


Haines Borough
Borough Assembly Meeting #305
AGENDA

December 15, 2015 - 6:30 p.m.

Location: Assembly Chambers, Public Safety Bldg.

- Jan Hill,*
Mayor
- Margaret Friedenauer,*
Assembly Member
- Diana Lapham,*
Assembly Member
- Mike Case*
Assembly Member
- Tresham Gregg,*
Assembly Member
- George Campbell,*
Assembly Member
- Ron Jackson,*
Assembly Member
- 1. CALL TO ORDER/PLEDGE TO THE FLAG**
- 2. ROLL CALL**
- 3. APPROVAL OF AGENDA & CONSENT AGENDA**
[The following Consent Agenda items are indicated by an asterisk () and will be enacted by the motion to approve the agenda. There will be no separate discussion of these items unless an assembly member or other person so requests, in which event the asterisk will be removed and that item will be considered by the assembly on the regular agenda.]*
- Consent Agenda:
- 4 – Approve Assembly Meeting Minutes
 - 8B – Accept Library Report
 - 8C – Accept Chilkat Center Report
 - 8D – Accept Museum Report
 - 9A – Accept Library Advisory Board Minutes
 - 9B – Accept Tourism Advisory Board Minutes
 - 9C – Accept Minor Offenses Committee Minutes
 - 9D – Accept Public Safety Commission Minutes & Report
 - 11B1 – Introduce Ordinance 15-12-425 and schedule public hearings
- * 4. APPROVAL OF MINUTES – 12/1/15 Regular**
- 5. PUBLIC COMMENTS - Sign-up is NOT required**
[This is for any topics not scheduled for public hearing.]
- 6. MAYOR’S COMMENTS/REPORT**
- 7. PUBLIC HEARINGS - None**
- 8. STAFF/FACILITY REPORTS**
- A. Acting Borough Manager – 12/15/15 Report**
 - * B. Library – September 2015 Report**
 - * C. Chilkat Center – November 2015 Facility Report**
 - * D. Museum – November 2015 Report**
- 9. COMMITTEE/COMMISSION/BOARD REPORTS & MINUTES**
- * A. Library Advisory Board – Minutes of 10/28/15**
 - * B. Tourism Advisory Board – Minutes of 10/21/15**
 - * C. Minor Offenses Review Committee – Minutes of 11/9/15 and 11/13/15**
 - * D. Public Safety Commission – Minutes of 11/16/15; Mid-Year Report**
 - E. Assembly Board Liaison Reports**
 - F. Assembly Standing Committee Reports**
 - 1. Personnel Committee**
Interim Manager, Borough Manager, and Chief of Police

The borough received seven applications for Interim Manager by the 12/4/15 deadline. The personnel committee reviewed them, checked references, and discussed them in a meeting on 12/11. Additionally, the committee reviewed three executive search firm proposals to recruit a police chief and borough manager. The committee may have a recommendation for the assembly regarding how to proceed.

TBD
Borough Manager

Julie Cozzi, MMC
Acting Manager

Krista Kielsmeier
Interim Borough Clerk

10. UNFINISHED BUSINESS

A. 2016 Assembly Meeting/Agenda Preparation Schedule

Note: this schedule is recommended by the clerk's office and is intended to establish the assembly regular meeting schedule for 2016 and the agenda & packet deadlines. Special meetings may still be scheduled, as needed. On 12/1, the assembly discussed the need for the schedule to be revised to meet existing code requiring the agenda packet to be published at least five days before an assembly meeting. Adoption was postponed to this meeting to provide staff an opportunity to prepare the revision.

There is a motion to adopt already on the table. Therefore, the assembly may proceed with the vote or enter into additional debate. If the assembly decides to go with the revised schedule prepared by the clerk, an amendment motion would be in order to substitute the revision for the one presented on 12/1.

Motion already on the Table: Adopt the 2016 Haines Borough Assembly Meeting Agenda Preparation Calendar.

11. NEW BUSINESS

A. Resolutions

1. Resolution 15-12-650

A Resolution of the Haines Borough Assembly approving the temporary addition of territory to the Commercial Ski Tour Areas map to allow for a 2016 special ski competition event to take place in three specified out-of-bounds areas.

*This resolution is recommended by the manager. **Motion:** Adopt Resolution 15-12-650.*

2. Resolution 15-12-651

A Resolution of the Haines Borough Assembly adopting the Alaska Capital Project Submission and Information System priorities (CPSIS) and legislative priorities for FY 2017.

*This resolution is recommended by the Government Affairs and Services Committee. **Motion:** Adopt Resolution 15-12-651.*

3. Resolution 15-12-652

A Resolution of the Haines Borough Assembly approving the concept of expanding the Senior Center building to allow the Chilkat Valley Preschool to share the space.

*This resolution is recommended by the manager. **Motion:** Adopt Resolution 15-12-652.*

B. Ordinances for Introduction

*1. Ordinance 15-12-425

An Ordinance of the Haines Borough amending Haines Borough Code Section 3.60.160 to increase the local bidder preference from three percent to five percent and require the local bidder preference to be noted in all Requests for Bids or Quotes issued by the borough.

*This ordinance is recommended by the manager. **Motion:** Introduce Ordinance 15-12-425 and set a first public hearing for 1/12/16 and a second public hearing for 1/26/16.*

2. Ordinance 15-12-426

An Ordinance of the Haines Borough authorizing a one-year extension of a lease of the Human Resources Building by Chilkat Valley Preschool for the purpose of providing preschool educational services and waiving the monthly rent amount scheduled to start in 2016.

*This ordinance is recommended by the acting manager and director of public facilities. **Motion:** Introduce Ordinance 15-12-426 and set a first public hearing for 1/12/16 and a second public hearing for 1/26/16.*

11. NEW BUSINESS ---continued---

C. Other New Business

1. Board Appointments

*(Re)appointment applications have been received for seats on the Letnikof Estates Road Maintenance Service Area board, Library Advisory Board, Planning Commission, and Port and Harbor Advisory Committee. The mayor plans to make the appointments and seeks assembly confirmation. **Motion:** Confirm the mayor's appointment of Shannon Donahue and Scott Sundberg to the Letnikof Estates Road Maintenance Service Area board for terms ending 11/30/18; Lorraine Dudzik and Dick Flegel to the Library Advisory Board for terms ending 11/30/18; Larry Geise and Lee Heinmiller to the Planning Commission for terms ending 11/30/18; and Glen Jacobson, Terry Pardee, and Don Turner Jr. to the Port and Harbor Advisory Committee for terms ending 11/30/17.*

2. Sales Tax Exemption Request – The NRA Foundation

*The NRA Foundation, a 501(c)3 organization, has applied for sales tax exemption status as allowed by HBC 3.80.050(13). The borough has granted sales tax exemption certificates to other non-profit organizations. **Motion:** Approve the request from The NRA Foundation for sales tax exemption status, and authorize the borough clerk to issue an exemption certificate.*

12. CORRESPONDENCE/REQUESTS

- A. **Ferry Reschedule (5 min. presentation)** – D. Werner
- B. **Borough Energy Planning** – R. Venables/Energy Coordinator, Southeast Conference
- C. **Public Heliport Concept (Action Request)** – Planning Commission

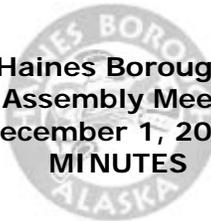
13. SET MEETING DATES

- A. **Government Affairs & Services Committee** – 1) Board Communication/Hallett Presentation and 2) Ordinance 15-12-424/Agenda Preparation
- B. **Community Nonprofit Funding Committee** – Additional \$14,500 Community Chest
- C. **Commerce Committee** - Tax Incentive Program

14. PUBLIC COMMENTS

15. ANNOUNCEMENTS/ASSEMBLY COMMENTS

16. ADJOURNMENT


Haines Borough
Borough Assembly Meeting #304
December 1, 2015
MINUTES

Draft

1. **CALL TO ORDER/PLEDGE TO THE FLAG:** Mayor **HILL** called the meeting to order at 6:30 p.m. in the Assembly Chambers and led the pledge to the flag.

2. **ROLL CALL**

Present: Mayor Jan **HILL**, and Assembly Members Diana **LAPHAM**, George **CAMPBELL** (via telephone), Mike **CASE**, Margaret **FRIEDENAUER**, Tresham **GREGG**, and Ron **JACKSON**.

Staff Present: David **SOSA**/Borough Manager, Julie **COZZI**/Borough Clerk, Jila **STUART**/Finance Director, Helen **ALTEN**/Museum Director, and Brad **RYAN**/Director of Public Facilities.

Visitors Present: Karen **GARCIA**/CVN, Jillian **ROGERS**/KHNS, Carol **TUYNMAN**, Roy and Brenda **JOSEPHSON**, Paul **NELSON**, Mike **DENKER**, Dana **HALLETT**, David **KAMMERER**, Rhys **WILLIAMS**, Thom **ELY**, Norm **SMITH**, Bill **MCCORD**, Don **TURNER** Jr., Don **TURNER** III, Linda **GEISE**, Scott **SUNDBERG**, Susan **TANDY**, Kathryn **CHENEY**, Cindy **JACKSON**, and others.

3. **APPROVAL OF AGENDA & CONSENT AGENDA**

The following Items were on the published consent agenda:

- 4 – Approve Assembly Meeting Minutes
- 8B – Accept Museum Report
- 8C – Accept Chilkat Center Report
- 9A – Accept Parks & Recreation Advisory Committee Minutes
- 9B – Accept Planning Commission Minutes
- 9C – Accept Tourism Advisory Board Minutes
- 9D – Accept Public Safety Commission Minutes
- 9E – Accept Museum Board Minutes
- 11C1 – Adopt 2016 Assembly Meeting/Agenda Schedule
- 12A – Acknowledge Correspondence re. Senior Center
- 12B – Acknowledge Correspondence re. Skier Days

Motion: **CASE** moved to “approve the agenda/consent agenda,” and it was amended to 1) add to Other New Business after item 11C2 the consideration of an acting manager until December 31, 2015 and a discussion of reallocation of community chest funds, 2) remove items 9B and 11C1 from the consent agenda, 3) add a Personnel Committee report as item 9H, and 4) add to Unfinished Business the issue of tax incentive and referring it to committee. The motion to approve the agenda/consent agenda, as amended, carried unanimously.

DENKER and **HALLETT** also requested removal of item 11C1 from the consent agenda for the purpose of being able to speak to it. The clerk explained that opportunity would be during public comments, and they stated their belief that code provides the public with the opportunity to speak to an item that has been removed from the consent agenda. The clerk said she would double-check the code.

* 4. **APPROVAL OF MINUTES** – 11/10/15 Regular

The motion adopted by approval of the consent agenda: “approve minutes of the 11/10/15 borough assembly regular meeting.”

5. **PUBLIC COMMENTS**

TANDY – The Director of Public Facilities showed leadership in meeting with the seniors and the Chilkat Valley Preschool to work out an agreement.

CHENEY and **JACKSON** – Presented a collaborative agreement between the senior citizens and the Chilkat Valley Preschool to share the Senior Center facility. They asked the assembly to support the agreement.

ELY – Advocated for local hire for the interim manager and the next borough manager. It is not appropriate to spend money on a head-hunting firm.

HALLETT – Believes the proposed amendments in Ordinance 15-12-424 are flawed. He asked the assembly not to introduce it.

DENKER – Regarding Ordinance 15-12-424, he has no problem with introduction at this evening, but he does have several concerns with the ordinance and the revised note on the agenda request form. He submitted a summary memo detailing his concerns. Regarding the executive session on this agenda, the lawsuit has been dropped. He urged against attempts to recoup court costs.

NELSON – Does not want the mayor appointed as interim manager. That does not help the public trust.

6. MAYOR'S COMMENTS/REPORT

Mayor **HILL** commented and reported on the following: 1) condolences to the City and Borough of Juneau and the family of Mayor Fisk who recently passed away, 2) AML sessions and meetings in Anchorage, and 3) the upcoming AMHS Community Engagement Meeting on 12/16.

7. PUBLIC HEARINGS - None

8. STAFF/FACILITY REPORTS

A. **Borough Manager** – *12/1/15 Report*

The manager summarized his written report and responded to a few questions from the assembly.

* B. **Museum** – *October 2015 Report*

* C. **Chilkat Center** – *September-October 2015 Report*

9. COMMITTEE/COMMISSION/BOARD REPORTS & MINUTES

* A. **Parks & Recreation Advisory Committee** – *Approved Minutes of 9/23/15*

B. **Planning Commission** – *Approved Minutes of 10/15/15*

CAMPBELL made comments about item 9B in the minutes regarding Temporary Residence permits.

* C. **Tourism Advisory Board** – *Approved Minutes of 9/28/15 and 10/21/15*

* D. **Public Safety Commission** – *Approved Minutes of 8/17/15*

* E. **Museum Board of Trustees** – *Approved Minutes of 10/14/15*

F. **Assembly Board Liaison Reports**

JACKSON – Public Safety Commission

FRIEDENAUER – Minor Offenses Committee.

LAPHAM/FRIEDENAUER – Museum Board. The issue of the name change was brought up, and **ALTEN** clarified the status.

LAPHAM – Tourism Advisory Board

G. **Assembly Standing Committee Reports**

1. **Government Affairs & Services Committee Report** – *Legislative Priorities*

JACKSON reported the committee came up with what they believe the priorities should be.

H. **Personnel Committee** (added during agenda approval)

GREGG said the committee having more members than allowed by code should be addressed. The mayor said she planned to randomly determine which member to remove, and **GREGG** wanted that random drawing to take place in public. **FRIEDENAUER** offered to step down from the committee. Mayor **HILL** drew **CASE**'s name.

Having served as chairperson during the committee meeting, **CASE** reported the committee discussed the need for an executive search firm for the police chief and borough manager. The committee talked about having an acting manager until December 31, interim manager for 4-6 months, and finally a regular manager. **SOSA** said three firms have submitted proposals for conducting a search for the two positions, and the personnel committee needs to meet.

10. UNFINISHED BUSINESS

A. **Tax Incentive** (added during approval of the agenda)

FRIEDENAUER said this needs to be picked up again by committee.

Motion: **FRIEDENAUER** moved to "assign discussion of a tax incentive program for businesses to the Commerce Committee," and it carried unanimously.

11. NEW BUSINESS

A. Resolutions - None

B. Ordinances for Introduction

1. Ordinance 15-12-424

An Ordinance of the Haines Borough amending Haines Borough Code Title 2 to clarify the procedure for assembly agenda preparation.

Motion: **LAPHAM** moved to "introduce Ordinance 15-12-424 and set a first public hearing for 12/15/15 and a second public hearing for 1/12/16," and it was seconded by **CASE**.

Motion to Refer: **JACKSON** moved to "refer this ordinance to the Government Affairs & Services Committee for thorough vetting," and the motion carried unanimously.

C. Other New Business

1. 2016 Assembly Meeting/Agenda Preparation Schedule

The clerk read the code regarding removal of items from the consent agenda and the opportunity to be heard (HBC 2.10.030(C) and 2.12.110). There was apparently confusion and, in light of that, the mayor said she would allow **DENKER** and **HALLETT** to speak to this even though it is not a resolution or a public hearing.

Motion: **CASE** moved to "adopt the 2016 Haines Borough Assembly Meeting Agenda Preparation Calendar," and it was seconded by **LAPHAM**.

HALLETT read the existing code and said the proposed schedule does not comply with it.

DENKER agreed and recommended the schedule either be amended to reflect the actual code or delayed until the code is adjusted.

Motion: **CAMPBELL** moved to "postpone this to the next meeting to allow staff to adapt the proposed schedule to meet existing code," and the motion carried unanimously.

2. Appeal of Planning Commission Decision - SEABA Conditional Use Permit

Note: on 10/29/15, Big Salmon Ventures LLC submitted a Conditional Use Permit (CUP) application for a heliport through its agent Scott Sundberg. The borough manager recommended it be issued. On 11/12/15, the planning commission chose to deny the permit. Big Salmon Ventures submitted a timely filed appeal per HBC 18.30.060.

GOLDBERG said he wrote an email outlining the planning commission's decision that did not make it into the packet. He provided hard copies to the assembly. **SUNDBERG** said he did not receive a copy of that and did not know it existed.

SUNDBERG presented the reasons for his appeal and asked the assembly to rehear this.

Mayor **HILL** called a brief recess to provide the assembly members with an opportunity to review the document distributed to them by **GOLDBERG**.

Following the recess, the mayor reminded the burden of proof is on the appellant to convince the assembly to rehear this. Additionally, regarding the document (email) distributed by **GOLDBERG**, the letter in the packet from the borough to the applicant was the official document showing the planning commission's decision.

Motion: **CAMPBELL** moved to "rehear the planning commission's decision regarding the Big Salmon Ventures' conditional use permit application in its entirety because Mr. Sundberg stated some actual facts about property owners and the noise study and there are generalities in the planning commission's decision not supported by facts," and the motion failed 2-4 with **CASE**, **GREGG**, **JACKSON**, and **FRIEDENAUER** opposed.

3. Appointing an Acting Manager (Added during approval of the agenda)

Motion: **CASE** moved that "Mayor Hill be named acting manager for the period Dec 6-31 inclusive," and it was seconded by **LAPHAM**.

Following debate, **CASE** called for the question.

The manager asked for a brief recess, and it was called by Mayor **HILL** without objection from **CASE** or other assembly members.

Following the recess, Mayor **HILL** announced the borough clerk agreed to serve as acting manager in accordance with the assembly-approved organization chart. This negated the need to appoint another individual.

Motion: **CASE** moved to "table the main motion indefinitely," and it carried unanimously.

4. Discussion of Reallocation of Community Chest funds (added during agenda approval)

Motion: **JACKSON** moved to "take the returned Community Chest funds and bring the organizations who are funded by the General Fund up to the 90% level," and the motion failed 3-4 with **FRIEDENAUER**, **LAPHAM**, and **CAMPBELL** opposed and the mayor breaking the tie in the negative.

Motion: **LAPHAM** moved to "reconvene the Community Funding Committee to consider the \$14,500 additional Community Chest funds," and it carried with **GREGG** and **CAMPBELL** opposed.

14. PUBLIC COMMENTS – moved to this spot without objection because of the executive session.

GOLDBERG – The planning commission would like the assembly to revisit the idea of a publicly-owned heliport

DENKER – Wished **SOSA** and his family all the best.

HALLETT – Supports the Planning Commission's request for consideration of a heliport developed by the borough. He encouraged long-term planning concerning heliskiing.

TURNER – Thanked **SOSA** for his time and wished him well. It has been a pleasure working with him.

TUYNMAN – Thanked **SOSA** for the way he helped to increase public awareness.

11C5. Executive Session – UPDATE ON CUP LAWSUIT

Motion: **CASE** moved to "go into executive session as allowed by AS 44.62.310(c)(1) and Haines Borough Charter Section 18.03 to discuss follow-up actions regarding the court's decision and comments on the Plachta heliport CUP lawsuit; this matter qualifies for executive session because a public discussion may adversely affect the finances of the borough; the borough manager and borough clerk are requested to attend," and it was seconded by **LAPHAM**.

The motion carried 4-3 with **FRIEDENAUER**, **GREGG**, and **JACKSON** opposed and the mayor breaking the tie in the affirmative.

Present: Mayor Hill; Assembly Members Lapham, Jackson, Campbell (via telephone), Friedenauer, Case, and Gregg; and Borough Manager David Sosa, Attorney Patrick Munson (via telephone), and Borough Clerk Julie Cozzi. The executive session convened at 9:24pm and ended at 9:58pm

When the assembly came out of executive session, Mayor **HILL** announced the meeting unfortunately had to end without finishing the agenda due to the requirement in HBC 2.10.010(D) to end the meeting by 10:00pm unless a motion is made by 9:30 waiving that rule. No such motion had been made; therefore, the meeting was adjourned since it was 9:59pm.

12. CORRESPONDENCE/REQUESTS

- * A. Letters Supporting Senior Center – M. Ward, P. Phillips, D. Peck, M. Wilson, and G. Haisler
- * B. Email Opposing Skier Day Expansion – S. Goll
- C. Request for Action re. Police Chief Recruitment – Public Safety Commission
- D. Email Declining Additional Funding – HARK

13. SET MEETING DATES

14. PUBLIC COMMENTS (moved ahead of the executive session)

15. ANNOUNCEMENTS/ASSEMBLY COMMENTS

16. ADJOURNMENT – 9:59 p.m.

ATTEST:

Janice Hill, Mayor

Julie Cozzi, MMC, Borough Clerk

ACTING MANAGER'S REPORT

DATE: December 15, 2015
 TO: Mayor and Borough Assembly
 FROM: Julie Cozzi, Acting Manager

Administration

- **Acting Manager:** Once again, I find myself serving as acting manager. I agreed to fill this role to allow the assembly to concentrate on hiring an interim manager. Frankly, I am disappointed that this matter was getting so wrapped around the axel that I felt I had no choice but to step up. I do appreciate all of the expressions of support I have received, and I will do my very best. On a personal note, it has come to my attention that it has been said my health will not allow me to serve as interim manager. Let me assure the community that is not true. My health is just fine. Plain and simple, I just do not wish to serve again as the interim. I was hired in early 2003 to be the borough clerk, and that is how I wish to serve the citizens of this borough. I am confident the assembly will make hiring decisions with the best interests of the borough in mind.

It has been said many times that we have a great group of borough employees who will keep everything functioning, and that is indeed true. The borough manager position is in large part one of facilitation. As acting manager, I am doing what I can to assist our hard-working professional borough employees. Whether making decisions, giving advice, answering questions, signing documents, pitching in on a project, or just providing a listening ear, I understand how important it is to help out and then get out of the way so the professionals can do their jobs. I'm so proud of each person I work with, and each time I have served as manager I have gained more insight into the high caliber of people we Haines citizens are fortunate to have providing services for us.

- **My Schedule in January:** I will be out of the office January 5-18. If an interim manager is not in place by that time, the organization chart provides that the other borough officer, Finance Director Jila Stuart, will serve as acting manager until my return. I just want you to be assured that there will be continued leadership through this period.
- **Acting Borough Clerk:** Deputy Clerk Krista Kielsmeier is serving as acting clerk during the time I am acting manager. I have every confidence in her abilities. Obviously, I will be here to assist, as needed.
- **Interim Manager Hire:** Seven applications were received by the deadline, and I forwarded them to the assembly. This position was advertised with an application deadline of "5:00 pm, Friday, December 4, 2015, or thereafter until filled." What that means is those applications received by the deadline will be the ones first considered. However, if the position is not filled from that group, then any late applications may then be considered. We are continuing to accept applications in the event that proves to be the case. We have so far received two applications after the deadline. The Personnel Committee meets Friday, December 11th in the assembly chambers with one of the agenda topics being a discussion of the applications. Conceivably, the committee could end up with a short list to recommend to the assembly for a closer look, including interviews. The committee has been reviewing applications and calling references. I discussed with Mayor Hill the potential for the assembly to schedule a special meeting to make a hiring decision following interviews. A good possible date for such a meeting would be Tuesday, December 29th, so I encourage the assembly to keep that in mind should they be ready to take action prior to the January 12th meeting.

- **Executive Search Firms**: The borough received three proposals from executive search firms to assist the borough in hiring a chief of police and a borough manager. The Personnel Committee will also discuss these proposals with the possibility of making a recommendation to the assembly on December 15th. The committee has been calling references on these firms, as well. If the assembly ends up scheduling a special meeting on December 29th to hire an interim manager, a decision about an executive search firm could be included on that special meeting agenda.
- **Borough Attorney**: The borough's legal services contract is with the firm Boyd, Chandler, & Falconer LLP. Brooks Chandler is the attorney designated as the Borough Attorney. He and Patrick Munson (one of the firm's attorneys sometimes tasked with assisting him with Haines Borough matters), are tentatively planning a trip to Haines in January or February. The purpose of this visit will be to acquaint the assembly and staff with duties of the Borough Attorney, current legal issues, and other information of relevance. We will make those dates known as soon as they are firmed up.

Economic Development/Tourism

- **Lobbyist**: The FY16 budget contains funds to hire an individual or firm to provide state lobbying services for the borough. A request for proposals has so far produced two responses, but there may be others by the 4:00pm, December 11th deadline. The assembly will need to review the proposals and make a decision. If the assembly ends up scheduling a special meeting on December 29th to hire an interim manager, a decision about a lobbyist should definitely be included on that special meeting agenda. Time's a wasting since the next legislative session begins January 19th.

- **Tourism Director's Report**:

Marketing - The Tourism Department is finishing text and images for the 2016 Visitor Planner. It should go to print at the end of the month.

We have just sent out most of our major annual and winter publication advertisements. Recently we have had prominent media presence in Audubon Magazine, Sunset, Yukon Publication- North of Ordinary. We have prominent places for the annual publications of Northwest Boat Travel (the bible for boaters to Alaska) we are featured greatly on the inside and back cover. We are also on the back cover of the Milepost, Road Trip, and the German/Yukon travel guide. We have good coverage in all of the Alaska Highway publications, as well.

Projects - We are trying to close out both the Picture Point Acquisition Grant and the Wayside Grant by the end of the month. The pavilion is under construction, stairs built, picnic tables and BBQs ordered.

The Tourism Director has been working on the Business Retention and Expansion program with the Chamber and CIA, this project is temporarily on hold until we have more support to continue. The Chamber has put in for a Vista appointment to help us proceed.

We are trying to collaborate with Southeast Independent Living to apply for a grant to purchase an ADA accessible van that can be jointly used by SAIL for daily transportation for those in need and on ship days for Tourism to use to transport those in need on tours and downtown. This application goes in on December 9th and we will be looking for borough support to move this well needed project forward.

Finance

- **Governor's FY17 Budget**: Governor Walker released his proposed budget yesterday. It is available at: <https://www.omb.alaska.gov/html/budget-report/fy2017-budget/proposed.html>

Staff looked at the budget with Mike Lewis from ADEC. It looks like even though the current appropriation in the Governor's FY17 budget for the Municipal Matching Grant Program (MMG) is \$0, there is mention of the possibility the program may be funded with approximately \$4 million of re-appropriated MMG funds from previous years. It is our understanding (and hope) that the Haines Borough's application for ADEC funding for the wastewater treatment facility is ranked high on the list. We are cautiously optimistic that Haines has a favorable chance of being funded if the program is funded.

- **Legislative Priorities and CPSIS**: A resolution to adopt the FY17 legislative priorities is on the December 15, 2015 agenda. It reflects the items/order recommended by the Government Affairs & Services Committee. Time is very short for adopting this, so it is not advisable to delay it. As mentioned previously, the legislative session begins January 19th. Additionally, staff will need to begin entering information into the Capital Project Submission & Information System (CPSIS), and there is a fair amount of work involved with that. Boards and committees will still have an opportunity to submit suggestions for the local budget priorities. The borough's FY17 budget process will kick off in January.
- **Union Negotiations**: The current collective bargaining agreement ends on June 30, 2016, and negotiations for a new contract are scheduled to start ramping up in January. The borough's team typically consists of the manager, mayor, finance director, chair of the personnel committee, and the borough clerk (as recorder). An additional member, likely the director of public facilities, may be added.

Lands-Assessment-Planning & Zoning

- See the attached status report

Public Facilities

- See the attached status report

Haines Borough Lands Department

P.O. Box 1209
Haines, Alaska 99827
Phone (907) 766-2231 (ext. 33)
Fax (907) 766-2716



December 11, 2015

Assessing Update:

- *The Purchase Agreement, and Warranty Deed for Lot 5, Meacock Subdivision III are prepared and ready for signatures upon Mr. Meacock return to Haines.*
- Change of ownership deeds are being processed and will be completed by 12-15-2015.
- *The 2015 assessment cycle fieldwork that started at the U.S./Canadian border with auditing, updating, & tracking account information as recommended by Office of the State Assessor (OSA), is at a pause. The assessment cycle fieldwork will continue after site inspections for 2015 "new & improved" real property accounts are completed with value changes entered for 2016 Tax roll. The "new & improved" accounts are tracked by building permits & construction declarations and updated annually in the fall.*
- I have had an ongoing dialog with the OSA ever since the last full time Assessor retired in 2010-11. While the OSA is concerned about the status of the Haines Borough Land Department... I have communicated that changes have been made to the assessment process as recommended in the past two audits and there **is** forward progress in getting the process up to IOAA, and AAAO standards. *The biggest obstacle is the implementation of a Full CAMA system, or Semi-CAMA system that enables routine "Mass Appraisal" borough wide. (A Full CAMA system has been researched in the recent past and found to be too expensive.)* The OSA directed small municipalities like Haines to use a Microsoft Access, Semi-CAMA system developed in Ketchikan. There was supposed to be a cost-sharing option & tech support, for the user group(s) that bought into the program. The program ran into roadblocks with an administration change in Ketchikan. A more detailed report addressing the status of the Haines Borough Land Department with recommendations by the Assessor is in the works.

- ITEMS REPEATED FROM PAST REPORTS:

Schnabel's future Front Street development project is down to clarifying "cloudy title" by the property owners involved.

*Note: The following topic presented with this development notice is a "Red Flag" in my opinion:

From Greg Schlachter email 8/19/15...

Lot 1, Block 21, beginning at 180' from the Southwest Corner of Lot One continuing to Pier head Line of No. 2 (Tidelands Survey

Haines Borough Lands Department

P.O. Box 1209

Haines, Alaska 99827

Phone (907) 766-2231 (ext. 33)

Fax (907) 766-2716



No. 30 Tract B): This is a long sliver of property extending from Lot 1, Block 21 that currently shows Borough ownership in Borough records. We have a deed stating transfer from John Schnabel to Roger Schnabel in 1992 (attached). Please provide verification of ownership.

The parcel described crosses the Small Boat Harbor breakwater rubble mound on the NW side of the boat launch & grid. If there was transfer of ownership of this parcel in 1992, it was after the breakwater rubble mound was built, and the breakwater is within this parcel's lot lines. It is questionable that the local governments would either build on private land prior to construction, or sell part of the breakwater after its completion. I believe private ownership is questionable at the very least making clear chain of title a necessity.



Memo

Public Facilities

Date: December 11, 2015
To: Julie Cozzi, Acting Manager
From: Brad A. Ryan, Director of Public Facilities
Re: Project/Facilities Update

Senior Center Building Discussion

As the Director of Public Facilities I think a joint building for seniors and the preschool would provide a service to two of our most vulnerable populations in Haines. This location is ideal for both populations due to easy access and adjacent properties such as the Senior Village and Tlingit Park. In addition, if we had a permanent home for the Chilkat Valley Preschool (CVP) we could eliminate the need for the Human Resources Building without having to leave the CVP homeless. I have talked with the engineers for the new heating system and they feel the heating system should not have any issues with the additional 1,000 square feet. It is also important to note that the Alaska Energy Authority funded the pellet boiler system for this building and they are planning on providing additional upgrades to improve efficiency.

I also want to address the economics of the Senior Center Building. The borough is currently managing the building and paying all of the utilities while collecting the rents to offset the cost of the building. It is my judgement that if we could get a joint building and have the CVP manage it the total cost of the building to the borough could be significantly reduced. Even if the borough continued to pay utilities having CVP manage the building and promote the use of the building for the community could reduce the cost of staff time and increase the rents collected to offset the cost of utilities. Currently utilities run between \$10,000 to \$14,000 year with rents being around \$10,000/year.

Background: I have provided the following summary of activities for any of the Assembly members who may not have been following the issue closely.

Shortly after I started as the Director of Public Facilities I was asked to participate in discussions with the Haines Senior Center Board and the management of the Senior Center Building. These discussions led to the Haines Senior Center Board declaring they were insolvent and needed \$30,000 additional funding immediately to continue managing the building. The Borough was not able to fulfill this request so in agreement with the Haines Senior Center Board the Haines Borough approached Southeast Senior Services (SESS) who administer the lunch program to see if they wanted to manage the building. SESS did not want the management of the building and therefore the Haines Borough took over management of the building.

The management of the building was assigned to public facilities and David Sosa directed me (Brad A. Ryan) to look for a group to take over management of the Senior Center Building whose mission would be to utilize the building for the community. Around the same time the Chilkat Valley Preschool (CVP) lost their agreement with the Haines Borough School District and were exploring options for a new home so I began talks with the CVP to see if they would be interested in a joint use of the Senior Center

Building. This spurred a series of discussions with CVP, SESS, the Senior Community, and the Borough (Brad Ryan and Dave Sosa for one meeting).

The result of these discussions resulted in the MOU that was read at the Assembly meeting on December 1st, 2015. While the MOU may have been a little off base because the borough played a large role in the MOU and was not a signature on the MOU it was an agreement from CVP and SESS with considerable input from the Senior Community about how they would like to see the Senior Center Building utilized. That has resulted in a resolution and an ordinance for the Assembly to consider.

The primary deliverable from this agreement is that CVP would like a 1,000 square foot addition to the Senior Center Building to house the CVP. As a show of commitment CVP committed \$50,000 to get the addition started if the Haines Borough will agree to the expansion. The CVP will also commit more funds to the expansion and seek grant funds as soon as the Haines Borough commits to the expansion. CVP is also willing to take over management of the Senior Center Building subject to an approved management agreement with the Haines Borough.

