bank account reconciliations
  - Oversight of organizational investment account exceeding \$30MM
- Oversee all human resources for the organization
  - Process payroll
  - Oversee employee benefits, including health insurance and retirement plan
  - Recruitment and selection of new employees
  - Assist the executive director with performance management

- Provide human resources loss control guidance and training to APEI members:
  - Develop and deliver comprehensive training to present in person or by webinar on a wide variety of HR and employment law topics
  - Provide direct consultation to members regarding employment law and personnel issues

July 2010 – February 2016

**Human Resource Manager.** *Catholic Community Service, 419 6th Street, Juneau, AK 99801*

Serve as a member of the CCS senior leadership team

Oversee all aspects of agency human resource management

- Coordination of recruitment efforts
- Advise management in all aspects of employee hiring, evaluation, coaching and development, discipline and terminations, including for a bargaining unit
- Propose, draft and implement personnel policies and procedures
- Develop and provide staff training and educational materials
- Compensation and benefit administration, including salary surveys, wage scale development and review, health insurance and retirement plan development and oversight, staff benefits education and open enrollment
- Development and maintenance of job descriptions, forms and applications
- Job analysis and classification
- Conduct grievance investigations, provide mediation and assist in dispute resolution
- Union contract negotiations and assurance of contract compliance
- Worker's compensation documentation and reporting

April 2009 – June 2010

**Project Development/Quality Assurance Coordinator.** *Child Care and Family Resources Division, Catholic Community Service, 419 6th Street, Juneau, AK 99801*

- Management of client mental health documentation
- Verbal, electronic and written communications with client and client representatives
- Collection of relevant documentation relevant for client referrals and intakes
- Development of program promotional materials and activities
- Special Project: Oversight of a foster care promotion and awareness grant January 1998 – October 2010

# COLE CUMMINS

2233 JORDAN AVE, JUNEAU, AK 99803, (907) 523-9470, CCUMMINS@AKPEI.COM

## Experience

October 2012 – Present

**Loss Control Manager** Alaska Public Entity Insurance, Juneau, AK 99801

- Reduce member losses through on-site training and building inspections.
- Develop and administer safety and risk management programs and resources.
- Conduct virtual and on-site risk evaluations of facilities and operations.
- Provide OSHA 10 and 30-hour general industry training.
- Consult with clients on various safety and risk management topics.

May 2009 – September 2012

**Tax Credit Specialist** Tlingit-Haida Regional Housing Authority, Juneau, AK 99801

- Qualify applicants for housing and ensure they meet the program requirements.
- Conduct move-in and move-out inspections as well as annual inspections.
- Handle housing properties in five communities with over 180 households.
- Process and complete Alaska Housing annual audits.

June 2007 – April 2009

**Administrative Clerk III** State of Alaska, Juneau, AK 99801

- Answer detailed business and professional licensing questions.
- Process and issue licenses into the state licensing database.

## Education

**University of Alaska Anchorage**, Anchorage, AK

- Associate of Applied Sciences degree, Occupational Safety and Health (in progress - expected graduation May 2026)

**Juneau-Douglas High School**, Juneau, AK

- High School Diploma, May 2006

## **Professional Certifications**

- Associate in Risk Management for Public Entities – The Institutes
- Associate in Insurance – The Institutes
- OSHA Authorized Outreach Instructor for General Industry
- General Industry Safety & Health Specialist – OSHA

*Prepared for*

**PETERSBURG BOROUGH**

*Prepared by*



**Beacon**

*May 17, 2023*

*Proposal for*

*Industrial Hygiene Services*

*Proposal Valid for 90 days*

Beacon Occupational Health & Safety Services, Inc.  
701 East Tudor Road, Suite 110  
Anchorage, AK 99503  
[www.beaconohss.com](http://www.beaconohss.com)

Amanda Johnson  
Chief Executive Officer  
[ajohnson@beaconohss.com](mailto:ajohnson@beaconohss.com)  
Phone 907.980.8066

## COVER LETTER

Debra Thompson and Sara Heideman  
Petersburg Borough  
Human Resources Director and Borough Attorney

May 17, 2023

RE: Industrial Hygiene Support

Beacon Occupational Health and Safety Services, Inc. (Beacon) appreciates the opportunity to submit this proposal to provide Industrial Hygiene Support. We provide high quality, convenient, market competitive medical staffing, occupational health, safety, and training services to employers. Our focus is on providing comprehensive professional services to companies requiring assistance with development, implementation and maintenance of their required medical, occupational health, drug, and safety programs. Beacon understands the demands placed upon businesses today and our goal is to assist them in providing a safer, healthier environment for their employees.

