



# Petersburg Borough

12 South Nordic Drive  
Petersburg, AK 99833

## Meeting Agenda Borough Assembly Regular Meeting

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Monday, August 15, 2022

6:00 PM

Assembly Chambers

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You are invited to a Zoom webinar.  
When: Aug 15, 2022 06:00 PM Alaska  
Topic: August 15, 2022 Assembly Meeting

Please click the link below to join the webinar:  
<https://petersburgak.gov.zoom.us/j/81388923271?pwd=ak1FSUloUjc3eTluYkZ0U3dROWZBZz09>  
Passcode: 401888

Or Telephone:  
(720) 707-2699 or (253) 215-8782  
Webinar ID: 813 8892 3271  
Passcode: 401888

1. **Call To Order/Roll Call**
2. **Voluntary Pledge of Allegiance**
3. **Approval of Minutes**
  - [A.](#) **August 1, 2022 Assembly Meeting Minutes**
4. **Amendment and Approval of Meeting Agenda**
5. **Public Hearings**
  - A. Public Hearing for Ordinance #2022-11: An Ordinance Amending Chapter 4.04, Entitled Purchasing, of the Petersburg Municipal Code to Increase Purchasing Authorization Limits for Administrative Officers of the Borough and the Borough Manager, and to Amend Exceptions to Bidding**

Any public testimony regarding Ordinance #2022-11 should be given during this public hearing. A copy of Ordinance #2022-11 may be found under agenda item 14A.
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**

### **A. Wikan Enterprises, Inc. Tidelands Lease Renewal**

Wikan Enterprises' tidelands lease is up for renewal effective September 15, 2022. The assessed value of the lease remains at \$67,200 resulting in an annual lease rate of \$4,032.00.

## **11. Report of Other Officers**

## **12. Mayor's Report**

### **A. August 15, 2022 Mayor's Report**

## **13. Manager's Report**

### **A. August 15, 2022 Manager's Report**

## **14. Unfinished Business**

### **A. Ordinance #2022-11: An Ordinance Amending Chapter 4.04, Entitled Purchasing, of the Petersburg Municipal Code to Increase Purchasing Authorization Limits for Administrative Officers of the Borough and the Borough Manager, and to Amend Exceptions to Bidding - Second Reading**

If approved in three readings, Ordinance #2022-11 will increase the purchasing authorization limits from \$5,000 to \$10,000 for administrative officers of the Borough and from \$30,000 to \$75,000 for the Borough Manager. Ordinance #2022-11 was unanimously approved in its first reading.

During the first reading, Assembly Member Kensinger asked if it were possible to leave the purchasing authorization limits for administrative officers of the Borough to the Manager's discretion. A second draft version of the ordinance is attached with wording highlighted in yellow added to account for this idea. The Assembly will need to amend Ordinance #2022-11 by motion if they choose to use any of the suggested highlighted wording.

In addition, Clerk Thompson realized the \$5,000 spending limit is directly spelled out in PMC Chapters 3.12, Borough Clerk, and 3.48, Parks & Recreation Director. If the Assembly wishes to increase the spending limits outlined in Chapter 4.04, amendments must be made to Chapters 3.12 and 3.48 as well by motion (these changes are also highlighted in yellow on the second draft version of the ordinance).

## **15. New Business**

## **16. Communications**

### **A. Correspondence Received Since July 28, 2022**

## **17. Assembly Discussion Items**

### **A. Pre-Sale of Borough Lots at Proposed Airport Subdivision Extension**

Assembly Member Meucci requested this discussion item.

### **B. Assembly Member Comments**

### **C. Recognitions**

## **18. Adjourn**



# Petersburg Borough

12 South Nordic Drive  
Petersburg, AK 99833

## Meeting Minutes Borough Assembly Regular Meeting

Monday, August 01, 2022

12:00 PM

Assembly Chambers

### 1. Call To Order/Roll Call

Mayor Pro-tem Lynn called the meeting to order at 12:00 p.m.

