

  
**Haines Borough**  
**Borough Assembly Meeting #303**  
**AGENDA**

**November 10, 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

*David Sosa, MPA*  
Borough Manager

*Julie Cozzi, MMC*  
Borough Clerk

*Krista Kielsmeier*  
Deputy Clerk

- 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 – Finance Director Memo
  - 9A – Accept Planning Commission Minutes
  - 12A – Correspondence – Senior Center Management
- \* 4. APPROVAL OF MINUTES – 10/27/15 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**  
***Important Reminder!** - Sign-up prior to or at the beginning of the assembly meeting is required in order to give testimony during a public hearing. It's as easy as contacting the Clerk's Office ahead of time to have your name added to the list or you can sign up yourself before the meeting starts. Written testimony is also welcome.*
  - A. Ordinance 15-09-422 - Second Hearing**  
**An Ordinance of the Haines Borough amending the Port of Haines Terminal Tariff No. 3 to extend the rate table and to allow for a cruise ship docking discount incentive.**  
*This ordinance is recommended by the borough manager and was introduced on 9/22/15. The first public hearing was on 10/13, and the assembly rescheduled the second hearing to this meeting to provide staff an opportunity to clarify the tariff text pertaining to the cruise ship docking fee waiver. **Motion:** Adopt Ordinance 15-09-422 as amended.*
  - B. Ordinance 15-10-423 - Second Hearing**  
**An Ordinance of the Haines Borough amending Haines Borough Code Title 18 Section 18.60.010(I) and 18.100.092(A) to be consistent with the State Department Of Environmental Conservation (DEC) on-site wastewater regulations.**  
*This ordinance is recommended by the borough manager and was introduced on 10/13/15. The first public hearing was on 10/27. **Motion:** Adopt Ordinance 15-10-423.*
- 8. STAFF/FACILITY REPORTS**
  - A. Borough Manager – 11/10/15 Report**
  - \* B. Finance Director – FY16 First Quarter General Fund Financial Report**
- 9. COMMITTEE/COMMISSION/BOARD REPORTS & MINUTES**
  - \* A. Planning Commission – Minutes of 9/10/15**
  - B. Assembly Board Liaison Reports**
  - C. Assembly Standing Committee Reports**
    - 1. Commerce Committee – 10/21/15 re. Economic Development Position**
- 10. UNFINISHED BUSINESS**

## 11. NEW BUSINESS

### A. Resolutions

#### 1. Resolution 15-11-649

**A Resolution of the Haines Borough Assembly authorizing the allocation of FY16 Budgeted Funds to Non-profit Organizations.**

*This resolution is recommended by the FY16 ad hoc Non-profit Funding Committee. **Motion:** Adopt Resolution 15-11-649.*

### B. Ordinances for Introduction - None

### C. Other New Business

#### 1. Letter of Support for State Parks Assuming Management Responsibility for the Chilkoot River Corridor Right of Way

*This is in response to a request from the Tourism Advisory Board included in the 10/27/15 assembly meeting packet. **Motion:** Authorize the letter to be sent to State Parks.*

#### 2. Skier Day Limit – Discussion Item

*Following the skier day allocation appeal on 10/27, assembly member Campbell requested this item be placed on this agenda.*

#### 3. Executive Session – Borough Manager Resignation

**Motion:** Move 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; this matter qualifies for executive session because it involves contract negotiations and a discussion of job performance that could prejudice character if held in an open meeting.

## 12. CORRESPONDENCE/REQUESTS

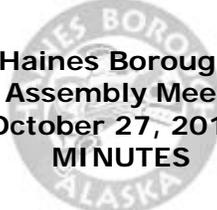
- \* A. Citizen Comment re. Senior Center Management – D. Ward

## 13. SET MEETING DATES

## 14. PUBLIC COMMENTS

## 15. ANNOUNCEMENTS/ASSEMBLY COMMENTS

## 16. ADJOURNMENT

  
**Haines Borough**  
**Borough Assembly Meeting #302**  
**October 27, 2015**  
**MINUTES**

Draft

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

**Present**: Mayor Jan **HILL**, and Assembly Members Diana **LAPHAM**, George **CAMPBELL**, Mike **CASE**, Dave **BERRY, Jr.**, Joanne **WATERMAN**, and Ron **JACKSON**; and Assembly Members-elect Margaret **FRIEDENAUER** and Tresham **GREGG**.

**Staff Present**: David **SOSA**/Borough Manager, Julie **COZZI**/Borough Clerk, Robert **GRIFFITHS**/Interim Chief of Police, Patty **BROWN**/Library Director, and Brad **RYAN**/Director of Public Facilities.

**Visitors Present**: Karen **GARCIA**/CVN, Jillian **ROGERS**/KHNS, Carol **TUYNMAN**, Roy & Brenda **JOSEPHSON**, Paul **NELSON**, Mike **DENKER**, Dana **HALLETT**, Bill **MCCORD**, Don **TURNER** Jr., Kathy **GRIFFITHS**, John **HAGEN**, Debra **SCHNABEL**, Scott **SUNDBERG**, Ryan **JOHNSON**, Evelynna **VIGNOLA**, Audrey **SMITH**, Sean **GAFFNEY**, Joe **PARNELL**, and others.

2. **APPROVAL OF AGENDA & CONSENT AGENDA**

The following Items were on the published consent agenda:

- 3 – Approve Assembly Meeting Minutes
- 8B – Accept Finance Report
- 11A3 – Adopt Resolution 15-10-648

**Motion**: **WATERMAN** moved to “approve the agenda/consent agenda,” and it was amended to remove item 8B from the consent agenda. The motion to approve the agenda/consent agenda, as amended, carried unanimously.

- \* 3. **APPROVAL OF MINUTES** – 10/13/15 Regular, 10/13/15 Election Canvass

*The motion adopted by approval of the consent agenda: “approve minutes of the 10/13/15 borough assembly regular meeting and the 10/13/15 Election Canvass.”*

4. **PUBLIC COMMENTS**

**NELSON** – Called for borough manager termination, because he believes he has violated his oath of office.

**PARNELL** – Has concerns about the Boat Harbor project and the condition of Lutak Dock.

**JOSEPHSON** – Thanked the outgoing assembly members, congratulated the new members, and read the administration mission statement.

**VIGNOLA** – Wants the warlike mentality to go away.

**SUNDBERG** – Supports the manager’s decision regarding the skier day allocation for 2016. Three permits without more skier days and more terrain is unfair.

5. **2015 BOROUGH ELECTION**

**A. Certification of October 6<sup>th</sup> Borough Election**

**Motion**: **BERRY** moved to “declare the October 6, 2015 Borough Election valid and certify the election results,” and the motion carried unanimously in a roll call vote.

**B. Administration of Oath to Newly-Elected Assembly Members**

Mayor **HILL** administered the oath of office to Assembly Members-elect **GREGG** and **FRIEDENAUER**.

**WATERMAN** and **BERRY** made brief outgoing statements, and **GREGG** and **FRIEDENAUER** replaced them at the dais.

6. **MAYOR’S COMMENTS/REPORT**

Mayor **HILL** commented on the following: 1) Haines Highway Improvements project workshop and hearing at the school, 2) AMHS public forum date to be determined, 3) Alaska delegation staffers in town meeting with local veterans and the mayor and manager, and 5) would like assembly preferences for committee/liaison appointments.

## **7. PUBLIC HEARINGS**

### **A. Ordinance 15-09-421 – Second Hearing**

**An Ordinance of the Haines Borough, providing for the addition or amendment of specific line items to the FY15 budget.**

Mayor **HILL** opened and closed the public hearing at 7:05 p.m.; there were no public comments.

**Motion:** **LAPHAM** moved to “adopt Ordinance 15-09-421,” and the motion carried unanimously in a roll call vote.

### **D. Ordinance 15-10-422 – First Hearing**

**An Ordinance of the Haines Borough amending Haines Borough Code Title 18 Section 18.60.010(I) and 18.100.092(A) to be consistent with the State Department Of Environmental Conservation (DEC) on-site wastewater regulations.**

Mayor **HILL** opened and closed the public hearing at 7:10 p.m.; there were no public comments.

*Note: The assembly already scheduled the second hearing for 11/10/15. No motion was needed now unless the second hearing date needed to change or some other action was desired.*

## **8. STAFF/FACILITY REPORTS**

### **A. Borough Manager – 10/27/15 Report**

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

**Motion:** **FRIEDENAUER** moved to “direct the planning commission to hold a public hearing on the question of whether the borough should regulate the use of commercial recreational helicopters in areas of the Haines Borough for the purpose of mitigating noise, and if so, determine what levels are acceptable under what conditions,” and the motion carried 5-1 with **CAMPBELL** opposed.

### **B. Finance Director – 9/30/15 Permanent Fund Snapshot**

The assembly discussed questions and concerns about the borough’s current investment strategy and decided a reevaluation with more education would be good in the near future.

## **9. COMMITTEE/COMMISSION/BOARD REPORTS & MINUTES**

### **A. Assembly Board Liaison Reports**

**LAPHAM** – Planning Commission (for **CASE**).

### **B. Assembly Standing Committee Reports**

**CAMPBELL** – Commerce Committee, Economic Development position/structure.

## **10. UNFINISHED BUSINESS**

### **A. Ordinance 15-01-398**

**An Ordinance of the Haines Borough amending Haines Borough Code Title 18 Subsection 18.60.020(H) to clarify the criteria for temporary residence permits.**

*Note: This ordinance was recommended by the planning commission and introduced on 1/27/15. It had public hearings on 2/10 and 2/24 after which it was referred to the GAS Committee. Following a meeting, that committee referred it back to the planning commission with a committee recommendation. The commission met on 5/14, 7/9, and 8/13 and worked with staff to prepare a substitute ordinance for consideration. On 9/22/15, the assembly unanimously accepted the substitute ordinance and scheduled a third hearing for the public’s sake. That hearing took place on 10/13. Subsequently, a motion to adopt the ordinance was made and then postponed to this meeting. The assembly asked the planning commission to explain its consideration of the GAS Committee’s recommendation. The planning commission discussed this request on 10/15.*

*This is NOT a public hearing, and a motion is already on the table. Therefore, the assembly may proceed with the vote or enter into additional debate.*

**Motion already on the Table:** Adopt Ordinance 15-01-398.

**Motion to Postpone:** **CAMPBELL** moved to “postpone to the next meeting,” and the motion **FAILED** 1-5 with **LAPHAM**, **CASE**, **GREGG**, **FRIEDENAUER**, and **JACKSON** opposed.