Industrial Hygiene support offers a variety of ways to improve safety practices, and to establish and maintain a culture of safety within your organization including but not limited to safety inspections, individualized safety training, and tailored consultative support. All programs are designed to meet your company's specific needs.

The attached proposal outlines our capabilities, experience, and cost. Please call me at your convenience to review this proposal further so I can answer any questions you might have.

Best regards,



Amanda Johnson  
Beacon, Chief Operating Officer  
[ajohnson@beaconohss.com](mailto:ajohnson@beaconohss.com)  
(907) 980.8066

## Purpose, Scope, and Responsibilities

This proposal is submitted to Petersburg Borough by Beacon OHSS for providing professional safety services including:

➤ Industrial Hygiene Support – Scope of Work

**Option 1:** Review of Safety Program with two days on site. Beacon Certified Safety Professional (CSP) would travel to Petersburg to review the Petersburg Borough Safety Program. This review would include interviews with representatives of the key departments, walkthroughs of their work areas, and a review of safety documentation (written plans, hazard assessments, insurance loss control visit reports). A report would then be developed with findings and recommendations.

**Option 2:** Review of Safety Program through an interview process. Beacon's, CSP would use Zoom or other methods to interview representatives of the key departments' reports. A report would then be developed with findings and recommendations. This approach would not provide an accurate assessment of the hazards and mitigations; however, it should be able to provide key findings and recommendations for the safety program.

**Option 3:** Review of Vehicle Driving Safety and Heavy Equipment Operations. Beacon's CSP would review safety documentation related to vehicle driving safety and heavy equipment operations. Representatives from the Borough responsible for vehicle and heavy equipment use will be interviewed to understand the risks and mitigations. A report would then be developed to provide key findings and recommendations.

## Cost Schedule

This project shall be billed out at the conclusion of the work that will be conducted, payment will be due net-30. The following estimate rate schedule applies to this project:

Please note that this proposal is not a guarantee of overall cost of services for the project. It is an estimate based on current information from Petersburg Borough about the project requirements. The actual overall cost may change once project elements are finalized or negotiated and may vary considerably based on the dynamics of the project or work while on site as conditions develop.

### Option 1- In Person

| Task Description  | Rate     | Quantity  | Total             |
|---|----------|-----------|-------------------|
| Certified Industrial Hygienist: Onsite Walk Through   | \$175.00 | 30 hours  | \$5250.00         |
| *Airfare – ANC to Petersburg, roundtrip<br><small>Beacon assumes rental car transportation will be provided by client. If not, this will be billed at cost+ 10%</small> | \$600.00 | Cost +10% | \$660.00          |
| *Lodging – Cost +10%  | \$175.00 | 2 days    | \$385.00          |
| Per Diem  | \$65.00  | 2 days    | \$130.00          |
| <b>Total</b>  |          |           | <b>\$6,425.00</b> |

*\*Estimate- Price may vary*

Option 2 – Web Based

| Task Description               | Rate     | Quantity | Total      |
|--------------------------------|----------|----------|------------|
| Certified Industrial Hygienist | \$175.00 | 20 hours | \$3,500.00 |

Option 3 – Web Based

| Task Description               | Rate     | Quantity | Total      |
|--------------------------------|----------|----------|------------|
| Certified Industrial Hygienist | \$175.00 | 10 hours | \$1,750.00 |

**Conclusion**

Beacon is a leading provider of occupational health and safety services throughout the state of Alaska. We recognize that quality service and open communication result in high level of customer satisfaction. In addition, we recognize the importance of education and experience in personnel, flexibility to meet customer’s scheduling requirements, having additional staff of resources, and providing professional medical and safety program support.

Please do not hesitate to contact me with any questions.

Mike Wyne  
Business Development Manager  
[mwyne@beaconohss.com](mailto:mwyne@beaconohss.com)  
907.222.7612

If this proposal is acceptable, please sign and date below.

|              |      |
|--------------|------|
| Accepted by: |      |
| <hr/>        |      |
| Signature    | Date |





May 24, 2023

The Petersburg Borough is expecting to see some significant turnover in our Department Head ranks over the next several years. This includes the Utility Director position. To mitigate the impact on the Borough's operations, I am requesting permission to add an additional Department Head level position; the Assistant Utility Director.