#### PRESENT

Assembly Member Bob Lynn  
Assembly Member Chelsea Tremblay  
Assembly Member David Kensinger  
Vice Mayor Jeigh Stanton Gregor  
Assembly Member Jeff Meucci

#### EXCUSED

Mayor Mark Jensen  
Assembly Member Thomas Fine-Walsh

### 2. Voluntary Pledge of Allegiance

The Pledge was recited.

### 3. Approval of Minutes

#### A. July 18, 2022 Assembly Meeting Minutes

The July 18, 2022 meeting minutes were unanimously approved.

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

Voting Yea: Assembly Member Lynn, Assembly Member Tremblay, Assembly Member Kensinger, Vice Mayor Stanton Gregor, Assembly Member Meucci

### 4. Amendment and Approval of Meeting Agenda

The agenda was unanimously amended to add a Discussion Item regarding the August 15 meeting attendance.

Motion made by Assembly Member Meucci, Seconded by Assembly Member Tremblay.  
Voting Yea: Assembly Member Lynn, Assembly Member Tremblay, Assembly Member

Kensinger, Vice Mayor Stanton Gregor, Assembly Member Meucci

## **5. Public Hearings**

There were no public hearings.

## **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.*

John Murgas, representing himself and his business, Petersburg Marine, asked the Assembly to consider swapping the order of the Scow Bay Marine Haul Out & Wash Down Pad project and the Papke's Landing Marine Facility project in the priority ranking of the Borough's capital projects list.

Chris Cotta, Public Works Director for the Borough, expressed support for Ordinance #2022-11, which, if approved, will increase the spending limits for the Borough Manager and other Borough officers.

## **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.*

Glorianne Wollen, representing herself and the Harbor Department, gave a shout out to the Parks & Recreation Department for the recent swim evaluation event and for the beautiful flowers around town.

## **9. Boards, Commission and Committee Reports**

No reports were given.

## **10. Consent Agenda**

### **A. Petro 49 Tidelands Lease Renewal**

Renewal of the Petro 49 tidelands lease was unanimously approved.

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

Voting Yea: Assembly Member Lynn, Assembly Member Tremblay, Assembly Member Kensinger, Vice Mayor Stanton Gregor, Assembly Member Meucci

## **11. Report of Other Officers**

### **A. Petersburg Medical Center Report**

PMC CEO Hofstetter gave the Assembly an update of current events at the Medical Center.

## **B. 2022 Municipal Election Report**

Clerk Thompson provided an update on the upcoming October 4, 2022 Municipal Election.

## **12. Mayor's Report**

### **A. August 1, 2022 Mayor's Report**

Mayor Pro-tem Lynn read his report into the record.

## **13. Manager's Report**

### **A. August 1, 2022 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**

There was no unfinished business.

## **15. New Business**

### **A. Ordinance #2022-11: An Ordinance Amending Chapter 4.04, Entitled Purchasing, of the Petersburg Municipal Code to Increase Purchasing Authorization Limits for Administrative Officers of the Borough and the Borough Manager, and to Amend Exceptions to Bidding - First Reading**

Ordinance #2022-11 was unanimously approved at its first reading.

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

Voting Yea: Assembly Member Lynn, Assembly Member Tremblay, Assembly Member Kensinger, Vice Mayor Stanton Gregor, Assembly Member Meucci

### **B. Resolution #2022-11: A Resolution Approving the Expenditure of \$110,000 from the American Rescue Plan Special Revenue Fund 287 for Paid Time Off (PTO) for Full and Part Time Borough Employees in Response to the Continuing COVID-19 Pandemic**

The Assembly unanimously approved Resolution #2022-11.

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

Voting Yea: Assembly Member Lynn, Assembly Member Tremblay, Assembly Member Kensinger, Vice Mayor Stanton Gregor, Assembly Member Meucci

### **C. Telehandler Purchase for the Harbor Department**

Purchase of a Telehandler for the Harbor Department at a cost of \$94,522.98 was unanimously approved.