**Primary Amendment #1:** CAMPBELL moved to "allow a temporary residence to be on a lot nearby the lot under construction with manager's approval," and the motion **FAILED** 3-4 with **FRIEDENAUER**, **LAPHAM**, and **CASE** opposed and the mayor breaking the tie in the negative.

The main motion carried unanimously in a roll call vote with no amendments.

## 11. **NEW BUSINESS**

### A. **Resolutions**

#### 1. **Resolution 15-10-646**

**A Resolution of the Haines Borough Assembly authorizing the Borough Manager to enter into a professional services contract with Haines Animal Rescue Kennel to provide animal control services from September 1, 2015 through June 30, 2016 for \$23,784.**

**NELSON** asked who can issue citations related to animal control, and **SOSA** responded only the borough manager or the police department.

**SCHNABEL** said a majority of recent survey respondents showed great interest in the borough subsidizing **HARK**.

**Motion:** **LAPHAM** moved to "adopt Resolution 15-10-646," and the motion carried unanimously in a roll call vote.

#### 2. **Resolution 15-10-647**

**A Resolution of the Haines Borough Assembly urging the state to maintain a viable marine highway system while deploying ferries to maximize economic benefit to the state and traveling public.**

There were no public comments.

**Motion:** **CAMPBELL** moved to "Adopt Resolution 15-10-647 and authorize the letter of comments to be sent to the AMHS, Governor Walker, and others."

**Primary Amendment #1:** **Jackson** moved to amend the fifth whereas clause in the resolution by adding the word '*vital*' in front of transportation link, the sixth whereas clause in the resolution to add '*particularly in the northern Lynn Canal*' after the word routes, the final resolution statement by striking the words '*that will provide economically important transportation services to the northern Lynn Canal while ensuring the viability of the ferry system*', and in the letter itself, change the word '*should*' to '*must*' and state in the second paragraph that the northern Lynn Canal is the *ONLY* logical link." This motion **FAILED** 3-4 with **CASE**, **CAMPBELL**, and **LAPHAM** opposed and Mayor **Hill** breaking the tie in the negative.

**Primary Amendment #2:** **Friedenauer** moved to "strike the phrase '*including rate increases*' from from the fifth paragraph in the letter," and the motion carried 4-2 with **CASE** and **LAPHAM** opposed.

The main motion, as amended, carried unanimously in a roll call vote.

#### \* 3. **Resolution 15-10-648**

**A Resolution of the Haines Borough Assembly authorizing disposition of public records in accordance with HBC 2.64.030(B) and the Haines Borough Records Retention Schedule.**

*The motion adopted by approval of the consent agenda: "adopt Resolution 15-10-648."*

### B. **Ordinances for Introduction** - None

### C. **Other New Business**

#### 1. **Appeal of 2016 Skier Day Allocation**

*AMG and AH both filed timely appeals of the manager's skier day allocation for 2016. Per HBC 5.18080(C)(4), all permittees were parties to this appeal and had the opportunity to make their case before the assembly.*

**GAFFNEY** (Alaska Mountain Guides), **JOHNSON** (Alaska Heliskiing), and **SUNDBERG** (SEABA) all took the opportunity to speak to the assembly. **GAFFNEY** and **JOHNSON** asked for additional user days.

**SOSA** explained the process he went through to make the allocation and the rationale for his decision.

**JOHNSON** and **GAFFNEY** took the opportunity to give a rebuttal.

The assembly deliberated and asked questions of the permittees and the manager.

**Motion:** **CAMPBELL** moved to “amend the manager’s 2016 skier day allocation by giving Alaska Mountain Guides 200 of the 250 reserve days and the remaining 50 to Alaska Heliskiing,” and the motion carried unanimously.

The assembly followed this action with a unanimous roll call vote on a motion to “uphold the borough manager’s skier day allocation for the 2016 heliskiing season as modified to give additional days to Alaska Mountain Guides and 50 additional days to Alaska Heliskiing.”

**2. Local Bidder Preference**

*Note: on 9/22, in response to a request from Haines Contractors, the assembly directed the manager to investigate this and bring a recommendation to this meeting.*

**Motion:** **CAMPBELL** moved to “direct the Manager to prepare an ordinance revising the local bidder preference from 3% to 5% and clarifying that the percent difference is calculated as the difference between the low overall bid and the lowest local bid; and, additionally, that the local bidder preference shall be noted in all Requests for Bids or Quotes issued by the Borough,” and the motion carried unanimously.

**Motion:** At 9:20pm, **CAMPBELL** moved to “complete the agenda up to 10:30pm,” and the motion carried unanimously.

**3. Appoint Minor Offenses Code Review Committee**

*Note: on 10/13/15, the assembly passed a motion that the mayor was to appoint an ad hoc committee consisting of no more than seven assembly and public members. The mayor accepted letters of interest until Friday, 10/23, and was prepared to announce her appointments during the meeting. She sought assembly confirmation.*

Mayor **HILL** thanked those persons who submitted letters of interest to serve on the committee and announced the committee appointments, as follows:

Deborah Vogt, Mike Denker, Don Turner Jr., Bill Thomas, Ron Jackson, Margaret Friedenauer, and Mike Case

**Motion:** **LAPHAM** moved to “confirm the mayor’s appointments to the Minor Offenses Code Review Committee,” and the motion carried unanimously.

**12. CORRESPONDENCE/REQUESTS**

**A. Marijuana Regulation Task Force – Chamber of Commerce**

**SCHNABEL** said the Chamber of Commerce is interested in advancing the public discussion on this topic. Thom Ely will head up the Chamber’s Task Force, and she asked the borough to please confer with him concerning this topic.

**B. Public Process re. Committees, Commissions, and Boards – D. Hallett**

**HALLETT** encouraged the assembly to read the report he has in the meeting packet. He will ask to be on the 11/10 agenda when he hopes show his prepared presentation (technology did not cooperate this evening, as he had hoped).

**C. Request for Resolution of Support for State Parks Management of Chilkoot River Corridor – Tourism Advisory Board**

**GAFFNEY** clarified it is for State Parks to take over the Chilkoot River Corridor management from ADOT. This is the first step to making this situation better. TAB would like a letter from the borough supporting them in that effort.

**13. SET MEETING DATES**

**A. Community Funding Committee – Tuesday, November 3, 1:00pm, Borough Administration Conference Room (this is not a public meeting)**

**B. Government Affairs & Services Committee** – Monday, November 9, 4:30pm –  
Legislative priorities and responsibility for setting administrative policies

The Committee of the Whole meeting regarding Cannabis will be rescheduled after the mayor meets with the Chamber of Commerce.

Mayor **HILL** reminded the assembly to let her know their preferences for committees and liaison assignments. She plans to make those appointments very soon.

Mayor **HILL** will send an email to the minor offenses code review committee regarding setting the first meeting date to get the ball rolling. She will keep the assembly apprised.

**14. PUBLIC COMMENTS**

**TUYNMAN** – Updated the assembly regarding the Fort Seward interpretive project. November 2 will start a public process for people to comment on 13 different proposed signs.

**SCHNABEL** – Said the Chamber of Commerce is supportive of the TAB's request regarding the Chilkoot River Corridor, noted a chamber survey showed strong community interest in the borough helping to fund a bear monitor, and encouraged a thank you from the borough to Mike Eberhardt for completing the Battery Point improvements.

**DENKER** – Had a good dialogue with the clerk and mayor regarding communication between the boards, borough, and public, believes all draft board minutes should be approved by the assembly, and really likes the public being able to comment on resolutions.

**HALLETT** – Said there are different requirements for boards and for the assembly committees. The assembly should align policy to code. His document under 12B contains recommendations for the assembly to consider.

**ELY** – The purpose of skier day allocations is to manage public lands and limit the number of helicopters flying around during the season. He called for status quo.

**15. ANNOUNCEMENTS/ASSEMBLY COMMENTS**

**CASE** – Recognized the borough clerk's efforts and her service to the community.

**CAMPBELL** – Asked for a note on the April meeting agenda to work on legislative priorities for timely inclusion in next year's governor's budget.

**JACKSON** – Welcomed the two new assembly members and noted not all meetings run this long.

**LAPHAM** – agreed with **CAMPBELL** about the governor's budget but added strategic planning and follow-up work are necessary. She too welcomed the two new assembly members.

**16. ADJOURNMENT** – 10:11 p.m.

**Motion:** **CAMPBELL** moved to "adjourn the meeting," and the motion carried unanimously.

ATTEST:

\_\_\_\_\_  
Janice Hill, Mayor

\_\_\_\_\_  
Julie Cozzi, MMC, Borough Clerk



Haines Borough  
Assembly Agenda Bill

Agenda Bill No.: 15-598

Assembly Meeting Date: 11/10/15

Business Item Description:	Attachments:
Subject: Amend Port Tariff to Reflect the Assembly's Authorization for a Cruise Ship Docking Fee Waiver	1. Ordinance 15-09-422 2. Proposed Amendment 3. Page 15-A from Tariff to show how it will look after ordinance adoption (to be amended) 4. Resolution 15-06-633, adopted 6/23/15
Originator: Borough Clerk	
Originating Department: Administration	
Date Submitted: 9/14/15	

**Full Title/Motion:**  
Motion: Adopt Ordinance 15-09-422 as amended.

**Administrative Recommendation:**  
The Borough Manager recommends this.

**Fiscal Impact:**

Expenditure Required	Amount Budgeted	Appropriation Required	Projected Impact to Future Operating Budgets
\$	\$	\$	Potential increase in sales tax rev.