Human Resources Building

If the expansion of the Senior Center is a possibility the CVP would like to extend their use of the Human Resources Building through June 2017. In anticipation of this request I have talked with Ed Bryant about the cost of the Human Resources Building to the Borough if the Assembly approved this request. He estimated the total cost for an additional year to be \$2,350 (50 hours at a fully loaded rate of \$47/hr.) for the year since the CVP pays for all utilities. The exception would be if there was an unforeseen maintenance issue such as a plumbing failure.

Mosquito Lake School

At the direction of David Sosa I was asked to work on an MOU with the Friends of Mosquito Lake School (FMLS) for use of the Mosquito Lake School Building. I have been exchanging a draft MOU with the FMLS and we have come to a mutually agreeable MOU for the Manager to review.

Sledding Hill

Trees have been removed and the stumps have been cleared. Donnie Turner with his own funds and equipment has smoothed out the hill and made it look excellent.

Piedad Water Transmission Line Replacement

The bid documents for a new transmission line and water treatment facility have been released and the bids close on January 6th 2016.

Picture Point

Stairs have been constructed behind the bathrooms for access to the beach. I had a site visit with the contractor for the Gazebo and the lumber is being prefabricated in his shop and looks good.

September Statistics

Visits: 8,178

Monthly Circulation: 8,485

Internet Use: 1,664; Wi-Fi: 2,060

Library Programs: 40, Attendance: 509

Non-Library Programs: 6, Attendance: 61

Meeting Room Reservations: 27; Attendance: 228

October 28, 2015**Director's Report****Updates:**

- As you know, HBPL was invited to participate in the StoryCorps @ Your Library project with the Juneau Public Library. To date, 20 oral histories on the theme of Alaska Native educational experiences have been recorded. Thirteen of these recordings were from Haines and Klukwan. The recorders from Juneau said, "It has been a culturally rich and transformational listening experience. We were thrilled with the number of interviewees from the Haines area." (Yeah, Haines!) The project and some stories will be shared at the upcoming Clan Conference, *Sharing Our Knowledge*, in Juneau on October 29th, 30th and 31st." Lieutenant Governor Byron Mallot graciously agreed to record a public service announcement about the project which has played on KTOO and KHNS.
- On October 20 and 21, the library hosted the third Cultural Exchange program as part of their Native American Library Services Enhancement grant project. During the two day event, presenters and participants came from Hoonah, Juneau, Haines Junction, Carcross, and Whitehorse. Presentations included Tagish Stories, Songs and Prayer; History and Connections from the First Nations; Weaving and Storytelling; Understanding Tlingit Placenames; Gei San dancers; and a performance by Vision Quest, a First Nations Hip Hop group from Whitehorse. The event was planned to celebrate the launch of the Storyboard Online Game, a major part of our current project, developed by Erik Stevens. Over 450 people participated in the forums and events over the two days. Many evaluations referred to plans for participation for next week. Big thanks to Jessie and Jolanta for their extra efforts in making this event a huge success!

Grants and reports:

- I am currently working on the first-year narrative and financial reports for our Enhancement grant project which is due November 1.
- We are beginning discussions on whether or not to submit another Enhancement grant proposal. Needs assessment would need to begin in December in order for us to gather information by the proposal due date of March 1, 2016.
- Jolanta Ryan's 90 day hire is up at the end of this month. I will be checking with Dave about keeping Jolanta on for another 90 days to assist with upcoming Enhancement grant projects and assessments.

Haines Borough Public Library

Special Events:

- The Lighting of the Library is scheduled for Saturday, November 28th from 4-6pm. The library will be closed that day until 4pm when the festivities begin. The raffle this year is for 3 chances to win 100 gallons of home heating fuel. Please consider selling raffle tickets for this fundraiser.
- The library will also be closed on Nov. 11 for Veterans Day and November 26 & 27 for Thanksgiving.

Chilkat Center for the Arts

A Community Facility Operated by the Haines Borough

(907) 766-3573

facsimile (907) 766-3574

E-mail business@khns.org

Facility Administration Report November 2015

Usage:

We may have yoga returning to the Chilkat Center this winter. There has been renewed interest in the Dance Studio, especially since Jujutsu put so much love into a new look, so we may have a couple of weekly classes in the new year.

Rivertalk returned November 5th. Story telling at its finest: 7 minutes, 7 people, 7 dollars.

Haines Arts Council is exploring doing a monthly film during the winter months this year so we are looking at numbers and prices to see if it is viable.

The Foundation for the Chilkat Center has ordered some additional equipment for sound and lights with the balance of their grants and those additions will be integrated into the system over the winter.

I expect December to be relatively slow with many classes taking off for the month and/or the holidays but we do have a number of events already on the books (see below).

Upcoming events:

Dec 7th – School Concert

Dec 9th – K – 4 School Music Festival

Dec 10th – HAC hosts film

Dec 17th – Haines Restoration Meeting

Dec 19th - The Holly Jolly Follies

Dec 23rd - private function

Dec 24th – Church Services on Christmas Eve

Maintenance:

Thanks to Andus and Ed, (always responsive) for:

- Replacing some of the battery driven exit signs. Ghostly beeping now down to a minimum.
- Filling in cracks in the walkway asphalt in front of the building

Submitted by Facilities Manager, Kay Clements, November 2015



Chilkat Center for the Arts			
11/30/2015			
Contact	Function	Participants	Amount
	Dance Studio		
Chorus Bishop	Jujutsu - October	146	\$442.50
Marilyn Harrold	Tai Chi	30	\$150.00
	Lobby		
Well and Fit	Morning Muscles	53	\$105.00
St Michael's	Sunday Services	80	\$375.00
Well and Fit	Strength and Stretch	82	\$135.00
Haines Arts Council	Film event	50	\$100.00
LCCP	Rivertalk	60	\$75.00
	Conference Room		
FCCA	Board meeting	7	n/c
KHNS	no meeting in November		n/c
CCA	Board Meeting	6	n/c
	Auditorium/ Basement		
	Miscellaneous		
Thom Ely	Table rental		\$50.00
	November Totals	514	\$1,382.50

Sheldon Museum and Cultural Center

Director's Report: November 2015

November Visitor count: 313

November Volunteer hours: 60 hours (10 people)

Student Programs: 1 Doll Fair (43 children), 2 Junior Curator Programs (6 children are participating in the program)

Collections Cataloged: 21

Research Requests: 1

Programs, Events and Staff Training

- November 6, 5-7 p.m.: 'our voices are still heard on our grandparents' land' exhibition opened in the Hakkinen Gallery. Attended by 66 people. Gei Sun Dancers performed.
- November 10, 1 p.m.: Celebrated the Marine Corps Birthday. Cake by Carol Clifton. Attended by 8.
- November 21, 1-3 p.m.: 38th Annual Doll Fair attended by 43 kids and 42 adults. Crafts included mini milkshakes, white bread clay for making mini foods, mini cereal boxes and mini cell phones. Dress up, mini fort, and paper dolls as well. One child overheard saying, "This is the best doll fair EVER!"

Administration:

- Director's computer's hard drive died during routine upgrades. Moved new collections laptop (purchased with a grant for working on collections in storage) into director's office and loaded it with graphics software as an interim solution until new staff computers can be purchased.
- We received two grants:
 - \$6,691.05 from Museums Alaska for Collections Management Fund, Round 2, to pay for the winter intern.
 - \$1,200.00 from Chilkat Valley Community Foundation for Archives Accessibility project, to purchase acid-free file folders for rehousing the Alaska Indian Arts archives as they move into the museum.
- Will acquire Takshanuk file cabinets Dec. 11, as part of the reorganization of staff office areas.
- Asked Harriet Brouillette and Rhys Williams if they would join the Museum Board. They both said yes, but still need to complete required paperwork.
- Alaska Bald Eagle Foundation requested a mid-December meeting about streamlining the summer museum passes.
- Wrote letter of support for a Paper Conservator at the Alaska State Museum to be available for state-wide use.
- Emailed Corey Wall and asked when we would see the final design for upgraded museum. Once again, was promised it would come "soon."

Exhibits

- **KHNS 35th Anniversary Exhibit:** closed and deinstalled.
- **Zach James' Formline Exhibition 'our voices are still heard on our grandparents' land':**
Formline Exhibit (guest curator Zachary James): November 6 – December 11, 2015
 Designed graphics and posters for the show. Pulled objects. Edited narration and labels. Moved cases and other exhibit infrastructure. Wrapped pedestals. Designed and constructed mounts. Printed and mounted text. Assisted with mural painting. Processed loans. Scheduled school groups for educational activities related to the exhibit.

- **Harry Potter's World Exhibit:** Designed and distributed posters, designed window banners and bookmarks. Started scheduling programming. Research on related topics: renaissance medicine, wonder cabinets, etc. Researched exhibit, and local component (Alaskan explorers, early scientific and ethnographic collectors). Began text for interpretive signage. Began exhibit planning: room layout, objects to use, etc. Visited American Bald Eagle Foundation to select loans from their exotic animal collection. Arranged with community members for additional loans. Arranged borough van to pick up items. Communications with the National Library of Medicine for shipping logistics.
- **Six-Week Spotlight 2016-2017:** Applications due December 31 for next round. Followed application process in Mail Chimp. At time of this report 29 people of 52 opened the invitation, 3 opened the application. Nobody requested to be unsubscribed from the list, indicating interest in this type of communication system. One application has come in so far. Recruited Tom Bennett of the Alaska Heritage Museum in Anchorage as our outside judge for applications.
- John Carlson reviewed logistics of moving lighthouse lens and cabinet, U-cabinets and curved walls. (As part of changes to the upstairs gallery.)

Collections

- **Storage Upgrades:** Compactor shelving from Juneau – removed from State Office Building November 12-16. Shipped to Haines November 30 as a donation by Alaska Marine Lines. Museum staff cleared out the KHNS exhibit. Transported large collection items in lower gallery “visible storage” to alternative temporary storage in old gift store space and in lower office to clear space for curved wall destruction and compact storage installation. Borough facilities staff cut up two large exhibit walls and removed them. Wall patching, priming, painting two lower gallery walls that will be inaccessible once the shelving is installed.
- **KHNS History Talks, 8:45-9 a.m. every other Tuesday morning:** 11/10 - discussed the history of the Alaska Chilkat Bald Eagle Preserve; 11/24 - discussed history of Thanksgiving
- Pat Noonkaster items: Made contact with Pat about two items. Contacted AK Marine Highway’s Judith Green to inquire on possibility of items being from the Ferry collection of art previously displayed on the ferries. Donation was accepted without information. She is researching the matter.
- Gate Valve
 - In conversation with Mark Rollins at SHPO for clearance on getting gate valve
 - In conversation with Kate Siftar at US Corps for clearance on getting gate valve
 - Following lead on different gate valve (at fuel terminal) that could be acquired for far less paperwork and time
 - Arranged for receipt of 50 copies of a gate valve brochure created by CEMML from the USACE; received
- Followed lead from John Hagen on rifle owned by Doc Allan, contacted donor and acquired rifle. (it was used on the dog sled that ran the mail out of Haines)
- SMCC Collections Management Policy does not address digital collections, which are a rapidly growing part of our holdings. Board notified by Coordinator of Collections that the policy needs to be updated.
- Procedures needed on how to verify that newly donated items do not breach any NAGPRA or other laws, as discussed in the SMCC’s Code of Ethics. Staff is investigating.

Archives

- Compiled general inventory of archival item types and numbers in preparation for move.
- Received Roger Hansen’s draft report on the Alaskan Masonic Club with a section on Haines, incorporating ephemera and information from our collection. He used 8 photos, 13 archival items and 1 library item from SMCC.

- Received book *Extreme Motoring: Alaska's First Automobiles and Their Dauntless Drivers*, written by Nancy DeWitt of the Fountainhead Antique Auto Museum in Fairbanks. SMCC received a copy as the final part of our usage agreement for her using a photo from our collection in the publication. The book will be cataloged.

Education

- **Junior Curator Program, Thursdays 2:15-3:15:** Painted the cabinet for the Harry Potter Exhibit (11/5); only one attended, so cancelled session (11/12); unpacked and described donated doll collection, arranged in cases for Doll Fair (11/19); Thanksgiving, so no JC (11/26)

Museum Store

- November Deposits = \$516.95 (store and bazaar)
- Two staff – Donna and Jessy - manned three tables at the Christmas Bazaar. It was the first time for both of them. They did a good job of transporting and displaying wares. Although sales weren't stellar, it did market the museum to the community.
- Signed up for the Community Ed Bazaar on Dec. 5.

Upcoming Activities

- Volunteer Appreciation Luncheon, December 4, noon, at the Aspen Hotel. Sandwiches and soup by Sarah J's.
- First Friday, December 4, 5-7 p.m.: Caroling with Nancy Nash in the holiday decorated museum.
- *New Archives and Research Area:* December 3-8 installation of compactor shelving units; December 28, Amy Lowery, Intern arrives. She starts work on the archives collection January 4, 2016. Transfer ceremony for Alaska Indian Arts collection to be scheduled in January.
- 'Through the Lens: the Changing Seasons of the Alaska Chilkat Bald Eagle Preserve' event with Joe Ordoñez for December 17
- *Harry Potter's World* Exhibit Opens December 19, 2015-January 30, 2016
- 2016 Brown Bag lunch series, Fridays, Jan. 8 – April 29, 2016
- *Six Week Spotlight: Kerry Cohen:* Feb 5-Mar 19, 2016
- *White Fang Exhibit:* April-May 2016

Unscheduled:

- Reprint "The Tlingit" by Wallace Olson (fall 2015?)
- Totem Pole book/brochure (2016?)
- *MRV Architects:* Final concepts in Public meeting

Future Funding Needs

- Server is in need of replacement. All technology needs to be rethought and upgraded.
- Public Bathrooms need to be upgraded and made to meet ADA requirements (CIP request)
- Painting building needs to be completed. (Maintenance funds)
- Grounds improvements – plantings and water access to museum.
- More space needed – building expansion.

**Approved Minutes
Haines Borough Public Library Board
October 28, 2015
4:15 PM**

The mission of the Haines Borough Public Library is to be responsive to community needs by assembling, preserving and providing access to materials, information, and technology. The Library offers an environment conducive to providing programs, sharing information, and stimulating ideas. HBPL is a community gathering place where all ages are welcome.

Call to Order - 4:15pm

Present - Heather Lende, James Alborough, Dick Flegel, Patty Brown, Lorrie Dudzik, Vanessa Salmon, Erik Stevens

Excused - Anne Marie Palmieri, JoAnn Ross Cunningham, Tracy Wirak

Additions or Revisions to Agenda - Add OWL to items for discussion. Amend minutes to add **capital campaign meeting to be chaired by Rebecca**

Consent Agenda Items

The following items are consent items for final action to be taken on all by a single vote. Any item may be removed for separate consideration if necessary.

- Approval of Agenda
- Approval of Minutes 9/30/2015
- Director's Report

Dick/Heather moved/seconded to approve minutes as amended. Approved unanimously.

Items for Discussion

- Virtual desktop assessment follow-up – Erik led a discussion as to the advisability of the library becoming included in the virtual desktop program and assessment. It was moved/seconded by Heather/James to respectfully decline the opportunity to participate in the assessment. Passed unanimously.
- Review of 3D rendition of new building plans - We viewed and liked the 3D plans. Capital campaign committee needs to meet to get consensus on the new plans. Building committee will meet first, possibly Thursday or Friday.
- Capital Campaign planning dates - Will be determined after building committee meeting.
- OCLC (Online Computer Library Center) and library name - James/Vanessa moved/seconded to change library name in the OCLC to Haines Borough Public Library.
- Copier prices for non-profit groups during the winter - We will keep our current policy.
- Interlibrary loan policy change - Heather/ Dick moved/seconded to eliminate the fee for interlibrary loans. Passed unanimously.
- Review of Board member terms - Dick and Lorrie have already turned in their paperwork to continue on the board for another term.
- OWL staff asked for comments to be added to a report to the legislature regarding intent language included in last year's funding of OWL which reads: "It is the intent of the legislature that libraries utilizing Online With Libraries (OWL)

establish a fee structure that covers the cost of OWL in FY2017. Federal law says that libraries cannot charge for internet access if E-rate funds subsidize the library's internet services. Because we receive E-rate funding and will continue to do so, we cannot charge internet fees. Losing OWL funding would force us to re-evaluate our internet service which may include a reduction in bandwidth and potential loss of free WiFi service. Our library patrons would feel this loss immediately, as it is for many, the only access to the internet for job-seeking, income tax and PFD filing, retaining connections with family via email and participating in distance learning.

Other

- Raffle tickets - Board members took tickets to sell.
- Radio - October 30 - FOL, November 6 - Staff, November 13 - Vanessa, November 20 - Dick, November 27 - FOL

Board Comments - none

Director's Comments - Between Christmas and New Year's Day the library will close at 5:00pm. It will be closed all day on December 26.

Next Meeting - November 18, 4:15pm

Adjournment - 5:25pm

Tourism Advisory Board

Tourism Director:
Leslie Ross

Assembly Liaison:
Diana Lapham

MINUTES-APPROVED

Members:
Sean Gaffney
Karen Hess
Jeff Butcher
Scott Sundberg
Barbara Mulford
Rhonda Hinson
Michael Marks

Meeting Date: 10-21-15

Date of Approval: _____

Call to Order: A meeting of the Haines Borough Tourism Advisory Board was held at Assembly Chambers on 10-21-15. The meeting convened at 9:35 a.m. with Sean Gaffney presiding.

Members in Attendance: Sean Gaffney, Michael Marks, Jeff Butcher, Barbara Mulford, Leslie Ross, Tourism Director (ex officio) and Assembly Liaison.

Members Not in Attendance: Karen Hess, Rhonda Hinson and Scott Sundberg
Motion and second to excused absences. Approved-Unanimous

Others in Attendance: None

Approval of Agenda: Motion was made by Michael Marks to approve the Agenda. Second-Jeff Butcher. Approval: Unanimous.

Approval of Minutes: Approval of Consent Agenda approved Minutes

Public Comments: None

Chair Report: Sean Gaffney

- Cruise Ship Waiver to have language reworked at the Nov. 10th Assembly meeting.
- ATIA Conference provided the opportunity for Haines Tourism operators and Tourism staff to showcase Haines as an exciting cruise ship destination.
- Skagway Tidelands Lease was not approved by voters and it could delay the Panamax Dock construction. Cruise ships slated to use the Panamax Dock could be diverted to Haines.

New Business:

Local, State Priorities

- Haines Borough to draft a letter of support for the DOT to transfer road management of the Chilkoot Corridor to State Parks. The Borough will also consider providing funds for an additional State Parks employee or bear monitor at Chilkoot State Park.
- Haines Borough to draft a letter to the DOT to demonstrate the need for the Alaska Marine Highway System to post the complete Summer 2016 schedule in advance for visitors and tour operators to plan their schedules and to insure Ferries with large vehicle capacity are utilized.
- Request to have Local, State Priorities place on the next TAB meeting agenda.

ATIA-Golden Circle Chapter

- Its current officers are considering dissolving the GCC unless new officers are found to keep the organization running. The GCC has \$18,000 in funds which can be used to promote the area. Leslie Ross, Barbara Mulford and Jeff Butcher expressed an interest in becoming the new officers.

Old Business:

Title V - Minor Offenses progress

- TAB has reviewed 5 of the 25 sections and will meet on Nov. 9th to continue the process.

Tourism Director Update: Leslie Ross

- Departs Oct. 28th for the Alaska Media Road Show which will be Nov. 1-3 in Santa Barbara, CA and will have Ann Jacobson attend as an intern. The opening of the new Klukwan Heritage Center will be featured.

Board Comments:

- Jeff Butcher announced Avis car rentals will remain open during the Winter with several vehicles. He encouraged the Tourism Office to focus on Convention sales.
- Barbara Mulford shared the Chamber of Commerce has 5 vacant board seats and is looking for candidates.
- Leslie Ross mentioned that Jeff Butcher and Rhonda Hinson's board seats expire Nov. 2015.

Adjournment: Motion was made to adjourn. Second-Approval: Unanimous. The meeting adjourned at 11:25 a.m.

Next Meeting: Nov. 18, 2015 at TBA

Nov. 9, 2015 Minor offenses organizational meeting
MINUTES

• **CALL TO ORDER 10 A.M.**

Present: Don Turner, Mike Case, Bill Thomas, Deb Vogt, Ron Jackson, Mike Denker, Margaret Friedenauer.

No staff present

Audience: Carol Tuynman, Paul Nelson, Brenda Josephson, Dana Hallett, Karen Garcia (CVN)

Thomas appointed chair

Jackson appointed alternate

Friedenauer appointed secretary for this meeting pending request from borough for staff to record meetings

• **DISCUSSION**

Vogt asks how committee is going to approach task – what is scope of committee’s work?

Turner suggests dividing code into sections to tackle at each meeting and announcing each section in public notices so public can be informed of specifically what will be addressed at each meeting. **Turner** suggests public comment periods at beginning and end of each meeting.

Thomas suggests second meeting should include presentation. **Friedenauer** suggests borough attorney be present.

• **MOTION**

Denker moves “to hold next meeting at 10 a.m. Friday, Nov. 13 contingent upon borough attorney’s availability to present during that meeting.” **Jackson** seconds. Passes unanimously.

Friedenauer will communicate to staff that borough attorney and manager’s presence requested at next meeting.

• **DISCUSSION**

Case suggests committee members should all have same information available to them. **Vogt** points out non-assembly members cannot access wifi in assembly chambers to access documents online. **Turner** requests documents in hard copy.

Friedenauer will communicate with staff about access to documents and wifi.

Denker says the committee should include in their work more than just list of offenses.

Jackson concurs. Says the legal and “incendiary” language in intro of ordinance is of public concern.

Conversation returns to presentations expected at next meeting. **Vogt** wants to know how attorney crafted memo, what information was used. **Denker** wants to know what the borough staff tasked the attorney with researching.

Turner suggests public comment for meetings consist of two periods – one at beginning of meeting and one at end of meeting of two to three minutes for each person. Committee concurs with three-minute time limit per person.

• PUBLIC COMMENT

Thomas opens public comment period.

Nelson says he has questions he'd like to ask borough attorney at next meeting. **Thomas** responds public comments and questions for attorney can be submitted to committee members to ask. Questions for attorney can also be submitted during public comment period.

Nelson says he alleged at last borough assembly meeting that the manager violated oath. He says he appealed assembly decision on ordinance to Superior Court but assembly never saw information on appeal. Suggests assembly/committee should ask borough manager about appeal.

Denker requests committee members' email addresses be made available on borough website.

Hallett says he has submitted to assembly an analysis of committee meeting minutes and public notices. Requests this committee adhere to code and state law for recording minutes and make sure they are provided in timely manner.

Tuynman says she appreciates committee efforts and hopes for a civil discourse in process.

Denker requests public notices, meeting topics, agendas, etc. be posted on website with meeting notice and calendar.

Thomas says he wants committee meetings to run smoothly with public participation.

Friedenauer confirms with Chair that she will ask borough staff about availability of borough attorney and manager for Friday's meeting and possibility of having documents, public notices, email addresses, etc. posted on borough website.

Thomas will request staff assistance with recording meetings.

• MOTION

Turner moves to adjourn. **Vogt** seconds.

Meeting adjourns at 10:44 a.m.

Nov. 13, 2015 Minor offenses MINUTES

• CALL TO ORDER 10 A.M.

Present: Don Turner, Mike Case, Bill Thomas, Deb Vogt, Ron Jackson, Mike Denker, Margaret Friedenauer.

Staff: Haines Borough Manager Dave Sosa, Mayor Jan Hill, Assembly member Diana Lapham, Borough Attorney Patrick Munson via phone

Audience: Carol Tuynman, Paul Nelson, Brenda Josephson, Dana Hallett

• Agenda approved

• Minutes approved

•Public comment:

Nelson: Asked if the borough was going to list borough jobs on website.

Tuynman: Asked if audience will be allowed to ask attorney questions during presentation. (Advised questions can be submitted to the committee or asked after presentation.)

• Borough Manager Presentation

Sosa gives PowerPoint presentation previously presented at assembly meeting regarding minor offenses ordinance.

Case asks if under ordinance violators will get a notice before receiving any infractions. **Sosa** says those issuing citations will have discretion. Goal is compliance, so if infraction is not an imminent concern, warning may suffice.

Jackson asks if warnings will be based on policy or good judgment. **Sosa** says good judgment.

Vogt says there should be a reference in code to that flexibility – “shall” vs. “may.”

Denker asks if specifics on training for those issuing citations will be put in policy. **Sosa** says that would be put in policy as opposed to code.

Turner talks about pros and cons of paying offenses fines to court vs. borough. **Sosa** explains money would be paid to court to save on staff time and court would then cut a check to borough for fines collected.

Friedenauer asks about timeline for how long borough has been working on this. **Sosa** gives overview.

• Borough Attorney presentation

Munson explains background working with other communities on reworking local minor offenses after court rules changed in 2013. Says all communities have had slightly different results with minor offenses.

Munson explains there was not a court “ruling” that prompted these changes in state; there was a rule change that applies to what local communities consider “minor offenses.” Change is meant to help communities all use same legal terminology when addressing laws considered “minor offenses.”

Munson says his recommendation for Haines was a system that allowed court system to accept and process fines rather than an administrative process undertaken by borough staff. Skagway has adopted the administration model and he provided information.

Munson explains differences, pros and cons of borough admin. being allowed to issue citations as opposed to police only. If some admin. can issue citations, that means positions like harbormaster and planning tech would issue incident report to police, who would then investigate and issue citation if necessary. If citation is contested, that would take place in front of magistrate and both admin. and officer would have to testify. If admin. did have authority to issue citations, there would have to be training provided to them.

Case said the borough could provide proper training for issuing citations.

Denker asks if **Munson** has seen issues in other communities when minor offenses cited, enforced. **Munson** said he has not heard of any; but for most communities enforcement of minor offenses isn't a priority.

Vogt asks about first section of ordinance under General Penalty – 1.24.010. The harsh language here doesn't seem appropriate.

Munson says the language can be changed without changing legality of it, to make it more “palatable.”

Munson said if there is a minor offense the community doesn't want to enforce, it should be removed from the list, if it doesn't reflect “values of community.”

•Public Comment

Tuynman – Haines is homerule – how does that affect enforcement? Community wants to be involved as much as possible – there could be a citizen review board.

Nelson – wants Haines to consider what Skagway did with minor offenses. That would keep Haines in line with homerule status. Concerned with “bill of attainder” where ordinance says “is guilty.”

Josephson says when a minor offense is issued, a court record is still created for that person. Haines has experienced aggressive enforcement. Want to keep local efforts local while also wanting compliance.

• **MOTION:** Denker moves to schedule next meeting on Nov. 30, 10 a.m. Motion passed unanimously.

• **Committee Comments:** **Thomas** says next meeting will discuss language changes with attorney and set agenda for next meetings over what sections of ordinance to cover.

• **MOTION Denker** moves to adjourn. **Case** seconds. Meeting adjourns 11:45 a.m.

MINUTES
Public Safety Commission
Meeting Date: 11/16/2015
Date of Approval: 12/7/2015

Call to Order: A Public Hearing of the Haines Borough Public Safety Commission was held at the Chilkat Center for the Arts on 11/16/15]. The meeting convened at 5:30pm with Jim Stanford presiding.

Members in Attendance: *Judy Erekson, Judy Ewald, Kay Clements, Bob Duis and Jim Stanford, Assembly Liaison Ron Jackson. Chief Griffith Absent.*

Others in Attendance: *Manager Sosa, Vice-Mayor Lapham, Karen Garcia, Jillian Rogers, Jenn Walsh, Bill McCord, Evelynna Vignola.*

Approval of Agenda: Motion made by KC, JLE/2 to approve agenda. Approved unanimously

Approval of Minutes: Motion made by BD, JE/2 to approve the minutes of the September meeting 2015 meeting and forward to borough clerk. **Motion carried unanimously.**

Public Comment: none

Old Business:

- Report on HELP committee from BD –no meeting, no movement.
- Discussion on Klehini Fire Department drop in rating from an 8 to a 10, (worst possible rate) and effects on homeowner insurance costs as related by affected homeowners. Gunn- Kistler rates have doubled as a result of KVFD rating loss. Access to water sources, proper training and volunteer base identified as needing to be addressed. Chair requested input from firefighter Jenn Walsh on training importance and availability in Haines.
- Trustees of KVPD (Venables, Lapp and McGlaughlin) are monitoring but PSC would like to be better informed as to budget, expenses, management and training opportunities.

1) Motion: Moved by Judy Ewald that the Public Safety Commission contact the trustees and Chief of the Klehini Valley Fire Dept to meet with the PSC at a date to be determined. KC seconded.

Motion carried unanimously

Chair Stanford will write letter and organize meeting.

New Business:

1)Way forward with regard to search for new chief of police.

Motion: Moved by Jim Stanford, JEwald/2 urge the Borough to use a cost effective outsourcing of a consulting firm for the Police chief hire, ideally to include search for city manager simultaneously.

Motion carried 4 to 1: Stanford, Ewald, Clements and Duis in favor, Erekson opposed,

2) Chair asked for comments/input on PSC annual report to Assembly.

Erekson noted lack of follow through with reports from PSC getting to assembly and requested that be noted.

3) Minor Ordinances

Ewald suggested that the PSC revisit the minor ordinances under the PSC purview and forward input to Minor Ordinance Committee recently formed.

Announcements: none

Public Comments: Bill McCord reiterated that if the search had started in spring when the interim police chief was hired that we would be further ahead at this point.

Next meeting Dec 7th, 5:30pm

Adjournment: The meeting was adjourned at 6:35pm

*Kay Clements, Secretary
Public Safety Commission*

Mid-Year Report for the Public Safety Commission 12/8/2015

This report is a mid-year report summarizing the work and experience of the Public Safety Commission for 2015 and most of 2014. We were able to address a number of issues in spite of some difficulties in the lines of communication which will be addressed first, followed by the subjects addressed and the progress made. The commission will also provide an annual report at the fiscal year for the last six months.

The commission experienced a distinct lack of respect and consideration in our dealings with various borough and committee officials. Beginning with the hiring of the police chief, the commission, mandated by code to be involved in the hiring process, felt marginalized and disregarded. That pattern seemed to continue throughout the year with the commission having to assert itself into issues of direct public safety. If the Public Safety Commission is to be of value and service to the community, a way needs to be found to improve not only communication but the regard in which the commission is held. Time donated by volunteers is not to be treated lightly. We ask that the assembly use the commission in the capacity it was designed for and treat the reports and recommendations with due respect.

Issues addressed in 2015 and results:

- **Issue:** Police response to the outer borough was reviewed in light of short staffing with the state troopers. Neighborhoods impacted were looking at extended response times depending on troopers only. This was deemed particularly expedient in case of an emergency at one of the outer schools.
Action: Expedited placement of a second Trooper and a heightened awareness of the situation. No changes in Borough or state policies were enacted to facilitate this situation in future.
- **Issue:** after continued pressure, the commission was grudgingly involved in the hiring of the new police chief. This occurred during the interim management of the borough. Although mandated by code, the commission was marginalized in the hiring process.
Action: with the hiring of the borough manager, commissioners were able to be more involved in the hiring process but it was deep into the process. The resulting hire was not a good fit who left early into his tenure leaving Haines without a police chief and a very limited and disorganized staff. An interim chief was subsequently hired and the process begins again.
Action: The PSC also conducted a public hearing to solicit public input on what skills, experience, values and character the chief should have. The testimony and attributes were forwarded to the Manager and Clerk with the intention that this information will inform the Police chief hire.
- **Issue:** Then Mayor Scott suggested that domestic abuse was a public safety issue and recommended the commission look into it.
Action: The commission invited several community organizations that deal with this issue to speak to the commission on the subject and subsequently penned a recommendation to the Assembly that more borough support be shown to these organizations. Training was approved and paid for by the borough as a result.
- **Issue:** PSC involvement in disaster preparedness and response is ongoing. The commission was repeatedly frustrated in attempts to get direct information regarding this matter from both the borough and the committee charged with managing disaster response. The possibility of the

Mosquito Lake facility being used as a northern emergency center has not been significantly addressed.

Action: Commissioner Duis was appointed as liaison to the HELP committee and had hoped to be a conduit for information on the many issues with disaster response. The HELP committee met once during his tenure to date.

Action: The commission spoke to the Salvation Army and Red Cross who have many resources at their command to help with emergency situations of varying degrees. It is the commission's hopes that this subject of disaster response gets the attention it deserves in the near future.

Action: Grants with FEMA were researched to include continued community radio delivery which is still under advisement.

- **Issue:** Manager Sosa was directed by the State to consolidate minor offenses and set a fine schedule. The public found the process to be abrupt and challenged it repeatedly. At the direction of Mayor Hill, the PSC was directed to look at the public safety component.
Action: Results of the PSC review were forwarded to the Clerk and Manager but the recommendations were not received by the Assembly. The PSC would like the opportunity to work with the committee reviewing the minor ordinances and make recommendations directly as stipulated by code.
- **Issue:** The Klehini Valley Fire Department rating was downgraded to an ISO rating of 10, the lowest. Residents of the area brought this to the PSC's attention because of the direct effect on home and property insurance rates and because of the danger that increased response time entails. At the request of the Manager, the PSC has begun investigations and will continue to monitor the situation.
Action: Chairperson Stanford interviewed several parties involved with the Dept. as well as Stephanie Ruscansky, the ISO representative for Alaska. The determination that the inattention to proper paperwork with regard to training is the key issue followed by an inability to keep emergency water sources available for recharging the fire trucks.
The fire department has a paid chief and many volunteers who are appreciated for their commitment and service. The PSC recognizes that a minimal level of training is essential not only to protect the volunteers but the Borough as well. Therefore, the PSC recommends that the borough work to make training accessible to volunteers. Further research on how to keep water sources open and available during winter in progress.
- **Issue:** Cell phone availability during cruise ship dockings can overload the system triggering a 911 access problem. Solution to this seems to with reside cell phone providers. The PSC has just begun to explore the issue. No action taken as of this report.