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

Voting Yea: Assembly Member Lynn, Assembly Member Tremblay, Assembly Member Kensinger, Vice Mayor Stanton Gregor, Assembly Member Meucci

#### **D. Compact Backhoe/Loader Purchase for Parks & Recreation Department**

By roll call vote, the Assembly unanimously approved purchase of a Compact Backhoe/Loader for the Parks & Recreation Department at a cost of \$51,388.72.

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

Voting Yea: Assembly Member Lynn, Assembly Member Tremblay, Assembly Member Kensinger, Vice Mayor Stanton Gregor, Assembly Member Meucci

#### **E. Public Works Culvert Project Change Order #1**

Change Order #1 for the Public Works Culvert Project, increasing the project cost by \$342,228.53 for a new contract total of \$910,833.53, was unanimously approved by the Assembly.

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

Voting Yea: Assembly Member Lynn, Assembly Member Tremblay, Assembly Member Kensinger, Vice Mayor Stanton Gregor, Assembly Member Meucci

#### **F. Prioritization of the FY 2024 Capital Projects List**

The Assembly removed the South Harbor Maintenance Dredge and Blind Slough Hydro Rehabilitation projects from the list as they are both fully funded projects. The Priority Community Projects list was unanimously approved, as amended, with 13 listed projects.

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

Voting Yea: Assembly Member Tremblay, Assembly Member Kensinger, Vice Mayor Stanton Gregor, Assembly Member Meucci

#### **G. Housing Task Force**

The Assembly approved formation of a Housing Task Force by a vote of 4-1 and will seek letters of interest to serve on the Task Force.

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

Voting Yea: Assembly Member Tremblay, Assembly Member Kensinger, Vice Mayor Stanton Gregor, Assembly Member Meucci

Voting Nay: Assembly Member Lynn

## **H. Assembly Work Session on Housing**

A work session on the subject of Housing in Petersburg and the duties of a Housing Task Force was unanimously approved and set for August 29, 2022 at 6:00 p.m.

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

Voting Yea: Assembly Member Lynn, Assembly Member Tremblay, Assembly Member Kensinger, Vice Mayor Stanton Gregor, Assembly Member Meucci

## **16. Communications**

### **A. Correspondence Received Since July 14, 2022**

## **17. Assembly Discussion Items**

### **A. Quorum for August 15 Assembly Meeting**

Assembly Member Tremblay has family coming to town and wondered if there would be a quorum for the August 15 meeting if she were not able to attend. Mayor Jensen will not be available to attend the meeting and Vice Mayor Stanton Gregor will be traveling that day and may not be available for the meeting.

### **B. Assembly Member Comments**

Assembly Member Stanton Gregor encouraged Borough residents to file to run for an open seat in our October Municipal Election stating a full ballot is good for the democratic process.

### **C. Recognitions**

Assembly Member Tremblay shared her gratitude for all the people rallying around families who are dealing with difficult times and stated she is thankful to live in Petersburg.

Assembly Member Lynn thanked our EMS volunteers and all involved in a recent off-island rescue stating their dedication is extremely impressive.

## **18. Adjourn**

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



Motion made by Assembly Member Tremblay, Seconded by Assembly Member Meucci.  
Voting Yea: Assembly Member Lynn, Assembly Member Tremblay, Assembly Member  
Kensinger, Vice Mayor Stanton Gregor, Assembly Member Meucci

(Five Year Rate Adjustment)  
**Amendment No. 6 to the  
 Tidelands/Submerged Lands Lease Agreement  
 Between the Petersburg Borough, Alaska - Lessor  
 and  
 John B. Wikan and Sheri L. Wikan dba  
 Wikan Enterprises, Inc. – Lessee**

**Wikan Enterprises, Inc. Tidelands Lease Plat #92-23**

filed September 25, 1992 in the Petersburg Recording District

Date of Original Lease – September 15, 1992

Amended by Amendment #1 dated September 17, 1997 and recorded in book 0057 page 911,  
 912, and 913 on January 20, 1998