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

**Summary Statement:**  
On 6/23/15, the assembly adopted Resolution 15-06-633 authorizing a 50% cruise ship docking fee waiver starting 2017 as an incentive for more ships to come to Haines on a regular basis. This ordinance is a necessary follow-up to that resolution. The Port of Haines Terminal Tariff is the official document used to communicate and govern port fees. The Tariff can only be amended by the borough assembly, and it must be done by ordinance.  
  
The first public hearing was on 10/13, and the assembly rescheduled the second hearing to this meeting to provide staff an opportunity to clarify the tariff text pertaining to the cruise ship docking fee waiver. Amended language is proposed.

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

**Assembly Action:**  
Meeting Date(s): 9/22, 10/13, 11/10/15 Public Hearing Date(s): 10/13, 11/10/15  
Postponed to Date:

**AN ORDINANCE OF THE HAINES BOROUGH AMENDING THE PORT OF HAINES TERMINAL TARIFF NO. 3 TO EXTEND THE RATE TABLE AND TO ALLOW FOR A CRUISE SHIP DOCKING DISCOUNT INCENTIVE.**

BE IT ENACTED BY THE HAINES BOROUGH ASSEMBLY:

Section 1. Classification. This ordinance shall not 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 Rule No. 34, 305, Page 15-A, Port of Haines Terminal Tariff No.3. Port of Haines Terminal Tariff No.3 page 15-A shall read, as follows:

NOTE: **Bolded**/UNDERLINED ITEMS ARE TO BE ADDED OR MOVED FROM A PREVIOUS PAGE STRIKETHROUGH ITEMS ARE DELETED

RULE NO. 34 TERMINAL TARIFFS

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 305. PORT CHILKOOT DOCK DOCKAGE RATES  
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Port Chilkoot dockage charges are assessed upon Length-Over-All (LOA) of the vessel. LOA is defined as the linear distance, in feet, from the most forward point the stem to the aftermost part of the stern of the vessel, measured parallel to the base of the vessel.

LOA of the vessel as published in "Lloyds Register of Shipping" will be used and when not published, the Port reserves the right to: (a) obtain the LOA from the vessel's register, or (b) measure the vessel.

Dockage rates per foot per 24-hour period shall be as follows, increasing annually by \$.25 effective January 1 each year:

Vessel LOA	<del>2013</del>	<del>2014</del>	2015	2016	2017	2018	<u>2019</u>	<u>2020</u>
000/149	<del>\$0.75</del>	<del>\$1.00</del>	\$1.25	\$1.50	\$1.75	\$2.00	<u>\$2.25</u>	<u>\$2.50</u>
150/199	<del>\$0.94</del>	<del>\$1.19</del>	\$1.44	\$1.69	\$1.94	\$2.19	<u>\$2.44</u>	<u>\$2.69</u>
200/299	<del>\$1.19</del>	<del>\$1.44</del>	\$1.69	\$1.94	\$2.19	\$2.44	<u>\$2.69</u>	<u>\$2.94</u>
300/399	<del>\$1.50</del>	<del>\$1.75</del>	\$2.00	\$2.25	\$2.50	\$2.75	<u>\$3.00</u>	<u>\$3.25</u>
400/499	<del>\$1.88</del>	<del>\$2.13</del>	\$2.38	\$2.63	\$2.88	\$3.13	<u>\$3.38</u>	<u>\$3.63</u>
500/599	<del>\$2.38</del>	<del>\$2.63</del>	\$2.88	\$3.13	\$3.38	\$3.63	<u>\$3.88</u>	<u>\$4.13</u>
600/699	<del>\$2.75</del>	<del>\$3.00</del>	\$3.25	\$3.50	\$3.75	\$4.00	<u>\$4.25</u>	<u>\$4.50</u>
700 and over	<del>\$3.00</del>	<del>\$3.25</del>	\$3.50	\$3.75	\$4.00	\$4.25	<u>\$4.50</u>	<u>\$4.75</u>

Minimum charge of \$80.00

Note: Cruise ships of at least 700 feet in length docking in Haines on a regularly scheduled basis will receive a fifty percent discount on dockage rates beginning in 2017 with a sunset clause of 3 years.

Haines Borough  
Ordinance No. 15-09-422  
Page 2 of 2

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

ATTEST:

\_\_\_\_\_  
Janice Hill, Mayor

\_\_\_\_\_  
Julie Cozzi, MMC, Borough Clerk

Date Introduced:	09/22/15
Date of First Public Hearing:	10/13/15
Date of Second Public Hearing:	11/10/15

## Krista Kielsmeier

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**To:** Krista Kielsmeier  
**Subject:** RE: Ordinance Clarification

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**From:** Krista Kielsmeier  
**Sent:** Thursday, November 05, 2015 2:59 PM  
**To:** Leslie Ross  
**Cc:** David Sosa; Shawn Bell  
**Subject:** RE: Ordinance Clarification

Leslie,

It turns out the ordinance just needed a minor modification to eliminate the part requiring the ships to be at least 700 feet in length:

**Note:** Cruise ships of at least 700 feet in length docking in Haines on a regularly scheduled basis will receive a fifty percent discount on dockage rates beginning in 2017 with a sunset clause of 3 years.

Thank you,

Krista

PORT OF HAINES TERMINAL TARIFF, FMC NO.3	Orig./Rev.	Page
	8th Rev.	15.A
	Cancel	Page
	7th Rev.	15.A
Effective Date		
_____ , 2015		
Ord.12-04-283; Ord.13-08-348 §4 Ord.15-09-422		

RULES AND REGULATIONS

RULE NO. 34. TERMINAL TARIFFS

305. PORT CHILKOOT DOCK DOCKAGE RATES

Port Chilkoot dockage charges are assessed upon Length-Over-All (LOA) of the vessel. LOA is defined as the linear distance, in feet, from the most forward point the stem to the aftermost part of the stern of the vessel, measured parallel to the base of the vessel.

LOA of the vessel as published in "Lloyds Register of Shipping" will be used and when not published, the Port reserves the right to: (a) obtain the LOA from the vessel's register, or (b) measure the vessel.

Dockage rates per foot per 24-hour period shall be as follows, increasing annually by \$.25 effective January 1 each year:

Vessel LOA	2013	2014	2015	2016	2017	2018	2019	2020
000/149	\$0.75	\$1.00	\$1.25	\$1.50	\$1.75	\$2.00	\$2.25	\$2.50
150/199	\$0.94	\$1.19	\$1.44	\$1.69	\$1.94	\$2.19	\$2.44	\$2.69
200/299	\$1.19	\$1.44	\$1.69	\$1.94	\$2.19	\$2.44	\$2.69	\$2.94
300/399	\$1.50	\$1.75	\$2.00	\$2.25	\$2.50	\$2.75	\$3.00	\$3.25
400/499	\$1.88	\$2.13	\$2.38	\$2.63	\$2.88	\$3.13	\$3.38	\$3.63
500/599	\$2.38	\$2.63	\$2.88	\$3.13	\$3.38	\$3.63	\$3.88	\$4.13
600/699	\$2.75	\$3.00	\$3.25	\$3.50	\$3.75	\$4.00	\$4.25	\$4.50
700 and over	\$3.00	\$3.25	\$3.50	\$3.75	\$4.00	\$4.25	\$4.50	\$4.75

Minimum charge of \$80.00

**Note:** Cruise ships of at least 700 feet in length docking in Haines on a regularly scheduled basis will receive a fifty percent discount on dockage rates beginning in 2017 with a sunset clause of 3 years.

**A Resolution of the Haines Borough Assembly Supporting a Marketing Initiative that includes Cruise Ship Docking Fee Waiver Incentives.**

**WHEREAS**, the Haines Borough is supportive of cooperative efforts of the Tourism Advisory Board and Tourism Department to promote Haines as a vital second tier port supporting a marketing program that includes docking fee waiver incentives to cruise ship industries; and

**WHEREAS**, due to the desire for new cruise lines to consider Haines as a steady port destination, the Haines Tourism Department will work to increase visitation by offering a cruise ship docking fee waiver initiative to enhance current marketing programs, the economy and improve visitation to the community; and

**WHEREAS**, this marketing initiative will be presented by a delegation to cruise line representatives on July 16, 2015 to promote repeat visitations for returning cruise lines, promote ships to visit Haines on a regular weekly basis, and to promote Haines as a new port option for passengers desiring to visit less crowded ports; and

**WHEREAS**, the Cruise Ship Docking Fee Waiver concept will be used as a financial incentive in the overall marketing plan promoting Haines as a desirable port; and

**WHEREAS**, Haines is uniquely positioned to showcase the Upper Lynn Canal and Haines' well-known attractions, history, tours, activities, natural qualities, services and products to passengers and crew; and

**WHEREAS**, the Marketing Initiative that includes Cruise Ship Docking Fee Waiver Incentives will reinforce a successful relationship with cruise lines and enhance the Haines' community for visitors and residents,

**NOW, THEREFORE, BE IT RESOLVED**, the Haines Borough Assembly officially supports the Tourism Department's Marketing Initiative that includes offering the cruise lines a fifty percent discount on docking fees beginning in 2017 with a sunset clause of 3 years ; and

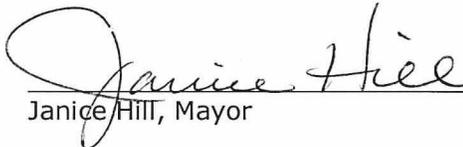
**BE IT FURTHER RESOLVED**, the Haines Borough Assembly encourages unified efforts to attract cruise line traffic to Haines to enhance the economy and improve visitation to the Haines community.