This position would be tasked with working alongside Karl Hagerman for the next year or two to manage projects, and train in the Water, Wastewater and Electric Departments. This position would have a starting salary of around \$105,000 annually, and I would expect this position to transition to the Utility Director when Karl retires in a couple of years.

For your review, I have included a copy of the job description we have developed for this position. When Karl retires, we will lose a tremendous amount of institutional knowledge, and this step will allow the Borough to capture some of this information.

Thank you for your consideration and please let me know if you need additional information.

Stephen Giesbrecht  
Borough Manager



|   |                  |
|---|------------------|
| <b>Department:</b>                          | W, WW, Electric  |
| <b>Supervisor:</b>                          | Utility Director |
| <b>Prior Revision Date:</b>                 |                  |
| <b>Last Revision Date:</b>                  |                  |
| <b>Revision Made By:</b>                    |                  |
| <b>Revision Reviewed &amp; Approved by:</b> |                  |
| <b>Employment Status:</b>                   | Department Head  |
| <b>Date Provided to Bargaining Unit</b>     | N/A              |

## **Job Description**

### **UTILITY ASSISTANT DIRECTOR/PROJECT MANAGER**

#### **Definition**

This job exists to assist with the direction and coordination of activities and functions for the Water, Sewer, and Electric departments; and to complete capital improvement projects related to departmental functions. This employee exercises considerable independence in working with utility supervisors and managers of other Borough departments on problems relating to Utility activities. The work involves representing all major program areas of the departments in liaison activities and coordinating special projects across divisions. Work assignments are broad in scope and require the use of independent judgment and initiative in making technical and managerial decisions of considerable difficulty. Work is performed under the general direction of the Utility Director, and performance is evaluated through reports and open communication.

#### **Supervision Received**

Work is performed under the general direction of the Utility Director, and performance is evaluated through reports and ongoing open communication.

#### **Supervision Exercised**

Under the direction of the Director, the Assistant Director/Project Manager helps manage the performance of all Electric, Water and Wastewater employees. The Assistant Director/Project Manager, at the discretion of the Director, hires, fires, evaluates and directs the Utilities staff and departmental supervisors. The Assistant Director will be responsible for the leadership of the department in the absence of the Director as assigned by the Director or Borough Manager.

**Duties** *(The duties listed in this section are intended as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.)*

Acts on the Director's behalf by assignment or delegation in director's absence;

At the Director's discretion, develops and interprets policy and provides staff direction on implementation of policies and procedures;

Coordinates with supervisors responsible for Electric, Water and Wastewater functions;

Provides for administrative, technical, clerical, mechanical and physical support for divisional and departmental operations;

Reviews plans for present and future programs and needs including equipment and facility requirements;

Reviews technical reports, budget estimates and contracts in support of departmental operations and projects;

Prepares, interprets, and explains complex financial and administrative reports;

Directs and participates in management studies and analyzes programs and problems;

Negotiates contract terms and enforces warranty and contract agreements;

As assigned, participates in Federal Energy Regulatory Commission mandated inspections, reporting and oversight of the Blind Slough Hydroelectric facility.

May act in the Director's absence in representing Petersburg Municipal Power and Light in Southeast Alaska Power Agency (SEAPA) operations meetings.

May perform residential electrical inspections on behalf of the Director.

Interacts with water and wastewater regulatory bodies (EPA, ADEC, ADNR) to assist staff with meeting all regulations and requirements of the Borough.

Interacts with other Borough departments and represents the Borough when dealing with federal, state, and local agencies and media regarding utility operations and issues;

Serves on and leads various interdepartmental project groups and special project committees;

Assists with evaluation and planning to identify the best time to repair or replace equipment to gain maximum use at minimum cost;

Assists with development of Geographical Information System (GIS) implementation for all utility infrastructure.

Assists in formulating capital improvement plans, preparation and justification of departmental budget requests and administering adopted capital budgets;

Manages assigned capital projects from cradle to grave. Capital project duties include but are not limited to securing funding, completing permitting, procuring professional services in support of design/bid/construction, overseeing Bid or Request for Proposal processes, acting as the owner's representative during construction activities, project meetings and communications, inspecting projects as needed, closing out projects and verifying all requirements of funding sources are complete. May present project information to the Borough Assembly in public meetings upon request.