Nov. 23, 2015 Personnel Committee

DRAFT MINUTES

• CALL TO ORDER 10 A.M.

Present: Diana Lapham, Mike Case, Ron Jackson, Dave Sosa, Margaret Friedenauer.

Audience: Tresham Gregg, Jillian Rogers (KHNS), Karen Garcia (CVN)

• MOTION

Lapham moves to appoint **Case** chair. No objection.

Friedenauer moves to appoint **Jackson** co-chair. No objection.

Lapham moves to appoint **Friedenauer** secretary. No objection.

Approval of agenda – **Friedenauer** asks to add discussion item on exit interview with **Sosa** before he leaves job.

Agenda approved – no objection

Case asks for any public comment. **Gregg** says he will wait to hear committee discussion.

• DISCUSSION

Review public safety recommendation to hire executive search firm to recruit new police chief. **Sosa** gives overview of four search firms. All about same cost with similar processes (\$18,000-\$20,000 base price for each search.) Three of the four firms also provide services to recruit managers. Could be cost savings if one firm does both searches. It's a 3-6 month process.

Other option for police chief search includes in-house, same process as in the past.

Questions from committee include how much staff time is normally spent on hiring process for such positions? What exactly are deliverables from a search firm?

Discussion of interim chief position. Sgt. Dryden will be acting chief, per collective bargaining agreement.

• MOTION

Friedenauer motions to recommend to the assembly an executive search for police chief be used in conjunction with manager search.

(Motion clarified to mean “executive search firm.”)

Case seconds.

Jackson amends motion to have cost estimates of using search for one or both positions provided at next assembly meeting. **Friedenauer** second. Amendment passes 4-0.

Main motion – passes 4-0.

• MOTION

Case motions to have borough spend up to \$1,000 to place total of four box ads in Fairbanks Daily News-Miner and Alaska Dispatch News for police chief and manager positions. **Jackson** seconds.

Motion fails – **Jackson, Case** – Yes

Lapham, Friedenauer – No

Sosa – Abstain.

• DISCUSSION

Three-stage hiring for manager discussed – acting manager, interim manager and permanent manager.

• MOTION

Friedenauer motions to move into executive session “as allowed by AS 44.62.310(c)(2) and Haines Borough Charter Section 18.03 to discuss potential acting manager candidates; this matter qualifies for executive session because it involves discussion of job performances that could prejudice character if held in an open meeting.” The manager is invited to stay for executive session.

Jackson seconds. Motion passes 4-0.

Executive session

• MOTION

Lapham motions to come out of executive session at 12:10 p.m. **Case** seconds.

• MOTION

Case motions to recommend **Mayor Jan Hill** serve as acting manager until Dec. 31, 2015.

Lapham seconds.

Friedenauer suggests the manager engage with mayor on discussion about salary, hours and workload. **Case** says he didn’t receive or ask for compensation when he served both roles previously.

Case modifies motion to allow for nominations. **Case** nominates **Hill**. **Jackson** nominates **Brad Ryan**.

Case asks for votes on motion for **Hill** as acting manager – **Lapham, Sosa, Case** vote yes.

Case asks for votes on motion for **Ryan** as acting manager – **Jackson, Friedenauer** vote yes.

• DISCUSSION

Friedenauer asks if **Sosa** would be agreeable to having an exit interview with assembly. **Sosa** agrees, suggests it should take place in executive session at next assembly meeting.

Case says committee should meet once a month.

Next meeting set for Monday, Dec. 14, at 4:30 p.m. in assembly chambers.

• MOTION

Jackson moves to adjourn. **Lapham** seconds.

Meeting adjourns at 12:25 p.m.

Dec. 4, 2015 Personnel Committee
DRAFT MINUTES

• CALL TO ORDER 12 P.M.

Committee members present: Ron Jackson, Diana Lapham, Margaret Friedenauer, Manager Dave Sosa.

Others in attendance: Mayor Jan Hill (chairing meeting), Assembly members Tresham Gregg, Mike Case

Lapham moved to go into executive session as allowed by AS 44.62.310(c)(2) and Haines Borough Charter Section 18.03 to discuss the Borough Manager's resignation and work performance; this matter qualified for executive session because it involved a discussion of job performance that could prejudice character if held in an open meeting.

Jackson seconded.

Assembly members **Gregg** and **Case** invited to join committee in executive session.

Lapham moved to come out of executive session at 1:25 p.m. Jackson seconds.

Jackson moved to adjourn. **Lapham** seconded.

Meeting adjourned at 1:25 p.m.



**Haines Borough
Assembly Agenda Bill**

Agenda Bill No.: 15-611

Assembly Meeting Date: 12/15/15

Business Item Description:	Attachments:
Subject: Adopt 2016 Assembly Meeting/Agenda Preparation Schedule	1. 2016 Assembly Meeting/Agenda Preparation Schedule, as proposed on 12/1/15 2. Revised Schedule, as requested by assembly
Originator: Borough Clerk	
Originating Department: Administration	
Date Submitted: 12/10/15	

Full Title/Motion:
Motion already on the Table: Adopt the 2016 Haines Borough Assembly Meeting Agenda Preparation Calendar.

Administrative Recommendation:

Fiscal Impact:			
Expenditure Required	Amount Budgeted	Appropriation Required	Projected Impact to Future Operating Budgets
\$ 0	\$ 0	\$ 0	N/A

Comprehensive Plan Consistency Review:
Comp Plan Goals/Objectives: _____
Consistent: Yes No

Summary Statement:
This schedule is recommended by the clerk's office and is intended to establish the assembly regular meeting schedule for 2016 and the agenda & packet deadlines. Special meetings may still be scheduled, as needed. On 12/1, the assembly discussed the need for the schedule to be revised to meet existing code requiring the agenda packet to be published at least five days before an assembly meeting. Adoption was postponed to this meeting to provide staff an opportunity to prepare the revision.

There is a motion to adopt already on the table. Therefore, the assembly may proceed with the vote or enter into additional debate. If the assembly decides to go with the revised schedule prepared by the clerk, an amendment motion would be in order to substitute the revision for the one presented on 12/1.

Referral:
Referred to: _____ Referral Date: _____
Recommendation: _____ Meeting Date: _____

Assembly Action:
Meeting Date(s): 12/1, 12/15/15 Public Hearing Date(s): _____
Postponed to Date: _____

2016 Regular Assembly Meeting Agenda Preparation Calendar

Topic or Item Description to Clerk's Office for Inclusion on Agenda - 12:00noon	Agenda Finalization Meeting - 3:30pm	Draft Legislation (Resolutions & Ordinances) to Clerk's Office - 5:00pm	All Other Packet Documents to Clerk's Office - 10:00am	Begin Packet Processing & Departmental Review - 8:00am	Packet Published & Distributed - between noon and 3:00 pm	Assembly Meeting - 6:30pm
<i>[Monday; a week plus a day prior to Assembly Meeting]</i>	<i>[Monday; a week plus a day prior to Assembly Meeting]</i>	<i>[Tuesday; one week prior to Assembly Meeting]</i>	<i>[Wednesday prior to Assembly Meeting]</i>	<i>[Thursday prior to Assembly Meeting]</i>	<i>[Friday prior to Assembly Meeting]</i>	
Jan. 4	Jan. 4	Jan. 5	Jan. 6	Jan. 7	Jan. 8	Jan. 12
Jan. 18	Jan. 18	Jan. 19	Jan. 20	Jan. 21	Jan. 22	Jan. 26
Feb. 1	Feb. 1	Feb. 2	Feb. 3	Feb. 4	Feb. 5	Feb. 9
Fri. Feb. 12 ¹	Feb. 12 ¹	Feb. 16	Feb. 17	Feb. 18	Feb. 19	Feb. 23
Feb. 29	Feb. 29	Mar. 1	Mar. 2	Mar. 3	Mar. 4	Mar. 8
Mar. 14	Mar. 14	Mar. 15	Mar. 16	Mar. 17	Mar. 18	Mar. 22
Apr. 6	Apr. 6	Apr. 7	Apr. 8	Apr. 9	Apr. 8	Apr. 12
Apr. 20	Apr. 20	Apr. 21	Apr. 22	Apr. 23	Apr. 22	Apr. 26
May 4	May 4	May 5	May 6	May 7	May 6	May 10
May 16	May 16	May 17	May 18	May 19	May 20	May 24
Jun. 6	Jun. 6	Jun. 7	Jun. 8	Jun. 9	Jun. 10	Jun. 14
Jun. 20	Jun. 20	Jun. 21	Jun. 22	Jun. 23	Jun. 24	Jun. 28
Fri. Jul. 1 ²	Jul. 1 ²	Jul. 5	Jul. 6	Jul. 7	Jul. 8	Jul. 12
Jul. 17	Jul. 18	Jul. 19	Jul. 20	Jul. 21	Jul. 22	Jul. 26
Aug. 1	Aug. 1	Aug. 2	Aug. 3	Aug. 4	Aug. 5	Aug. 9
Aug. 15	Aug. 15	Aug. 16	Aug. 17	Aug. 18	Aug. 19	Aug. 23
Sep. 5	Sep. 5	Sep. 6	Sep. 7	Sep. 8	Sep. 9	Sep. 13
Sep. 19	Sep. 19	Sep. 20	Sep. 21	Sep. 22	Sep. 23	Sep. 27
Oct. 3	Oct. 3	Oct. 4	Oct. 5	Oct. 6	Oct. 7	Oct. 11
Oct. 17	Oct. 17	Oct. 18	Oct. 19	Oct. 20	Oct. 21	Oct. 25
Oct. 31	Oct. 31	Nov. 1	Nov. 2	Nov. 3	Nov. 4	Nov. 8
Nov. 14 ³	Nov. 14 ³	Nov. 15 ³	Nov. 16 ³	Nov. 17 ³	Nov. 18 ³	Nov. 29⁴
Dec. 5	Dec. 5	Dec. 6	Dec. 7	Dec. 8	Dec. 9	Dec. 13⁵

¹ Day adjusted due to the Presidents Day holiday on the 15th

¹ Day adjusted due to the Independence Day holiday

³ One week earlier---the packet would come out prior to Thanksgiving Week

⁴ Date adjusted from 4th Tuesday to 5th Tuesday because of Thanksgiving

⁵ Only one meeting in December because of holidays

REVISED 2016 Regular Assembly Meeting Agenda Preparation Calendar

Topic or Item Description to Clerk's Office for Inclusion on Agenda - 12:00noon	Agenda Finalization Meeting - 3:30pm	Draft Legislation (Resolutions & Ordinances) to Clerk's Office - 5:00pm	All Other Packet Documents to Clerk's Office - 10:00am	Begin Packet Processing & Departmental Review - 8:00am	Packet Published & Distributed - between noon and 3:00 pm	Assembly Meeting 6:30pm
<i>[Friday prior to the packet being published]</i>	<i>[Friday prior to the packet being published]</i>	<i>[Monday prior to the packet being published]</i>	<i>[Tuesday prior to the packet being published]</i>	<i>[Wednesday prior to the packet being published]</i>	<i>[Thursday prior to Assembly Meeting]</i>	
Th. Dec. 31 ¹	Th. Dec. 31 ¹	Jan. 4	Jan. 5	Jan. 6	Jan. 7	Jan. 12
Jan. 15	Jan. 15	Jan. 18	Jan. 19	Jan. 20	Jan. 21	Jan. 26
Jan. 29	Jan. 29	Feb. 16	Feb. 2	Feb. 3	Feb. 4	Feb. 9
Feb. 12	Feb. 12	Tue. Feb. 16 ²	Feb. 16	Feb. 17	Feb. 18	Feb. 23
Feb. 26	Feb. 26	Feb. 29	Mar. 1	Mar. 2	Mar. 3	Mar. 8
Mar. 18	Mar. 18	Mar. 21	Mar. 22	Mar. 23	Mar. 24	Mar. 29³
Apr. 1	Apr. 1	Apr. 4	Apr. 5	Apr. 6	Apr. 7	Apr. 12
Apr. 15	Apr. 15	Apr. 18	Apr. 19	Apr. 20	Apr. 21	Apr. 26
Apr. 29	Apr. 29	May 2	May 3	May 4	May 5	May 10
May 13	May 13	May 16	May 17	May 18	May 19	May 24
Jun. 3	Jun. 3	Jun. 6	Jun. 7	Jun. 8	Jun. 9	Jun. 14
Jun. 17	Jun. 17	Jun. 20	Jun. 21	Jun. 22	Jun. 23	Jun. 28
Jul. 1	Jul. 1	Tue. Jul. 5 ⁴	Jul. 5	Jul. 6	Jul. 7	Jul. 12
Jul. 15	Jul. 15	Jul. 18	Jul. 19	Jul. 20	Jul. 21	Jul. 26
Jul. 29	Jul. 29	Aug. 1	Aug. 2	Aug. 3	Aug. 4	Aug. 9
Aug. 12	Aug. 12	Aug. 15	Aug. 16	Aug. 17	Aug. 18	Aug. 23
Sep. 2	Sep. 2	Tue. Sep. 6 ⁵	Tues. Sep. 6 ⁵	Sep. 7	Sep. 8	Sep. 13
Sep. 16	Sep. 16	Sep. 19	Sep. 20	Sep. 21	Sep. 22	Sep. 27
Sep. 30	Sep. 30	Oct. 3	Oct. 4	Oct. 5	Oct. 6	Oct. 11
Oct. 14	Oct. 14	Oct. 17	Oct. 18	Oct. 19	Oct. 20	Oct. 25
Oct. 28	Oct. 28	Oct. 31	Nov. 1	Nov. 2	Nov. 3	Nov. 8
Mon. Nov. 14 ⁶	Mon. Nov. 14 ⁶	Tue. Nov. 15 ⁶	Wed. Nov. 16 ⁶	Th. Nov. 17 ⁶	Fri. Nov. 18 ⁶	Nov. 29⁷
Dec. 2	Dec. 2	Dec. 5	Dec. 6	Dec. 7	Dec. 8	Dec. 13⁸

¹ Day adjusted due to the New Year's Day holiday on the 1st

² Day adjusted due to the Presidents Day holiday on the 15th

² Day adjusted from 4th Tuesday to 5th Tuesday because of Spring Break

⁴ Day adjusted due to the Independence Day holiday on the 4th

⁵ Day adjusted due to the Labor Day holiday on the 5th

⁶ One week earlier---the packet would come out on Friday prior to Thanksgiving Week

⁷ Date adjusted from 4th Tuesday to 5th Tuesday because of Thanksgiving

⁸ Only one meeting in December because of holidays



Agenda Bill No.: 15-612

Assembly Meeting Date: 12/15/15

Business Item Description:		Attachments:
Subject: Request to Authorize Temporary Addition of Areas to Ski Tour Map for a 2016 Special Competition Event		1. Resolution 15-12-650 2. Manager Sosa's Recommendation to Assembly 3. FWT Request for temp areas inc. map 4. FWT 2016 Permit for In-bounds Operation inc. map 5. ADF&G Letter to Manager
Originator: Borough Manager		
Originating Department: Administration		
Date Submitted: 12/2/15		

Full Title/Motion:
Motion: Adopt Resolution 15-12-650.

Administrative Recommendation:
Manager Sosa recommended approval of the request with conditions as outlined in his attached memo.

Fiscal Impact:

Expenditure Required	Amount Budgeted	Appropriation Required
\$	\$	\$

Comprehensive Plan Consistency Review:

Comp Plan Policy Nos.:	Consistent: <input type="checkbox"/> Yes <input type="checkbox"/> No
------------------------	--

Summary Statement:
As provided by HBC 5.18.080(G), the borough received a request from Freeride World Tour (FWT) for the temporary addition of specified Chunny, Caesars, and Takshanuk sites to the Haines Borough Approved Commercial Ski Tour Areas map for a special ski competition event in March 2016. After considering input from the ADF&G, Manager David Sosa recommended approval with several conditions as outlined in his memo to the assembly dated December 2, 2015. Knowing Mr. Sosa thoroughly considered his recommendation, the acting manager Julie Cozzi concurs. These temporary additions to the map are limited to the time period March 11-25, 2015, with the understanding the competition will not exceed six days plus one safety day within that window. FWT has already been issued a commercial ski competition event permit for the season within which the event is to be held. This request of the assembly is limited to asking for the addition of these out of bound areas.

Referral:

Sent to:	Date:
Recommendation:	Refer to: Meeting Date:

Assembly Action:

Workshop Date(s):	Public Hearing Date(s):
Meeting Date(s): 12/15/15	Tabled to Date:

A Resolution of the Haines Borough Assembly approving the temporary addition of territory to the Commercial Ski Tour Areas map to allow for a 2016 special ski competition event to take place in three specified out-of-bounds areas.

WHEREAS, HBC 5.18.080(G) provides a means for a commercial ski permittee to request the addition of territory to the Haines Borough Approved Commercial Ski Tour Areas map for a special ski competition event; and

WHEREAS, the borough received a special event application from Freeride World Tour (FWT) for a special ski competition to take place in March 2016; and

WHEREAS, the requested 2016 permit was issued on November 13 authorizing the competition to take place within the approved commercial ski tour areas; and

WHEREAS, on November 16, the permittee submitted a separate request for the temporary additions of specified Chunny, Caesars, and Takshanuk sites to the map for a competition window of March 11-25, 2016 focusing on March 17-25 for the contest and March 11-16 for preparation including logistic and safety operations; and

WHEREAS, per code, the manager consulted with the Alaska Department of Fish and Game regarding the impact of the proposed use on wildlife; and

WHEREAS, the borough manager recommends the assembly approve the request with conditions as outlined in his written recommendation, dated December 2, 2015; and

WHEREAS, the code states assembly action on the manager's recommendation is to be by resolution; and

WHEREAS, if the assembly approves a temporary addition of territory, the Commercial Ski Tour Areas map shall be amended by designating the additional territory as "temporary" and identifying the dates for which the additional territory is approved,

NOW, THEREFORE, BE IT RESOLVED the Haines Borough Assembly:

- Section 1. Approves the temporary addition of the following territories to the Commercial Ski Tour Areas map: *Chunny, Caesars, and Takshanuk* (as shown on maps attached to the manager's written recommendation, dated December 2, 2015) and with the manager-recommended conditions; and
- Section 2. Limits the temporary addition to the following time period: March 11-25, 2016, with the understanding the competition will not exceed nine days within that window.

Haines Borough
Resolution No. 15-12-650
Page 2 of 2

Adopted by a duly-constituted quorum of the Haines Borough Assembly this ____ day of _____, 2015.

Janice Hill, Mayor

Attest:

Krista Kielsmeier, Interim Borough Clerk



DATE: 2December 2015

To: Borough Assembly

From: David B. Sosa, Borough Manager

Subject: **FREERIDE WORLD TOUR OUT OF BOUNDS PERMIT RECOMMENDATION**

The organizers of the Freeride World Tour (FWT) have requested an out of bounds permit to use several venues for their upcoming competition. In response to this request Borough Staff met with community groups and interested parties to solicit information regarding the proposed use of this out of bounds area. During this process the staff also consulted a wildlife biologist from the Alaska Department of Fish & Game. Several concerns were raised by ADF&G about the potential for impact to wildlife. The conditions outlined in this recommendation reflect the input of the various stakeholders.

The Haines Borough Manager recommends approval of the Special Heliski Competition Permit for FWT with use of the areas outlined on their Out of Bounds Permit (refer to map). This area is recommended with the following conditions:

Freeride World Tour Out of Bounds Permit Conditions:

- 1) Valid Safety Plan for the permitted area.
- 2) Agreement to a flight plan that will be the least disruptive to known locations of tagged Mountain Goats and which considers impact to residents in the area.
- 3) The Permit is contracted to FWT and FWT is solely responsible for maintaining all ski operations within the designated and permitted area. Under no circumstances is the contracted heliski company (SEABA) or FWT permitted to operate skiing/snowboarding activities in the proposed area or any out of bounds area other than for the FWT competition on the agreed dates.
- 4) SEABA and FWT agree to adhere to wildlife regulations for all landings including a safe distances of 1500 meters from visible or reported wintering coordinates for Mountain Goats.
- 5) With the understanding that this event is completely weather dependent, the window of competition asked for is March 17-25 with a preparation window of 11-16 March.
 - a. A safety team from FWT will have one flight day to land and check the area for safety and conditions the week prior to the competition. This will count as one flight day for the competition

- b. One week after the safety check FWT will conduct the competition and will have up to 6 consecutive days to conduct and conclude the competition.
- c. FWT agrees to keep the traffic on the area to a minimum within the 1 safety day and 6 consecutive competition days.

FWT will notify the Borough of any plans to land in the area for safety/snow conditions pre-competition, as well as updates on changes due to weather/safety conditions. FWT acknowledges that this permit is valid for this event and this event only. Permission to use the designated area in March 2015 does not constitute or imply that a permit will be granted in subsequent seasons.

Respectfully,

D.B. Sosa

David B. Sosa
Haines Borough Manager



FWT Management SA
9 rue du Voisinand
Lutry 1095 - Switzerland

Haines Borough Manager
Mr. Dave Sosa

Lutry, November 18th 2015

Re : Event Permit Application

Dear Mr Sosa,

Preparation of the 2016 Freeride World Tour is well on tracks, and we look forward to visiting Haines again!

This letter is to emphasize the importance of extending the in-bound permit to some out-of-bound locations (see details sent from our partner Mr Scott Sundberg – Seaba) where the Freeride World Tour Haines competition could take place.

Indeed, as we have experienced in March 2015 for the first edition of the event, snow and weather conditions can change drastically from one valley to another. Therefore, in order to optimize chances that the competition can take place, it is essential for the event's success, to have access to multiple mountain options, as the venue on which the competition took place in 2015 may not be in conditions for the 2016 edition.

In addition, the mountain venue on which the competition took place in 2016 presented some interest but also some important challenges, notably on the bottom part with a finish area only accessible after a long traverse. The venues we are aiming at are shorter, more compact in terms of infrastructures (finish line, judges tent, production tent) layout, and ideally in the sun for a longer part of the day.

To: Haines Borough Manager

As you know the Freeride World tour is an event that brings a vast array of people to Haines, for up to two weeks in the late winter. This event was a success last season and they are aiming to come back to the community again.

Part of what allowed success was having options in where the event can occur.

Last season we asked for Telemark Ridge for an out of bounds option, this season we are asking for two areas, to increase the options and safety of the event.

Last season a guide for SEABA was buried by an avalanche on Telemark ridge when trying to mitigate the slope for inspection. He was successfully rescued, but that option was removed because of the unstable snow pack. Last year's low snow fall also made it very difficult to find areas that had sufficient snow and were safe.

Third weather is another critical factor in trying to pull an event off of this magnitude. Last year because of the location chosen, the last option basically, we were forced to try to use this area several times with false starts. This made the event more costly and problematic and almost nixed the event from their world tour. We were able to convince them to try again, and that we ask the borough and the state for as many credible options as possible.

Freeride has set up to come back for another year, and has requested that SEABA reach out to the assembly in asking for additional areas out of the allowed ski zone.

The two areas requested, one on Tahkin Ridge and one about 13 mile of Takshanuk Ridge have been assessed based on aspect, mostly east facing so light is even for competitors, within 6 miles of the heliport for expedition of people and materials, terrain that is the competition, and relatively low inactivity, we believe, of wildlife during this part of the season.

We would hope that you would find supporting these two areas in the interest of the events success, safety of the competitors and the personnel running the event.

Thank you for your consideration.

Scott Sundberg

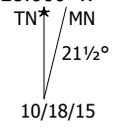
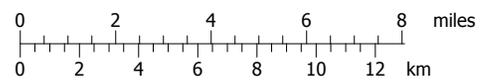
GM SEABA

136°27.000' W 136°21.000' W 136°15.000' W 136°09.000' W 136°03.000' W 135°57.000' W 135°51.000' W 135°45.000' W 135°39.000' W WGS84 135°28.000' W



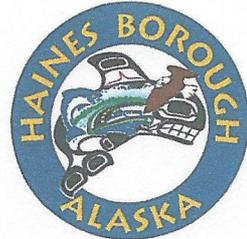
Map created with TOPO! ©2006 National Geographic; ©2005 Tele Atlas, Rel. 8/2005

136°27.000' W 136°21.000' W 136°15.000' W 136°09.000' W 136°03.000' W 135°57.000' W 135°51.000' W 135°45.000' W 135°39.000' W WGS84 135°28.000' W



10/18/15

Permit Number: 16-001
Permittee Name: FWT
Expiration Date: 3/25/2016
Authority: HBC Title 5



SPECIAL SKI COMPETITION EVENT PERMIT

FWT Management SA (FWT) of 1095 Lutry - Switzerland (hereinafter "permittee"), is hereby authorized to conduct a **2016** special ski competition event between the dates of March 11 and March 25, 2016, subject to the terms and conditions of this permit.

A *Special Ski Competition Event* as defined in HBC 5.04.020(B) is a scheduled, marketed athletic ski event sponsored by an entity that creates a venue for skiers and/or snowboarders to compete for awards of recognized value.

This permit is subject to HBC Title 5, including but not limited to the following permit conditions and regulations (reference HBC 5.18.010(F) and 5.04.080):

1. **HOURS OF OPERATION.** The event shall take place only between the hours of 8:00 a.m. and 6:00 p.m., unless the borough has authorized additional hours.
2. **LOCATIONS OF OPERATION:**
 - A. **MAP.** The special ski competition event shall be conducted only in areas identified on the "Haines Borough Approved Commercial Ski Tour Areas" map, 7/25/13 revision. The map is available on the borough's website: www.hainesalaska.gov/administration/heliskiing-information-0. You may also request a courtesy hard copy by contacting the Haines Borough.
 - B. **HELIPORTS.** Permittees transporting participants in a commercial ski tour or a special ski competition event or commercial ski production by helicopter shall use one of the following heliports;
 1. Haines Airport;
 2. The Stewart landing strip at 18-Mile Haines Highway;
 3. The heliport adjacent to the 33-Mile Roadhouse;
 4. Any heliport authorized by the Haines Borough planning commission as a conditional use.
 - C. **SHARED USE POLICY.**
 1. HBC 5.18.080(H) outlines a Shared Use Policy applicable to commercial ski tour operators. Per HBC 5.18.080(G)(4), this shared use policy is not effective for the duration and in the location of a special ski competition event.
3. **GPS DATA REPORTING.** Permittees shall use global positioning system ("GPS") equipment capable of tracking and preserving information establishing the route taken by the helicopter to and from the skiing and snowboarding areas and all landings. This information shall be cataloged in a manner requested by the borough and provided when requested by the borough. Borough requests for this information are limited to enforcement of borough-permitted activity. The permittee is responsible for notifying the helicopter operator of these requirements. (Note: the contracted heliskiing operator will be informed of the requirements.)
4. **ACTIVITY REPORTING.** Permittees shall submit to the borough clerk a report detailing the number of skiers and flights, flight times and locations, deviations from the flight guidelines and any accidents.
5. **EXPLOSIVES.** Explosives shall not be used for avalanche control.
6. **HELICOPTER REGISTRATION.** Permittees shall register contracted helicopters, their N number, color scheme, and pilot's name with the borough.
7. **WILDLIFE SIGHTING REPORTS.** Permittees shall provide mountain goat, and other wildlife sightings to the borough. This information should be noted daily and may be included in the activity reporting (see #4).
8. **OTHER AUTHORIZATIONS.** Permittees are responsible for obtaining authorizations required by other local, state, and federal agencies for the permitted activities and shall provide copies to the borough clerk.
9. **MUTUAL AID AGREEMENT.** The contracted heliskiing operator, SEABA, has a mutual aid agreement on file. It requires all heliskiing operators to come to each other's aid in the event of an accident or a mechanical problem.

10. COMPLIANCE. A permittee is responsible for complying with all municipal, state, and federal ordinances, statutes, and regulations applicable to the permittee's activities.
11. INSURANCE. A permittee is required to maintain a minimum of \$500,000 of current commercial general liability insurance naming the borough as additional insured. The policy shall not contain any self-insured retention or deductible in excess of \$1,000 and shall include a provision requiring written notification to be given to the borough by the insurance company not less than 30 days before the policy is canceled, modified, or terminated for any reason. Worker's compensation insurance is also required, where applicable by law.
12. LIABILITY. A permittee shall reimburse the borough for any damage to municipal property caused by the permittee or any of the permittee's employees, agents, representatives, contractors, or customers during the course of the permittee's activities under the permit.
13. INDEMNIFICATION. Acceptance of a permit by the permittee shall constitute an agreement and acknowledgment by such permittee that the permittee shall indemnify and hold the borough and its elected and appointed officers and employees harmless from and against any and all loss, damage, or expense for any injury to or death of any person or persons or for damage to property, resulting from or arising out of any act or omission of such permittee or of any of the permittee's employees, agents, representatives, or customers. The borough and its elected and appointed officers and employees make no representations concerning and assume no responsibility for or regarding any goods or activities sold by any permittee or by any of permittee's employees, agents, representatives, or contractors.
14. FRAUD. Unfair competitive practices are strictly prohibited. A permittee who commits any act of fraud, misrepresentation, or cheating that would constitute an unlawful act or practice under AS 45.50.471, either through the permittee's own act or through the acts of the permittee's employee, agent, or representative, in relation to an activity authorized under the permit shall, upon conviction, be punished as provided in HBC 5.04.140.
15. REVOCATION OR SUSPENSION. This permit may be revoked or suspended for the reasons identified in HBC 5.04.120 and in accordance with the procedures set forth in HBC 5.04.120.

The following is attached to and related to this permit:

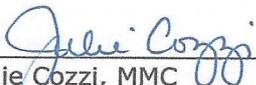
- APPENDIX A - FWT's 2016 permit application, including safety & rescue protocol
- APPENDIX B - Map of event venues

Acknowledgment of Permit Conditions:



(Permittee or Authorized Agent)

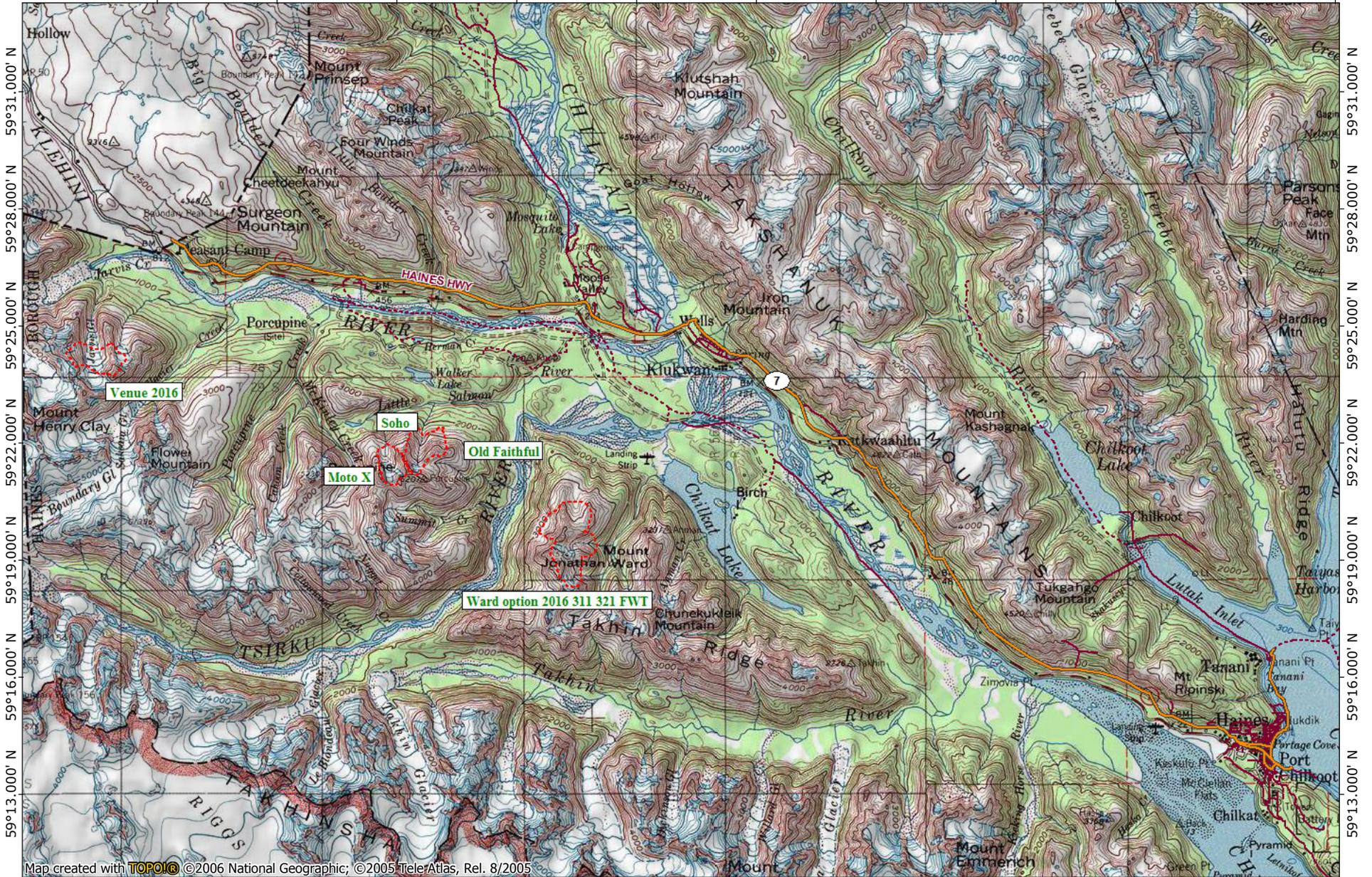
11/15/15
Date Signed



Julie Cozzi, MMC
Borough Clerk

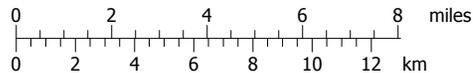
11/13/15
Date Permit Issued

136°22.000' W 136°16.000' W 136°10.000' W 136°04.000' W 135°58.000' W 135°52.000' W 135°46.000' W 135°40.000' W 135°34.000' W WGS84 135°23.000' W



Map created with **TOPO!®** ©2006 National Geographic; ©2005 TeleAtlas, Rel. 8/2005

136°22.000' W 136°16.000' W 136°10.000' W 136°04.000' W 135°58.000' W 135°52.000' W 135°46.000' W 135°40.000' W 135°34.000' W WGS84 135°23.000' W



TN ↑ MN
21½°
10/21/15



THE STATE
of **ALASKA**
GOVERNOR BILL WALKER

Department of Fish and Game

DIVISION OF WILDLIFE CONSERVATION
Southeast Region

802 3rd Street
P.O. Box 110024
Juneau, Alaska 99811-0024
Main: 907.465.4265
• Fax: 907.465.4272

November 25, 2015

David B. Sosa
103 Third Avenue S.
Haines, AK 99827

Dear Mr. Sosa:

Thank you for the opportunity to comment on the out of bounds permit application submitted for the Freeride World Tour skiing competition taking place March of 2016.