Adopted by a duly-constituted quorum of the Haines Borough Assembly this 23rd day of June, 2015.

Attest:

  
Julie Cozzi, MMC, Borough Clerk



  
Janice Hill, Mayor



**Haines Borough  
Assembly Agenda Bill**

Agenda Bill No.: 15-601  
 Assembly Meeting Date: 11/10/15

Business Item Description:	Attachments:
Subject: Amend Code re Installation of Onsite Septic Systems to be Consistent with ADEC Regulations	1. Ordinance 15-10-423 2. Planning Commission Recommendation
Originator: Planning Commission	
Originating Department:	
Date Submitted: 8/13/15	

**Full Title/Motion:**  
 Motion: Adopt Ordinance 15-10-423.

**Administrative Recommendation:**  
 The Borough Manager recommends adoption.

**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:**  
 The Alaska Department of Environmental Conservation (ADEC) has informed the borough that, per 18 AAC 72.035 (d), installation of a conventional septic system does not require plan approval by ADEC, but borough code says proof of ADEC approval is required before the borough can grant construction authorization. The planning commission reviewed the borough code and recommends the assembly amend it to be consistent with ADEC's published regulations by allowing borough approval with the submission of a wastewater treatment design from a licensed engineer or certified installer.  
  
 Borough staff reviewed the recommendations and has no concerns.

**Referral:**  
 Referred to: \_\_\_\_\_ Referral Date: \_\_\_\_\_  
 Recommendation: \_\_\_\_\_ Meeting Date: \_\_\_\_\_

**Assembly Action:**  
 Meeting Date(s): 10/13, 10/27, 11/10/15      Public Hearing Date(s): 10/27, 11/10/15  
 Postponed to Date: \_\_\_\_\_

**An Ordinance of the Haines Borough amending Haines Borough Code Title 18 Section 18.60.010(I) and 18.100.092(A) to be consistent with the State Department Of Environmental Conservation (DEC) on-site wastewater regulations.**

BE IT ENACTED BY THE HAINES BOROUGH ASSEMBLY:

Section 1. Classification. This ordinance is of a general and permanent nature and the adopted amendment 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 Subsection 18.60.010(I). Subsection 18.60.010(I) of the Haines Borough Code is hereby amended as follows:

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

**18.60.010 General approval criteria.**

I. Utilities. The proposed use shall be adequately served by public water, sewer, on-site water or sewer systems, electricity, and other utilities prior to being occupied. The borough may require a letter of commitment from a utility company or public agency legally committing it to serve the development if such service is required. If property on which a use is proposed is within 200 feet of an existing, adequate public water and/or sewer system, the developer shall be required to connect to the public systems. The borough may require any or all parts of such installation to be oversized, however the additional cost beyond the size needed for the development will be borne by the borough.

When, in the opinion of borough staff, no public sanitary sewer and/or water service is available within 200 feet of the property, the developer may request an exemption from the requirements to connect to these public utilities. All regulations of the State Department of Environmental Conservation pertaining to water extraction and wastewater disposal, as well as the requirements of HBC 13.04.080(G) pertaining to on-site wastewater disposal, shall apply. If exempted from the requirement to connect to public utilities, a developer must provide ~~written Department of Environmental Conservation (DEC) approval of the on-site wastewater system design~~ **plans drawn by an engineer licensed in the State of Alaska or a state certified septic system installer** prior to permit approval. Upon installation and before closure, the wastewater disposal system must be inspected and approved by ~~a DEC-approved inspector~~ **an engineer licensed in the State of Alaska or a state certified septic system installer**.

When public sanitary sewer and/or water service becomes available, the developer will be required to connect to the public utility within six months.

Section 5. Amendment of Subsection 18.100.092(A). Subsection 18.100.092(A) of the Haines Borough Code is hereby amended as follows:

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

**18.100.092 Requirements prior to final plat approval**

A. Utilities.

1. Water and Sewer. The subdivider, at the subdivider's own expense and prior to final plat approval, in accordance with the approved preliminary plat, shall construct, per borough specifications, all water and sewer utilities to service each lot individually within the subdivision to be created. The subdivider may elect to provide performance and payment bonding as allowed in HBC 18.100.125 in order to have authorization to proceed to a final plat procedure.

2. When, in the opinion of borough staff, no public sanitary sewer and/or water service is available within 200 feet of any exterior property line of a new subdivision in which all lots are one acre or larger in area, the developer may request an exemption from the requirements to connect to public utilities. All regulations of the State Department of Environmental Conservation pertaining to water extraction and wastewater disposal, as well as the requirements of HBC 13.04.080(G) pertaining to on-site wastewater disposal, shall apply. If exempted from the requirement to connect to public utilities, a plat note must be placed on the plat stating that public water and/or sewer are not available to the subdivision and that all future property owners in the subdivision must provide ~~written Department of Environmental Conservation (DEC) approval of their on-site wastewater system design~~ **plans drawn by an engineer licensed in the State of Alaska or a state certified septic system installer** prior to a land use permit being issued. Upon installation and before closure, the wastewater disposal system must be inspected and approved by ~~a DEC-approved inspector~~ **an engineer licensed in the State of Alaska or a state certified septic system installer.**

When public sanitary sewer and/or water service becomes available, property owners will be required to connect to the public utility within six months.

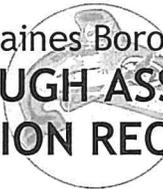
ADOPTED BY A DULY CONSTITUTED QUORUM OF THE HAINES BOROUGH ASSEMBLY THIS  
\_\_\_\_ DAY OF \_\_\_\_\_, 2015.

ATTEST:

\_\_\_\_\_  
Janice Hill, Mayor

\_\_\_\_\_  
Julie Cozzi, MMC, Borough Clerk

Date Introduced: 10/13/15  
Date of First Public Hearing: 10/27/15  
Date of Second Public Hearing: 11/10/15



Haines Borough  
**BOROUGH ASSEMBLY**  
**ACTION REQUEST**

DATE: August 13, 2015

TO: Haines Borough Assembly

FROM: Haines Borough Planning Commission

Re: On-Site Wastewater System in HBC 18.60.010(I) and HBC  
18.100.092(A)

PLANNING COMMISSION ACTION:

**Motion:** Miller moved to “recommend the Assembly adopt the draft ordinance as amended.” Heinmiller seconded it. The motion carried 6-0 with Venables absent.

RATIONALE:

In June of 2015, the Borough received a building permit application from property owner Mr. James Stickler for the construction of a single family residence. The proposed site is beyond the Borough public sewer system. Per Haines Borough Code 18.60.010(I), “no public sanitary sewer and/or water service is available within 200 feet of the property, the developer may request an exemption from the requirements to connect to these public utilities... If exempted from the requirement to connect to public utilities, a developer must provide written Department of Environmental Conservation (DEC) approval of the on-site wastewater system design prior to permit approval. Upon installation and before closure, the wastewater disposal system must be inspected and approved by a DEC-approved inspector”.

However, DEC acknowledged that installation of a conventional system does not need a plan approval, per 18 AAC 72.035(d). Mr. Stickler’s building project was put on hold due to lack of “DEC approval of the on-site wastewater system design”. Staff determined that the Borough code needs to be amended due to the inconsistency with the DEC’s published regulations.

DEC has two pathways for on-site system approval:

The first pathway is available to licensed professional engineers, certified installers and certified homeowners. This pathway is essentially a “permit by rule” application. For specific systems of certain sizes and applications, these three categories of installers can essentially notify DEC to install a system, and then provide system documentation after the installation of the system. This can only happen if all of the requirements of the regulation are met (18 AAC 72.035(d)). In these cases, DEC does not issue pre-approval,

review of the design, or inspection of the construction. While this approach may not be applicable everywhere in Haines Borough, it is an available approach, and DEC are bound to honor all who qualify to take advantage of it. The evidence that an applicant has properly participated in the process will only occur after the system is installed and operating by their Documentation of Construction being submitted to DEC and it being entered into a database.

The second approach is more deliberate. For systems that cannot conform to the requirements in 18 AAC 72.035(d), they must be designed by a licensed professional engineer and submitted to DEC for plan review and construction approval prior to construction. In this case, an applicant could show the Haines Borough a construction authorization issued by DEC. These authorizations are valid for only two years from the date of issuance, unless extended in writing by DEC. The Borough should not consider a construction authorization dated beyond two years as still valid without additional written extensions. Once a system has been installed, the applicant will request an Approval to Operate from DEC.

During the August 13 Planning Commission, Miller suggested the code be amended to allow approval with the submission of a wastewater treatment design from a licensed engineer or certified installer. The other commissioners agreed.

#### PLANNING COMMISSION REQUEST:

❖ for the Borough Assembly to amend HBC 18.60.010(l) to read:

I. Utilities. The proposed use shall be adequately served by public water, sewer, on-site water or sewer systems, electricity, and other utilities prior to being occupied. The borough may require a letter of commitment from a utility company or public agency legally committing it to serve the development if such service is required. If property on which a use is proposed is within 200 feet of an existing, adequate public water and/or sewer system, the developer shall be required to connect to the public systems. The borough may require any or all parts of such installation to be oversized, however the additional cost beyond the size needed for the development will be borne by the borough.