Amended by Amendment #2 dated November 4, 2002 that was never recorded in the  
 Petersburg Recording District

Amended by Amendment #3 dated December 3, 2007 and recorded as  
 document # 2007-001030-0

Last Amended by Amendment #4 dated November 16, 2012 and recorded as  
 document # 2012-000936-0

Last Amended by Amendment #5 dated October 23, 2018 and recorded as  
 document # 2018-000687-0

**Effective Date of This Amendment – September 15, 2022**

WHEREAS, the Original Lease dated September 15, 1992, as amended, provides for renewal of the term of the lease; and

WHEREAS, Municipal Code and the amended original lease require the annual rent to be adjusted on each fifth anniversary date of the lease and the new annual rent shall be based upon the current full and true value of the property and any borough owned improvements, as established by the borough's assessor, adjusted by the rental rate percentage of ten percent (6%); and

THEREFORE, BE IT RESOLVED, the original lease dated September 15, 1992, as amended, is further amended as follows:

Pursuant to Section 3.5 of the Original Lease, as amended, the annual rental rate for the five-year period from September 15, 2022, through September 14, 2027 is:

Based on the borough assessor's statement of valuations for the leased premises of \$67,200 as reflected in the 2022 assessment records:

Four Thousand, Thirty Two Dollars and 00/100  
(2022 assessed value of \$67,200.00 x 6% = \$4,032.00)

Lessor does hereby certify the terms of this lease amendment. All other terms and conditions of the Original Lease, as amended, remain in full force and effect.

Dated the \_\_\_\_\_ day of \_\_\_\_\_, 2022.

LESSOR: Petersburg Borough  
PO Box 329  
Petersburg, AK 99833

By: \_\_\_\_\_  
Debra Thompson, CMC  
Borough Clerk

STATE OF ALASKA )  
 ) ss  
FIRST JUDICIAL DISTRICT )

THIS IS TO CERTIFY that on this \_\_\_\_ day of \_\_\_\_\_, 2022, before me the undersigned, a Notary Public in and for the State of Alaska, duly commissioned and sworn, personally appeared Debra Thompson to me known to be the Borough Clerk described in and which executed the above and foregoing instrument, and acknowledged to me said instrument to be the free and voluntary act and deed of said Borough for the uses and purposes therein mentioned, and on oath stated that she is authorized to execute this instrument.

WITNESS My Hand and Official Seal the day and year in this certificate first above written.

Notary Public in and for the State of Alaska residing at Petersburg, Alaska.  
My commission expires \_\_\_\_\_.

**Mayor's Report  
August 15, 2022 Assembly Meeting**

- 1. 2022 Municipal Election – Filing for Candidacy:** The filing period to be a candidate for Mayor, Assembly or other local Board and Commission seats is currently open. The requirements and forms needed to file for candidacy are available at the front desk of the Finance Office or on the Borough's website 2022 Election page. The deadline to file is August 23, 2022 at 4:30 p.m. [October 4, 2022 Borough Election | Petersburg Alaska \(petersburgak.gov\)](https://petersburgak.gov/2022/Borough-Election)
  
- 2. Seeking Letters of Interest – Housing Task Force:** The Petersburg Borough is accepting letters of interest from citizens who wish to serve the community by joining a task force to research the housing problem in Petersburg. Citizens from the following groups are needed: Lot Developers, Road Builders, Land Surveyors, Building Contractors, Engineers, Real Estate Agents, Petersburg Economic Development Council, Share Coalition, Petersburg Indian Association, Petersburg Medical Center, Petersburg School District, Petersburg Borough Assembly, Public At Large. The Assembly shall appoint members to this task force at the October 3, 2022 Assembly meeting.