Helicopter and skiing activities during the proposed period can disturb and negatively affect mountain goats, denning brown bears and wolverines.

We have GPS collar data from mountain goats near the Chunekukleik Mountain, Takshanuk Range, and Ceasars sites during winter months. Those data indicate all of the proposed out of bounds sites occur in areas that are likely important winter habitat for mountain goats. Consequently the proposed activities have the potential to negatively affect goats wintering in those areas. Disturbance from heli-skiing activities can displace mountain goats from preferred wintering habitat during a time when goats are physically and nutritionally stressed (Hurley, 2004). Recent studies in the Haines/Skagway area indicate that mountain goats restrict travel during winter, most likely to conserve energy. Pregnant females have the added energetic burden of supporting growing fetuses, and kids have limited ability to accumulate fat reserves and high energetic demands because they are growing. Consequently, disturbance and displacement from preferred winter habitat disproportionately affects those animals and the ability of the population to reproduce and kids of the year. Opportunities to harvest edible meat are limited the Haines area to mainly moose and mountain goats making goats an important subsistence species to the residents of Haines. Hunters harvest up to 20 goats per year in and around the proposed heli-skiing areas. On average 50 hunters per year spent 126 combined days afield between 2010 and 2014. The Takshanuk Range is particularly important to Haines hunters and some guides because of its easy access from the road corridor.

An aerial survey on April 30, 2015 located 7 brown bear dens within ~8 km of the "Chunny Option", one of which was within 1 km of the proposed site. Three den sites were observed in the Takshanuk range, one of which was within 2km of the proposed site. Research on Admiralty and Chichagof Islands found that radiocollared brown bears used den sites that ranged from sea level to 3904 ft. with a mean elevation of 1981 ft. at den sites (Schoen et al. 1986). From 2008 through 2014 ADF&G identified seven dens used by three GPS-collared female brown bears with home ranges in the Chilkoot

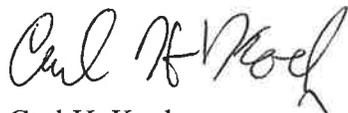
and Ferebee River watersheds. Dens were on 30-40 degree slopes between 2,000 and 3,300 feet elevation. Given all proposed out of bounds landings are in elevation zones that brown bears use for denning and several known dens are located in proximity the proposed sites, ADF&G believes use of those sites has high potential to disturb denning bears. Early den abandonment can reduce survival of brown bears, particularly cubs, and negatively affect local populations. An average of 4 hunters spent 27 days hunting brown bears in the area per year between 2010 and 2014. They harvested up to 8 brown bears per year in and around the proposed areas.

Wolverines in Alaska are documented to den in snow caves at elevations ranging from 984 ft. - 4100 ft. (Magoun & Copeland, 1998). Thus the proposed heliskiing plan may also disturb denning female wolverines with young. Wolverine are a popular furbearer in the trapping community.

Current commercial helicopter ski tour areas were approved by the Haines Borough Assembly after a careful process, which included review of comments provided by affected user groups and agencies. To ensure operators stay within approved areas the Haines Borough policy on Heli-skiing includes spot checks and requires operators to submit GPS track data for routes flown. That policy also contains severe penalties for unauthorized out of bounds operations. Approving this proposal for heliskiing outside the boundaries listed on the Haines Borough heli-skiing map would ignore the important process that led to the creation of the Borough's policy on heli-skiing to the detriment of wildlife populations and other user groups within the Haines community.

We thank you for the opportunity to comment about impacts to wildlife from the proposed activities and recommend you also consult with the State of Alaska Department of Natural Resources and the U. S. Bureau of Land Management.

Sincerely,



Carl H. Koch
Juneau Assistant Area Biologist



Haines Borough
Assembly Agenda Bill

Agenda Bill No.: 15-614

Assembly Meeting Date: 12/15/15

Business Item Description:	Attachments:
Subject: FY 2017 State Legislative Priorities	1. Resolution 15-12-651 2. GAS Committee Recommendation
Originator: Borough Manager	
Originating Department: Administration	
Date Submitted: 11/9/15	

Full Title/Motion:

Motion: Adopt Resolution 15-12-651.

Administrative Recommendation:

This resolution is recommended by the Government Affairs and Services Committee.

Fiscal Impact:

Expenditure Required	Amount Budgeted	Appropriation Required	Projected Impact to Future Operating Budgets
\$ 0	\$ 0	\$ 0	N/A

Comprehensive Plan Consistency Review:Comp Plan Goals/Objectives:
Objective 2B, Page 56Consistent: Yes No**Summary Statement:**

It is the intent of the assembly to provide the Alaska Governor, Legislature, and state officials adequate information to represent the needs of the borough concerning legislative requests, including necessary funding requirements. The Government Affairs and Services Committee met on 11/9/15 and updated last year's legislative priorities list. Resolution 15-12-651 matches the committee's rank-order of projects.

The purpose of this resolution is to identify the borough's capital budget priorities for submission to the state of Alaska for FY 2017. Complete project descriptions and funding level requests will be developed in preparation for submitting the project requests through the State of Alaska capital project submission system. The resolution list is prioritized only for the purpose of entering the projects into the state system because that system requires a priority assignment.

Referral:Referred to: GAS Committee
Recommendation: See attachedReferral Date: 10/27/15
Meeting Date: 11/9/15**Assembly Action:**

Meeting Date(s): 12/15/15

Public Hearing Date(s):
Postponed to Date:

A Resolution of the Haines Borough Assembly adopting the Alaska Capital Project Submission and Information System priorities (CPSIS) and legislative priorities for FY 2017.

WHEREAS, the Haines Borough Assembly has determined to prioritize the Borough's FY 2017 legislative priorities; and

WHEREAS, it is the intent of the Assembly to provide the Alaska Governor, Legislature, and state officials adequate information to represent the needs of the Borough concerning legislative requests including necessary funding requirements,

NOW, THEREFORE, BE IT RESOLVED, by the Haines Borough Assembly, Haines, Alaska:

Section 1. The following Capital Budget priorities are identified as the Haines Borough priorities for the state of Alaska for FY 2017:

1. Wastewater Treatment Facility Upgrades
2. Lutak Industrial Dock Replacement
3. South Portage Cove Harbor Expansion – Sport Fishing Ramp
4. South Portage Cove Harbor Expansion – Drive Down Ramp
5. HS/Pool Locker Rooms and Mechanical Systems

Section 2. The following Operating Budget priorities are identified as the Haines Borough priorities for the state of Alaska for Fiscal Year 2017:

1. Adequate funding for both operations and capital needs of Southeast Alaska transportation projects (Alaska Marine Highway System, Haines Highway, and Haines Airport)
2. Municipal Revenue Sharing
3. Federal Shakwak Project Funding Support

Section 3. The Borough Manager is hereby instructed to advise the Governor, Legislature, and appropriate State agencies of the Borough's legislative priorities and take all appropriate steps to provide background information and testimony in representing the Borough's best interests.

Adopted by a duly-constituted quorum of the Haines Borough Assembly on this ____ day of _____, 2015.

Attest:

Janice Hill, Mayor

Krista Kielsmeier, Interim Borough Clerk

Haines Borough Assembly Committee Meeting
Committee: GASC Start: 433PM/ Adjourned: 619PM

November 9,2015

Issue: State Legislative Priorities

From the Operating Budget

1. M/S Diana,George: Section #2 Adequate funding for both operations and capital needs of the S.E Alaska Transportation Projects.
 - A. Ferry
 - B. Highway
 - C. Airport
2. Municipal Revenue Sharing
3. Fed.Shakwak Project Funding Support
Vote 3-0 unanimous

From the Capitol Budget

- 4.M/S Ron, George: Remove #5- Lutak/Oceanview Area Slump from list.
Vote 3-0 unanimous
5. M/S Ron,George: Remove #9 –Port Chilkoot Dock Improv from the list.
Vote 3-0 unanimous
6. M/S George,Ron: Remove #8-High School Roof from the list.
Vote 3-0 unanimous
7. M/S George,Ron: to split #4-S. Portage Cove Harbor Expansion into 2 projects. SPCHE-Sport Fishing Ramp, SPCHE- Drive down ramp
Vote 3-0 unanimous

8. M/S Diana,George: Move #7- HS/Pool Locker Rooms and Mechanical Systems to #5 spot on the list

Vote 3-0 unanimous

The new list is as follows:

1. Wastewater Treatment Facilities Upgrades interior.
2. Lutak Industrial Dock Replacement
3. SPCHE- Sport Fishing Ramp
4. SPCHE- Drive down Ramp
5. HS/Pool Locker Rooms and Mechanical Systems

M/S George/ Diana moved to elect Ron Jackson as chair of GASC

Vote 3-0

Recommended Action: Recommendation to the Assembly for the December meeting . To accept the new revised list of priorities.

Recording on file at the Admin office

Meeting Chaired by: Ron Jackson Minutes by Diana Lapham

Committee Members: George Campbell, Diana Lapham

Staff Attending: Manager Dave Sosa

Assembly: Mike Case, Tresham Gregg, Margaret Freidenauer

Audience: Karen Garcia ,CVN



**Haines Borough
Assembly Agenda Bill**

Agenda Bill No.: 15-615

Assembly Meeting Date: 12/15/15

Business Item Description:	Attachments:
Subject: Approve Concept of Expanding Senior Center Building for Seniors and Preschool to Share it	1. Resolution 15-12-652 2. MOU with Southeast Senior Services 3. Sketch of Senior Center 4. Letters & Petition of Support
Originator: Borough Manager	
Originating Department: Administration	
Date Submitted: 12/7/15	

Full Title/Motion:
Motion: Adopt Resolution 15-12-652.

Administrative Recommendation:
The Acting Manager and Director of Public Facilities recommend this resolution.

Fiscal Impact:

Expenditure Required	Amount Budgeted	Appropriation Required	Projected Impact to Future Operating Budgets
\$ 0	\$ 0	\$ TBD	Options & Terms to Be Negotiated

Comprehensive Plan Consistency Review:

Comp Plan Goals/Objectives: Objective 17E(7), Page 294 Objective 18A(3), Page 299	Consistent: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
---	---

Summary Statement:

The Chilkat Valley Preschool (CVP) has entered into an agreement with Southeast Senior Services for the concept of sharing the borough-owned Senior Center building provided it is expanded. The assembly is being asked to consider adopting Resolution 15-12-652 approving the concept of adding onto the building. The CVP has pledged to give an initial \$50,000 toward an addition and would continue to apply for grants and conduct fund-raisers to cover the remaining construction costs.

The concept would have a 1,000 sq. ft. addition added onto the back between the Senior Center and the playground. The preschool would have a separate entrance to the outside and the kitchen.

Details concerning management, maintenance, funding would be negotiated with the borough.

Referral:

Referred to:	Referral Date:
Recommendation:	Meeting Date:

Assembly Action:

Meeting Date(s): 12/15/15	Public Hearing Date(s):
	Postponed to Date:

A Resolution of the Haines Borough Assembly approving the concept of expanding the Senior Center building to allow the Chilkat Valley Preschool to share the space.

WHEREAS, since at least January 14, 2014, the borough assembly has publicly communicated its desire to dispose of the Human Resource Building and, on April 28, 2015 through Ordinance 15-03-403, took formal action to classify it for disposal as required by HBC 14.20.040(B);

WHEREAS, the Chilkat Valley Preschool (CVP) has been leasing the Human Resource Building to provide early childhood education and, understanding that occupation of this building as a lessee cannot continue for the long-term, they have been working to find a permanent home; and

WHEREAS, the CVP has entered into a Memorandum of Understanding (MOU) with Southeast Senior Services (SESS) to support the concept of a shared community building at the current Senior Center location, providing space for the Haines seniors and the CVP; and

WHEREAS, sharing the space is contingent upon enlarging the building by constructing an estimated 1,000 square foot addition between the building and the playground; and

WHEREAS, in the MOU with SESS, the CVP pledges to provide an initial \$50,000 in funding for the expansion and to secure additional construction funding through grant writing and fundraising; and

WHEREAS, the Senior Center is a borough-owned building, thus requiring borough approval for an addition, and, therefore, the Borough Assembly is asked to approve the concept of modifying the building to accommodate the shared space;

WHEREAS, although the MOU includes statements about what the borough will provide, it is not binding since there is no authority to obligate the borough, and any details concerning management, maintenance, and funding would be negotiated following assembly approval of the concept,

NOW, THEREFORE, BE IT RESOLVED that the Haines Borough Assembly approves the concept of expanding the Senior Center building to allow the Chilkat Valley Preschool to share the space and authorizes the borough manager to negotiate the details and return for assembly approval as necessary and appropriate.

Adopted by a duly-constituted quorum of the Haines Borough Assembly on this ____ day of _____, 2015.

Jan Hill, Mayor

Attest:

Julie Cozzi, MMC, Borough Clerk

Memorandum of Understanding

The Southeast Alaska Senior Services and the Chilkat Valley Preschool agree to support a shared community building at the current Haines Senior Center (HSC) Location, providing space for the Haines Senior Community and the Preschool Population:

Whereas the current area will be maintained for senior programs, provided Southeast Senior Services continues to rent the facility at the current rate of \$800/month through Dec. 31 2016.

Whereas the Chilkat Valley Preschool will provide an initial \$50,000 in funding to expand the HSC facility by 1,000 square feet for the future location of the Chilkat Valley Preschool.

Whereas the Haines Borough will continue to provide major maintenance for the HSC building as it stands now and into the future.

Whereas the Chilkat Valley Preschool will provide management of rentals upon a signed management agreement with the Haines Borough.

Whereas the Haines Borough will provide the costs of utilities and the Chilkat Valley Preschool will collect rentals and provide them to the Haines Borough.

Whereas as an incentive to the Chilkat Valley Preschool, the Haines Borough will provide a 25% management fee for all rentals excluding the rental to Southeast Senior Services on a quarterly basis.

Whereas the Haines Borough provides free rental for the continued occupancy of the Chilkat Valley Preschool through June 30th 2017 in the current Haines Borough Human Resources Building.

Signature: Cindy Jackson Date: 12/1/2015
Cindy Jackson
Southeast Senior Services

Signature: Alissa Henry Date: 12/1/2015
Alissa Henry, Board President
Chilkat Valley Preschool

SKETCH/AREA TABLE ADDENDUM

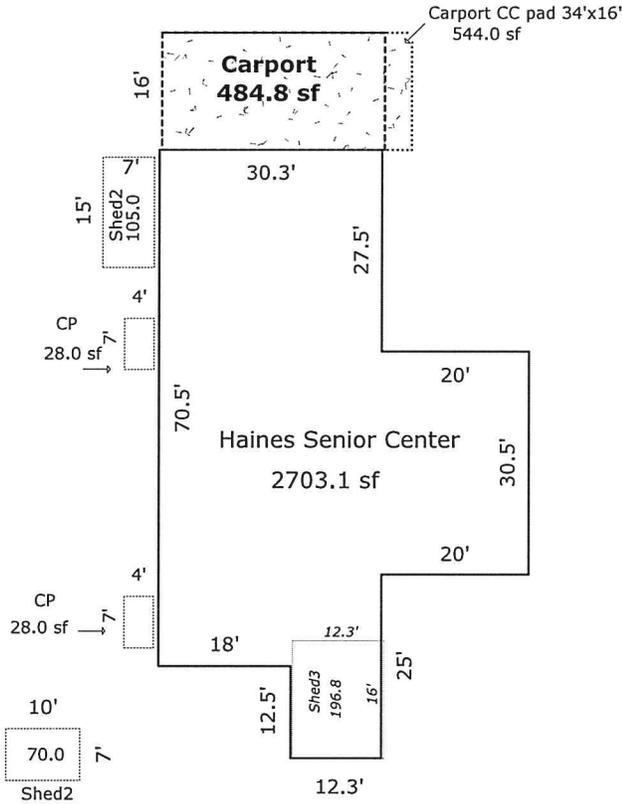
Parcel No C-MIS-0K-0100

File No n/a

SUBJECT	Legal Description Lots 1,2,3&4, Blk. K Presby. Mission Plat. USS735			
	City Haines	County USA	State AK	Zip 99827
	Owner Haines Borough			
	Company N/A			
	Appraiser Name DMO		Inspection Date 11/19/09	

C-MIS-0K-0100

IMPROVEMENTS SKETCH



AREA CALCULATIONS

AREA CALCULATIONS SUMMARY

Code	Description	Factor	Net Size	Perimeter	Net Totals
GLA1	Haines Senior Center	1.00	2703.1	266.6	2703.1
CARP	Carport w/CC pad	1.00	484.8	92.6	484.8
CP	CP	1.00	28.0	22.0	
	CP	1.00	28.0	22.0	56.0
CCFW	CC pad	1.00	544.0	100.0	544.0
Shd2	Shed2	1.00	105.0	44.0	
	Shed2	1.00	70.0	34.0	175.0
Shd3	Shed3	1.00	196.8	56.6	196.8
Net LIVABLE Area (rounded w/ factors)					2703

Comment Table 1

Improvement is a one story ranch style building w/2,703 sq. ft floor area. Facility is currently used as the Haines Senior Citizens Center providing a large conference room, & lunch service weekdays. Facility has a commercial kitchen with the following equipment: 1- 36 cu. ft. chest freezer, 1- 30 cu. ft. upright freezer, 1- "Sunfine" commercial stove w/6 gas burners, lrg. ss griddle, dbl. oven & overhead blower/fan included. 1- "Thomson" commercial 48 cu. ft.

Comment Table 2

upright refrigerator
1- "Hobart" commercial mixer, 1-2.5cu.ft. microwave oven, 1- commercial Bunn coffee maker, 1-Aerohot five unit commercial food warmer, 1- commercial dishwasher/ sanitizer, approx. 10 circular portable

Comment Table 3

tables, 3- "card tbls." & 50 metal chairs.
Other misc. furniture, desks & upright piano.

DMO 11/19/09

JK Consulting

Collaboration for Innovation

December 7, 2015

Jeanne Kitayama
Education Consultant

PO Box 911
Haines, AK 99827

To the Haines Borough Assembly & Mayor Hill,

Countless studies have proven the value of early childhood education, as 75% of brain development happens in the first five years of life. And so it is especially critical to give children an enriched environment and engaging relationships during those first years.

I am writing to urge the assembly to do everything they can to support the Chilkat Valley Preschool in finding a facility to continue their very necessary program. The recent idea to share a facility with the seniors provides many opportunities to benefit both groups.

Change is difficult, but with time I expect there will be great benefits for both organizations. Preschoolers directly affect the future of our community, and seniors can help provide the experience and stories to lead them toward wise decisions.

Thank you for your time and flexible thinking at this critical point for both preschoolers and seniors.

Sincerely,
Jeanne Kitayama
jeannek@aptalaska.net
766-3823

Steven and JoAnn Cunningham

P.O. Box 614

Haines, AK 99827

Madam Mayor and All Haines Borough Assembly Members:

We wish to express our support for combining the senior center and preschool. Proximity to the playground is a bonus. Putting the two extremes of our community near one another and giving them a big squeeze cannot help but bear fruit.

We commend Brad Ryan for his inclusive negotiations. He's an ace and a keeper.

Combining the two facilities at the senior center site and divesting ourselves of the antiquated Human Resources Building makes it a win for the Borough as well.

The Preschool's investment in the process and the structure will make both the Preschool and Senior Center easier to manage and more sustainable. Another win.

Thank you one and all so much for your service.

Sincerely,

Handwritten signatures of Steven Cunningham and JoAnn Ross Cunningham.

Steve and JoAnn Cunningham

RECEIVED Haines Borough
DEC 03 2015
Clerk's Office

Sierra Jimenez
PO Box 962
Haines, AK 99827
(907) 419 5529
mizjimenez@gmail.com

RECEIVED
DEC 08 2015
HAINES BOROUGH

December 8, 2015

Haines Borough Assembly
PO BOX 1209
Haines, AK 99827

Dear Borough Assembly Members,

I'm writing you today to urge you to support the Memorandum of Understanding (MOU) between the Haines Senior Center and the Chilkat Valley Preschool (CVP).

Over the last few years we've all watched as CVP has struggled to come up with a transition plan after being told they needed to vacate the borough owned Human Resource Building where they have been housed for over 40 years. We've watched as possibility after possibility has fallen through. The CVP has been treated as someone else's problem. But the truth is that it is all of our problem and now, there is real hope in the form of this MOU developed by members of CVP Board of Directors, the Senior Center and borough staff. I am wearing two hats writing this letter of support. I support this MOU as a mother of a CVP graduate and a current CVP student. I also support this MOU as a community member who has been involved in non-profit management for 15 years. This MOU just makes sense.

As a parent, I feel that a major topic has been left out of the discussion and that is that pre-school today is not what it used to be. Pre-school is no longer an "option" or "luxury. I have heard members of our community refer to preschool as glorified day-care. This is simply not the case. I fear that many people don't realize how the educational system has changed since the passage of *No Child Left Behind*. When children arrive at Kindergarten, they are expected to know how to: write their names, line up quietly, work together to solve problems, and most important they need to be ready to learn read. These are the skills that children used to learn in Kindergarten, but today they are taught in preschool. This is not somebody else's problem, this is all of our problem. Let's not leave any children behind.

There is something else important that occurs in preschool that has been left out of the discussion and that is early identification and intervention of students who will need extra help to succeed in the educational system. The preschool teachers are able to identify students who might need early intervention and can make referrals to the Haines School District for early intervention. I can specifically speak to this because my preschool student, Asher, was recently referred to the Haines School District Special Education Department for Speech Therapy. We have all heard the statistics of a child's chance to succeed if given the opportunity to have early intervention. We anticipate that with the therapy that Asher receives at preschool and with the tools his speech therapist gives us to work on at home, Asher

will catch up with his peers and not be left behind. Please make sure that every child in this community continues to have this opportunity.

I'm going to switch hats now and speak to the reality of nonprofit management in this new era of economic hardship that most non-profits, government and tribal entities in Alaska are facing. I know that people are referring to this MOU as innovative and "out of the box" and while I agree it is, it is also a trend that organizations must embrace if they are to succeed. We must all come together in the form of collaborations and mergers to create shared efficiencies. This trend is already happening in our community with the merger of LCC and SEARHC and the creation of the Wellness Center that will house four local non-profit organizations and three for-profit businesses that have a shared focus on Human Services. This is our new reality. Organizations that want to succeed must come together, compromise and figure out ways to collaborate and create win-win situations like this MOU between the Senior Center and the Chilkat Valley Preschool.

There is yet another (and possibly the most important) benefit to this MOU. This official agreement finally gives CVP everything they need to seek out other grant funds for this project. One of the things I've gained working in non-profit management is that I have developed personal knowledge and relationships with all of the "usual suspects" when it comes to granting organizations who will support Capital Projects in this state. No amount of bake sales and wine raffles will show a grantor that a project has wide-spread community support and significant in-kind financial backing- a requirement for any capital project to succeed. Once the assembly approves this MOU, Chilkat Valley Preschool will finally have the golden ticket they have been lacking. Please do the right thing and support MOU between the Senior Center and the Chilikat Valley Preschool.

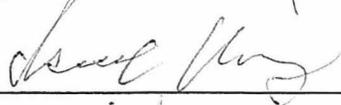
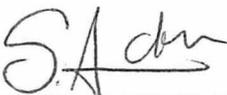
Thanks you in advance for your support,

A handwritten signature in black ink, appearing to read "Sierra Jimenez". The signature is fluid and cursive, with a long, sweeping tail on the final letter.

Sierra Jimenez

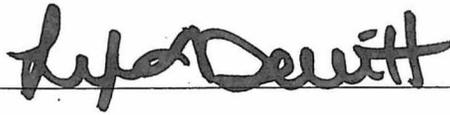
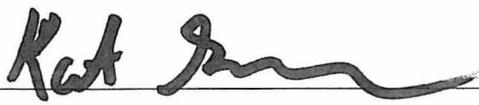
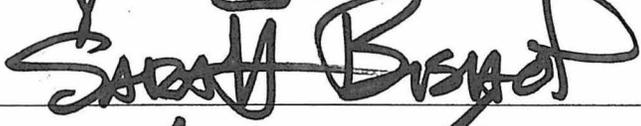
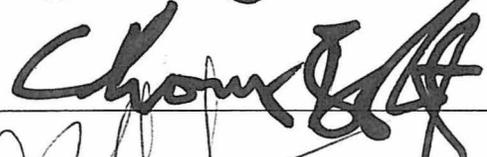
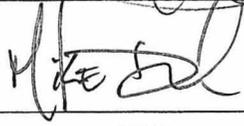
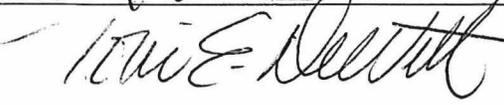
Petition of Support

I support the resolution to house the Chilkat Valley Preschool at the Haines Senior Center in an expanded facility. I urge the Haines Borough Assembly to fully support this collaboration between the seniors of the Haines community, Southeast Senior Services, and the Chilkat Valley Preschool to the best of its ability.

Signature (sign and print)	Box #	Phone
Kalae Clayton Kalae clayton	1675	907.314.0080
Cocky Fisher	1688	766-2653
	465	957 0740
	686	314-3269
Nik Hura Nik Hura	1184	314-3012
Robyn R. Schmitt	1547	303-1234
Mary Hill	707	769 3392
Olivia King	438	766- 2556
	#38	5062556
D. Holman	373	304-0907
Rita Bronillette Rita Bronillette	1715	304-0457
S.A.  Supanika Ackerman	1686	314-3797

Petition of Support

I support the resolution to house the Chilkat Valley Preschool at the Haines Senior Center in an expanded facility. I urge the Haines Borough Assembly to fully support this collaboration between the seniors of the Haines community, Southeast Senior Services, and the Chilkat Valley Preschool to the best of its ability.

Signature (sign and print)		Box #	Phone
	Lexie Dewitt	117	509-430-1930
	Kate Saunders	528	2038
	Aimee Jacobsen	HC60 Box 5685	767-5685
	Janis Harten	Box 250	766-3779
	Celeste Grimes	426	314-0358
		426	314-0323
		583	314-0229
	CHORUS BISHOP	583	314-0904
	Hannah Bochart	375	907-303-0112
	MIKE DECKER	298	766-3295
	SEAN BRYANT	1398	766 3016
	Dana Hallett	HC 60 3710	7-5765
	Toni E. Dewitt	128	766-8490

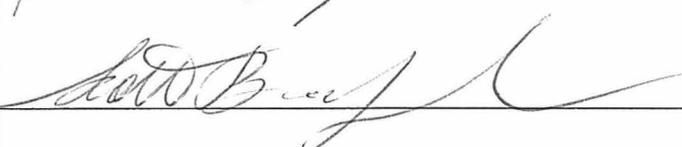
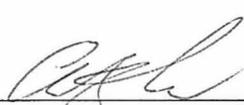
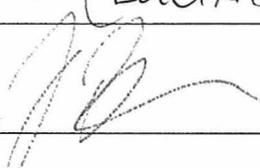
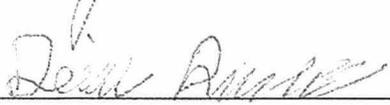
Petition of Support

I support the resolution to house the Chilkat Valley Preschool at the Haines Senior Center in an expanded facility. I urge the Haines Borough Assembly to fully support this collaboration between the seniors of the Haines community, Southeast Senior Services, and the Chilkat Valley Preschool to the best of its ability.

Signature (sign and print)	Box #	Phone
Susan Tandy SUSAN TANDY	743	2297
Carlos Jimenez Carlos Jimenez	962	303-2633
Shana Kinison Shana Kinison	H66 3842	767-5687
Sheri Lane Sheri Lane	893	(253) 330-4173
Maria Newman Maria Newman	1528	907500 8369
Cheri Hutchens Cheri Hutchens	204	907-766-2048
Scott Hansen SCOTT HANSEN	H66 Box 2100	3538
Mary Asper mary asper	Box 1155	766-2580
Janine Allen Janine Allen	Box 1523	303-2228
Suzanne Newth Suzanne Newth	Box 393	766-3649
Symaron George Symaron George	Box 967	314-3107
Caroline Lundberg	Box 726	907-303-0311

Petition of Support

I support the resolution to house the Chilkat Valley Preschool at the Haines Senior Center in an expanded facility. I urge the Haines Borough Assembly to fully support this collaboration between the seniors of the Haines community, Southeast Senior Services, and the Chilkat Valley Preschool to the best of its ability.

Signature (sign and print)	Box #	Phone
Candi Bradford Candi Bradford	606	314-0602
Nishan Weerasinghe NISHAN WEERASINGHE	817	303-7997
 Scott Bueh	606	314-0076
Charlotte Olerud Charlotte Olerud	1069	314-3335
 DAVE BERRY	88	314 0476
 Tony Haack	258	699-9822
Georgiana Hotch Georgiana Hotch	857	766 3903
Lucia J. Rubio (LUCIA J. RUBIO)	1355	314 3378
Julian Barros 	1465	314-3110
Desiree Banallo 	1465	412 735965
Tammie L Rush Tammie L Rush	663	314-3284
Dawn M.  Dawn M. Drotos	555	7-5414

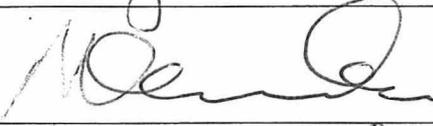
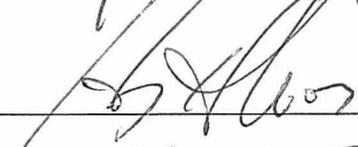
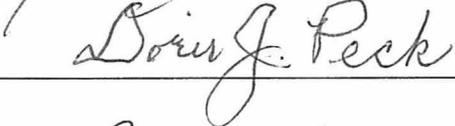
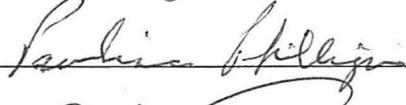
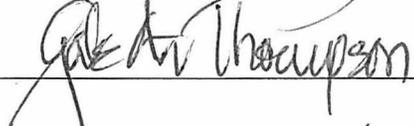
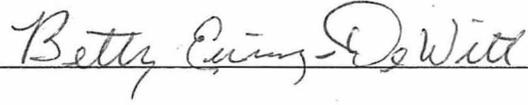
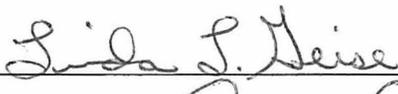
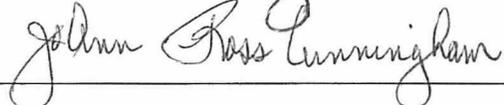
Petition of Support

I support the resolution to house the Chilkat Valley Preschool at the Haines Senior Center in an expanded facility. I urge the Haines Borough Assembly to fully support this collaboration between the seniors of the Haines community, Southeast Senior Services, and the Chilkat Valley Preschool to the best of its ability.