When, in the opinion of borough staff, no public sanitary sewer and/or water service is available within 200 feet of the property, the developer may request an exemption from the requirements to connect to these public utilities. All regulations of the State Department of Environmental Conservation pertaining to water extraction and wastewater disposal, as well as the requirements of HBC 13.04.080(G) pertaining to on-site wastewater disposal, shall apply. If exempted from the requirement to connect to public utilities, a developer must provide ~~written Department of Environmental Conservation (DEC) approval of the on-site wastewater system design~~ plans drawn by an engineer licensed in the State of Alaska or a state certified septic system installer prior to permit approval. Upon installation and before closure, the wastewater disposal system must be inspected and approved by a ~~DEC-approved inspector~~ an engineer licensed in the State of Alaska or a state certified septic system installer.

When public sanitary sewer and/or water service becomes available, the developer will be required to connect to the public utility within six months.

❖ for the Borough Assembly to amend HBC 18.100.092(A) to read:

A. Utilities.

1. Water and Sewer. The subdivider, at the subdivider's own expense and prior to final plat approval, in accordance with the approved preliminary plat, shall construct, per borough specifications, all water and sewer utilities to service each lot individually within the subdivision to be created. The subdivider may elect to provide performance and payment bonding as allowed in HBC 18.100.125 in order to have authorization to proceed to a final plat procedure.

2. When, in the opinion of borough staff, no public sanitary sewer and/or water service is available within 200 feet of any exterior property line of a new subdivision in which all lots are one acre or larger in area, the developer may request an exemption from the requirements to connect to public utilities. All regulations of the State Department of Environmental Conservation pertaining to water extraction and wastewater disposal, as well as the requirements of HBC 13.04.080(G) pertaining to on-site wastewater disposal, shall apply. If exempted from the requirement to connect to public utilities, a plat note must be placed on the plat stating that public water and/or sewer are not available to the subdivision and that all future property owners in the subdivision must provide ~~written Department of Environmental Conservation (DEC) approval of their on-site wastewater system design~~ **plans drawn by an engineer licensed in the State of Alaska or a state certified septic system installer** prior to a land use permit being issued. Upon installation and before closure, the wastewater disposal system must be inspected and approved by ~~a DEC-approved inspector~~ **an engineer licensed in the State of Alaska or a state certified septic system installer.**

When public sanitary sewer and/or water service becomes available, property owners will be required to connect to the public utility within six months.

SUBMITTED BY



(signature)

Lee Heinmiller

Planning Commission Vice-Chairman



# MANAGER'S REPORT

DATE: November 10, 2015  
TO: Mayor and Borough Assembly  
FROM: David B. Sosa, Borough Manager

## **BOROUGH ADMINISTRATION MISSION**

*Under the guidance and direction of the Borough Assembly, the mission of the Haines Borough Administration is to deliver critical and desired services; to protect the safety and well-being of the community; and to create conditions for a vibrant, sustainable economy that enhances and safeguards quality of life*

### **Manager's Comments:**

Meeting with AMHS: On 6 November representatives from Haines (Manager & Mayor) & Skagway met with senior representatives of AMHS and discussed the current state of the ferry system, expressed our concerns regarding the summer schedule, and reviewed possible options for future operations. The Borough leadership will continue to engage with ADOT representatives and our legislators to identify solutions for the Upper Lynn Canal transportation needs.

Resignation of Borough Manager: On 5 November I met with Mayor Hill and notified her that I was resigning as Manager effective 7 December. A separate letter attached to this report outlines my reasoning.

Army Corps of Engineers Feedback on Public Comment: The ACOE contacted the Borough and provided comment from the public related to the Small Boat Harbor Project. The Administration is in the process of responding to ACOE questions about the harbor project.

Police Chief Hire: The Administration solicited letters of qualification from several firms that specialize in executive search (law enforcement). We will be briefing the Public Safety Commission on options at the next PSC meeting.

### **Facilities & Public Works: (See Attached Spreadsheet)**

#### **Finance:**

Property Tax -Second half property tax bills are due December 1. Staff is preparing to send out reminders to the roughly 1,200 tax payers with a balance remaining on their 2015 property tax bills.

Budget Town Hall – The finance department has begun work with the Manager to coordinate a Budget Town Hall Meeting for January 2016 to kick off the FY17 budget development process. This will be a chance for the community to come together to offer input regarding budget priorities and process.

Library: I would like to commend the library staff for once again being awarded a Star rating. This is a significant milestone and demonstrated the exceptional quality of the facility and the staff.

Museum: NSTR

#### **Ports & Harbors:**

Bears: The Harbormaster plans to put together a short protocol on what people and /or agencies should be contacted each time we have a bear in the harbor. I was not consistent enough with reporting the problem to the different agencies.

Barge Ramp: On the night of Nov 2<sup>nd</sup>, AML was using the barge ramp to move some heavy equipment. During this process some damage was done to the grating and timber treats on the ramp. I have already filled out an accident report and we have teamed up with public works to repair the damage. It is not significant but does require some work.

Wait List: Now that we have entered into the new moorage year, I'm assigning a few more stalls to those on the waitlist and moving those on the seniority transfer list.

**Tourism: NSTR**



**Haines Borough Administration**  
**David B. Sosa, Borough Manager**  
**(907)766-2231 • Fax(907)766-2716**  
**dsosa@haines.ak.us**

5 November 2015

Haines Borough Assembly  
103 3<sup>rd</sup> Avenue  
Haines, AK 99827

Mayor Hill & Assembly Members,

I have been presented with a unique opportunity and, after considerable thought and consultation with my family, I regret to inform you that I am resigning my position as Manager with a requested final date of work of 7 December 2015. I request that the Assembly release me from the terms of my contract without prejudice so that I can once again serve my country in uniform.

I have been asked to serve as the Commandant of Midshipmen at the U.S. Merchant Marine Academy. This is a position of significant trust in which I will be responsible for developing the leadership skills of some of our country's brightest and most capable young men and women. It goes without saying that being selected for this position is a singular honor and it is not an opportunity which I will likely be afforded again in my lifetime. Accepting this position will allow me to contribute to the furtherance of maritime trade and to the security of our nation. I am also encouraged to accept this position as it will be close to family and will provide ready access to VA care facilities. Over the past year my family and I have recognized that these items have become increasingly important to us. Finally, I will add that the Academy has faced some challenges in the recent past and they are hoping that my background and experience will enable them to meet these challenges and continue fulfilling their important mission. To this end they are requesting my presence as soon as is feasible.

In closing I am grateful for the opportunity to work in Haines and for the relationships and friendships established while here. It is my hope, and belief, that my efforts as Manager have made the Borough Administration a more cohesive, effective and transparent organization.

Sincerely,

A handwritten signature in black ink, appearing to read "David B. Sosa", with a long horizontal line extending to the right.

David B. Sosa  
Borough Manager  
Haines, Alaska

## Ongoing Public Works and Facilities Projects

Item	Planning Lead	Scheduled Start Date	Scheduled Completion Date	Status	Remarks	Other
VocEd Building	Facilities	Last week of May	Final Completion October 16th 2015		Premier and Murray and Associates completed the punch list and both companies felt the project was completed. There have been a couple of issues; two light switches need changed and a leak in the HVAC. Both issues should be resolved by end of October.	Change orders to this date total \$81k, mostly for additions to the scope of work and some due to unanticipated conflicts. Class was able to be held on 8-19-15.
Allen Road	W/S	May 1 (delayed due to DEC-SEE REMARKS)	15-Aug		Project is essentially complete, lacking only some close-out paperwork and final payment. As-built drawings have been submitted.	Change order being developed to cover cost of additional work and material added to improve subgrade in bad areas. Site was visited and documents were reviewed by EPA reps. CONSTRUCTION IS COMPLETE. NEED CLOSE OUT PROCESS, AS BUILTS, ETC. Final CO has been processed and as-built drawings are being finished by CD
School Roof Project	Facilities	NET 7 June	Finished-but leaking		Silver Bow determined a leak was associated with their previous work and will return to fix it.	Change order issued to have roof over the newer school inspected. Some problem areas were identified and will be addressed in the CO. A completion extension may be required at some point. WILL START SEPT. 1 AND WILL LAST 10 DAYS.
Sledding Hill	Facilities	In progress	Complete		White Rock completed stump removal. All we need now is snow.	
Piedad Water Transmission Line Replacement	W/S	Project will be bid in the normal fashion. Does not meet "emergency" criteria.	TBD		Design is essentially complete and DEC review is in progress. We're also applying for a Corps of Engineers permit.	Engineer and others walked and climbed the site to determine best building location and pipe route. Property owner has agreed to sign a use agreement until final sale goes through. Property final sale is delayed due to the platted lot size being smaller than allowed by borough code. Options being explored at this time.
Summer Road Maintenance	PW	Started	Through Oct		Road maintenance matrix currently being updated.	Beach Road and Soap Suds Alley chip sealed. Additional D1 and grading taking place throughout the townsite road system. COMPLETE FOR SUMMER. NEW MAP DUE BY 27 AUGUST
Picture Point	Tourism	In progress	Ongoing		Contracts are in place to construct a gazebo, stairs, and bridge.	Met with this committee July 6, 2015. Agreement that phased project with trails first is the best way to proceed. RFP for trail, log parking barrier and grass seeding closes August 13. If an acceptable proposal is presented, work should begin by last week in August. RFP PLACED FOR GRASS PLANTING, LOG PARKING BARRIERS, 60-70 FOOT TRAIL TO BEACH ON SOUTH SIDE. SRI was the only proposer. Work was awarded.
Waste Water Treatment Facility	W/S				\$1.7 million DEC loan secure. Plans approved by DEC and submitted for grant point review. Received high points so we await grant approval and award.	Working to coordinate with pellet grant folks and building designers to accommodate pellet heat with oil backup. Design continues with the hope of putting out to bid this fall. If the grant is not received, funds will be a problem.
Public Safety Building/Jail Cells:	Facilities		Complete		Heating upgrades are complete. New jail toilets and other maintenance and upgrades are under way by borough staff.	Installing new toilets in two cells and ventilation system in crawlspace. Working on better ventilation in the upstairs server room as directed by IT. PF office moved from temp. trailer into former space.
Small Boat Harbor Expansion	Harbormaster				95% documents presented and under review.	
Letnikof Float Repair	Harbormaster	NLT mid Jul	NLT Late July		Work completed with little complication.	Work completed slightly ahead of schedule after minor alignment adjustment. CO for additional work totals approximately \$19k. Project still under estimated cost.
Excursion Inlet Bridge	EconDev					
School Renovation Completion Project						
Repeater Station					Kyle Sinclair and Assoc. explored the repeater station issues and provided an assessment. Several deficiencies were identified and corrected. The antenna was determined to be the major cause of trouble.	Receive a quote from APT to provide and install new cable and antenna. We are currently using APT's area wide antenna to provide communication to the upper valley. New equipment has been ordered and will be installed by APT as soon as it shows up.
Haines Senior Center, siding ,windows, doors	Facilities	TBD			Contractor was issued a contract and work is pending with a completion date of no later than 15 July 2016.	Bid-ready documents to be delivered before September 15th. Should be out to bid shortly after that with construction to start mid OCT, weather permitting. Substantial completion will be next June 1, 2016 in case we have a harsh early winter.
Mathias-Lutak Sewer Improvement Project	W/S	August 17 start date	30-Aug		Clearing and grubbing under way this date. Material is on site and pipe install to start on Aug. 17.	
Roll On Roll Off Ramp at Lutak Dock	Harbors	TBD			Air leak discovered at the RORO 7-9-2015. Temporary patch installed. Ramp is severely degraded. Replacement needs to be considered in the near future.	Discussion with Western Marine to make permanent repair underway.
Museum Design Contract?						
Swimming Pool Locker Room Leak	Facilities	October 21st 2015	October 31st 2015		Ed Bryant and his crew have begun investigations to prevent a water leak from passing through the floor into the girls' high school locker room. They have identified one leak and plan to repair the leak and continue further investigations if necessary.	