Letters of interest should be submitted to Clerk Thompson at the Borough offices located at 12 S. Nordic Drive; by sending to PO Box 329, Petersburg, AK 99833; or by emailing to [dthompson@petersburgak.gov](mailto:dthompson@petersburgak.gov)



**Borough Manager's Report  
Assembly Meeting 15 August 2022**

- ❖ The Public Works landslide area has been temporarily stabilized and the creek returned to acceptable flow conditions for the present. We continue to work toward design of permanent repairs in consultation with ADF&G, the Corps of Engineers and DEC.
- ❖ Construction on the culvert replacement project is complete and Reid Brothers has demobilized from the work site. ADF&G has inspected the work and is pleased with the results. We have a FEMA inspection at the end of August as part of project close out.
- ❖ Lots of rotten wood being replaced at the museum: siding; portions of joists, studs, and subfloor; and some 8x8 main beams. One piling was beginning to fail and was repaired as well. Maintenance Tech Jim Holder has had his hands full with this project but is making great progress.
- ❖ A technician from Allegrezza Door Company in Anchorage is visiting Petersburg this past week to inspect and evaluate the Borough's bay doors in several locations. The baler, Public Works garage, police dept and fire department bay doors will be inspected, adjusted, and evaluated to determine if each door needs additional repairs or replacement.
- ❖ Water Staff is working with CRW Engineering out of Anchorage to accomplish our next round of dam safety inspections at Cabin Creek and City Creek dams. The inspections will occur on September 7<sup>th</sup> and 8<sup>th</sup>. These inspections are completed every three years.
- ❖ Wastewater Staff continues to service cruise ships with hauling of black water as needed.
- ❖ The wastewater department would like to remind the public that the waste wood drop-off at site at 14<sup>th</sup> Street (adjacent to the wastewater treatment plant) is closed until further notice.
- ❖ McMillen Jacobs is approaching 95% on construction plans and specifications for the Blind Slough Hydro project. They hope to provide the plans to PMPL by August 19<sup>th</sup> for review and are targeting to wrap up review and last changes for bid advertising by the end of September.
- ❖ Joe Viechnicki has been hired as the department's next Meter Reader/Operator and will start full time on August 22<sup>nd</sup>. Thanks goes out to Alice Williams for her time at PMPL and we wish her the best of luck with her future endeavors.
- ❖ Carl Tate has been hired as PMPL's new Groundman/Operator and will transition from the police department to PMPL on September 6<sup>th</sup>. We look forward to having Carl on the crew and believe he will be a great addition to the department.

- ❖ PMPL is seeking to secure a consulting team to perform the next Part 12D Periodic Inspection as mandated by the FERC. Recent regulation changes have made the process a bit different for this inspection that is done every 5 years, but the Regulatory Commission is trying to assist their license holders as much as possible.
- ❖ Ray participated in reviewing bids for the school roof replacement and the school district's CIP update process.
- ❖ Community Development department is cleaning out residential building plans from past projects. If we have a copy of your house plans, we will contact you by email or mail to let you know where you can pick up the plans. We would appreciate it if homeowners would let us know if they do not want their plans back, so we can dispose of them right away.
- ❖ Completing an environmental site questionnaire for PMC's contractor as part of their initial review.
- ❖ Applications for "Round 2" CARES Act relief for fishery participants are now available on the Pacific States Marine Fisheries Commission web site at [www.psmfc.org](http://www.psmfc.org). All applications must be submitted by mail through traditional methods, i.e., USPS, FedEx, UPS. The deadline for **postmarking** applications for all sectors is **October 31, 2022. No late applications will be accepted.**
- ❖ Borough Manager has been working with our insurance provider to provide pictures and GPS locations for all our insured buildings. Some structures like the Sandy Beach shelters and playgrounds are under discussion to see if it is worthwhile to add them to the policy.
- ❖ Some members of the Assembly, Borough staff and a representative from the Hospital met with Admiral Moore, Captain Jensen and the skippers of the Pike and Elderberry to discuss items important to the Coast Guard and the community. Our Harbormaster and Assembly spoke about the potential for adding another Harbor at Scow Bay that could allow for larger USCG vessels to locate to Petersburg.
- ❖ Assembly members Kensinger and Lynn met with Alan Murph and some staff to discuss revisions to the Papke's Landing conceptual drawings. Approval of the new version, by the Assembly is required prior to submitting applications to ADNR for the property and infrastructure at Papke's.
- ❖ ADOT has updated the Needs List with the information approved by the Assembly. There continues to be some items on the list that have not been approved by the Assembly. I am working with ADOT so I can better explain why they remain on the Petersburg list.
- ❖ Harbor continues to stay busy. Transients are starting to wrap up their SE summer experience and heading for South.
- ❖ On Tues 8/2 Harbor staff met with USACE & Western Marine to discuss logistics for the upcoming SH Dredge project due to kick off October 1<sup>st</sup>. Western will be bringing their equipment in from Dutch Harbor so do not have a specific start date yet, but by September we should have a better idea and can start organizing the schedule for boat owners.