Signature (sign and print)	Box #	Phone
<i>Dan Egolf</i> DAN EGOLF	491	-2876
<i>Jenty Fowler</i> Jenty Fowler	1523	303.525-0591
<i>Marilyn Parics</i> MARILYN Parics	816	766 3815
<i>Maria Knutson</i> Maria Knutson	785	#3433
<i>Jana Berry</i> Jana Berry	88	-2495
<i>Jasper Strong</i> Jasper Strong	1233	2090
<i>Bradley o. Martin</i> Bradley Martin	1243	no phone
<i>Rhonda M Hinsel</i> Rhonda M Hinsel	253	2352
<i>Burl Sheldon</i> BURL SHELDON	952	314-3439
<i>Inez Gross</i> Inez Gross	1308	766-3149
<i>Krista Lampkins</i> KRISTA LAMPKINS	1452	766-3828
<i>Marsha D Wilson</i> Marsha D Wilson	582	766-3274

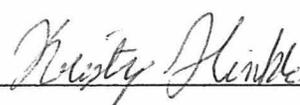
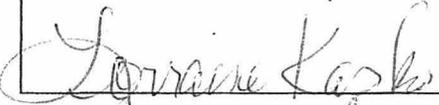
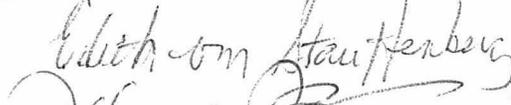
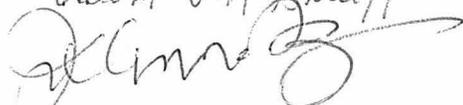
Petition of Support

I support the resolution to house the Chilkat Valley Preschool at the Haines Senior Center in an expanded facility. I urge the Haines Borough Assembly to fully support this collaboration between the seniors of the Haines community, Southeast Senior Services, and the Chilkat Valley Preschool to the best of its ability.

Signature (sign and print)		Box #	Phone
Valery McCandless	Valery McCandless	1223	(907) 305-0875
	David McCandless	1223	(907) 305-0633
	Helen Acten	691	766-2360
	Henry Woy	1518	766-3136
	Doris J. Peck	1003	766-2644
	Paulina Phillips	653	766-3282
	Gale A. Thompson	465	766-2967
	Jean Clayton	907	766-2428
	Betty Ewing-DeWitt	336	766-3706
	Linda L. Geise	289	766-2817
	Steven Cunningham	614	6-2245
	John Ross Cunningham	614	766-2245

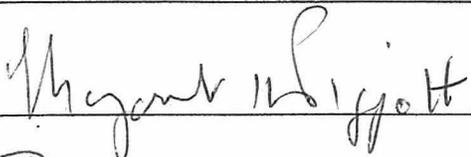
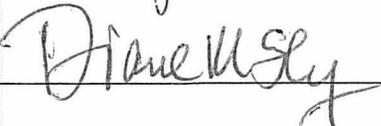
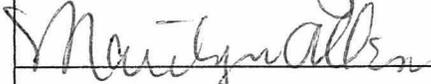
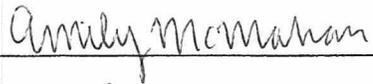
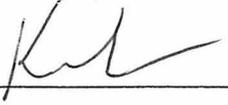
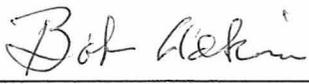
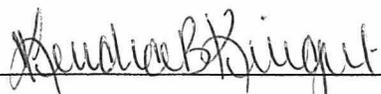
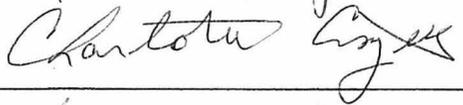
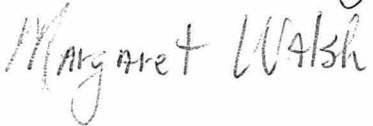
Petition of Support

I support the resolution to house the Chilkat Valley Preschool at the Haines Senior Center in an expanded facility. I urge the Haines Borough Assembly to fully support this collaboration between the seniors of the Haines community, Southeast Senior Services, and the Chilkat Valley Preschool to the best of its ability.

Signature (sign and print)	Box #	Phone
 Nelle Jurgelcit-Greene	515	766-3360
Edward Caroline Ward	1309	746-2991
 Michael L. Binkie	1157	321-3034
 Amelia Nash	1328	766 3838
Jamie Wagner - JOANIE Wagner	1421	314-0020
 Jennifer Bader	447	419-0584
 R. Ashley Holsinger	1171	- 3175
 KRISTY Hinkle	707	766-3392
Al Badgley	764	766-2502
Carie Crager	1017	766-2918
Shannon B Spuel	HCLD BOX 2219	314-3231
 Lorraine Kasko	#C60 Box 2214	957-2757
 Edith von Stauffenberg	687	314-0148
 JOANIE Egolf	491	314-0237

Petition of Support

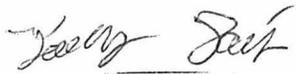
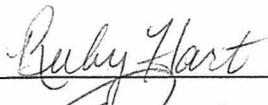
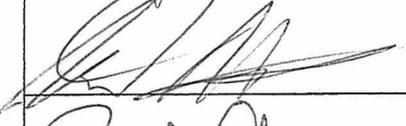
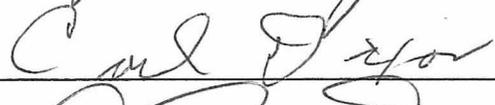
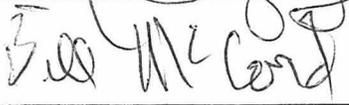
I support the resolution to house the Chilkat Valley Preschool at the Haines Senior Center in an expanded facility. I urge the Haines Borough Assembly to fully support this collaboration between the seniors of the Haines community, Southeast Senior Services, and the Chilkat Valley Preschool to the best of its ability.

Signature (sign and print)	Box #	Phone
 MARGARET H PIGGOTT	HC 6 Box 8502	766-2818
 DIANE M SLY	134	766 3250
 MARILYNN ALLEN	147	766-3990
 GORDON WHITMORE	991	767-5612
 Adam McMahan	1335	766-3660
 Emily McMahan	1335	766-3660
 Kathleen Menke	781	766-3517
 Bob Adkins	455	766-2294
 Aleta K. Adkins	455	766-2294
 MARY MANUELL	17	—
 KENDRA KNIGHT	251/615	766-3251
 CHARLOTTE CISZEK	786	766-3500
 MARGARET WALSH	793	382-1460

Petition of Support

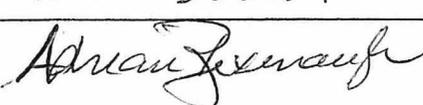
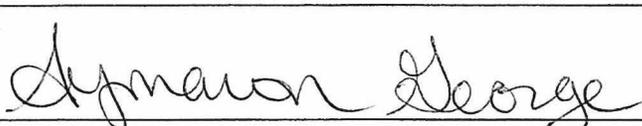
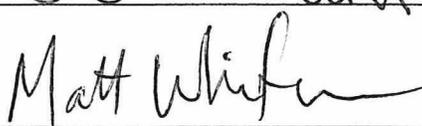
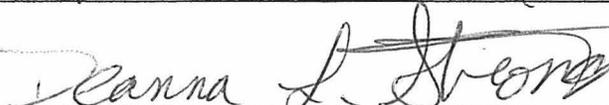
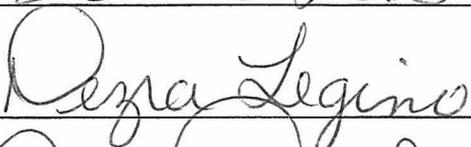
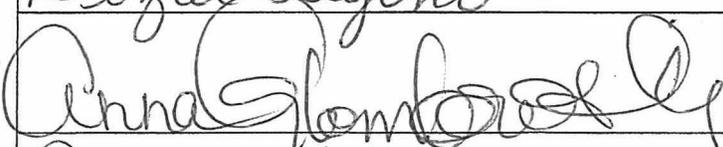
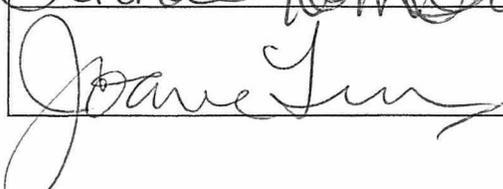
☺

I support the resolution to house the Chilkat Valley Preschool at the Haines Senior Center in an expanded facility. I urge the Haines Borough Assembly to fully support this collaboration between the seniors of the Haines community, Southeast Senior Services, and the Chilkat Valley Preschool to the best of its ability.

Signature (sign and print)	Box #	Phone
 Terry Davis	1725	(907) 303-5111
 Athena L. Alsup	178	(907) 314-3526
 Ruby Hart	1522	907-317-3395
 Marnel Hoy	1203	907-767-5450
 RICHARD CAPEN	574	907 766 3204
 Adrian Nash	498	907 314 0387
 CHARLENE KATZECK	215	907-767-5450
 Robyn Schmitz	1547	907-303-1234
 Carl Taylor	181	303 776.1
 Cassandra Smith	478	303-0597
 Mary Glazer	35	314-0488
 Bill McCord	893	

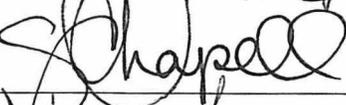
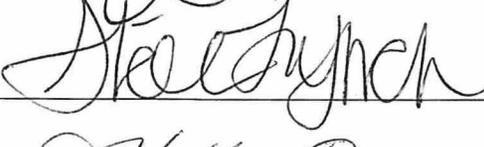
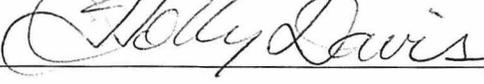
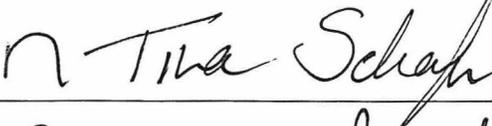
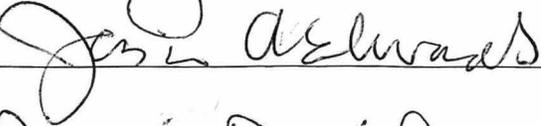
Petition of Support

I support the resolution to house the Chilkat Valley Preschool at the Haines Senior Center in an expanded facility. I urge the Haines Borough Assembly to fully support this collaboration between the seniors of the Haines community, Southeast Senior Services, and the Chilkat Valley Preschool to the best of its ability.

Signature (sign and print)	Box #	Phone
Brian Clay 	318	907-303-0031
Debra S. Strong 	215	907-303-0001
Jayne Orser 	212	(907) 767-5411
Wyle Dozier	212	767-5411
Adrian J. Jumauf 	HC 60 Box 3915	767-5639
Symon George 	967	314-3107
Dean Lani 	855	303-8935
Matt Whitman  (Matt Whitman)	244	767 5646
Deanna L. Strong 	215	766-2953
Debra Legino 	967	303-7893
Anna Lombardi 	1211	314 3069
Jane Lutz 	1077	314-3483

Petition of Support

I support the resolution to house the Chilkat Valley Preschool at the Haines Senior Center in an expanded facility. I urge the Haines Borough Assembly to fully support this collaboration between the seniors of the Haines community, Southeast Senior Services, and the Chilkat Valley Preschool to the best of its ability.

Signature (sign and print)	Box #	Phone
	272	303 8272
	1356	303 0235
 Sarah Jaymot	973	766 2928
 Sara Chapell	574	766 3204
 Stojanka Lynch	425	766-3181
 Holly Davis	451	766-3756
 Tina Schach	1333	314-0755
 Genevieve Bell	13	766-3413
 SALLY ANDERSEN	1246	966-3246
 JESSICA EDWARDS	1455	766 3209
 Danina Daniel	1031	801-244 2019



**Haines Borough
Assembly Agenda Bill**

Agenda Bill No.: 15-606
Assembly Meeting Date: 12/15/15

Business Item Description:	Attachments:
Subject: Local Bidders Preference	1. Ordinance 15-12-425 2. Hypothetical Bid Examples 3. Results of Deputy Clerk's Research 4. 9/18/15 Memo from the Manager 5. 9/11/15 Request from Haines Contractors
Originator: Haines Contractors	
Originating Department:	
Date Submitted: 9/11/15	

Full Title/Motion:
Motion: Introduce Ordinance 15-12-425 and set a first public hearing for 1/12/16 and a second public hearing for 1/26/16.

Administrative Recommendation:
This ordinance is recommended by the manager.

Fiscal Impact:

Expenditure Required	Amount Budgeted	Appropriation Required	Projected Impact to Future Operating Budgets
\$0	\$0	\$0	N/A

Comprehensive Plan Consistency Review:
Comp Plan Goals/Objectives: _____
Consistent: Yes No

Summary Statement:
On 9/22/15, in response to a request from several Haines contractors, the assembly directed the manager to investigate the issue of Local Bidders Preference and bring a recommendation to the assembly. Former manager David Sosa's 9/18/15 memo is attached to this agenda bill.

The deputy clerk was tasked with researching this. Those results also are attached, along with an example showing how the proposed change to Local Bidders Preference would be applied.

Referral:
Referred to: _____ Referral Date: _____
Recommendation: _____ Meeting Date: _____

Assembly Action:
Meeting Date(s): 10/13/15, 10/27/15, 12/15/15
Public Hearing Date(s): _____
Postponed to Date: _____

An Ordinance of the Haines Borough amending Haines Borough Code Section 3.60.160 to increase the local bidder preference from three percent to five percent and require the local bidder preference to be noted in all Requests for Bids or Quotes issued by the borough.

BE IT ENACTED BY THE HAINES BOROUGH ASSEMBLY:

Section 1. Classification. This ordinance is of a general and permanent nature and the adopted amendments shall become a part of the Haines Borough Code.

Section 2. Severability. If any provision of this ordinance or any application thereof to any person or circumstance is held to be invalid, the remainder of this ordinance and the application to other persons or circumstances shall not be affected thereby.

Section 3. Effective Date. This ordinance is effective upon adoption.

Section 4. Amendment of Section 3.60.160 Section 3.60.160 of the Haines Borough Code is hereby amended as follows:

NOTE: **Bolded/UNDERLINED** ITEMS ARE TO BE ADDED.
~~STRIKETHROUGH~~ ITEMS ARE DELETED

3.60.160 Award of contract – Lowest bidder – Evaluation and exception – Negotiation.

A. Lowest Responsible and Responsive Bidder. A contract shall be awarded to the lowest responsible bidder. In determining the lowest responsible bidder, in addition to price, there shall be considered:

1. The ability, capacity and skill of the bidder to perform the contract;
2. Whether the bidder can perform the contract within the time specified, without delay or interference;
3. The character, integrity, reputation, judgment, experience and efficiency of the bidder;
4. The quality of performance of previous contracts for the borough by the bidder;
5. The previous and existing compliance by the bidder with laws and ordinances relating to the contract;
6. The sufficiency of the financial resources and ability of the bidder to perform the contract;
7. The number and scope of conditions attached to the bid;
8. If a bid by a responsible and responsive bidder whose principal place of business is within the borough is up to ~~three~~ **five** percent higher than that of the lowest bid by a responsible and responsive bidder, preference may be given to the local bidder. **The percent difference shall be calculated as the difference between the low overall bid and the lowest local bid. The local bidder preference shall be noted in all Requests for Bids or Quotes issued by the borough.**

...

ADOPTED BY A DULY CONSTITUTED QUORUM OF THE HAINES BOROUGH ASSEMBLY THIS ____
DAY OF _____, 2015.

Haines Borough
Ordinance No. 15-12-425
Page 2 of 2

ATTEST:

Janice Hill, Mayor

Krista Kielsmeier, Interim Borough Clerk

Date Introduced: _/_/___
Date of First Public Hearing: _/_/___
Date of Second Public Hearing: _/_/___

Hypothetical Bid #1 (with current local bidder preference)

Results

Local Larry: \$103,100

Far Away Fred: \$100,000

If a bid by a responsible and responsive bidder whose principal place of business is within the borough is up to three percent higher than that of the lowest bid by a responsible and responsive bidder, preference may be given to the local bidder.

Local Larry's bid is 3.1 percent higher than the bid of Far Away Fred. The local bidder preference does not apply in this case.

Hypothetical Bid #2 (with proposed local bidder preference)

Results

Local Larry: \$103,100

Far Away Fred: \$100,000

*If a bid by a responsible and responsive bidder whose principal place of business is within the borough is up to ~~three~~ **five** percent higher than that of the lowest bid by a responsible and responsive bidder, preference may be given to the local bidder. **The percent difference shall be calculated as the difference between the low overall bid and the lowest local bid. The local bidder preference shall be noted in all Requests for Bids or Quotes issued by the borough.***

Local Larry's bid is 3.1 percent higher than the bid of Far Away Fred. The local bidder preference does apply in this case.

Note: Grant language such as for the Haines Borough Vocational Education Building Upgrade – “Award selection is based on competitive sealed bids; local hire is not a consideration.”

City of Ketchikan (3.12.040 Purchases of supplies, materials, equipment or services – When competitive bidding or quotations are required):

(4) Local Bidder Preference Award.

(A) Unless contrary to federal or state law or regulation, a contract or purchase for supplies, materials, equipment or contractual services the amount of which is less than \$200,000 shall be awarded to a local bidder where the bid by such local bidder is in all material respects comparable to the lowest responsible nonlocal bid if the amount bid by such local bidder does not exceed the lowest responsible nonlocal bid by more than:

(i) Ten percent of the amount bid by the lowest responsible nonlocal bidder if that nonlocal bidder’s bid is \$100,000 or less;

(ii) Seven percent of the amount bid by the lowest responsible nonlocal bidder or \$10,000, whichever is less, if that nonlocal bidder’s bid is greater than \$100,000 but less than or equal to \$200,000.

No local bidder preference will be allowed if the lowest responsible nonlocal bidder’s bid exceeds \$200,000. The council may by motion adopted prior to bid opening exempt any contract or purchase from the local bidder preference set forth in the preceding sentence.

Haines Borough (3.60.160 Award of contract – Lowest bidder – Evaluation and exception – Negotiation): If a bid by a responsible and responsive bidder whose principal place of business is within the borough is up to three percent higher than that of the lowest bid by a responsible and responsive bidder, preference may be given to the local bidder.

Juneau (Chapter 53.50 – Purchasing of supplies and services):

A bid shall be awarded to a Juneau bidder if its bid is not more than five percent higher than the lowest responsive nonresident bidder's, but shall be awarded to a bidder with disabilities if its bid is not more than ten percent higher than the lowest responsive nondisabled bidder's, unless the bid is for a capital construction improvement or such an award is contrary to state or federal law or regulations.

Ketchikan Gateway Borough:

11.20.080 Local bidder preference award.

(a) A contract or purchase shall be awarded to a local bidder where the bid by such local bidder is, in all material respects, comparable to the lowest responsible nonlocal bid if the amount bid by such local bidder does not exceed the lowest nonlocal bid by more than the following percentages, unless such an award is contrary to state or federal law or regulation, or

unless the assembly, at its discretion, determines prior to giving notice soliciting bids that the provisions of this section shall not apply to the contract or purchases:

Nonlocal bid is:	Local bid is not more than:
\$0 – \$5,000,000	5 percent higher than nonlocal bid
Over \$5,000,000	2.5 percent higher than nonlocal bid

Petersburg (4.04.050 – Bid preference for residents)

A.

Unless contrary to federal or state law, regulation or funding stipulations, a contract or purchase for supplies, materials, equipment or contractual services may, at the discretion of the borough assembly, be awarded to a resident bidder where the bid by such resident bidder is in all material respects comparable to the lowest responsible nonresident bid and the amount bid by such resident bidder does not exceed the lowest responsible nonresident bid by more than five percent. The borough assembly may, after consideration of the bids and other relevant factors, including the public interest, elect not to grant a resident preference.

B.

No resident bidder preference will be allowed if the lowest responsible nonresident bid exceeds \$500,000.00. The assembly may by motion, adopted prior to bid opening, exempt any other contract or purchase from a resident bidder preference.

Sitka (3.16.030 Open market procedures):

C. All purchases less than **twenty-five thousand dollars** shall be made on the open market with such competition as is reasonable and practical in the circumstances as long as by doing so, does not interfere with the ability of the city and borough of Sitka to receive grants and other funding sources. It is the city and borough of Sitka’s intent to promote local purchases whenever the availability, quality, price and delivery is:

1. Within a four percent advantage to what is available outside the municipality for purchases under two thousand five hundred dollars; and
2. Within a two percent advantage to what is available outside the municipality for purchases two thousand five hundred dollars and above.

Skagway (4.05.040 Competitive sealed bid procedure): A bid shall be awarded to a Skagway bidder if its bid is not more than five percent higher than the lowest responsive nonresident bidder’s.

State of Alaska (AS 36.30.321 (a)):

Alaska Bidder Preference – A contract award is made to the lowest responsive and responsible bidder after applying the 5% bidder preference.

Wrangell (5.10.040 When competitive bidding or quotations are required):

D. Local Bidder Preference Award.

1. Unless contrary to federal or state law or regulation, or as otherwise provided in section (D)(2) of this section, a contract for, or purchase of, supplies, materials, equipment, contractual services, or public improvements shall be awarded to a local bidder where the bid by such local bidder is in all material respects comparable to the lowest responsible nonlocal bid, and if the amount bid by such local bidder does not exceed the lowest responsible nonlocal bid by more than:

- a. Five percent of the amount bid by the lowest responsible nonlocal bidder if that nonlocal bidder's bid is \$1,000,000 or less;
- b. Three percent of the amount bid by the lowest responsible nonlocal bidder if that nonlocal bidder's bid is \$1,000,001 or more.

2. This preference shall not be interpreted to mean that the borough is precluded from making the purchase from whatever source is most advantageous to the borough after considering all factors in the public interest even when the price quoted by the local bidder satisfies subsection (D)(1)(a) or (b) of this section.

5.10.070 Local hire required on public improvement contracts

Contracts for public improvements which are funded in whole or in part by local funds or by funds which, in accordance with a federal grant or otherwise, the borough expends or administers, and to which the borough is signatory, may include the requirement that 90 percent of the work shall be accomplished by bona fide local residents, if qualified and available. In the case of federal funds used on a public improvement, the federal program should be intended to encourage economic revitalization, including improvement opportunities for the poor and unemployed.



DATE: 18 September 2015

To: Mayor Hill & Haines Borough Assembly

From: David B. Sosa, Borough Manager

Subject: LOCAL BIDDER PREFERENCE

1. In this week's packet the Assembly will find correspondence from local business owners regarding local preference.
2. I have directed staff to review the request and provide recommendations. From my initial review I offer the following thoughts:
 - a. The request to have the Local Bidder Preference clearly identified in bid documents is worth strong consideration and, barring any legal concerns, I would recommend implementing this.
 - b. The request for Haines to match other communities in offering a 5% local bidder preference is worth strong consideration. I have directed staff to review the policies of other communities in Southeast Alaska and make a recommendation.
 - c. The desire for mandatory local bidder selection requires more detailed staff work and a thorough review before any recommendation can be offered.
3. Staff will continue to provide feedback on this item and I hope to have a staff report to the Assembly included in the packet for the 27 October Assembly Meeting.

Respectfully,

D.B. Sosa

David B. Sosa

Haines Borough Manager



HAINES BOROUGH

AGENDA REQUEST FOR ASSEMBLY ACTION

You may appear before the assembly during the "Public Comments" portion of any regular assembly meeting without making prior arrangements. However, if you want the assembly to take action on a matter, it must be on the agenda. To make a request to have an issue on an agenda, please provide the following information. (See Note below)

Name: Roger Schnabel Date: 09/11/15

Name of Group Represented (if applicable) Haines Contractors

Address: HC 60 Box 4800, Haines, AK 99827 Phone: (907) 766-2833

Email Address: roger@seroad.com Fax: (907) 766-2832

I request to be scheduled on the Borough Assembly meeting agenda dated the 22nd day of September, or as soon thereafter as possible.

Purpose of Request: Local Bidder Preference, HBC 3.60.160 A.8 and 3.60.160 B.
The Haines local contractors whose names appear on the attached memo request a review of the local bidder preference in HBC 3.60.160 A.8. and 3.60.160 B. The contractors recognize the language of the code invites interpretation and inconsistency in the treatment of bid and award procedures. See attached letter from Haines Contractors.

Estimated Time Required (if a presentation) 5 minutes

Action you wish the Assembly to take: Review Local Bidder Preference in HBC 3.60.160 A.8 and HBC 3.60.160 B. and criteria for all bids and awards administered by the Haines Borough, making local preference part of the specifications for each bid, and (2) Increase the allowable local preferential margin to 5%, the factor adopted by other municipalities including Skagway. Please also note that the State of Alaska, both DNR and DOT, offers a 5% local preference in many of their solicitations.

Note: Placement on a borough assembly agenda is not guaranteed. In a manager form of government, some matters are not within the assembly's purview and are more appropriately handled by staff. Your request will be referred to the borough manager and mayor and may require legal review and/or more information before a determination can be made. You will be contacted and informed of the best and most appropriate avenue for action. If your request ends up on an assembly agenda, it will most generally be placed under "Correspondence/Requests" and is subject to all necessary paperwork being submitted in a timely manner. The deadline for agenda topics is 10:00 a.m. the Monday (one week and one day) prior to an assembly meeting. Please be aware that we may ask for additional supportive and/or background information in order to assist the assembly in making an informed decision. The clerk will provide copies for them.

Return this form to the Borough Clerk's Office in the Haines Borough Administrative Office Building, 103 S. Third Ave., P.O. Box 1209, or fax: 766-2716, or email: jcozzi@haines.ak.us.

Date: August 30, 2015

To: Dave Sosa, Manager
Haines Borough

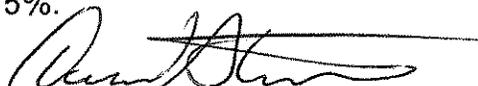
From: Haines Contractors

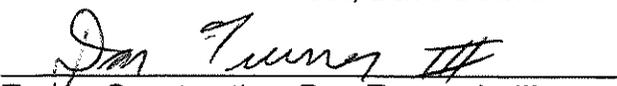
Re: Local Bidder Preference
HBC 3.60.160 A. 8. and 3.60.160 B.

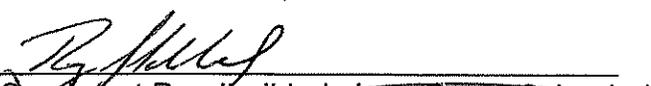
Referenced borough code currently allows the potential for local bidders to receive a preference in the award of competitive bids if the bid is within 3% of the apparent low bid. The potential is underscored by the discretion of the Assembly. Additionally, code does not guarantee transparency in the award to "other than low bidder," as it allows meeting minutes to stand for a statement or reason; bid awards can be dispensed on a consent agenda, and Assemblies are not required to engage in meaningful discussion on matters that may involve personal opinion.

The local contractors, whose names appear below, recognize the language of the code invites interpretation and inconsistency in the treatment of bid and award procedures.

We request a review of this Section with the intent to (1) standardize the specifications and criteria for all bids and awards administered by the Haines Borough, making local preference part of the specifications for each bid and (2) increase the allowable local preferential margin to 5%, the factor adopted by other municipalities including Skagway. As noted the State of Alaska, both DNR and DOT, offers this in many of their solicitations, also at 5%.

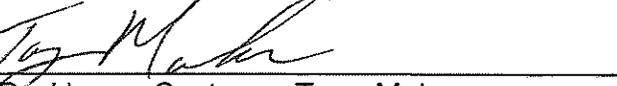

Stickler Construction Co., Dave Stickler

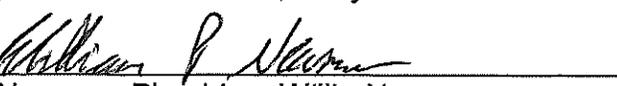

Turner Construction, Don Turner Jr. III

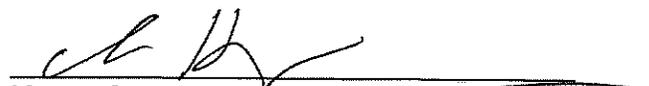

Southeast Roadbuilder's Inc., Roger Schnabel

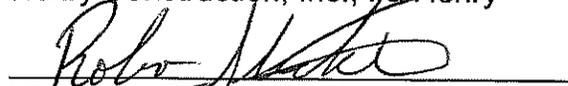

JB Strong Hydroseeding, James Strong

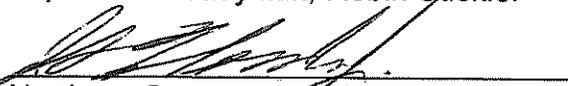

Whiterock Construction, Jack Smith Jr.

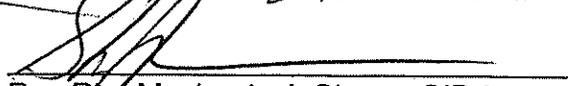

Darkhorse Customs, Tony Malone


Newman Plumbing, Willie Newman

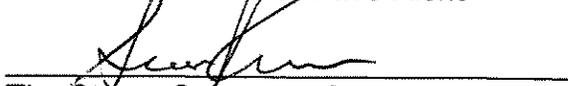

Henry Construction, Inc., Ira Henry

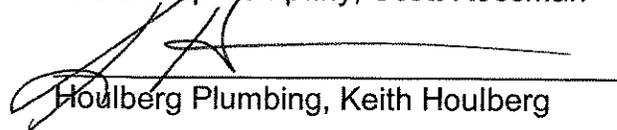

Wolverine Ready Mix, Robin Stickler


Northern Construction, John Floreske


Pao Rim Mechanical, Shawn O'Brien


Dave Ricke Builders, Dave Ricke


The Stump Company, Scott Rossman


Houlberg Plumbing, Keith Houlberg

Date: August 30, 2015

To: Dave Sosa, Manager
Haines Borough

From: Haines Contractors

Re: Local Bidder Preference
HBC 3.60.160 A. 8. and 3.60.160 B.

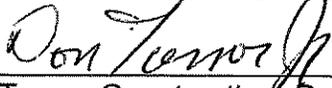
Referenced borough code currently allows the potential for local bidders to receive a preference in the award of competitive bids if the bid is within 3% of the apparent low bid. The potential is underscored by the discretion of the Assembly. Additionally, code does not guarantee transparency in the award to "other than low bidder," as it allows meeting minutes to stand for a statement or reason; bid awards can be dispensed on a consent agenda, and Assemblies are not required to engage in meaningful discussion on matters that may involve personal opinion.

The local contractors, whose names appear below, recognize the language of the code invites interpretation and inconsistency in the treatment of bid and award procedures.

We request a review of this Section with the intent to (1) standardize the specifications and criteria for all bids and awards administered by the Haines Borough, making local preference part of the specifications for each bid and (2) increase the allowable local preferential margin to 5%, the factor adopted by other municipalities including Skagway. As noted the State of Alaska, both DNR and DOT, offers this in many of their solicitations, also at 5%.

See Page 1

Stickler Construction Co., Dave Stickler



Turner Construction, Don Turner Jr.

See Page 1

Southeast Roadbuilder's Inc., Roger Schnabel

See Page 1

JB Strong Hydroseeding, James Strong

See Page 1

Whiterock Construction, Jack Smith Jr.

See Page 1

Darkhorse Customs, Tony Malone

See Page 1

Newman Plumbing, Willie Newman

See Page 1

Henry Construction, Inc., Ira Henry

See Page 1

Wolverine Ready Mix, Robin Stickler

See Page 1

Northern Construction, John Floreske

See Page 1

Pac Rim Mechanical, Shawn O'Brien

See Page 1

Dave Ricke Builders, Dave Ricke

See Page 1

The Stump Company, Scott Rossman

See Page 1

Houlberg Plumbing, Keith Houlberg

RETURN THIS BID TO THE ISSUING OFFICE AT:



STATE OF ALASKA
DEPARTMENT OF TRANSPORTATION
PROCUREMENT OFFICE
PO BOX 112500
3132 CHANNEL DRIVE, ROOM 310
JUNEAU, ALASKA 99811-2500

THIS IS NOT AN ORDER

DATE ITB ISSUED: April 22, 2015

AGGREGATE E-Chip, B-Chip – Haines, Alaska
(Non-Participating State Funded and Federally Funded)

Sealed bids must be submitted to the State of Alaska, Department of Transportation and Public Facilities, Statewide Procurement Office from which they were issued, and must be time and date stamped by the purchasing section prior to 2:00 PM on April 29, 2015, at which time they will be publicly opened.

DELIVERY LOCATION: DOT&PF, Maintenance Stations; Haines, Alaska.

DELIVERY DATE: See Delivery / Material Availability (page 9)

IMPORTANT NOTICE: If you received this solicitation from the State's "Online Public Notice" web site, you must register with the Procurement Officer listed on this document to receive subsequent amendments. Failure to contact the Procurement Officer may result in the rejection of your offer.

BIDDER'S NOTICE:

Contracts for purchases resulting from this bid will be made utilizing Federal Funds. As such, and per AS 36.30.890, no State of Alaska Bidder or Product Preferences may apply.

Sec. 36.30.890. Federal Assistance

If a procurement involves the expenditure of federal funds or federal assistance and there is a conflict between a provision of this chapter or a regulation adopted under a provision of this chapter and a federal statute, regulation, policy, or requirement, the federal statute, regulation, policy, or requirement shall prevail.