**HAINES BOROUGH**  
**POLICE DEPARTMENT**  
**PO BOX 1209**  
**HAINES, AK 99827-1209**

Phone 907-766-2121, Fax 907-766-2190

**Robert Griffiths**  
**Interim Chief of Police**

**Date:** October 28, 2015  
**To:** Dave Sosa, Borough Manager  
**From:** Bob Griffiths, Interim Chief of Police  
**CC:** Julie Cozzi, Borough Clerk  
  
**RE:** HBPD Manager's Report

**Personnel:**

Officer Rutland continues his Field Training with Officer VanSpronsen. We did offer the vacant Police Officer position to Steven Annetts; he accepted after we agreed to a January 4th report date. On 10/27/15 he sent an e-mail and withdrew from consideration. We have no current viable candidates who meet Haines' requirements for the position.

The Department initiated a subscriber agreement with Public Safety Testing (PST) to recruit candidates and conduct written and physical testing of candidates at an annual cost of only \$500. As soon as this agreement is in place, likely later this week, we will amend our hiring advertisements and posting to include the new PST application/screening process. By the time we get referred candidates to interview, they will have already passed these tests. We also will have access to their pool of candidates who have already been tested and may have interest in working in Alaska.

As we've discussed, I've accepted the position of APSC Exec. Dir. and my last work day for the Borough will be 11/23/15. I've reached out to former colleagues who have the necessary skills and experience to fill my position and are willing to accept a challenge, either as interim or permanent Chief. Two have expressed interest and I am collecting resumes at this time.

**Records Management:**

Now that the Assembly approved Resolution 15-10-648, at last night's meeting, (document retention schedule), staff will begin to identify appropriate records for disposal.

Our Dispatch Policy development is going exceptionally well. Celeste Grimes has delivered 41 draft policies, to date; from 9-1-1 Call Handling through Fraud Cases (she is producing them alphabetically). Each one is reviewed by Officers, Dispatchers and me before being finalized. This later process is ongoing.

**Jail:**

Our replacement stainless-steel jail cell toilet was installed by Facility Maintenance and appears to be functioning as required.

**Equipment:**

Our Ford Interceptor was transported by ferry to Stanley Ford in Juneau on 1021 for repair/reprogramming of the computer system. As of yesterday they had not looked at it.

192 feet of chain-link fence panels were delivered and used to fabricate a 36'x 60' vehicle impound lot next to the wastewater treatment facility. All of the current junk vehicles scattered about the lot were placed into this storage area. The fence still requires some supporting brackets to make it more secure, but it is now functional.

**Animal Control:**

An agreement was reached with HARK and approved by the Assembly last night. HARK has already resumed services and has responded to a number of canine calls since 10/19 when we reached our agreement in principal.

**Minor Offenses:**

No further action taken this period

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# Memo



Date: November 3, 2015  
To: Mayor, Assembly  
Cc: Dave Sosa, Borough Manager  
From: Jila Stuart, Chief Fiscal Officer  
RE: FY16 1st Quarter General Fund Financial Report

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The accompanying financial statements show the Haines Borough's general funds (Areawide and Townsite) actual revenues and expenditures for the first 3 months of the fiscal year as compared with the previous fiscal year and as compared with the FY16 Budget amended as of 10/27/2015.

## **01 Areawide General Fund**

Generally, revenues for the Areawide General Fund are tracking close to budget. With 25% of the fiscal year complete revenues are at 38% of budget primarily due to State Revenue Sharing which is at 100%, having been received in one lump sum payment in August. Sales tax is up 4% from the same period last year.

Expenditures in the Areawide General Fund are generally tracking on budget. With 25% of the fiscal year complete expenditures are at 24%. Professional & Contractual services appear to be tracking high at 33% but most of the variance is due to the timing of several large contracts which take place during the first part of the fiscal year such as the household hazardous waste collection and the annual financial audit. Another factor in the higher figure for the quarter is Professional & Contractual for the Public Facilities department being roughly \$11,000 over their target for the quarter due to unanticipated contractual expense. Because of savings in other areas, however, the department is not over budget for the quarter. Work orders out from the Areawide General Fund are down compared to the previous year and the budget due to staffing vacancies and leave during the quarter.

## **02 Townsite Service Area General Fund**

Generally, revenues for the Townsite Service Area (TSA) Fund are tracking at budget. With 25% of the fiscal year complete revenues are at 30% of budget primarily due to State Revenue Sharing which is at 101%. Overall, TSA revenues for the quarter are down \$43K from the previous year due to the reduction of Community Jails funding from the State of Alaska.

Expenditures for the TSA are tracking slightly low. TSA expenditures hit disproportionately high in the winter months with higher electricity bills for street lights; higher payroll and fuels costs for snow removal; and higher energy costs for heating buildings. TSA expenses for the first quarter of FY16 are slightly lower than expected due to the additional factor of police department payroll being under budget by almost \$20K for the quarter due to staffing vacancies.

HAINES BOROUGH  
 FY16 GENERAL FUND Preliminary Revenue & Expenditures SUMMARY by FUND  
 FOR THE QUARTER ENDING 09/30/2015



01 AREAWIDE GENERAL FUND

	FY15 Q1 ACTUAL	FY16 Q1 ACTUAL	Yr to Yr VARIANCE*	FY16 BUDGET	BUDGET VARIANCE*	% OF BGT
<b>REVENUE</b>						
Property Tax Revenue	\$ 414,136	\$ 430,109	\$ 15,973	1,720,452	\$ (1,290,343)	25%
Sales Tax	185,884	193,301	7,417	596,000	(402,699)	32%
State Revenue - Revenue Sharing	505,589	482,655	(22,934)	481,650	1,005	100%
State Revenue - Raw Fish Tax	-	-	-	219,200	(219,200)	0%
State Revenue - Other	7,286	19,951	12,665	98,485	(78,534)	20%
Federal Revenue - P.I.L.T.	344,205	317,302	(26,903)	340,000	(22,698)	93%
Federal Revenue - Library	-	-	-	71,924	(71,924)	0%
Investment Income	9,544	18,798	9,254	95,000	(76,202)	20%
Rents	13,797	18,305	4,508	91,409	(73,104)	20%
User Fees	11,240	14,852	3,612	70,536	(55,684)	21%
Penalty & Interest - PropertyTax	17,016	13,775	(3,241)	25,000	(11,225)	55%
Penalty & Interest - Sales Tax	9,214	4,750	(4,464)	28,000	(23,250)	17%
Business Licenses	2,700	1,450	(1,250)	21,000	(19,550)	7%
Miscellaneous Fines & Fees	11,891	4,719	(7,171)	22,500	(17,781)	21%
	<b>\$ 1,532,501</b>	<b>\$ 1,533,576</b>	<b>\$ 1,075</b>	<b>\$ 4,001,156</b>	<b>\$ (2,467,580)</b>	<b>38%</b>
<b>EXPENDITURES</b>						
Salaries and wages	\$ 375,945	\$ 375,238	\$ 707	\$ 1,522,808	\$ 1,147,570	25%
Employee Burden	110,165	109,513	652	456,393	346,880	24%
Health Insurance	89,222	87,440	1,782	386,958	299,518	23%
Supplies & Postage	19,347	18,785	563	59,710	40,925	31%
Material & Equipment	12,848	8,767	4,081	28,225	19,458	31%
Computers and Peripherals	12,517	5,897	6,621	35,625	29,728	17%
Professional & Contractual	100,851	128,325	(27,474)	388,617	260,292	33%
Dues, Subscriptions & Fees	2,966	2,839	127	8,032	5,193	35%
Travel & Per Diem	7,442	13,381	(5,939)	45,295	31,914	30%
Training	3,869	3,463	407	12,780	9,317	27%
Advertising	3,322	3,500	(178)	7,490	3,990	47%
Banking & Insurance	11,498	10,703	795	48,245	37,542	22%
Vehicle Expense	2,796	1,685	1,112	10,150	8,465	17%
Utilities	42,564	36,331	6,233	215,430	179,100	17%
School District - Instructional	389,216	390,000	(784)	1,560,000	1,170,000	25%
School District - Activities	52,500	52,508	(8)	210,000	157,493	25%
Appropriations from the Assembly	11,839	-	11,839	32,500	32,500	0%
Building Maintenance & Repairs	3,429	2,106	1,324	38,000	35,894	6%
Discretionary Expense	587	281	307	2,050	1,769	14%
Work Orders	(45,240)	(22,555)	(22,685)	(114,400)	(91,845)	20%
Allocations	(186,463)	(186,171)	(292)	(740,459)	(554,288)	25%