**PETERSBURG BOROUGH  
ORDINANCE #2022-11**

**AN ORDINANCE AMENDING CHAPTER 4.04, ENTITLED PURCHASING, OF THE  
PETERSBURG MUNICIPAL CODE TO INCREASE PURCHASING AUTHORIZATION LIMITS  
FOR ADMINISTRATIVE OFFICERS OF THE BOROUGH AND THE BOROUGH MANAGER,  
AND TO AMEND EXCEPTIONS TO BIDDING**

**WHEREAS**, PMC Section 4.04.020 currently authorizes administrative officers of the Borough to approve purchases costing \$5,000 or less, and the Borough Manager to approve purchases costing more than \$5,000 but less than \$30,000; and

**WHEREAS**, as currently written, PMC Section 4.04.020 requires administrative officers of the Borough to complete a purchase authorization form, and for the Borough Manager to manually approve any such form, for purchases costing over \$5,000 before the purchase may take place; and

**WHEREAS**, any such purchase must be made within budgetary guidelines and appropriated funds, regardless of the amount of the purchase; and

**WHEREAS**, the Petersburg Borough Assembly feels these monetary limits, initially adopted by the City of Petersburg Council in March of 2004, are both outdated relative to the current cost of goods, and too restrictive in the present economy, where it is sometimes necessary to act quickly to obtain goods and services within the required timeframe; and

**WHEREAS**, the Assembly wishes to increase the current monetary purchasing limits from \$5,000 to \$10,000 for administrative officers and from \$30,000 to \$75,000 for the Borough Manager; and

**WHEREAS**, in addition, the Assembly wishes to amend 4.04.040A to increase the exception to competitive bidding for purchases costing \$30,000 or more to \$75,000 or more, but less than \$150,000, upon Assembly resolution.

**THEREFORE, THE PETERSBURG BOROUGH ORDAINS**, Sections 4.04.020 and 4.04.040 of Chapter 4.04 of the Petersburg Municipal Code are hereby amended as follows. The language proposed for addition is in 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 increase purchasing authorization limits for administrative officers and the Borough Manager and to amend exceptions to bidding as set out in PMC Sections 4.04.020 and 4.04.040.

**Section 3. Substantive Provisions:**

**4.04.020 Authorization and when competitive bidding is required.**

A. An administrative officer or their designee shall be authorized to make purchases costing ~~\$5,000.00~~ \$10,000.00 or less without a written purchase order. The coding and approval for the purchases shall be the responsibility of the administrative officer or their designee.

B. A purchase costing more than five thousand dollars ~~\$10,000.00~~ but less than thirty thousand dollars \$75,000.00 shall be authorized by the borough manager. In the event of the borough manager's absence, the manager shall delegate the authority to the acting borough manager with the approval of the mayor, or in the mayor's absence, the deputy mayor.

C. Purchases costing ~~\$30,000.00~~ \$75,000.00 or more shall be made only after competitive bids have been solicited. The borough assembly, by resolution, may waive bid requirements for purchases costing ~~\$30,000.00~~ \$75,000.00 or more, but less than \$150,000.00, subject to section 4.04.040.

D. Competitive bid procedures for purchases estimated to cost \$150,000.00 or more may not be waived by the assembly except if the borough manager, as incident commander, implements the Petersburg emergency preparedness plan.