2 AAC 12.730. Federal Assistance

If a procurement involves the expenditure or federal funds or requires federal assistance and there is a conflict between a provision of this chapter and federal statute, regulation, policy, or requirement, the procurement officer shall comply with the federal statute, regulation, policy, or requirement.

Authority: AS 36.30.040; AS 36.30.890

Form containing bidder information: Michael Williams, Procurement Officer; Southeast Road Builders, Inc.; Roger Schnabel; Date: April 29, 2015; Alaska Business License Number: 92-0159551; Vendor Tax ID Number.

17. **DISPUTES:** If a contractor has a claim arising in connection with a contract resulting from this ITB that it cannot resolve with the State by mutual agreement, it shall pursue a claim, if at all, in accordance with the provisions of AS 36.30.620 – 632.
18. **CONSUMER ELECTRICAL PRODUCT:** AS 45.45.910 requires that "...a person may not sell, offer to sell, or otherwise transfer in the course of the person's business a consumer electrical product that is manufactured after August 14, 1990, unless the product is clearly marked as being listed by an approved third party certification program." Electrical consumer products manufactured before August 14, 1990, must either be clearly marked as being third party certified or be marked with a warning label that complies with AS 45.45.910(e). Even exempted electrical products must be marked with the warning label. By signature on this bid the bidder certifies that the product offered is in compliance with the law. A list of approved third party certifiers, warning labels and additional information is available from: Department of Labor, Labor Standards & Safety Division, Mechanical Inspection Section, P.O. Box 107020, Anchorage, Alaska 99510-7020, (907)269-4925.
19. **SEVERABILITY:** If any provision of the contract is declared by a court to be illegal or in conflict with any law, the validity of the remaining terms and provisions will not be affected; and, the rights and obligations of the parties will be construed and enforced as if the contract did not contain the particular provision held to be invalid.
20. **GOVERNING LAW; FORUM SELECTION:** A contract resulting from this ITB is governed by the laws of the State of Alaska. To the extent not otherwise governed by section 17 of these Standard Terms and Conditions, any claim concerning the contract shall be brought only in the Superior Court of the State of Alaska and not elsewhere.

SPECIAL CONDITIONS:

1. **ORDER DOCUMENTS:** Except as specifically allowed under this ITB, an ordering agency will not sign any vendor contract. The State is not bound by a vendor contract signed by a person who is not specifically authorized to sign for the State under this ITB. The State of Alaska Purchase Order, Contract Award and Delivery Order are the only order documents that may be used to place orders against the contract(s) resulting from this ITB.
2. **BILLING INSTRUCTIONS:** Invoices must be billed to the ordering agency's address shown on the individual Purchase Order, Contract Award or Delivery Order. The ordering agency will make payment after it receives the merchandise or service and the invoice. Questions concerning payment must be addressed to the ordering agency.
3. **CONTINUING OBLIGATION OF CONTRACTOR:** Notwithstanding the expiration date of a contract resulting from this ITB, the Contractor is obligated to fulfill its responsibilities until warranty, guarantee, maintenance and parts availability requirements have completely expired.

PREFERENCES:

Note to Bidders.

Alaska Preferences apply for Lot 1 (Non-Participating Funds), and will not apply for Lot 2 (Federal Funds).

1. **ALASKA BIDDER PREFERENCE:** Award will be made to the lowest responsive and responsible bidder after an Alaska bidder preference of five percent (5%) has been applied. The preference will be given to a person who: (1) holds a current Alaska business license at the time designated in the invitation to bid for bid opening; (2) submits a bid for goods or services under the name on the Alaska business license; (3) has maintained a place of business within the state staffed by the bidder, or an employee of the bidder, for a period of six months immediately preceding the date of the bid; (4) is incorporated or qualified to do business under the laws of the state, is a sole proprietorship and the proprietor is a resident of the state, is a limited liability company organized under AS 10.50 and all members are residents of the state, or is a partnership under AS 32.06 or AS 32.11 and all partners are residents of the state; and, (5) if a joint venture, is composed entirely of ventures that qualify under (1) - (4) of this subsection. AS 36.30.170, AS 36.30.321(a) and AS 36.30.990(2)
2. **ALASKA VETERAN PREFERENCE:** If a bidder qualifies for the Alaska bidder preference under AS 36.30.321(a) and AS 36.30.990(2) and is a qualifying entity as defined in AS 36.30.321(f), they will be awarded an Alaska veteran preference of five percent (5%). The preference will be given to a (1) sole proprietorship owned by an Alaska veteran; (2) partnership under AS 32.06 or AS 32.11 if a majority of the partners are Alaska veterans; (3) limited liability company organized under AS 10.50 if a majority of the members are Alaska veterans; or (4) corporation that is wholly owned by individuals and a majority of the individuals are Alaska veterans, and may not exceed \$5,000. The bidder must also add value by actually performing, controlling, managing, and supervising the services provided, or for supplies, the bidder must have sold supplies of the general nature solicited to other state agencies, other governments, or the general public - AS 36.30.321(i).
3. **USE OF LOCAL FOREST PRODUCTS:** In a project financed by state money in which the use of timber, lumber and manufactured lumber is required, only timber, lumber and manufactured lumber products originating in this state from Alaska forests shall be used unless the use of those products has been determined to be impractical, in accordance with AS 36.15.010 and AS 36.30.322.



STATE OF ALASKA
DEPARTMENT OF NATURAL RESOURCES

INVITATION FOR QUOTES FOR
A SMALL PROCUREMENT
(CONSTRUCTION RELATED)

INSTRUCTIONS TO OFFERORS

The State of Alaska desires that all Offerors submitting quotes on construction contracts are given a fair and equal opportunity to compete. Offerors are required to follow these instructions:

REVIEW THE PROJECT DOCUMENTS: Most construction Projects in excess of \$1,000 will have some type of written documentation prepared expressly for the Work. If you are asked to submit a quote and no written information has been provided, you should ask the procurement Agency for written documentation. If the scope of services have been described to you verbally, and you are selected for Contract Award, you must ensure that the information of the services to be performed (scope of work) is put in writing prior to accepting the Contract. When providing a Quote, carefully review and consider all materials related to the solicitation and work of the contract. **By submitting a quote the Offeror warrants that they are familiar with the Project requirements, have visited or otherwise examined the site, and are aware of the conditions to be encountered.** Offeror's can verify the contents and completeness of their quote documents by contacting the procurement Agency individual named on the front of this form.

SUBMITTING THE QUOTE: The Quote must be submitted in one of the following formats as called for in the Invitation:

1. **ORALLY** - if a verbal quote is solicited, the Offeror must provide, in addition to their quote amount and mailing address -- (1) their valid Alaska Business License number, (2) if applicable, a valid Contractor's Registration number, (3) their status as an Alaskan Bidder (Offeror), (4) their intended use of Alaskan products, (5) the carrier's name and policy number for their Workers' Comp Insurance (or a statement of sole proprietorship, if applicable), and (6) the Employer (Tax) Identification Number or Social Security Number. The Procurement Agency will enter this information on the quote schedule.
2. **WRITTEN** - if a written quote is solicited, the Offeror must complete, in ink or typewritten, the *Small Procurement Quote Submittal*, Form SPC-002. Failure to acknowledge receipt of addenda or to execute the form correctly and completely may disqualify the quote.

NOTE: The Department of Labor requires an Offeror to be licensed and registered for the required type of work prior to submitting a quote. If the procurement Agency determines the Offeror is improperly registered or licensed, their quote may be deemed nonresponsive.

SUBCONTRACTOR LISTING: Subcontractors intended to be utilized on this contract must be listed in the response to the solicitation. Work shall not be awarded to any subcontractor without prior approval from the procurement Agency. Subcontractors may be added or removed only as approved by the procurement Agency.

DETERMINATION OF THE LOWEST RESPONSIBLE QUOTE AND CONTRACT AWARD: Following receipt and determination of all responsive oral, written or sealed quotes, the procurement Agency will compare the quotes and determine the lowest Offeror. If the procurement Agency discovers a discrepancy between the unit price amount and the extended amount; the unit price amount will prevail. Conditioned quotes, unless expressly requested, will not be considered. When the quote schedule is composed of a basic amount with alternates, the procurement Agency will base its determination of the low quote and the amount of the Contract Award solely upon those quotes, basic and alternates, that are priced within the extent of available construction funds. Alternates will be considered for Award in the order listed, except that if the order of Offerors is not affected, the Award may include any combination of funded alternates, or none, as may be in the best interest of the procurement Agency.

When determining the lowest quote, the procurement Agency will also give a 5% Alaska Offeror's preference and an appropriate Alaska Products preference to quotes designating the applicability of a preference. To qualify for the Offeror's preference (per AS 36.30.170) the Offeror **must** (1) hold a current Alaska Business License, (2) submit the quote under the name appearing on the license, (3) have staffed and maintained a place of business within Alaska for the previous six months and (4) be incorporated or qualified to do business under the laws of the State. In addition, if the Offeror is a partnership or joint venture, all parties must meet the criteria to be eligible for the preference. A booklet fully describing the Alaska Preferences (Bidder, Offeror, Product, Disabilities, Veteran) program is available at <http://doa.alaska.gov/dgs/pdf/pref2.pdf>. A detailed description of the Alaska Products Preference Program is available at <http://www.commerce.state.ak.us/ded/dev/prodpref/prodpref.htm>.

The procurement Agency will make a determination of **responsibility** as required by 2 AAC 12.500. If the lowest Offeror is declared responsible, the procurement Agency will execute the *Notice of Award / Notice to Proceed*, Form SPC-003, and send it to the Offeror for acknowledgement. If the lowest Offeror is found to be nonresponsive, this process will be repeated with the second lowest Offeror -- and so on until the lowest responsive and responsible Offeror is determined.

NOTICE OF AWARD AND PROTEST: A written notice will be provided on all Awards exceeding \$ 25,000 (2 AAC 12.400(h)). All protests must be filed with the Commissioner of the procurement Agency (or designee) and copied to the Procurement Officer. Protest procedures are described in AS 36.30.560 and 2 AAC 12.695. The extent of the protest remedy is limited to quote preparation costs (AS 36.30.585).

C. Tabulation. A tabulation of all bids received and opened shall be made with appropriate recommendations for acceptance or rejection of bids. A copy of the tabulation shall be furnished to each bidder, along with notice of intent to award.

3.60.150 Action on bids.

Upon receipt and opening of the bids, the assembly or its delegate shall have the authority to:

- A. Waive any and all irregularities on any or all bids;
- B. Reject defective or nonresponsive bids;
- C. Reject all bids;
- D. Re-advertise the project for bidding, with or without making changes in the project plans, specifications or scope of work;
- E. Award the contract in accordance with HBC 3.60.160.

3.60.160 Award of contract – Lowest bidder – Evaluation and exception – Negotiation.

A. Lowest Responsible and Responsive Bidder. A contract shall be awarded to the lowest responsible bidder. In determining the lowest responsible bidder, in addition to price, there shall be considered:

1. The ability, capacity and skill of the bidder to perform the contract;
2. Whether the bidder can perform the contract within the time specified, without delay or interference;
3. The character, integrity, reputation, judgment, experience and efficiency of the bidder;
4. The quality of performance of previous contracts for the borough by the bidder;
5. The previous and existing compliance by the bidder with laws and ordinances relating to the contract;
6. The sufficiency of the financial resources and ability of the bidder to perform the contract;
7. The number and scope of conditions attached to the bid;
8. If a bid by a responsible and responsive bidder whose principal place of business is within the borough is up to three percent higher than that of the lowest bid by a responsible and responsive bidder, preference may be given to the local bidder.

B. Award to Other than Low Bidder. A decision to award a contract to other than the bidder offering the lowest price shall be made only by the assembly. When an award is given to other than the lowest bidder, a full and complete written statement of the reasons therefor shall be delivered by the mayor or the mayor's designee to the unsuccessful low bidder or bidders and filed with the other papers

Failure to Execute Contract: Failure of the successful Bidder to execute and return the contract agreement and other documents within seven (7) days after receipt of the Municipality's Notice of Intent to Award, will be just cause for the rejection of the award. Award may then be made to the next lowest responsive, responsible and qualified Bidder, or the work may be re-advertised, in the sole discretion of the Municipality.

If the Municipality does not execute the contract agreement within fifteen (15) days following receipt from the Bidder of all required documents appropriately executed for the award of the contract, the Bidder shall have the right to withdraw its bid without penalty.

Skagway Bidder Preference: A bid shall be awarded to a Skagway bidder if Bidder's bid is not more than five percent higher than the lowest responsive nonresident bidder's. A bid shall be rejected if it contains a material alteration or an erasure. The Municipality may reject the bid of a bidder who failed to perform or failed to timely perform on a previous contract with the Municipality or any municipality. The Borough manager may reject any and all bids and waive any informalities or minor irregularities in the bids. Where all bids are rejected, and new bids are called for on substantially the same purchase or contract, each of the bidders whose bids were rejected shall be timely notified of the new call for bids and of changes, if any, in the specifications and requirements.

Permit Responsibility: Successful Bidder/Contractor shall obtain any and all necessary permits from Federal, State and local authorities for this project, including any applicable fees and costs associated with the permit/process.

Davis Bacon: Alaska Labor Standards, reporting and prevailing wage rate determination is made part of this bid package. If this project is over \$25,000, a notice of award will be sent to the Alaska Department of Labor - Wage and Hour Section. The State will require that certified payroll forms are completed and the State has the right to randomly audit the successful bidders company to ensure Davis Bacon Wages are being paid for this project.

Payment and Performance Bond: If this project is under \$50,000 no bonding is required and the bonding bid sheet does not need to be completed. If this project is over \$50,000 but under \$150,000, bidder must sign the bonding exemption checklist & have it notarized. Answers to questions on Bonding Exemption Checklist page may require bonding papers or a letter from bonding company saying contractor is bondable for this project for the amount of the project. If this project is over \$150,000, bonding **IS** required. For purposes of bid documents, a signed letter from a surety company committing to the bonding of the contractor in the amount of the project will suffice until the time of actual signing of the contract, when bond must be on hand. (See Bonding Exempt Checklist)

Ownership of Bid Submittals: Once bids are opened, they become the property of the Municipality, and shall not be returned. Bids may be withdrawn by submitting a written withdrawal request to the same address to which the bid was submitted if said request is received by the Municipality one (1) hour prior to the bid opening time and date. The bid shall be returned to the Bidder unopened.



**Haines Borough
Assembly Agenda Bill**

Agenda Bill No.: 15-613

Assembly Meeting Date: 12/15/15

Business Item Description:	Attachments:
Subject: Extension of Human Resource Bldg Lease & Waiver of Monthly Rent for Chilkat Valley Preschool	1. Ordinance 15-12-426 2. Chilkat Valley Preschool Request for Extension/Waiver 3. MOU with Southeast Senior Services 4. Existing lease agreement for Human Resource Bldg
Originator: Borough Manager	
Originating Department: Administration	
Date Submitted: 12/7/15	

Full Title/Motion:
Motion: Introduce Ordinance 15-12-426 and set a first public hearing for 1/12/16 and a second public hearing for 1/26/16.

Administrative Recommendation:
The Acting Manager and Director of Public Facilities recommend this ordinance.

Fiscal Impact:			
Expenditure Required	Amount Budgeted	Appropriation Required	Projected Impact to Future Operating Budgets
\$ 0	\$ 0	\$ 0	Extra year of HR Bldg maintenance

Comprehensive Plan Consistency Review:	
Comp Plan Goals/Objectives: Objective 17E(7), Page 294 Objective 18A(3), Page 299	Consistent: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

Summary Statement:
The Chilkat Valley Preschool (CVP) has leased the Human Resources Building on a year-to-year basis since the year 2000, and the current lease was authorized by the assembly on 2/24/15 for a period ending 6/30/16. The CVP has requested a one-year extension for a new term date of 6/30/17 to allow time for construction of an addition onto the borough-owned Senior Center building. Additionally, the CVP has requested a waiver of the \$500 monthly rent required under the existing lease to begin on 1/1/16. The basis for this waiver is the documentation showing an agreement with Southeast Senior Services for the concept of sharing the building provided it is expanded. The assembly is being asked to consider adopting Resolution 15-12-652 approving the concept of adding onto the building.

Referral:	
Referred to:	Referral Date:
Recommendation:	Meeting Date:

Assembly Action:	
Meeting Date(s): 12/15/15	Public Hearing Date(s):
	Postponed to Date:

An Ordinance of the Haines Borough authorizing a one-year extension of a lease of the Human Resources Building by Chilkat Valley Preschool for the purpose of providing preschool educational services and waiving the monthly rent amount scheduled to start in 2016.

WHEREAS, HBC 14.16.060 provides that “[t]he lease of any borough land may be made to any state or federal agency, nonprofit organization, or political subdivision of the state for less than the appraised value, and for a consideration to be determined by the assembly to be in the best interests of the borough”; and

WHEREAS, the nonprofit organization known as Chilkat Valley Preschool (CVP) has been leasing the downstairs portion of the borough’s Human Resources Building situated on Lots 8 and 9, Block 13, Haines Townsite Subdivision to provide a preschool program; and

WHEREAS, CVP has leased this property on a year-to-year basis since the Haines City Council first granted the lease on September 20, 2000; and

WHEREAS, the existing lease is effective July 1, 2015 through June 30, 2016; and

WHEREAS, on December 7, 2015, the borough received a request from CVP for an extension of the lease period to June 30, 2017; and

WHEREAS, the current lease includes a requirement for \$500 monthly rent beginning January 1, 2016 with provision for a waiver if the CVP provides the borough before December 15, 2015 with documentation that a structure suitable for use as a preschool has been obtained; and

WHEREAS, on December 1, 2015, CVP provided the borough with documentation consisting of a Memorandum of Understanding with Southeast Senior Services supporting the idea of a shared community building at the current Haines Senior Center with construction of an addition; and

WHEREAS, the assembly will consider adoption of Resolution 15-12-652 on December 15, 2015 approving the concept of expanding the borough-owned Senior Center building to accommodate a preschool; and

WHEREAS, knowing the borough still desires to dispose of the Human Resources Building, CVP has been aggressively pursuing relocation to another facility while at the same time attempting to operate the program with minimal disruption; and

WHEREAS, Borough Charter 3.03(8) stipulates that the leasing of borough property must be granted by the assembly by ordinance,

NOW THEREFORE BE IT ENACTED, by the Haines Borough Assembly, that it is hereby determined to be for a public purpose and in the public interest of the Haines Borough to extend through June 30, 2017 the existing lease of the Human Resources Building with the Chilkat Valley Preschool for the purpose of providing preschool educational services; and

BE IT ALSO ENACTED, the Assembly waives the \$500 monthly rent amount set to begin January 1, 2016, subject to the adoption of Resolution 15-12-652.

Section 1. Classification. This ordinance is a non-code ordinance.

Section 2. Severability. If any provision of this ordinance or any application thereof to any person or circumstance is held to be invalid, the remainder of this ordinance and the application to other persons or circumstances shall not be affected thereby.

Haines Borough
Ordinance No. 15-12-426
Page 2 of 2

Section 3. Effective Date. This ordinance shall become effective immediately upon adoption.

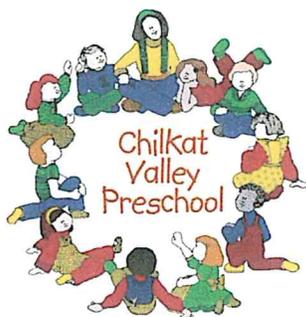
ADOPTED BY A DULY CONSTITUTED QUORUM OF THE HAINES BOROUGH ASSEMBLY THIS _____ DAY OF _____, 2015.

Janice Hill, Mayor

Attest:

Julie Cozzi, MMC, Borough Clerk

Date Introduced: 12/15/15
Date of First Public Hearing: ___/___/___
Date of Second Public Hearing: ___/___/___



A program dedicated to the fullest development of the whole child.

Chilkat Valley Preschool

PO Box 1165 Haines AK 99827

(907) 766-3213

cvpreschool@aptalaska.net

www.chilkayvalleypreschool.org

December 7, 2015

20015 - 2016 BOARD OF DIRECTORS

Alissa Henry
President

Melissa Ganey
Vice President

Katherine Lee
Treasurer

Lexie Dewitt
Secretary

Sarah Elliott
Emily McMahan

STAFF

Erin Kelly
Lead Teacher

Elissa Brooks
Assistant Teacher

Vija Pelekis
Assistant Teacher

Tracey Harmon
Office Manager

To Whom It May Concern,

The Chilkat Valley Preschool would like to formally request a continued rent free extension of our lease of the Human Resources Building through June 30, 2017. This request is being made in anticipation of the timeline for our current Facility Project addition at the Senior Center for the following reasons:

First of all, because of our status as a State Licensed Child Care Facility, we need to have a secure facility for next school year.

Secondly, we are requesting this extension because construction timelines are extremely unpredictable. We feel that having another year in our current facility will give us ample time to allow for the addition so we only have to move once.

Lastly, extending our lease without the cost of rent for another year will free up the resources necessary to secure additional funding through grant writing and fundraising.

We believe that in helping the Chilkat Valley Preschool by extending our lease in the HR Building you are serving not only the community of young families and the needs of early childhood education, but also the entire community of elders and Senior Citizens CVP has entered a Memorandum of Understand with. Both populations contribute significantly to the economic growth and development of Haines. Please help us with this first step to make that happen.

Sincerely,

Chilkat Valley Preschool Board of Directors



A program dedicated to the fullest development of the whole child.

Chilkat Valley Preschool

PO Box 1165 Haines AK 99827

(907) 766-3213

cvpreschool@aptalaska.net

www.chilkayvalleypreschool.org

December 7, 2015

20015 - 2016 BOARD OF DIRECTORS

Alissa Henry
President

Melissa Ganey
Vice President

Katherine Lee
Treasurer

Lexie Dewitt
Secretary

Sarah Elliott
Emily McMahan

STAFF

Erin Kelly
Lead Teacher

Elissa Brooks
Assistant Teacher

Vija Pelekis
Assistant Teacher

Tracey Harmon
Office Manager

To Whom It May Concern,

The Chilkat Valley Preschool would like to formally request a continued rent free extension of our lease of the Human Resources Building through June 30, 2017. This request is being made in anticipation of the timeline for our current Facility Project addition at the Senior Center for the following reasons:

First of all, because of our status as a State Licensed Child Care Facility, we need to have a secure facility for next school year.

Secondly, we are requesting this extension because construction timelines are extremely unpredictable. We feel that having another year in our current facility will give us ample time to allow for the addition so we only have to move once.

Lastly, extending our lease without the cost of rent for another year will free up the resources necessary to secure additional funding through grant writing and fundraising.

We believe that in helping the Chilkat Valley Preschool by extending our lease in the HR Building you are serving not only the community of young families and the needs of early childhood education, but also the entire community of elders and Senior Citizens CVP has entered a Memorandum of Understand with. Both populations contribute significantly to the economic growth and development of Haines. Please help us with this first step to make that happen.

Sincerely,

Chilkat Valley Preschool Board of Directors

Alissa Henry
Sarah Elliott
Emily m. mahan
Kate

RECEIVED Haines Borough

DEC 09 2015
Clerk's Office

Memorandum of Understanding

The Southeast Alaska Senior Services and the Chilkat Valley Preschool agree to support a shared community building at the current Haines Senior Center (HSC) Location, providing space for the Haines Senior Community and the Preschool Population:

Whereas the current area will be maintained for senior programs, provided Southeast Senior Services continues to rent the facility at the current rate of \$800/month through Dec. 31 2016.

Whereas the Chilkat Valley Preschool will provide an initial \$50,000 in funding to expand the HSC facility by 1,000 square feet for the future location of the Chilkat Valley Preschool.

Whereas the Haines Borough will continue to provide major maintenance for the HSC building as it stands now and into the future.

Whereas the Chilkat Valley Preschool will provide management of rentals upon a signed management agreement with the Haines Borough.

Whereas the Haines Borough will provide the costs of utilities and the Chilkat Valley Preschool will collect rentals and provide them to the Haines Borough.

Whereas as an incentive to the Chilkat Valley Preschool, the Haines Borough will provide a 25% management fee for all rentals excluding the rental to Southeast Senior Services on a quarterly basis.

Whereas the Haines Borough provides free rental for the continued occupancy of the Chilkat Valley Preschool through June 30th 2017 in the current Haines Borough Human Resources Building.

Signature: Cindy Jackson Date: 12/1/2015
Cindy Jackson
Southeast Senior Services

Signature: Alissa Henry Date: 12/1/2015
Alissa Henry, Board President
Chilkat Valley Preschool

**Haines Borough
Human Resource Building**

In-Kind Lease Agreement

LEASE AGREEMENT made as of the 25th day of February, 2015

BY and BETWEEN the Lessor: **Haines Borough**

and the Lessee: **Chilkat Valley Preschool**

The Lessor and the Lessee agree as set forth below.

WITNESSETH:

That for and in consideration of the agreements hereinafter mentioned to be kept and performed by the Lessee, Lessor does hereby lease unto said Lessee the main floor of the building known as the Human Resources Building, situated on Lots 8 and 9, Block 13, Haines Townsite Subdivision, and such area as necessary to carry out the preschool program.

TO HAVE AND TO HOLD the above described premises, with the rights, privileges, easements and appurtenances thereunto belonging or in any way appertaining, unto Lessee for a **term commencing on the 1st day of July, 2015 and terminating on the 30th day of June, 2016**, and yielding possession thereof as hereinafter provided with both parties in agreement that there is no option to renew this lease and under no circumstances will the lease be renewed.

1. **RENT:** No charge for rent from 1 July 2015 through 31 December 2015. From 1 January 2016 through 30 June 2016 monthly rent will be \$500.00. The monthly rent from 1 January 2016 through 30 Jun 2016 will be waived if the Lessee provides the Lessor a certified copy of a lease or a document of sale (hereafter referred to as the "Document") demonstrating that a structure suitable for use as a preschool has been obtained. The Document must be provided before the 15th day of December 2015 to be eligible to waive the rent for January 2016 and beyond. Thereafter, the Lessee has until 4:00 PM on the 15th of each month to provide the Lessor a certified copy of the Document in order for rents in succeeding months to be waived. The Lessee will have no ability to receive already paid rents back from the Lessor. Should the Lessee's arrangements for lease or purchase fall through, the Lessee shall owe the Lessor all back rents for months in which rent was waived.
2. **USE:** Preschool
3. **ALTERATIONS AND REPAIRS:** Lessee shall not make any alteration or repair of the said premises, or any part thereof, without first obtaining the written consent of Lessor. Lessee shall, at its sole cost and expense, repair all damage to the leased premises caused by the Lessee's use of the premises. Lessee shall keep and maintain the leased premises in good condition and repair, normal wear and tear excepted.
4. **LIENS:** Lessee shall not cause the demised premises to be encumbered by any liens, and shall, whenever and as often as any such liens may be recorded against said property, purporting to be for labor or materials furnished or to be furnished to the Lessee, take steps to discharge such liens within a reasonable time after the date of filing. Lessor shall not be liable for any labor or materials furnished or to be furnished to the Lessee upon credit.
5. **UTILITIES:** Lessee shall pay for all heat, lights, power, water, sewer and phone services supplied to the property used by them.
6. **INDEMNIFICATION:** Lessee shall defend, indemnify and save harmless Lessor from and against any and all losses, damages, liabilities, expenses, claims and demands of whatsoever

character, direct or indirect, arising out of or in any way connected with, this lease of the demised premises or use or occupancy thereof by Lessee.

7. **INSURANCE**: Lessor shall provide and maintain fire insurance on the leased building. Lessee shall provide the necessary insurance on its personal property on the premises and liability insurance of not less than \$500,000 bodily injury, \$100,000 property damage and \$5,000 medical payments. Proof of such insurance shall be provided to Lessor by Lessee's insurance company upon execution of this lease and upon any renewal of said policies. Lessee shall provide lessor written notice thirty days in advance of any cancellation of insurance coverage.
8. **ENTRY BY LESSOR**: Lessee shall permit Lessor and its agents to enter the premises at all reasonable times for the purposes of access to areas in the leased building not covered in this lease and for the purpose of inspecting the same or making repairs.
9. **SUBLETTING AND ASSIGNMENT**: Lessee shall not assign this lease, or any interest thereof, without the written consent of Lessor.
10. **COMPLIANCE WITH LAW**: Lessee shall, at their sole cost and expense, comply with all the requirements of the Haines Borough, State of Alaska and Federal laws, regulations, statutes or ordinances pertaining to said premises and their use, including all regulations prohibiting smoking in public buildings.
11. **DESTRUCTION OF PREMISES**: In the event of damage or destruction of the leased premises from any cause, the Lessor shall have the option to repair the same. In the event Lessor does not elect to make such repairs, this lease may be terminated at the option of either party. A total destruction of the premises shall terminate the lease. Lessor shall give notice of its election to repair within ten days from the date of the damage or destruction.
12. **REMEDIES OF LESSOR ON DEFAULT**: In the event of any breach of this lease by Lessee, then Lessor shall have the right of re-entry subject to the Landlord and Tenant Act provisions.
13. **OCCUPANCY**: Lessee shall have the right of occupancy as of the signing of this lease.
14. **TERMINATION**: The Lessee may terminate this lease upon giving thirty days written notice to the Lessor if the use of the premises by the Lessee ceases for any reason. In such a case, upon quitting the premises, the Lessee shall remove all personal and business property from the premises and shall leave the premises in good condition, normal wear and tear excepted. The Lessor may terminate this lease upon giving the Lessee thirty days written notice.
15. **ENTIRE AGREEMENT**: This lease sets forth the entire understanding of the parties, and no modifications may be made hereto except by written addendum signed by the parties. This lease binds the heirs, personal representatives, successors and legal assigns of all the parties hereto.

IN WITNESS WHEREOF, the parties have executed this lease as of the day, month and year first above written.

This Lease Agreement entered into as of the day and year first written above.

LESSOR



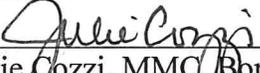
David B. Sosa, Borough Manager
Haines Borough

LESSEE



Alissa Henry, Board President
Chilkat Valley Preschool

Attest:



Julie Cozzi, MMC, Borough Clerk

Mayoral Appointments 12/15/15

Letnikof Estates Road Maintenance Service Area

Shannon Donahue – term ends 11/2018

Scott Sundberg – term ends 11/2018

The board recommends these appointments (see attached).

This would leave no vacancies, at this time.

Library Advisory Board

Lorraine Dudzik – term ends 11/2018

Dick Flegel – term ends 11/2018

The board recommends these appointments (see attached).

This would leave one vacancy.

Planning Commission

Larry Geise – term ends 11/2018

Lee Heinmiller – term ends 11/2018

The commission recommends these appointments (see attached).

This would leave no vacancies, at this time.

Port and Harbor Advisory Committee

Glen Jacobson (at large) – term ends 11/2017

Terry Pardee (at large) – term ends 11/2017

Don Turner Jr. (non-commercial) – term ends 11/2017

The committee recommends these appointments (see attached).

This would leave no vacancies, at this time.



November 20, 2015

From:

Michael Marks
Letnikof Estates Road Maintenance Service Area, Secretary
P.O. Box 1101
Haines, Alaska 99827

To:

Jan Hill, Mayor
Haines Borough
P.O. Box 1209
Haines Alaska 99827

To Jan Hill:

I am submitting the following for your review:

- LERMSA Board Agenda for Nov. 20, 2015
- LERMSA Board Minutes for Nov. 20, 2015
- Haines Borough Application for Board Appointment from Shannon Donahue

At this time the LERMSA Board asks you to consider re-appointing Scott Sundberg and appointing Shannon Donahue as board members. Scott Sundberg is the longest serving member on the LERMSA and has the greatest experience in road maintenance issues in our area. As a result he has been approved by the board to serve another term. Shannon Donahue has recently purchased a home in the area on Inlet Drive. Shannon is a very capable individual who is the President of the Bear Foundation, served as a Bear Monitor at Chilkoot State Park and served as the business manager for the Alaska Arts Confluence. She has demonstrated a commitment to preserving our quality of life as we know it here in Haines. She was encouraged to apply for this appointment because she will live year round in our area and her property is in walking distance from the other year round board members who live on Inlet Drive (Scott Sundberg and Michael Marks). We feel that Shannon will help create a "trio" of observation for road conditions especially during snow season. If other methods of communication are not accessible each "trio" member can walk to the others house for discussion on snow removal and sanding. The board vote 3-1 on her appointment. We look forward to your review of this and the information attached and request that you consider re-appointing Scott Sundberg and Shannon Donahue to the LERMSA.