	FY15 Q1 ACTUAL	FY16 Q1 ACTUAL	Yr to Yr VARIANCE*	FY16 BUDGET	BUDGET VARIANCE*	% OF BGT
Operating Transfers - In fr CPV	-	(1,950)	1,950	(7,800)	(5,850)	25%
Operating Transfers - OUT fr General	-	13,467	(13,467)	93,866	80,400	14%
Operating Transfers - In fr Permanent	(66,750)	(70,250)	3,500	(281,000)	(210,750)	25%
<b>TOTAL AREAWIDE EXPENDITURES</b>	<b>954,472</b>	<b>983,301</b>	<b>(28,829)</b>	<b>4,018,515</b>	<b>3,035,214</b>	<b>24%</b>
<b>NET REVENUE OVER EXPENDITURES</b>	<b>\$ 578,029</b>	<b>\$ 550,275</b>	<b>\$ (27,754)</b>	<b>\$ (17,359)</b>	<b>\$ 567,634</b>	
<b>02 TOWNSITE SERVICE AREA</b>						
<b>REVENUE</b>						
Property Tax Revenue	101,231	102,978	\$ 1,747	411,911	\$ (308,933)	25%
Sales Tax	180,162	183,396	3,234	702,000	(518,604)	26%
Chilkoot Indian Assoc. Road Maint.	-	-	-	-	-	0%
State Revenue - Public Safety	98,161	54,934	(43,227)	219,734	(164,801)	25%
State Revenue - General	96,000	91,900	(4,100)	91,200	700	101%
Interest Earnings	-	-	-	1,500	(1,500)	0%
Miscellaneous Fines & Fees	1,386	850	(536)	4,500	(3,650)	19%
<b>TOTAL TOWNSITE REVENUES</b>	<b>476,939</b>	<b>434,057</b>	<b>(42,882)</b>	<b>1,430,845</b>	<b>(996,788)</b>	<b>30%</b>
<b>EXPENDITURES</b>						
Salaries & Wages	\$ 116,314	\$ 116,500	\$ (186)	\$ 483,634	\$ 367,134	24%
Employee Burden	36,664	30,156	6,508	163,585	133,429	18%
Health Insurance	26,000	19,575	6,425	125,280	105,705	16%
Supplies & Postage	1,649	1,428	222	6,300	4,872	23%
Material & Equipment	45,282	30,529	14,753	111,700	81,171	27%
Computers & Peripherals	2,452	187	2,265	1,975	1,788	9%
Professional & Contractual	13,186	17,015	(3,829)	78,603	61,588	22%
Dues & Subscriptions	146	208	(62)	1,300	1,092	16%
Travel & Per Diem	2,000	5,623	(3,623)	17,950	12,327	31%
Training	-	-	-	7,300	7,300	0%
Advertising	80	119	(39)	1,250	1,131	10%
Banking & Insurance	5,590	4,924	666	20,300	15,376	24%
Vehicle Expense	14,106	16,592	(2,487)	84,650	68,058	20%
Utilities	12,817	12,800	16	73,385	60,585	17%
Work Orders	(36,517)	(48,844)	12,327	(76,700)	(27,856)	64%
Allocations	101,221	93,561	7,660	379,653	286,092	25%
Operating Transfers - OUT from TSA	-	(8,304)	8,304	(33,216)	(24,912)	25%
<b>TOTAL TOWNSITE EXPENSES</b>	<b>340,989</b>	<b>292,068</b>	<b>48,921</b>	<b>1,446,949</b>	<b>1,154,881</b>	<b>20%</b>
<b>NET REVENUE UNDER EXPENDITURES</b>	<b>\$ 135,950</b>	<b>\$ 141,989</b>	<b>\$ 6,039</b>	<b>\$ (16,104)</b>	<b>\$ 158,093</b>	

\*Positive variance is favorable. Negative variance is unfavorable.



**Haines Borough  
Planning Commission Meeting  
September 10, 2015  
MINUTES**

**Approved**

1. **CALL TO ORDER/PLEDGE TO THE FLAG** – Chairman **Goldberg** called the meeting to order at 6:30 p.m. in Assembly Chambers and led the pledge to the flag.
2. **ROLL CALL** – **Present:** Chairman Rob **Goldberg**, Commissioners Lee **Heinmiller**, Heather **Lende**, Brenda **Josephson**, Rob **Miller**, Don **Turner III**, and Robert **Venables** (called in).

**Staff Present:** Jan **Hill**/Mayor, David **Sosa**/Manager, Shawn **Bell**/Harbormaster, and Tracy **Cui**/Planning and Zoning Technician III.

**Also Present:** Mike **Case** (Assembly liaison), Diana **Lapham** (Assembly member), Dick **Somerville** (PND, called in), Bill **Kurz**, Debra **Schnabel**, John **Sickman**, Ardy **Miller**, Dave **Nanney**, Adam **McMahan**, Emily **McMahan**, Evelynna **Vignola**, David **Smith**, Jeremy **Stephens**, Tresham **Gregg**, Joe **Parnell**, Sean **Gaffney**, and others.

3. **APPROVAL OF AGENDA**

**Goldberg** suggested moving 10D1 to be the first public hearing item. The other commissioners agreed.

**Motion:** **Lende** moved to “approve the agenda as amended.” **Josephson** seconded it. The motion carried unanimously.

4. **APPROVAL OF MINUTES** – August 13, 2015 Regular Meeting Minutes

**Motion:** **Miller** moved to “approve the August 13, 2015 minutes.” **Heinmiller** seconded it. The motion carried unanimously.

5. **PUBLIC COMMENTS**

**Schnabel** spoke in favor of the “shops on wheels” commercial development on behalf of the commerce committee.

6. **CHAIRMAN’S REPORT**

**Goldberg** reported updates on the picture point project.

7. **STAFF REPORTS**

- A. **Planning & Zoning Staff Report**

**Cui** reported monthly permits and updates on projects.

8. **PUBLIC HEARINGS**

- A. **South Portage Cove Harbor Expansion Project**

**Goldberg** opened the hearing at 6:40 p.m., and closed the hearing at 8:10 p.m. **Kurz**, **Schnabel**, **Nanney**, **Gregg**, **Parnell**, and others commented. The commission determined that the project design meets the goals of the Comprehensive Plan and is consistent with the current planning and zoning

requirements. There was uncertainty about this at the meeting, and how the regulation might affect the design of the harbor. The commissioners think it is wise to protect the Borough's investment before corrosion begins. A suggestion was made that funds from the Raw Fish Tax be directed toward purchasing and installing the anodes. **Miller** said that Mr. Harvey Smith could provide the Borough a second opinion of the design at no charge. It is possible that he could suggest changes that could make the project better or save money.

**Motion: Goldberg** moved to "recommend the Assembly (1) seek a review of PND's design from Harvey Smith, the State Coastal Engineer; (2) determine the Coast Guard regulations for boating in proximity to cruise ships; (3) install sacrificial anodes on the wave barrier upon installation; (4) move Lookout Park to a spot designated on the plan by PND Engineers. The motion carried 5-1 with **Lende** opposed. (**Venables** left during the hearing.)

#### **B. Hill Top Subdivision Preliminary Long Plat Approval**

**Josephson** recused herself.

The commission reviewed the design of the subdivision plans. The design drawings were done in 1997. Borough code has changed since that time, especially in the standards for roads and sewer systems. Many of the aspects of the subdivision's design were found to be out of compliance with the current code. There is also a cloudy title on part of the property. The commission decided to return the plat to the applicant for corrections, and encouraged the applicant to clear the title to the entire property. A committee consisting of Commissioners **Turner** and **Lende** was formed to work with the applicant to make the necessary changes before the preliminary plat is re-submitted.

#### **9. UNFINISHED BUSINESS – None**

#### **10. NEW BUSINESS**

##### **A. Historic District/Building Review: None**

##### **B. Haines Borough Code Amendments**

###### **1. Clarify "Temporary Commercial Structure"**

The commission postponed this topic to its next regular meeting.

###### **2. Nonconforming Lot for A Public Utility Project**

**Cui** said that the Borough plans an upgrade to the Piedad Springs water source. In order to proceed with the project, the Borough needs to purchase a small portion of property. However, the purchase will result in the creation of a nonconforming lot, which is less than one acre. Staff drafted an ordinance which will allow a nonconforming lot be created as a result of the Borough acquiring a portion of a lot to be used exclusively for public utility purposes. There is no requirement for Title 18 amendments to originate with the Planning Commission. The motion was made.