#### **4.04.040 Exceptions to bidding.**

Competitive bidding shall not be required for the following:

A. Purchases at a sales price of ~~\$30,000.00~~ \$75,000.00 or more, but less than \$150,000.00, upon assembly resolution as set out in section 4.04.020 C.;

*[There are no changes to paragraphs B-I]*

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

\_\_\_\_\_  
**Jeigh Stanton Gregor, Vice Mayor**

**ATTEST:**

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

Adopted:  
 Published:  
 Effective:



**PETERSBURG BOROUGH  
ORDINANCE #2022-11**

**AN ORDINANCE AMENDING CHAPTER 4.04, ENTITLED PURCHASING, OF THE  
PETERSBURG MUNICIPAL CODE (PMC) TO INCREASE PURCHASING AUTHORIZATION  
LIMITS FOR ADMINISTRATIVE OFFICERS OF THE BOROUGH AND THE BOROUGH  
MANAGER, TO AMEND EXCEPTIONS TO BIDDING, AND TO AMEND PMC SECTIONS  
3.12.020 AND 3.48.020 TO ACCOUNT FOR THE CHANGES TO CHAPTER 4.04**

**WHEREAS**, PMC Section 4.04.020 currently authorizes administrative officers of the Borough to approve purchases costing \$5,000 or less, and the Borough Manager to approve purchases costing more than \$5,000 but less than \$30,000; and

**WHEREAS**, as currently written, PMC Section 4.04.020 requires administrative officers of the Borough to complete a purchase authorization form, and for the Borough Manager to manually approve any such form, for purchases costing over \$5,000 before the purchase may take place; and

**WHEREAS**, any such purchase must be made within budgetary guidelines and appropriated funds, regardless of the amount of the purchase; and

**WHEREAS**, the Petersburg Borough Assembly feels these monetary limits, initially adopted by the City of Petersburg Council in March of 2004, are both outdated relative to the current cost of goods, and too restrictive in the present economy, where it is sometimes necessary to act quickly to obtain goods and services within the required timeframe; and

**WHEREAS**, the Assembly wishes to increase the current monetary purchasing limits from \$5,000 to \$10,000 for administrative officers, granting the borough manager discretion to permit a higher authorized purchasing limit, up to \$XXXXXX, for any administrative officer and to increase the purchasing limit from \$30,000 to \$75,000 for the Borough Manager; and

**WHEREAS**, in addition, the Assembly wishes to amend 4.04.040A to increase the exception to competitive bidding for purchases costing \$30,000 or more to \$75,000 or more, but less than \$150,000, upon Assembly resolution; and

**WHEREAS**, the Assembly wishes to amend PMC sections 3.12.020 (Borough Clerk) and 3.48.020 (Parks and Recreation Director) to account for the changes to Chapter 4.04 contained in this ordinance.

**THEREFORE, THE PETERSBURG BOROUGH ORDAINS**, Sections 4.04.020, and 4.04.040, 3.12.020 and 3.48.020 of Chapter 4.04 of the Petersburg Municipal Code are hereby amended as follows. The language proposed for addition is in 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 increase purchasing authorization limits for administrative officers and the Borough Manager, and to amend exceptions to bidding as set out in PMC Sections 4.04.020 and 4.04.040, and to amend the expenditure language of

PMC Sections 3.12.020 and 3.48.020 in accordance with the amendments to Chapter 4.04 set forth in this ordinance.

### **Section 3. Substantive Provisions:**

#### **4.04.020 Authorization and when competitive bidding is required.**

A. An administrative officer or their designee shall be authorized to make purchases costing ~~\$5,000.00~~ \$10,000.00 or less without the permission of the borough manager, a written purchase order ~~excepting that the borough manager may, at the manager's discretion, increase an officer's authorized purchasing limit from \$10,000.00 to an amount not exceeding \$XXXXXXX.~~ An increase in the purchasing limit granted by the manager hereunder shall be documented in writing signed by the manager and provided to the borough finance department. The coding and approval for the purchases shall be the responsibility of the administrative officer or their designee.