Oversees projects to ensure contractor compliance with plans, specifications, and time and budget parameters for projects;

Formulates policies for consideration by the Utility Director, Manager and Assembly, in consultation with departmental managers for maximum utilization of available financial resources through appropriate allocations of labor, equipment, contractors and vendors;

As assigned, participates in the review/approval of plans for private development projects for compliance with codes, regulations and standards, adequacy of permit applications and compliance with approved plans;

Updates and maintains “as built” record plans for sanitary sewer, water, and electric infrastructure owned by the borough;

Demonstrates continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality seamless customer service;

Mentors staff and enforces OSHA, NRECA and NEC safety codes as necessary;

Performs other duties as assigned.

### **Distinguishing Characteristics**

The work of the Assistant Director/Project Manager classification exercises knowledge of principles, practices and problems of utility operations and regulations; capital project/construction management; public administration; municipal finance, budget and control; leadership, personnel administration; federal, state and local laws; mechanical and electrical systems; municipal water and wastewater systems; FERC regulations and compliance; electrical generation and distribution systems;

The Assistant Director/Project Manager must have the ability to:

- Perform a broad range of supervisory responsibilities over others; evaluate technical information, statutes and regulations and arrive at valid recommendations based on the data;
- Communicate orally with customers, clients, and the public using a telephone or in a one-to-one or group setting;
- Comprehend and make inferences from written materials;
- Work cooperatively with others;
- Produce written documents with clearly-organized thoughts containing proper sentence construction, punctuation, and grammar;
- Provide leadership in implementing borough and department policies and programs;
- Work safely without presenting a direct threat to self or others; and
- Operate motor vehicles safely, possess a valid driver's license, and have an acceptable driving record.

### **Working Conditions**

Employee performs over 90% of duties in a seated position in an office environment. Employee may be exposed to physical hazard from heavy equipment or falling objects at the sites of capital

projects. Electrical hazards may be encountered at the power plant, hydroelectric facility, or substations. This job requires the employee to stand, walk, to use hands and fingers, to handle, feel or operate objects, tools or controls and to reach with hands and arms. This employee is required to sit, climb and balance; to stoop, kneel, crouch and crawl and to talk and hear. The job requires visual acuity, depth perception and color vision. There is an occasional requirement to lift and/or move up to 100 pounds. The noise level in the work environment is generally quiet, with exposure to higher levels of noise at construction sites or power generation facilities.

**Qualifications**

Must possess a current and insurable State of Alaska Driver’s License or be able to obtain one within 6 months of hire.

Be physically capable of operating motor vehicles safely.

Five years of responsible experience in planning, organizing, and directing a public utility or related operation, including three years in an administrative and supervisory capacity.

A bachelor's degree in public administration, construction management or a related field is desired.

Experience writing successful grant applications and working with state and/or federal agencies is desired.

Other combinations of education and experience may be substituted that demonstrate competency in the desired knowledge, skills, and abilities for this position.

Ability to establish and maintain effective working relationships with fellow employees and the public; work cooperatively with supervisors and display willingness to assist co-workers and subordinates.

**Signatures affixed on this job description confirm that it has been reviewed by the employee and his/her direct supervisor and that a clear understanding of the expectations of this position exists.**

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

**Debra Thompson**

---

**From:** Sarah Holmgrain <spholmgrain@gmail.com>  
**Sent:** Thursday, May 11, 2023 2:48 PM  
**To:** Assembly  
**Subject:** 2023-2024 Budget

Dear Assembly,

I have my "resident" cap on instead of my "school board" cap on. So please bear with me as I switch my requests.

I am emailing you to request reinstatement of plowing services of the residential side roads in the Papke's Landing neighborhood that are not currently plowed by the State.

The neighborhood has substantially grown over the years and I did not realize, until I did a count, of how many full time households live out there. I looked at each lot, their owner, and determined if they were full time or part time. If someone owned more than one lot I only counted them once. I considered "full time" residents that I only knew for certain they consider that location to be their primary residence, not part time or seasonal. If I was unsure I did not count them.

I believe there are 45 homes occupied full time. I did not figure out how many residents that equates to but many homes have more than two people living there. The elimination of plowing services could greatly affect many residents that do not have the financial means or resources to commence plowing the road themselves. If my memory is correct, and please let me know if I am wrong, the residential roads have either been plowed by the Borough or its contractor since the Borough was formed in 2013. So essentially for the last 10 years this service has been provided by the Borough.

I confirmed that \$11,287 was spent so far this fiscal year. I do believe the Borough can afford to put the plowing service back into next year's budget. The reserves for the Borough are healthy and this small amount will not negatively affect the budget nearly as much as affecting the 45 households that have come to depend on the service.

Thank you for your time and consideration.

Sincerely,

Sarah Pawuk Holmgrain  
Resident of Papke's Area Neighborhood

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