Sincerely,



Michael Marks
LERMSA, Secretary

Letnikof Estates Road Maintenance Service Area
BOARD MEETING
November 20, 2015 Noon-1:00 p.m.
Haines Borough Public Library-Conference Room

Letnikof Estates Road Maintenance Service Area

Board of Directors:

Scott Sundberg

Tom Ganner

Dennis Geasan

Michael Marks

Agenda:

Approval of Re-appointments for Scott Sundberg

Vote on appointment for new board member Shannon Donahue

Snow removal and sanding for 2015/2016

Letnikof Estates Road Maintenance Service Area
BOARD MEETING
November 20, 2015 Noon-1:00 p.m.
Haines Borough Public Library-Conference Room

Letnikof Estates Road Maintenance Service Area

Board of Directors:

Scott Sundberg, Tom Ganner, Dennis Geason and Michael Marks

Minutes:

- Call to Order at Noon

- Board members present: Michael Marks and Dennis Geason

- Approval of Agenda: Motion made by Michael Marks to approve the Agenda. Second-Dennis Geason. Vote unanimous. Approved

- Approval of Re-appointments for Scott Sundberg
The Haines Borough received an email from Scott Sundberg indicating his interest in being re-appointed to the LERMSA. This information was forwarded to Michael Marks to share with the board members. Motion made by Dennis Geason to approve Scott Sundberg for re-appointment. Second-Michael Marks. Tom Ganner who is out of town voted via email. Vote unanimous. Approved.

- Approval of new Board Member, Shannon Donahue.
The Haines Borough emailed Michael Marks with information that Gary Murray was no longer able to serve as a board member due to his moving out of the area and the State of Alaska and that the LERMSA needs to vote on a new board member. The LERMSA board members had email discussions on replacements. Tom Ganner who is out of town voted via email to consider Terry or Judy Jacobson. Michael Marks suggested Shannon Donahue who recently purchased a house in the subdivision and asked her to complete a Board Application Form. Dennis Geason also concluded that Shannon Donahue would be a good choice. Scott Sundberg after much discussion agreed that she would be a suitable board member. Michael Marks shared that Shannon is an excellent choice due to the fact that she will live here year round and create a "trio" of year round neighbors who are in walking distance to each other which provide the best decision making team for snow removal and sanding decisions. This "trio" of year round board members consist of Scott Sundberg, Shannon Donahue and Michael Marks.
Motion made by Michael Marks to approve Shannon Donahue as a new LERMSA board member. Second-Dennis Geason. Vote 3 yes 1 nay. Approved.

- Snow Removal and Sand 2015/2016
Michael Marks informed the board that Turner Construction was awarded a three year snow removal contract from the Haines Borough. Turner Construction await any requests for snow removal from board members. Michael Marks shared that Brad Ryan contacted him and asked when sanding is requested board members contact Ralph Boarders.

Meeting adjourned at 12:30 p.m.

Submitted by, Michael Marks, Secretary

Haines Borough Application for Board Appointment

- Appointment** (I am not currently on the board)
- Reappointment** (I am currently a member of the board)

Check the board, commission, or committee for which you are applying :

Planning Commission		Port and Harbor Advisory Committee
Tourism Advisory Board		Fire Service Area Board #3 (Klehini)
Chilkat Center Advisory Board	X	Letnikof Estates Road Maintenance Service Area Board
Parks and Recreation Advisory Committee		Riverview Road Maintenance Service Area Board
Museum Board of Trustees		Historic Dalton Trail Road Maintenance Service Area Board
Library Advisory Board		Four Winds Road Maintenance Service Area Board
Public Safety Commission		
Temporary (Ad-hoc) Board/Committee _____		

Name: Sharon Donahue
 Residence Address: Lot 21 Inlet Road Letnikof Estates
 Mailing Address: P.O. Box 1116 Haines AK 99827
 Business Phone: 907-303-2327 Home Phone: 907-766-2158
 Fax: _____ Email: skdbear@greatbear.org

I declare that I am willing to serve as a member of the designated board, commission, or committee. Please enter my name for consideration of appointment by the mayor, subject to confirmation by the assembly. I am a registered voter of the State of Alaska and have resided within the Haines Borough for at least thirty (30) days preceding this date or the date of appointment.*

Sharon Donahue
 Signature of Applicant

11/18/15
 Date

PLEASE BRIEFLY DESCRIBE YOUR QUALIFICATIONS (You may attach a resume):

I am a year-round resident and homeowner in Letnikof Estates.

* HBC 2.60.020 - A member of a committee, board or commission shall be a resident of the borough as defined below. A person qualifying as a borough resident shall: A) Continue to maintain the person's principal place of residence within the corporate boundaries of the borough and have done so for at least 30 days immediately preceding the date of the person's appointment by the mayor; and B) Physically occupy said residence for at least 30 days immediately preceding the date of the person's appointment by the mayor.

Subject **Letnikoff RMSA**
From Sunny Sundberg <sunny@seaba-heli.com>
To Julie Cozzi <jcozzi@haines.ak.us>
Cc House of Beads <JanHill@aptalaska.net>
Date 2015-10-21 21:20



Mayor Hill,

I would like to remain on the RMSA for Letnikoff as I am the longest standing resident in the area, and live here year round.

I believe that I provide continuity and experience that are difficult to create from potential board members. At this time please accept my willingness to serve as an application to remain on the board.

Sincerely,

Scott Sundberg
GM / Guide
SEABA LLC
www.seaba-heli.com
office: 907 766 2010
c:ell907 314 0445

Krista Kielsmeier

From: Patricia Brown [director@haineslibrary.org]
Sent: Friday, November 20, 2015 5:13 PM
To: Krista Kielsmeier
Subject: RE: approved meeting minutes

Yes, they approved reappointment. James sent this to Donna:

Excellent news! I heartily endorse them :-)

Thanks,
James

Have a good week-end,
Patty

From: Krista Kielsmeier [<mailto:kkielsmeier@haines.ak.us>]
Sent: Friday, November 20, 2015 3:20 PM
To: Library Director
Subject: RE: approved meeting minutes

Thanks, Patty. Did the board take any action on recommending re-appointment of board members? Those renewals could at last be approved on December 15th in time for your library meeting (but board members would continue to be able to serve, either way, since they serve past term expiration if no replacement has been appointed).

Thank you,
Krista

From: Patricia Brown [<mailto:director@haineslibrary.org>]
Sent: Friday, November 20, 2015 1:33 PM
To: dg_clerk
Subject: approved meeting minutes

The latest approved meeting minutes are attached.

The next library board meeting is scheduled for Wednesday, December 16, at 4:15pm. It will include election of officers.

Thanks,
Patty

Patricia Brown
Director
Haines Borough Public Library
907-766-3880

Haines Borough Application for Board Appointment

RECEIVED
OCT 28 2015
HAINES BOROUGH

- Appointment** (I am not currently on the board)
- Reappointment** (I am currently a member of the board)

Check the board, commission, or committee for which you are applying :

	Planning Commission		Port and Harbor Advisory Committee
	Tourism Advisory Board		Fire Service Area Board #3 (Klehini)
	Chilkat Center Advisory Board		Letnikof Estates Road Maintenance Service Area Board
	Parks and Recreation Advisory Committee		Riverview Road Maintenance Service Area Board
	Museum Board of Trustees		Historic Dalton Trail Road Maintenance Service Area Board
✓	Library Advisory Board		Four Winds Road Maintenance Service Area Board
	Public Safety Commission		
	Temporary (Ad-hoc) Board/Committee _____		

Name: Lorraine M Dudzik
 Residence Address: lot 3 Inlet Drive Haines, AK
 Mailing Address: PO Box 1101 Haines, AK 99827
 Business Phone: — Home Phone: 907 766-2071
 Fax: — Email: Kayakcove@att.net

I declare that I am willing to serve as a member of the designated board, commission, or committee. Please enter my name for consideration of appointment by the mayor, subject to confirmation by the assembly. I am a registered voter of the State of Alaska and have resided within the Haines Borough for at least thirty (30) days preceding this date or the date of appointment.*

Lorraine M Dudzik
 Signature of Applicant

10-28-15
 Date

PLEASE BRIEFLY DESCRIBE YOUR QUALIFICATIONS (You may attach a resume):

see attached

* HBC 2.60.020 - A member of a committee, board or commission shall be a resident of the borough as defined below...a person qualifying as a borough resident shall: A) Continue to maintain the person's principal place of residence within the corporate boundaries of the borough and have done so for at least 30 days immediately preceding the date of the person's appointment by the mayor; and B) Physically occupy said residence for at least 30 days immediately preceding the date of the person's appointment by the mayor.
 Form Rev.7-15

October 28, 2015

Honorable Mayor Hill,

I am a member of the Haines Borough Public Library Board. I began my service in 2010, and I currently serve as the secretary of the board. I would like to be reinstated for another term.

The HBPL is a vital part of the community, and I find working on the board to be an inspiring and worthwhile job. The library continues to find new ways to educate and inform the public, as well as provide needed services for our community and our visitors.

I feel that I have contributed to the board's usefulness, and I continue to aspire to the high standards of this talented and resourceful group.

Please allow me to serve another term. Thank you.

Sincerely,

A handwritten signature in cursive script that reads "Lorraine Dudzik". The signature is written in black ink and is positioned above the printed name.

Lorraine Dudzik

Krista Kielsmeier

From: Jan Hill
Sent: Wednesday, November 04, 2015 1:41 PM
To: Krista Kielsmeier
Subject: FW: Library Board Renewal

From: Donna Lambert
Sent: Wednesday, November 04, 2015 12:23 PM
To: Jan Hill
Subject: FW: Library Board Renewal

Library renewal

From: Patricia Brown [<mailto:director@haineslibrary.org>]
Sent: Friday, October 16, 2015 11:51 AM
To: 'Richard Flegel'; Donna Lambert
Cc: Jan Hill
Subject: RE: Library Board Renewal

Dick,
Thank you so much for continuing on the library board. Your expertise is invaluable!
Patty

Patricia Brown
Director
Haines Borough Public Library
907-766-3880

From: Richard Flegel [<mailto:209beachrd@gmail.com>]
Sent: Thursday, October 15, 2015 1:35 PM
To: Donna Lambert
Cc: Patricia Brown
Subject: Library Board Renewal

To: Mayor Jan Hill
From: Dick Flegel

Hi Jan,
I am interested in serving on the Library Board for another term. I am one of two men on the board. I feel that there are issues regarding the library building and issues regarding Library finances that I am qualified to address.

I feel that the current Board has a good dynamic and works well together. I regularly do the Library Talk at KHNS. I also bring construction expertise that will be valuable in our library expansion project.

I currently work as an overseer with Jim Studley on the Soboleff - MCrae Veterans Village and Wellness Center. and help make construction decisions on a daily basis. I was also involved on the same basis with the construction of HAL.

I have been on the HAL Board since the concept was first raised by Lucy Harrell years ago.

Please look with favor on this request to continue on the Library Board. Thank you.

Dick Flegel

Krista Kielsmeier

From: Kathy Friedle
Sent: Friday, December 11, 2015 10:48 AM
To: Krista Kielsmeier
Subject: FW: Planning Commission recommendations

FYI

Kathryn Friedle
Administrative Assistant
Lands Department
Haines Borough
907-766-2231, ext. 22

From: Rob Goldberg [<mailto:artstudioalaska@yahoo.com>]
Sent: Friday, December 11, 2015 10:44 AM
To: Kathy Friedle; Julie Cozzi
Cc: Jan Hill
Subject: Planning Commission recommendations

Hi Kathy and Julie,

I have a busy day lined up today, but I'm going to start working on the recommendations to the Assembly as I can. I thought this one should be first so we can fill the seat vacated by Robert.

"The Planning Commission recommends Larry Giese for the vacant seat on the commission. He is a long-time Haines resident and civil engineer who would bring his expertise in designing and building municipal projects to the commission."

Thanks.

Rob

Rob Goldberg and Donna Catotti
Catotti and Goldberg Art Studio
PO Box 1154 Haines, AK 99827 USA
907-766-2707
artstudioalaska.com

Haines Borough Application for Board Appointment

RECEIVED
NOV 23 2015
HAINES BOROUGH

- Appointment** (I am not currently on the board)
 Reappointment (I am currently a member of the board)

Check the board, commission, or committee for which you are applying :

<input checked="" type="checkbox"/>	Planning Commission		Port and Harbor Advisory Committee
	Tourism Advisory Board		Fire Service Area Board #3 (Klehini)
	Chilkat Center Advisory Board		Letnikof Estates Road Maintenance Service Area Board
	Parks and Recreation Advisory Committee		Riverview Road Maintenance Service Area Board
	Museum Board of Trustees		Historic Dalton Trail Road Maintenance Service Area Board
	Library Advisory Board		Four Winds Road Maintenance Service Area Board
	Public Safety Commission		
	Temporary (Ad-hoc) Board/ Committee _____		

Name: LARRY GEISE
 Residence Address: 251 VIEW STREET
 Mailing Address: BOX 289
 Business Phone: 766-2817 Home Phone: (Cell) - 907-723-8115
 Fax: _____ Email: retirednytbear@2ptalaska.net

I declare that I am willing to serve as a member of the designated board, commission, or committee. Please enter my name for consideration of appointment by the mayor, subject to confirmation by the assembly. I am a registered voter of the State of Alaska and have resided within the Haines Borough for at least thirty (30) days preceding this date or the date of appointment.*

[Signature]
 Signature of Applicant

Nov. 23, 2015
 Date

PLEASE BRIEFLY DESCRIBE YOUR QUALIFICATIONS (You may attach a resume):

Moved to Haines 1978 Professional Civil Engineer in Alaska since 1974. Retired from Alaska DOT as project engineer/manager in 2001. Worked part time for numerous consultant engineers since then.

* HBC 2.60.020 - A member of a committee, board or commission shall be a resident of the borough as defined below...a person qualifying as a borough resident shall: A) Continue to maintain the person's principal place of residence within the corporate boundaries of the borough and have done so for at least 30 days immediately preceding the date of the person's appointment by the mayor; and B) Physically occupy said residence for at least 30 days immediately preceding the date of the person's appointment by the mayor.

During the discussion, it was stated that ownership of the land to the west and east of Wilson's property are Native allotments. Nick Kokotovich stated that his relatives had not been notified by the Borough. Mike Case stated that his relatives had not been notified.

Motion: **Lende** moved to "postpone the decision on Wilson's proposal until the adjacent property owners are identified and notified". **Heinmiller** seconded it. The motion carried unanimously.

B. Big Salmon Ventures LLC – Heliport Conditional use Proposal – Action Item

Goldberg opened the hearing at 8:51 p.m., and closed the hearing at 10:00 p.m.

Motion: **Venables** moved to "approve **Sundberg** heliport conditional use proposal with conditions put forth by Borough Manager". **Turner** seconded it. The motion failed 2-4. **Turner** and **Josephson** were in favor of the motion. **Venables, Heinmiller, Lende** and **Goldberg** were opposed.

Motion: **Venables** moved to "request Chairman **Goldberg** to contact the University of Alaska as a follow-up to their Nov. 11, 2015 letter". **Lende** seconded it. The motion carried 6-0.

Motion: **Venables** moved to "request Assembly to set aside funds and task staff to identify possible sites for a heliport at 25 mile and at 35 mile". **Lende** seconded it. The motion carried 6-0.

9. UNFINISHED BUSINESS - None

10. NEW BUSINESS

A. Historic District/Building Review: None

B. Haines Borough Code Amendments: None

C. Project Updates – None

D. Other New Business:

1. Energy Efficiency as a CIP Consideration in the Borough's 6 Year Budget – Discussion Item

2. **Planning Commission Seat D Re-appointment – Action Item**

Motion: **Turner** moved to "recommend for the Mayor to re-appoint Commissioner **Lee Heinmiller** to serve Seat D for a three-year term ending November 2018".

Goldberg seconded it. The motion carried 6-0.

11. COMMISSION COMMENTS- None

12. CORRESPONDENCE - None

13. SET MEETING DATES

A. Regular Meeting—Thursday, December 10, 2015.

14. ADJOURNMENT– 10:30 p.m.

Krista Kielsmeier

From: Jan Hill
Sent: Wednesday, November 04, 2015 1:40 PM
To: Krista Kielsmeier
Subject: FW: term renewal

From: Donna Lambert
Sent: Wednesday, November 04, 2015 12:24 PM
To: Jan Hill
Subject: FW: term renewal

[Planning commission renewal](#)

From: Lee Heinmiller [<mailto:lee@alaskaindianarts.com>]
Sent: Tuesday, October 13, 2015 3:32 PM
To: Donna Lambert
Subject: Re: term renewal

Yes , I am interested in serving on the planning Commission for another term. I will send a letter to the Mayor. My contact info remains the same. I was able to keep my E-mail address and just change my server. Thanks, Lee

Sent from my iPhone

On Oct 13, 2015, at 1:11 PM, Donna Lambert <dlambert@haines.ak.us> wrote:

Hi Lee,

Your term on the Planning Commission will soon be expiring. Will you be seeking reappointment to your seat? Please let the clerk's office know if YES or NO. If yes, the mayor has requested that you submit your reasons for wanting to continue serving. Also if you could me current contact info for you so I can keep our files updated.

Thanks

Donna Lambert

Office Assistant
Haines Borough
907-766-2231 Ext 61

Krista Kielsmeier

From: Lee Heinmiller [lee@alaskaindianarts.com]
Sent: Friday, December 11, 2015 11:16 AM
To: Krista Kielsmeier
Subject: Re: Planning Commission Re-Appointment

To Mayor Jan Hill,

I am interested in continuing to serve on the Haines Borough Planning Commission. I have served for a number of years now and feel that my past experience can serve me well as the Borough continues to progress in applying good future planning to improve our developing Land Use codes. I have a good working relationship with other Commissioners and Borough staff and have recently attended the Historic Preservation Conference in Anchorage with the Borough P&Z staff. Certified Local Government programs are going to be important in the future for our community, and my commitment to Historic Preservation and revitalization of our Historic Districts and the Downtown area will assist the community in our future growth. Thank you for your consideration, Lee Heinmiller
Sent from my iPhone

On Dec 10, 2015, at 4:34 PM, Krista Kielsmeier <kkielsmeier@haines.ak.us> wrote:

Hi Lee,

By Friday morning, could you please send me a brief e-mail with a few reasons why you would like to continue serving on the Planning Commission?

Thank you,

Krista Kielsmeier
Deputy Clerk
Haines Borough
Office: 907-766-2231 ext. 36

Krista Kielsmeier

To: Shawn Bell
Subject: RE: PHAC Appointments

From: Shawn Bell
Sent: Monday, December 07, 2015 4:30 PM
To: Krista Kielsmeier
Subject: PHAC Appointments

Krista,
The last PHAC meeting was held 19Nov15.

Members present:
 Don Turner Jr.
 Brad Badger
 Glen Jacobson
 Terry Pardee
 Fred Gray
 Bill Rostad

At this meeting the members discussed the re-appointments of Don Turner (non-commercial), Glen Jacobson (at large), and Terry Pardee (at large).

The committee made the recommendation to the Mayor that all three members should be re-appointed.

Thanks

Shawn Bell
Haines Harbormaster

P.O. Box 1209
Haines, AK 99827
sbell@haines.ak.us
(907) 314-0173

NOV 23 2015

Clerk's Office

Haines Borough Application for Board Appointment

Appointment (I am not currently on the board)

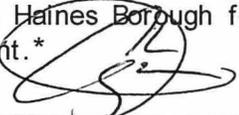
Reappointment (I am currently a member of the board)

Check the board, commission, or committee for which you are applying :

<input checked="" type="checkbox"/>	Planning Commission	<input checked="" type="checkbox"/>	Port and Harbor Advisory Committee <i>At Large Position</i>
<input type="checkbox"/>	Tourism Advisory Board	<input type="checkbox"/>	Fire Service Area Board #3 (Klehini)
<input type="checkbox"/>	Chilkat Center Advisory Board	<input type="checkbox"/>	Letnikof Estates Road Maintenance Service Area Board
<input type="checkbox"/>	Parks and Recreation Advisory Committee	<input type="checkbox"/>	Riverview Road Maintenance Service Area Board
<input type="checkbox"/>	Museum Board of Trustees	<input type="checkbox"/>	Historic Dalton Trail Road Maintenance Service Area Board
<input type="checkbox"/>	Library Advisory Board	<input type="checkbox"/>	Four Winds Road Maintenance Service Area Board
<input type="checkbox"/>	Public Safety Commission	<input type="checkbox"/>	
<input type="checkbox"/>	Temporary (Ad-hoc) Board/ Committee _____		

Name: Glen M Jacobson
 Residence Address: 111 Barnett
 Mailing Address: Box 246 Haines
 Business Phone: 907 766 3395 Home Phone: 3613
 Fax: 766 2913 Email: gjacobson@yahoo.com

I declare that I am willing to serve as a member of the designated board, commission, or committee. Please enter my name for consideration of appointment by the mayor, subject to confirmation by the assembly. I am a registered voter of the State of Alaska and have resided within the Haines Borough for at least thirty (30) days preceding this date or the date of appointment.*


 Signature of Applicant

11/23/15
 Date

PLEASE BRIEFLY DESCRIBE YOUR QUALIFICATIONS (You may attach a resume):

Resident, Businessman in Haines 25yr. Harbor Familiarity
Have used Harbors in Haines, Sitka, Wrangell, Ketchikan, Petersburg.
Regularly use Harbors in Haines, Skagway, Juneau.

* HBC 2.60.020 - A member of a committee, board or commission shall be a resident of the borough as defined below...a person qualifying as a borough resident shall: A) Continue to maintain the person's principal place of residence within the corporate boundaries of the borough and have done so for at least 30 days immediately preceding the date of the person's appointment by the mayor; and B) Physically occupy said residence for at least 30 days immediately preceding the date of the person's appointment by the mayor.

Krista Kielsmeier

From: Jan Hill
Sent: Wednesday, November 04, 2015 1:41 PM
To: Krista Kielsmeier
Subject: FW: term renewal

From: Donna Lambert
Sent: Wednesday, November 04, 2015 12:24 PM
To: Jan Hill
Subject: FW: term renewal

Port harbor renewal

From: Terrance W. Pardee [<mailto:pardeemarinesurveys@aptalaska.net>]
Sent: Wednesday, October 14, 2015 2:13 PM
To: Donna Lambert
Subject: Re: term renewal

I AM APPLYING FOR THE NEWLY ESTABLISHED AT-LARGE SEAT.

Yes, I would like the opportunity to continue to serve. I have spent many hours in the past 45 years in our small harbor doing those things associated with commercial vessel ownership and maintenance as well as inspecting many others for banks and insurance companies as a marine surveyor. I well understand harbor operations, their design and construction as well as their critical role in the economics of local infrastructure. Count me in! Terry

Terry
11/20/15
1037 HRS.

On 2015-10-14 14:23, Donna Lambert wrote:

Hi Terry,

Your term on the Ports & Harbor Committee will soon expire. Are you interested in serving another term? Please let the clerk's office know whether you are or are not interested in serving. The mayor has requested that along with your renewal that you submit your reasons for wanting to serve on this board. Also if you have any updated contact information, please forward that to me.

Thanks and have a great afternoon!

Donna Lambert

Office Assistant

Haines Borough

907-766-2231 Ext 61

From: [Helen Turner](#)
To: [Julie Cozzi](#); [Jan Hill](#)
Subject: Re: PHAC Term is Drawing to a Close...
Date: Tuesday, November 17, 2015 2:43:35 PM

Julie

Yes I would like to continue on the port and harbor committee. I have boats in the Haines harbor since 1966.

I have a commercial fishing boat for 15 years. And sport boats since then. I bring construction experience to the committee as well as fishing. I hope some common sense. I have been on the port and harbor committee for 4 years. The harbor is important to me and I would like to continue serving.

Don Turner Jr.

From: Julie Cozzi <jcozzi@haines.ak.us>
Sent: Tuesday, November 17, 2015 1:51 PM
To: Helen Turner
Subject: PHAC Term is Drawing to a Close...

Hi, Don...

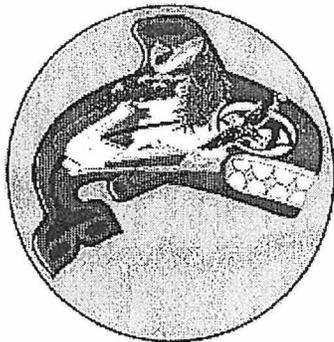
Just a note to let you know your current term on the Port and Harbor Advisory Committee will end on November 30. Are you interested in a reappointment? If so, please send a response to this message and give reasons why you should get another appointment.

By the way, code says a member continues to serve until a replacement is appointed. Therefore, you will continue to be a voting member of the committee until you are reappointed. However long that takes.

Please let me know if you have any questions.

Thank you so very much for your service!

Julie Cozzi, MMC
Borough Clerk
Haines Borough
P.O. Box 1209



HAINES BOROUGH, ALASKA

P.O. BOX 1209

HAINES, AK 99827

(907) 766-2231 * FAX (907) 766-2716

APPLICATION FOR SALES TAX EXEMPTION CERTIFICATE
HAINES BOROUGH

RECEIVED
NOV 18 2015
Haines Borough

THE FOLLOWING ORGANIZATION:

The NRA Foundation

_____ Virginia
a non-profit corporation, organized under the laws of the State of _____, hereby applies for a Sales Tax Exemption Certificate in the Haines Borough. As a representative of the organization, I hereby certify that I am familiar with said corporation, that it is organized exclusively for religious, education or charitable purposes, and that the following information is true and correct.

Local Address of Organization: PO Box 15419, Fritz Creek, AK 99603

Date of Incorporation: 11 July 1990 Federal Employer I.D. #: 52-1710886

Briefly Describe the Organizations Current and/or Proposed Activity in the Borough:

The heart of The NRA Foundation's mission is preserving the core of our American values and traditions in our steadfast effort to Teach Freedom. Established in 1990, The NRA Foundation, Inc. ("NRA Foundation") is a 501(c)(3) tax-exempt organization that raises tax-deductible contributions in support of a wide range of firearm-related public interest activities of the National Rifle Association of America and other organizations that defend and foster the Second Amendment rights of all law-abiding Americans. These activities are designed to promote firearms and hunting safety, to enhance marksmanship skills of those participating in the shooting sports, and to educate the general public about firearms in their historic, technological and artistic context. Funds granted by The NRA Foundation benefit a variety of constituencies throughout the United States including children, youth, women, individuals with physical disabilities, gun collectors, law enforcement officers, hunters and competitive shooters.

Attach a copy of the Bylaws or Articles of Incorporation. Also attach a copy of your letter of 501(c) 3, 501(c) 4, 501(c) 8 or 501(c) 19 exemption from the Internal Revenue Service.

Organization Representative

Print Name: Greg Stephens

Title: NRA Field Representative, S. Alaska

Phone: 907-299-7402

Email: gstephens@nrahq.org

DECLINED BY THE ASSEMBLY ON _____

Reason: _____

APPROVED BY THE ASSEMBLY ON _____

Haines Borough Mayor
Date: _____

Assigned Sales Tax Exemption Number

FRIENDS OF NRA

INTERNAL REVENUE SERVICE
DISTRICT DIRECTOR
31 HOPKINS PLAZA
BALTIMORE, MD 21201

DEPARTMENT OF THE TREASURY

Date: JUL 20 1995

THE NRA FOUNDATION INC
C/O JAMES W CARLSON
11250 WAPLES MILL ROAD 6TH FL N TWR
FAIRFAX, VA 22030-7400

Employer Identification Number:
52-1710886
Case Number:
525175038
Contact Person:
MRS. M. SMITH
Contact Telephone Number:
(410) 962-7756
Our Letter Dated:
April 17, 1991
Addendum Applies:
Yes

Dear Applicant:

This modifies our letter of the above date in which we stated that you would be treated as an organization that is not a private foundation until the expiration of your advance ruling period.

Your exempt status under section 501(a) of the Internal Revenue Code as an organization described in section 501(c)(3) is still in effect. Based on the information you submitted, we have determined that you are not a private foundation within the meaning of section 509(a) of the Code because you are an organization of the type described in section 509(a)(1) and 170(b)(1)(A)(vi).

Grantors and contributors may rely on this determination unless the Internal Revenue Service publishes notice to the contrary. However, if you lose your section 509(a)(1) status, a grantor or contributor may not rely on this determination if he or she was in part responsible for, or was aware of, the act or failure to act, or the substantial or material change on the part of the organization that resulted in your loss of such status, or if he or she acquired knowledge that the Internal Revenue Service had given notice that you would no longer be classified as a section 509(a)(1) organization.

If we have indicated in the heading of this letter that an addendum applies, the addendum enclosed is an integral part of this letter.

Because this letter could help resolve any questions about your private foundation status, please keep it in your permanent records.

If you have any questions, please contact the person whose name and telephone number are shown above.

Sincerely yours,



District Director

Enclosure:
Addendum

ARTICLES OF INCORPORATION
OF
THE NRA FOUNDATION, INC.

To: The Department of Consumer and Regulatory Affairs
Washington, D.C. ;

The undersigned incorporators, each being more than eighteen years of age, do hereby form a non-stock, nonprofit corporation pursuant to the District of Columbia Nonprofit Corporation Act.

FIRST: The name of the corporation shall be The NRA Foundation, Inc. (the "Foundation").

SECOND: The duration of the Foundation shall be perpetual.

THIRD: The Foundation is organized and is to be operated exclusively to carry out the following charitable, educational and scientific purposes:

- (a) To promote, advance and encourage firearms and hunting safety;
- (b) To educate individuals, including the youth of the United States, with respect to firearms and firearms history and hunting safety and marksmanship, as well as with respect to other subjects that are of importance to the well-being of the general public;
- (c) To conduct research in furtherance of improved firearms safety and marksmanship facilities and techniques;
- (d) To support the activities of the National Rifle Association of America ("NRA"), but only to the extent that such activities are in furtherance of charitable, educational and scientific purposes within the meaning of section 501(c)(3) of the Internal Revenue Code of 1986, as amended ("Code"), or any similar provision subsequently enacted;

05, 11 23 6 21 100

(e) To exercise all rights and powers conferred by the laws of the District of Columbia upon nonprofit corporations, including but without limitation thereon, to solicit and receive gifts, devises, bequests and contributions, in any form, and to use, apply, invest, and reinvest the principal and/or income therefrom or distribute the same for the above purposes; and

(f) To engage in any other activity that is incidental to, connected with or in advancement of the foregoing purposes and that is within the definition of charitable, educational and scientific for purposes of Section 501(c)(3) of the Code.

FOURTH: The Foundation is not-organized for profit; it shall have no capital stock and shall not be authorized to issue capital stock.

FIFTH: It is intended that this Foundation shall have the status of a corporation that is exempt from federal income taxation under Section 501(a) of the Code as an organization described in Section 501(c)(3) of the Code, and which is other than a private foundation by reason of being described in Section 509(a) of the Code. These Articles shall be construed accordingly, and all powers and activities of the Foundation shall be limited accordingly. The Foundation shall not carry on propaganda or otherwise attempt to influence legislation to such extent as would result in loss of its exemption from federal income tax under Section 501(a) of the Code as an organization described in section 501(c)(3) of the Code, nor shall any activity of the Foundation consist of participating in or intervening in (including the publishing or distributing of statements) any political campaign on behalf of or in opposition to any candidate for public office.

SIXTH: No part of the net earnings of the Foundation shall inure to the benefit of or be distributable to the Foundation's Trustees or Officers or to private individuals, but the Foundation shall be authorized and empowered to pay reasonable compensation for services rendered and to make reasonable payments in reimbursement of

reasonable expenses incurred in furtherance of the purposes set forth in Article THIRD hereof.

SEVENTH: Upon the dissolution of the Foundation, the Board of Trustees, after paying or making provisions for the payment of all of the liabilities of the Foundation, shall distribute all of the assets of the Foundation exclusively for charitable, educational or scientific purposes to an organization or organizations with purposes substantially the same as those described in Article THIRD hereof, which are organizations described in Section 501(c)(3) of the Code and which are other than private foundations. Any of such assets not so distributed shall be distributed by a court of competent jurisdiction, exclusively for the aforesaid purposes of the Foundation or to such organization or organizations that are described in Section 501(c)(3) of the Code and that are other than private foundations as said court shall determine.

EIGHTH: The Foundation shall not have a separate membership as such. For the purposes of any statute or rule of law relating to corporations, the Trustees shall be taken to be the members of the Foundation. The Bylaws of the Foundation shall set forth the respective rights and method of selection of Trustees and such other provisions as shall pertain to and control the Board of Trustees.

NINTH: The post office address of the registered office of the Foundation in the District of Columbia is 1600 Rhode Island Avenue, N.W., Washington, D.C. 20036. The name of the Registered Agent of the Foundation at such address is William B. Binswanger. Such registered office and Registered Agent may be changed from time to time by the Board of Trustees of the Foundation.

TENTH: The initial number of Trustees of the Foundation shall be seven (7). The number of Trustees may be increased or decreased but may not be fewer than seven (7) or more than nine (9). The names and addresses of the persons who are to serve

as the initial Trustees until the first annual meeting or until their successors are elected and qualified are as follows:

Dr. James W. Carlson

Box 191
Crofton, NE 68730

Mr. Joe Foss

P.O. Box 566
Scottsdale, AZ 85252

Mr. Luke Meatte

Anheuser-Busch Companies, Inc.
One Busch Place
St. Louis, MO 63118-1852

Mr. Joseph A. Nava

469 NRA Lane
Fairbanks, AK 99709

James W. Porter, II

1001 City Federal Building
Birmingham, AL 35203

Mr. James E. Reinke

Running Fox Ranch
P.O. Box 307
Las Vegas, NM 87701

Mr. J. Warren Cassidy

1600 Rhode Island Avenue, NW
Washington, DC 20036

ELEVENTH: The names and addresses of the incorporators are as follows:

Stephen N. Shulman 1333 New Hampshire Avenue, N.W., Suite 700
Washington, D.C. 20036

Robert A. Rudnick 1333 New Hampshire Avenue, N.W., Suite 700
Washington, D.C. 20036

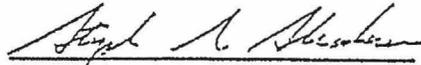
Jana S. DeSirgh 1333 New Hampshire Avenue, N.W., Suite 700
Washington, D.C. 20036

TWELFTH: The Foundation may by its Bylaws make any other provisions or requirements for the arrangement or conduct of the business of the Foundation, provided the same shall not be inconsistent with these Articles of Incorporation or contrary to the laws of the District of Columbia or the United States.