B. A purchase costing more than ~~five thousand dollars~~ \$10,000.00 ~~an officer's authorized purchasing limit~~ but less than ~~thirty thousand dollars~~ \$75,000.00 shall be authorized by the borough manager, such authorization to be in the form of a written purchase order. In the event of the borough manager's absence, the manager shall delegate the authority to the acting borough manager with the approval of the mayor, or in the mayor's absence, the deputy mayor.

C. Purchases costing ~~\$30,000.00~~ \$75,000.00 or more shall be made only after competitive bids have been solicited. The borough assembly, by resolution, may waive bid requirements for purchases costing ~~\$30,000.00~~ \$75,000.00 or more, but less than \$150,000.00, subject to section 4.04.040.

D. Competitive bid procedures for purchases estimated to cost \$150,000.00 or more may not be waived by the assembly except if the borough manager, as incident commander, implements the Petersburg emergency preparedness plan.

#### **4.04.040 Exceptions to bidding.**

Competitive bidding shall not be required for the following:

A. Purchases at a sales price of ~~\$30,000.00~~ \$75,000.00 or more, but less than \$150,000.00, upon assembly resolution as set out in section 4.04.020 C.;

*[There are no changes to paragraphs B-I]*

#### **3.12.020 - Borough clerk.**

The borough clerk is an administrative officer of the borough appointed by the manager, with the approval of the assembly, to serve a term not to exceed five years with compensation to be from time to time determined by the assembly. An employment contract with an administrative officer may be terminated only for just cause. In addition to duties and responsibilities specified by state statute, Borough Charter and Code, or as directed by the manager, the clerk shall:

[There are no changes to paragraphs A-J].

K. Approve departmental expenditures in accordance with subsection 4.04.020A. of this Code. up to \$5,000.00. Expenditures exceeding \$5,000.00 shall require prior approval of the manager.

### **3.48.020 - Parks and recreation director.**

[There are no changes to paragraphs A-C]

D. The parks and recreation director may approve departmental expenditures in accordance with subsection 4.04.020A. of this Code. up to \$5,000.00. Expenditures exceeding \$5,000.00 shall require prior approval of the city manager.

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

\_\_\_\_\_  
Jeigh Stanton Gregor, Vice Mayor

ATTEST:

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

Adopted:  
Published:  
Effective:

**Debra Thompson**

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**From:** Donna Marsh <runnergirl1@icloud.com>  
**Sent:** Friday, July 29, 2022 8:27 AM  
**To:** Assembly  
**Subject:** Agenda items

Dear Borough assembly and Mayor Jensen:

I am opposed to giving Borough employees an extra week of PTO from covid ARRP funds to the tune of ~\$140000. The argument presented in the proposal in favor of such a move is that these employees were and are essential to the running of the Borough government. They are. However they are not more essential than the employees at the grocery stores, the canneries, or the other local stores around town. And it was the Borough government who shut this town down. Reminds me of the fox guarding the chicken coop and in the end, the fox is given a chicken or 2 for doing such a good job. I appreciate the workforce of this city: there are many exceptional employees in both Borough and private business who are part of the life blood of this community. I don't see that govt employees are any more deserving of an extra week of PTO than those of any other business, fisherman, or grocery store staff. How about the Borough use those funds for improving the unpaved roads in town where there are so many potholes, it makes sense to avoid driving on them so as to not shorten the life of one's vehicle?

Secondly, the capital projects list shows the new hospital in the number one spot, for \$88,000,000, some of which has already been allocated. This cost might have been somewhat close to actual cost in 2016-2017. Look at inflation numbers now (guaranteed they will not improve anytime soon), supply chain issues, shortage of work force..... realistically we are looking at at least double that figure. The assembly and hospital have still yet to provide the public with the economic basis and viability of such a massive undertaking in not just cost of construction but years down the road as that is maintained. Let's put this before the voters for it is they, their children and grandchildren who will bear this cost.

Thank you.  
Donna Marsh