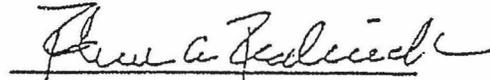
THIRTEENTH: The affirmative vote of a majority of the Board of Trustees then serving shall be required to adopt or approve the following actions:

- (a) Liquidation or dissolution of the Foundation, including distribution of assets as authorized in Article SEVENTH;
- (b) Merger, consolidation or transfer of substantially all the assets of the Foundation; and
- (c) Repeal, modification, amendment, in whole or in part, or addition to the Articles of Incorporation or Bylaws of the Foundation or the adoption of new Articles of Incorporation or Bylaws for the Foundation.

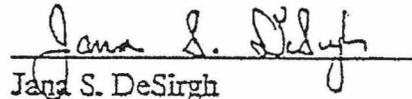
IN WITNESS WHEREOF, we have hereunto subscribed our names to these
Articles of Incorporation on this 11 day of July, 1990.



Stephen N. Shulman



Robert A. Rudnick



Jana S. DeSirgh

DISTRICT OF COLUMBIA) ss:

I Mary M. Glens, a Notary Public, hereby certify that on the
11th day of July, 1990, personally appeared before me
Stephen N. Shulman, who signed the foregoing document as incorporator, and that the
statements therein contained are true.

Mary M. Glens
Notary Public
My Commission Expires: 1/1/91

[SEAL]

DISTRICT OF COLUMBIA) ss:

I, Mary M. Glavin, a Notary Public, hereby certify that on the
11th day of July, 1990, personally appeared before me Robert A.
Rudnick, who signed the foregoing document as incorporator, and that the statements
therein contained are true.

Mary M. Glavin
Notary Public
My Commission Expires: 1/1/91

[SEAL]

DISTRICT OF COLUMBIA) ss:

I, Pamela B. Presbury, a Notary Public, hereby certify that on the
11th day of July, 1990, personally appeared before me Jana S.
DeSirgh, who signed the foregoing document as incorporator, and that the statements
therein contained are true.

Pamela B. Presbury
Notary Public
My Commission Expires: 8/14/94

[SEAL]

updated 5-15-15
Numerical

**SALES TAX EXEMPT
NON-PROFIT ORGANIZATIONS**

The following non-profit organizations are registered and approved to be exempt from paying sales tax in the Haines Borough. ANY NON-PROFIT ORGANIZATION THAT IS NOT LISTED SHALL BE CHARGED SALES TAX FOR THEIR PURCHASES. Please encourage those who insist they are exempt and not on this list, to stop by the Haines Borough office for further information. For questions and updates, please call 766-2231. Thank you.

<u>EXEMPT #</u>	<u>NAME OF ORGANIZATION</u>
101	Lynn Canal Community Players Box 118, Haines, AK
103	Sheldon Museum & Cultural Center Chilkat Valley Historical Society Box 269, Haines, AK 99827
104	Ak. Chilkat Bald Eagle Preserve Foundation, Box 213, Haines, AK 99827
105	S.E. Alaska State Fair Box 385, Haines, AK 99827
106	Ak. Community Develop. Corp. 6250 Tuttle Place #5, Anchorage, AK 99507
107	Haines Headstart Box 192, Haines, AK 99827
108	Haines Chamber of Commerce Box 1449, Haines, AK 99827
109	Echo Ranch Bible Camp Box 156, Haines, AK 99827
110	Chilkat Center for the Arts Box 1004, Haines, AK 99827
111	Lynn Canal Counseling Services Box 90, Haines, AK 99827
112	Lynn Canal Broadcasting Box 1109, Haines, AK 99827
113	Chilkat Valley Pre-School Box 1165, Haines, AK 99827
114	Salvation Army Box 550, Haines, AK 99827
115	Klukwan Assembly of God Church Box 422, Haines, AK 99827
116	Tlingit-Haida Regional Housing Box 32237, Juneau, AK 99803
119	S.E. Ak. Area Council, Boy Scouts 9220 Lee Smith Drive Juneau, Alaska 99801

<u>EXEMPT #</u>	<u>NAME OF ORGANIZATION</u>
120	Sacred Heart Catholic Church Box 673, Haines, AK 99827
121	Tongass Alaska Girl Scouts Troops #98, #99, #100, #101, #104
122	Covenant Life Center HC 60, Box 2665, Haines, AK 99827
123	Covenant Life College HC 60, Box 2665, Haines, AK 99827
125	Friends of Recycling Box 822, Haines, AK 99827
127	Port Chilkoot Bible Church Box 156, Haines, AK 99827
128	Haines Presbyterian Church Box 264, Haines, AK 99827
129	Haines Christian Center/Assembly of God Box 730, Haines, AK 99827
132	Alaska Indian Arts, Inc. Box 271, Haines, AK 99827
133	American Bald Eagle Foundation Box 49, Haines, AK 99827
134	Hospice of Haines Box 1034, Haines, AK 99827
136	Haines Senior Citizen Center Inc. Box 801, Haines, AK 99827
136.1	Haines Senior Village Box 835, Haines, AK 99827
138	Haines Animal Rescue Kennel Box 1533, Haines, AK 99827
139	Tlingit-Haida Central Council 320 W. Willoughby, Suite 300 Juneau, AK 99801
140	Duck's Unlimited Haines Chapter Box 628, Haines, AK 99827
141	Friends of the Library Box 1089, Haines, AK 99827
142	Haines Arts Council Box 505, Haines, AK 99827
143	Church of Jesus Christ LDS Box 916, Haines, AK 99827

<u>EXEMPT #</u>	<u>NAME OF ORGANIZATION</u>
144	Rural Ak. Comm. Action Program (RURAL CAP) P.O. Box 200908, Anchorage, AK 99510
146	Haines Sportmans Assoc. Inc. Box 677, Haines, AK 99827
147	American Legion Post #12 Box 452, Haines, AK 99827
148	Lynn Canal Conservation, Inc. Box 964, Haines, AK 99827
150	Northern S.E. Regional Aquaculture Assoc. (NSRAA) Box 1263, Haines, AK 99827
151	REACH, Inc. Box 1484, Haines, AK 99827
153	S.E. Ak. Regional Health Consortium (SEARHC), Box 1549, Haines, AK 99827
155	Rainbow Glacier Camp Box 432, Haines, AK 99827
160	AWARE, Inc. P.O. Box 20809, Juneau, AK 99802
161	Nenana Ice Classic Box 00272 , Nenana, AK 99760
162	Big Brother Big Sister Box 148, Haines, AK 99827
163	Haines Dolphins Swim Team Box 1367, Haines, AK 99827
164	Tlingit Haida Regional Electrical Authority P.O. Box 210149 Auke Bay, AK 99821
165	Chilkoot Indian Association Box 490, Haines, AK 99827
166	Alaska Native Brotherhood & Sisterhood Box 749, Haines, Alaska 99827
167	The Hammer Museum Box 702, Haines, Alaska 99827
169	Catholic Community Services Haines Senior Center Box 801, Haines, AK 99827
170	Haines Assisted Living, Inc. (HAL) c/o Box 916, Haines, AK 99827 (formerly St. Vincent de Paul, St. Lucy Conference)
171	Takshanuk Watershed Council Box 1029, Haines, Alaska 99827

<u>EXEMPT #</u>	<u>NAME OF ORGANIZATION</u>
172	Haines Baptist Church Box 1245, Haines, Alaska 99827
173	American Red Cross of Alaska 3200 Hospital Dr., Suite 203 Juneau, AK 99801
174	Alaska Arts Confluence Box 1664, Haines, AK 99827
175	Impact Counseling Services, Inc. Box 631, Haines, AK 99827
176	The Alaska Community Foundation 400 L Street, Ste 100, Anchorage, AK 99501
177	S.E. Alaska Independent Living (SAIL) Box 183, Haines, AK 99827
178	Alaska Chilkoot Bear Foundation, Inc. Box 1188, Haines, AK 99827
179	St. Lucy's Senior Living Box 916, Haines, AK 99827
180	Uglys of Haines Box 698, Haines, AK 99827
181	Great Alaska Council, BSA 3117 Patterson St., Anchorage, AK 99504
182	New Hope Fellowship HC60 Box 3161, Haines, AK 99827
183	Great Bear Foundation of Montana Box 1616, Haines, AK 99827
184	Foundation for the Chilkat Center for the Arts Box 464, Haines, AK 99827
185	Becky's Place Haven of Hope Box 1506, Haines, AK 99827
186	Breast Cancer Detection Center of Alaska 1905 Cowles Street Fairbanks, AK 99701
187	Haines Hot Shots Box 250, Haines, AK 99827

SALES, SERVICES AND RENTALS TO OR BY A FOREIGN GOVERNMENT, THE U.S. GOVERNMENT, THE STATE OF ALASKA AND ITS POLITICAL SUBDIVISIONS AND MUNICIPALITIES AND THEIR POLITICAL SUBDIVISIONS ARE EXEMPT FROM SALES TAX. PAYMENT MUST BE MADE BY PURCHASE ORDER, GOVERNMENT CHECK, GOVERNMENT CHARGE CARDS OR THE SALE MUST BE BILLED TO THE GOVERNMENTAL ENTITY. CASH, PERSONAL CHECKS OR PERSONAL CHARGE CARDS FROM GOVERNMENT EMPLOYEES AT THE TIME OF THE SALE ARE NOT TAX-EXEMPT SALES. IF A CUSTOMER IS PERSONALLY KNOWN BY THE MERCHANT AND THE MERCHANT IS ASSURED THAT A PARTICULAR CASH SALE WOULD BE EXEMPT (SUCH AS A SCHOOL TEACHER PURCHASING A FEW SUPPLIES FOR HIS/HER CLASS FROM PETTY CASH FUNDS), THAT TYPE OF CASH SALE COULD BE SALES TAX EXEMPT

Sent: Monday, December 07, 2015 2:02 PM
from David Werner

I am requesting 5 minutes at the borough assembly meeting on 12-15 . topic the ferry reschedule. Thank you.
David Werner

SUBJECT: EXPEDITING THE HAINES, SKAGWAY, JUNEAU STATE FERRY SCHEDULE

PROBLEM: High costs, lost time traveling, and poor planning.

SOLUTION: Base the Aurora and crew in Haines. Build a simple, inexpensive Bulkhead/ramp loading facility at the end of the North Juneau Hiway. (Same system used at Ketchikan Airport, Coffman Cove And at Mitkof Island). This would cut travel times by half, travel costs by half and operating costys by half. Departing from Haines at 7:00 AM for Juneau , the ferry would make one morning and one afternoon round trip and one mid-day round trip to Skagway.

SCHEDULE:

	<u>DEPART</u>		<u>ARRIVAL</u>
HAINES	7:00 AM	N. JUNEAU	9:00 AM
N. JUNEAU	9:30 AM	HAINES	11:20 AM
HAINES	11:40 AM	SKAGWAY	12:40 PM
SKAGWAY	1:00 PM	HAINES	2:00 PM
HAINES	2:20 PM	N. JUNEAU	4:20 PM
N. JUEAU	4:40 PM	HAINES	6:40 PM

(Based on fast drive on/off turn around times)

New fares to/from Juneau:

\$18.00 per passenger and \$40.00 per car

ADDITIONAL PERTINENT INFORMATION:

Cordova bases its ferry and crew in Cordova, Haines should do like-wise.

Juneau northbound folks would purchase their tickets when passing thru Auke Bay. Thus eliminating a terminal at north Juneau.

The Aurora would carry 100 more passengers per day than could the Malispina.

Terminating at N. Juneau, travel times would be comparable to the Fairweather's. Using 1/3 the fuel.

It takes 25 minutes to drive between Auke Bay and the N. Highway terminus.

It will be \$58 cheaper to take a car to Juneau than to walk-on and cab fares.

It will be \$80 cheaper to take a car.

It will be \$338 cheaper to go same day round trip verses todays 3 day - 2 nites + cab and meals.

Same day round trip allows 6 hours to do business between traveling.

Juneau folks don't shop in Haines because they don't have to, they have a hospital, a staff of medical experts, a jet-port, law offices, big ticket dealerships, etc. etc. We don't!

North bound arrival times would not change.

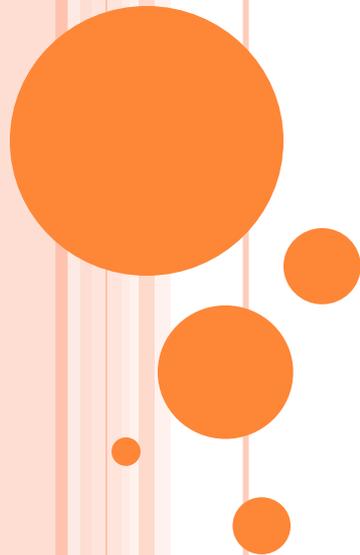
Berners Bay is a deep, ice free, well protected location for a ferry terminal.

A 2nd \$55 million dollar day-ferry contract could be terminated.

**ENERGY EFFICIENCY AS A CAPITAL
IMPROVEMENT PROJECT (CIP)
CONSIDERATION IN THE BOROUGH'S
SIX-YEAR BUDGET**

Haines Borough Planning Commission

November 12, 2015



HAINES BOROUGH CHARTER - ARTICLE VIII

Section 8.01 Planning Commission

(A) Purpose. The Haines Borough Planning Commission shall be the sole planning body of the borough, guided by the comprehensive plan.

Section 8.03 Powers and Duties

The planning commission shall have such powers and duties as provided by this charter and subsequent borough code as prescribed by the assembly. The planning commission shall:

(E) **plan for borough capital improvements...**

Section 8.04 Comprehensive Plan

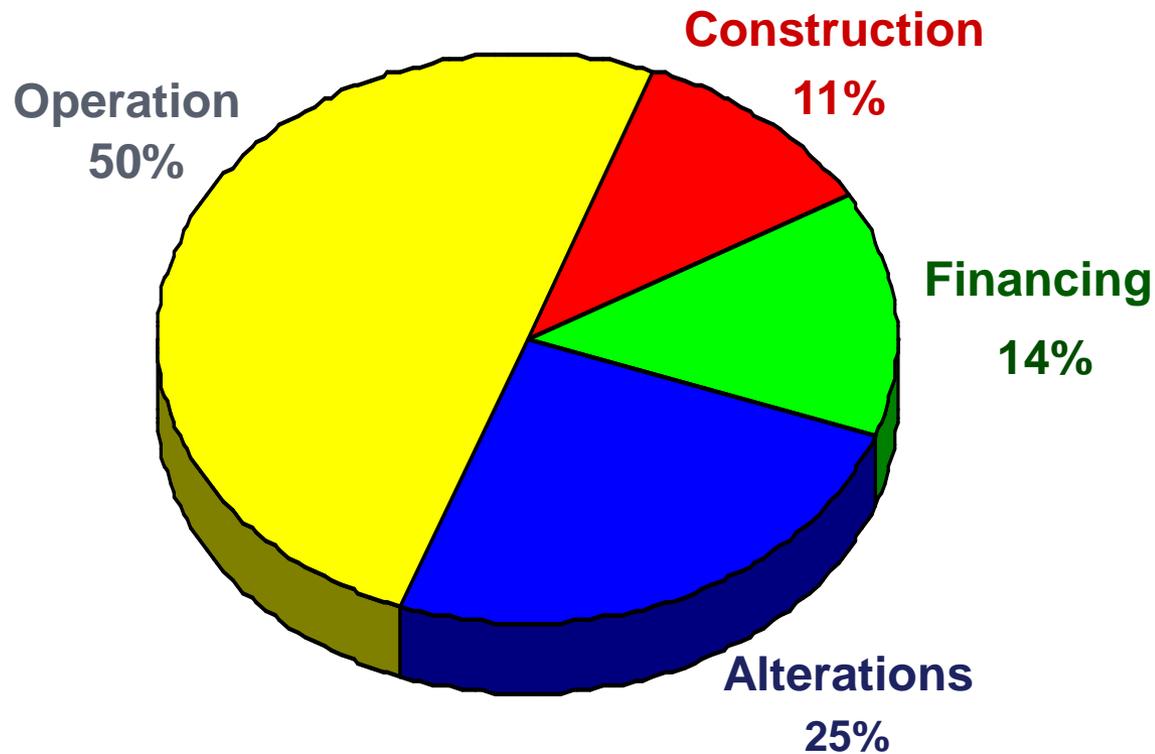
The plan shall serve as a guide for all planning commission recommendations and all assembly legislative action concerning land use and development issues. Among other prescriptions, it shall include the following:

- (1) **statements of policies, goals, and standards**
- (3) **community facilities plan**



ECONOMIC BENEFITS

THE BIG PICTURE: LIFECYCLE COSTING A BUILDINGS' COSTS OVER 40 YEARS

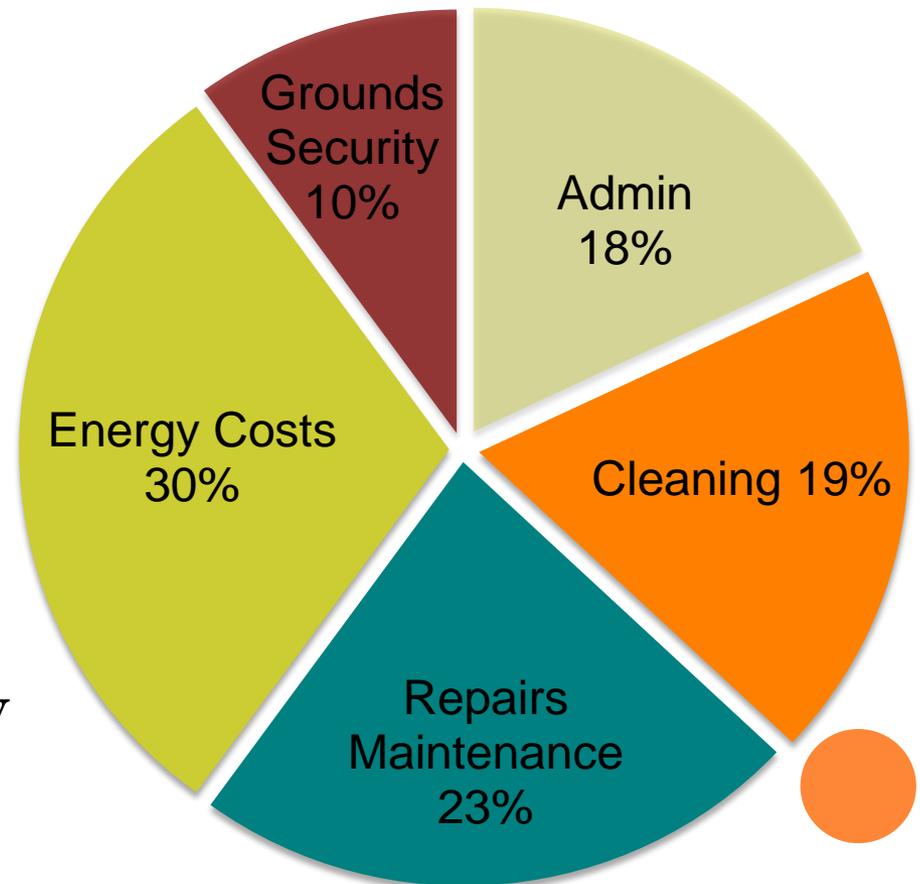


ECONOMIC BENEFITS ENERGY EFFICIENCY

Typical Operating Costs for U.S. Office Buildings

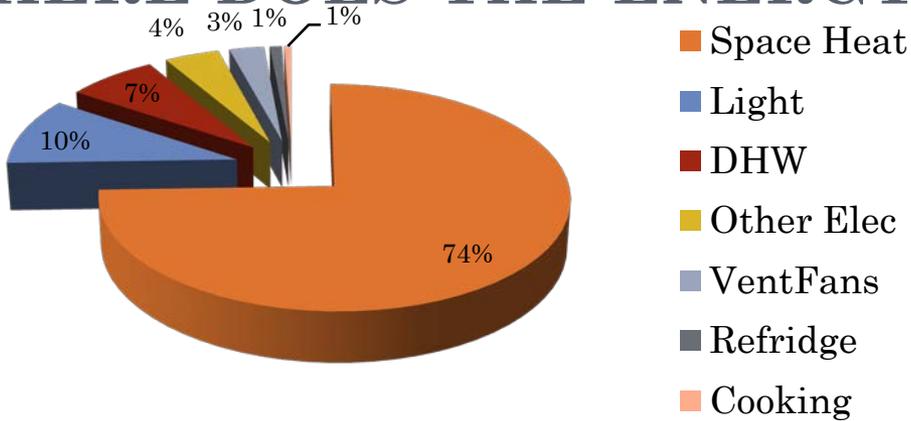
Reduced Operating Costs

- Energy costs are typically the largest portion of a building's operating budget
- EPA estimates that a comprehensive energy management strategy can reduce energy use by 30%

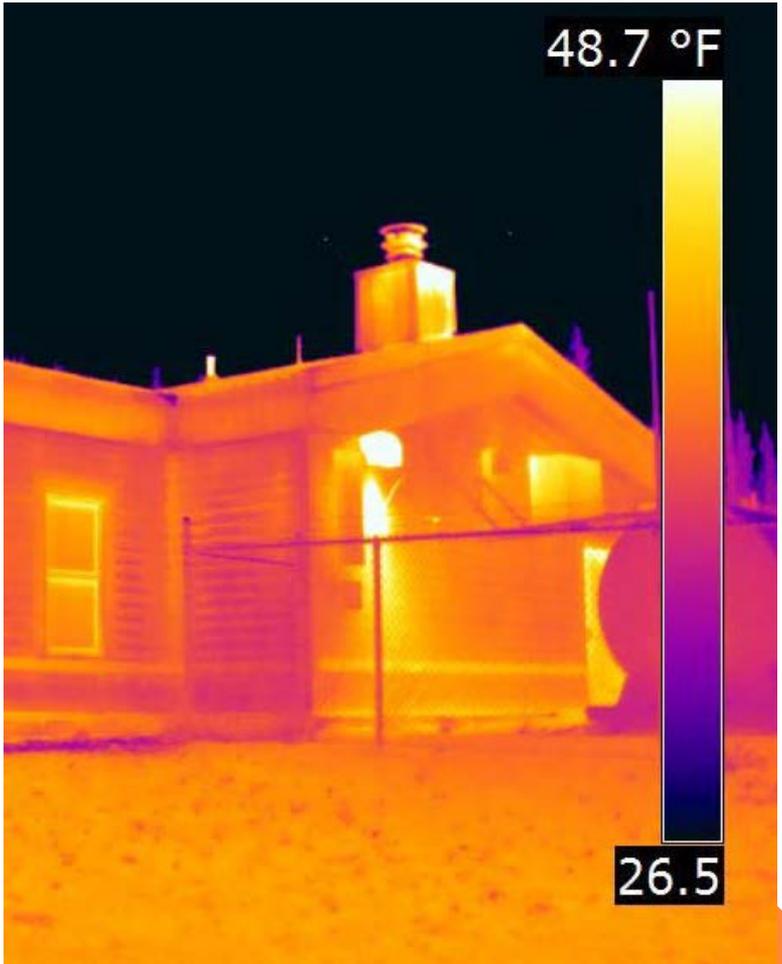
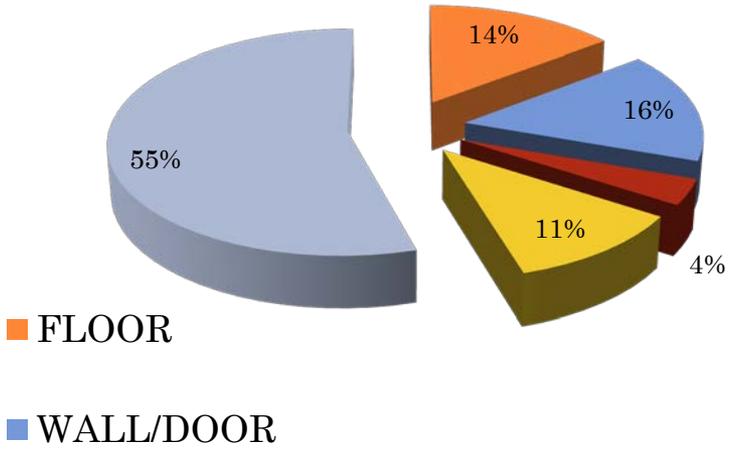


Source: BOMA Experience Exchange Report

WHERE DOES THE ENERGY GO?



SCHOOL SPACE HEATING LOSS BY COMPONENT



WHAT'S THE LOW HANGING FRUIT?



◦ Lighting

The T12 and incandescent bulbs once dominated for a lot of buildings, but those days are long gone. Lighting can be the highest energy cost – and the greatest opportunity for savings. Consider auto-switches for lights.

◦ Heating & cooling

Save as much as 30% on the total energy bill and extend equipment life. Electronic programmable thermostats automatically adjust your building's temperature at night and on weekends. They are very reliable and easy to install. Install hot water tank and pipe insulation. Plug leaks with weather stripping and caulking.

◦ Miscellaneous

Refrigeration systems are a great place to reduce energy bills (up to 24%), Computers, coffee pots, other electronics – put on timers and power strips, turn off at night.



GOLDBELT HOTEL



106 rooms, 7 stories,
over 71,000 sq.'



- Was paying over \$223,000 per year in utility costs
- Energy audit done - if you don't measure it – you can't manage it
- Audit identified potential savings over \$60,000 per year
- **Payback in under 2 years.**

*Investing in EE is smart.
Energy efficiency has an almost unbeatable return on
investment. Findings from AEA's Commercial Building
Audit program suggest a 30% Rate of Return through the
implementation of cost effective measures.*



- Largest savings found in ventilation system – installed controls
- Replaced inefficient boilers, reduced hot water settings
- Just closing the drapes saved more than \$13K per year



QUESTIONS:

- Who is responsible for energy use at each facility?
- Borough Finance does a great job compiling energy use and costs. Is the info tracked?
- Who sees the energy bills?
- You can't manage what you don't measure.

The cheapest Btu (or kWh) is the one not being used. These solutions lower costs for electricity and heating.



*Be comfortable.
Save energy.
Have more money
for other
important things.*



The Planning Commission should assist the borough in energy planning. Consider whether the 6-year CIP should include energy efficiency projects as a priority that will lower the tax burden and operating costs of each facility.

Robert Venables

Energy Coordinator

Southeast Conference

energy@seconference.org

There's a high cost of delay associated with efficiency. **Invest today, save tomorrow.** Don't make those investments – it'll cost exponentially more tomorrow.



Potential Paybacks from Retrofitting Alaska's Public Buildings

Project Team: Dr. Kathryn Dodge, Nathan Wiltse, and Dustin Madden

November 21st, 2014

Prepared by: Cold Climate Housing Research Center

In 2010, Alaska's Legislature passed HB 306 establishing a statewide energy policy including the goal of "decreasing public building energy consumption through...energy-efficient technologies." That year they also passed SB 220 establishing a \$250 million Energy Efficiency Revolving Loan Fund to help fund these retrofits. In 2011, Alaska Housing Finance Corporation used American Recovery and Reinvestment funds to conduct energy audits on 327 public facilities throughout Alaska. At the same time Alaska Native Tribal Health Consortium conducted audits of over 65 health clinics, washaterias, and water treatment facilities. As a result, almost 400 public building owner/operators have received investment grade energy audits on their facilities which include a list of recommended improvements and their estimated paybacks. In 2013, the Cold Climate Housing Research Center (CCHRC) evaluated the potential payback public facility owners could realize from implementing the cost effective energy efficiency measures¹ recommended in the audits. These findings follow.

By implementing only cost effective measures, public building owners could save an average of \$21,800/year in energy savings per building, with an average simple payback of 4.5 years. Loan terms and interest rates are dependent on projected project savings, market rates, and the business decisions of the owner. Should public organizations choose to finance the auditor-estimated average improvement costs of \$82,000 through a 15 year loan² (at 3.75% interest³) from AHFC's Energy Efficiency Revolving Loan program (AEERLP) they would pay \$7,200 in annual loan payments. Since annual energy savings are estimated at \$21,800, after deducting loan payments the average public organization will save \$14,700 per year. Once the loan is paid off, assuming no change in energy costs or usage patterns, they will continue to save an average of \$21,800 per year. Alternatively, building owners could opt for a shorter loan period; annual payments on a 5 year loan for the average capital cost of improvements would be approximately equal to the average annual savings, and after 5 years organizations would reap the full benefits of reduced energy costs.

While there is variation between cost savings available per building, in general these audits have shown significant potential for public entities to reduce their energy costs by implementing energy efficiency measures. Table 1 in Appendix A shows the variation in building energy savings potential by building usage

¹ Improvements had a savings-to-investment ratio greater than 1.

² This is a conservative estimate for many recommended retrofits. Many loans could be effectively completed in a shorter time period.

³ Interest rate will vary based on market conditions and projected payback. Contact AHFC for current rates.

type; Table 2 in Appendix A demonstrates the variation by ANCSA region. Additionally, Appendix A lists the estimated potential energy savings and costs identified by the auditors for each of the buildings with adequate data by ANCSA region, community and building name along with the annual net savings the building owners would see if the retrofits were financed through AHFC's loan program.

On a state level, for an investment of \$29 million, Alaskans would save an estimated \$79 million in energy costs over the life of the energy efficiency investment, resulting in more sustainable communities. This report only addresses the approximately 400 public facilities, out of an estimated 5,000, public facilities in Alaska. While each building is unique and will vary from this average, these findings are illustrative of the savings potential available to the University of Alaska, REAAs, and Alaska municipal, tribal and state agencies. Finally, this suggests that the \$250 million Revolving Loan Fund is sufficient to finance the retrofit of most public buildings in Alaska.

In conclusion, almost 400 building owners have detailed lists of energy efficiency measures and payback information to guide their investment decisions and loan programs are available to finance the improvements. Investing in these retrofits would save building owners an average of \$21,000/year in energy costs for a cumulative savings of \$8.7 million per year. Similar savings can likely be found in the remaining public buildings that have not yet been audited. Altogether, these identified and potential savings represent a significant opportunity for Alaskans to save.

From: Rob Goldberg [mailto:artstudioalaska@yahoo.com]
Sent: Tuesday, November 17, 2015 10:02 PM
To: Kathy Friedle; Julie Cozzi
Subject: PC Action Request for Assembly

Hi Kathy and Julie,

The following is an action request from the Planning Commission to the Assembly:

At the November 12 meeting the Planning Commission unanimously passed a motion that states, "Recommend that the Assembly set aside funds and task staff to identify a possible site for a public heliport between 25 Mile and 35 Mile of the Haines Highway."

Rationale: Heli-ski companies currently use heliports at the Haines Airport, at 18 Mile and at 33 Mile for their operations. There is also a permitted heliport at 10 Mile. The Constantine mine also uses two heliports near Porcupine. These two heliports were somehow granted an "exemption" from the conditional use permitting process, although there is nothing in Haines Borough Code that allows an exemption. This exemption has never been explained to the Planning Commission or to the public.

On November 12 the Planning Commission denied a conditional use permit for a heliport on Chilkat Lake Road. Another conditional use permit application for a heliport at 35 Mile is pending.

The questions that were raised at the meeting included, "How many heliports do we need?" and "How many heliports will residents tolerate before they pick up and move to a quieter place?"

A few years ago the Planning Commission looked at a site at the end of Chilkat Lake Road as a potential heliport. It's close to the skiing areas and away from residences. At the time, the heli-ski operators said they were not interested in using it. The Planning Commission thinks it is time to revisit the idea of a Borough owned heliport site. It was noted at the meeting that the money that was spent on the Noise Measurement Survey could have gone instead for a downpayment on a piece of property.

A site located away from residences will eliminate the "not in my back yard" situations that have been occurring since heli-skiing came to Haines. The land could be leased to the heli-ski operators for their operations and for the lodges they want to build for their clients.

This will take a concerted effort by everyone in the community to make this happen, but it will be to everyone's benefit if we can make it work. It won't be easy. The Planning Commission wants this to happen, but it will need the support of the Assembly. Highway residents should support it, especially if the operators can be convinced to give up 18 Mile and 33 Mile. The heli-ski operators may be the hardest to convince. The Borough will have to provide them with enough incentives to make it worthwhile for them to relocate.

The land will have to be purchased, or a trade made with the State of Alaska. It will have to be large enough to accommodate the three permit holders. The road to the site will have to be plowed, and electricity provided. Perhaps a bond could be voted on to pay for the purchase and development of the site, as was done for the Port Chilkoot Dock when the community decided to encourage cruise ship tourism. A vote on a bond would be one way to gauge how much support heli-skiing really has in the community.

Thank you for considering this request.

Sincerely,

Rob Goldberg
Chairman, Haines Borough Planning Commission