##### **C. Project Updates – None**

##### **D. Other New Business**

###### **1. John Sickman – Appeal to the Planning Commission**

Mr. Sickman was denied a building permit for a residence in the Skyline Subdivision because Borough staff and the Manager determined that the design exceeded the 30' height restriction. HBC 18.80.030(B) states: "Height

is measured from the average grade of the footprint of the structure to the highest point on the structure, measured at the center of each of the four exterior walls." It was determined that there was a difference in the way that Borough staff calculated the average grade from the way that Mr. Sickman's architect calculated average grade. Borough staff measured from the ground at the center of the four walls to the highest point of the structure. The architect determined average grade by taking a point at the highest point of the wall, and a point at the lowest end of the wall, connecting those points with a line, and then measuring from a point on that line at the center of the wall. If the slope of the grade on the sides of the building was even and consistent, these two methods of measurement result in the same number. However, in Mr. Sickman's design, one side of the building is excavated to allow room for a garage. The slope drops sharply from the high end to a pad and remains flat for the rest of the building. Measuring from the ground in the center of the wall, instead of from the average grade, gives a greater height. HBC 18.20.020 defines "Building height" as the maximum vertical dimension of a building which is measured from a horizontal plane intersecting the mean building grade and measured at the center of each of the four exterior walls, but not including radio antennas, water towers, church spires, structures or enclosures constructed primarily for mechanical equipment and similar building mechanical features. This definition makes it clear that the height is measured from a horizontal plane intersecting the mean building grade, and not from the ground.

**Motion:** Miller moved to "overturn the manager's decision." Josephson seconded it. The motion carried 6-0 with Venables absent.

The commission agreed that the definition of height in the code needs to be refined.

11. **COMMISSION COMMENTS**

Josephson spoke regarding the minor offenses ordinance.

12. **CORRESPONDENCE** - None

13. **SET MEETING DATES**

A. Regular Meeting—Thursday, October 15, 2015.

14. **ADJOURNMENT**— 11:45 p.m.

Haines Borough Assembly Committee Meeting  
Committee: Commerce

9C

October 21, 2015      Assembly Chambers      6:00pm

<b>Issue: Economic Development</b>	
Discussion: M/S Campbell, Case	
To recommend to the Assembly, that the Manager will continue to work with the Chamber of Commerce to have an organization to handle Economic Development. And not the Borough.	
Vote 4-0 unanimous	
Recommended Action: For Agenda on November 10,2015	Who:
	When:

Meeting Chaired by George Campbell      Minutes by Diana Lapham

Committee Members Attending: Mike Case, Ron Jackson

Ex Officio: Mayor Jan Hill

Staff Attending: Manager Dave Sosa, Leslie Ross, Tourism Director, Shawn Bell, Harbormaster

Citizens and Consultants: Debra Schnabel, Tresham Gregg, Margaret Friedenauer, Tom Morphet,

Heather Shade, Bill Kurz



**Haines Borough  
Assembly Agenda Bill**

**Agenda Bill No.:** 15-608  
**Assembly Meeting Date:** 11/10/15

Business Item Description:	Attachments:
Subject: Recommend FY16 Funding for Non-profit Organizations	1. Resolution 15-11-649 2. Committee Recommendations Spreadsheet 3. FY16 Application and Scoring Matrix 4. Takshanuk Watershed Council Letter
Originator: Mayor	
Originating Department:	
Date Submitted: 11/4/15	

**Full Title/Motion:**  
Motion: Adopt Resolution 15-11-649.

**Administrative Recommendation:**  
The Borough Manager recommends adoption of this resolution.

**Fiscal Impact:**

Expenditure Required	Amount Budgeted	Appropriation Required
\$ Spreadsheet attached	\$ Spreadsheet attached	\$ Spreadsheet attached

**Comprehensive Plan Consistency Review:**

Comp Plan Policy Nos.: Page 269, Community Services goal	Consistent: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
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**Summary Statement:**  
Ten community organizations and non-profit corporations requested funds utilizing the criteria approved by the assembly. The FY16 ad hoc Non-Profit Funding Committee reviewed each application using a scoring matrix to objectively determine the extent to which the application achieved the required criteria. Funding requests were adjusted based on the scoring, the limits specified in the FY16 borough budget, and determination by the committee that the applicant was providing a service to the public. The committee's recommendations are presented to the assembly in resolution form.

**Referral:**  
Sent to: Ad Hoc Non-Profit Funding Committee      Date: 6/10/14  
Recommendation: As attached      Refer to:      Meeting Date: Various

**Assembly Action:**  
Workshop Date(s):      Public Hearing Date(s):  
Meeting Date(s): 11/10/15      Tabled to Date:

**A Resolution of the Haines Borough Assembly authorizing the allocation of FY16 Budgeted Funds to Non-profit Organizations.**

**WHEREAS**, the Haines Borough Assembly limited the funds to be granted to locally-controlled community organizations and non-profit corporations in the FY16 budget, as follows:

\$18,003 from Fund 01: Areawide General Fund (Community Chest)  
\$28,750 from Fund 20: Medical Service Area Fund  
\$17,500 from Fund 23: Economic Development/Tourism; and

**WHEREAS**, ten community organizations and non-profit corporations requested FY16 funds; and

**WHEREAS**, the ad hoc Non-Profit Funding Committee employed a scoring matrix to objectively determine the extent to which the application achieved the prescribed criteria; and

**WHEREAS**, funding requests were adjusted based on scores derived from utilization of the matrix, the limits specified in the FY16 Haines Borough Budget, and determination by the committee that the applicant was providing a service to the public,

**NOW, THEREFORE, BE IT RESOLVED** by the Haines Borough Assembly that the community organizations and non-profit corporations applying for FY16 funding be allocated as follows and as described in the attached document appended to this resolution:

**Fund 01 Community Chest**

Big Brothers Big Sisters	\$1,800
Haines Friends of Recycling	\$3,500
Alaska Avalanche Info Center	\$2,800
Haines Dolphin Swim Team	\$2,160
Takshanuk Watershed Council	\$3,901.50
Chilkat Valley Preschool	\$3,901.50

**Fund 02 Medical Service Area**

Southeast Senior Services	\$6,600
Southeast Alaska Independent Living (SAIL)	\$5,000
Lynn Canal Counseling	\$15,000

**Fund 23 Economic Development/Tourism**

Southeast Alaska State Fair	\$17,000
Haines Friends of Recycling	\$500

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

\_\_\_\_\_  
Janice Hill, Mayor

Attest:

\_\_\_\_\_  
Julie Cozzi, MMC, Borough Clerk

NON PROFIT FUNDING SCORING SHEET 2015

	SOSA	HILL	LAPHAM	JACKSON	CASE	ADJUSTED RANKING	ORIGINAL REQUEST	FUNDING SOURCE	PERCENT OF REQUEST ALLOCATED	TOTAL ALLOCATED
1	Lynn Canal Counseling	SSS/CC	SAIL	Big Bro/Big Sis	SSS/CC	SSS/CC	\$6,600	MSA	100	\$6,600
2	SAIL	SAIL	SSS/CC	SSS/CC	CVP	SAIL	\$5,000	MSA	100	\$5,000
3	SSS/CC	Avalanche	Lynn Canal Counseling	Haines Recycling	SAIL	Lynn Canal Counseling	\$15,000	MSA	100	\$15,000
4	SEAK Fair	Dolphin Swim	Avalanche	SAIL	SEAK Fair	SEAK Fair	\$17,000	ECON	100	\$17,000
5	Big Bro/Big Sis	Lynn Canal Counseling	Haines Recycling	Takshanauk	Big Bro/Big Sis	Big Bro/Big Sis	\$2,000	GEN	90	\$1,800
6	Takshanauk	SEAK Fair	SEAK Fair	Lynn Canal Counseling	Avalanche	Haines Recycling	\$5,000	GEN/ECON (\$500)	80	\$4,000
7	Dolphin Swim	Haines Recycling	Takshanauk	SEAK Fair	Haines Recycling	Avalanche	\$4,000	GEN	70	\$2,800
8	CVP	Big Bro/Big Sis	Dolphin Swim	Dolphin Swim	Dolphin Swim	Dolphin Swim	\$3,500	GEN	60	\$2,160
9	Haines Recycling	CVP	Big Bro/Big Sis	CVP	Takshanauk	Takshanauk	\$9,400	GEN	39.4	\$3,901.50
10	Avalanche	Takshanauk	CVP	Avalanche	Lynn Canal Counseling	CVP	\$13,000	GEN	30	\$3,901.50
						HARK	\$14,000	GEN	N/A	\$14,000
									TOTAL	\$76,163

**Procedure:** The Assembly selected three members from its composition, the Mayor, and the Manager to score each applicant based off of specific criteria contained in Table A. of the application packet. The criteria included nine categories which could award a total number of 34 points to each applicant. Applicants receiving fewer than 17 points were not eligible for funding. The selection committee met and each member identified the order in which they ranked the applicants. An n inverse value was assigned to each ranking (1=10 pts) and the Adjusted Ranked determined based on the average score for each applicant when factoring the rankings of the 5 members. After determining which organizations were eligible for funds from the available categories (MSA, General, Economic Development) funds were allocated based on ranking and fund availability. Every effort was made to see that eligible applicants each received some funding and to ensure that those applicants with higher rankings received the highest percentage of their request while those at a lower ranking received a smaller percentage of their request. The one organization that was not included in the ranking was HARK which had received a separate Grant from the General Fund of \$14,000 prior to the Non-Profit Funding application process.

# Haines Borough



## **GRANTS FOR NON-PROFIT ORGANIZATIONS**

### **APPLICATION MATERIALS FOR FY16**

Complete grant applications to be returned to the  
Municipal Clerk's Office

**Grant Deadline – August 24, 2015 5:00 PM**

For further information, please contact

Julie Cozzi, Municipal Clerk

Haines Borough

Box 1209

(907) 766-2231

[jcozzi@haines.ak.us](mailto:jcozzi@haines.ak.us)

**GRANTS FOR  
NONPROFIT ORGANIZATIONS FROM THE HAINES  
BOROUGH  
  
PROCEDURES**

Applications are due in the Haines Borough Clerk's office by 5 PM, August 24, 2015.

Please submit the original and five (5) copies of the Summary Sheet and Elements A through G from Table A (7 pages plus the Summary Page.) Only one set of Required Documents needs to be submitted.

Table A outlines the rating schedule for grant applications from non-profits from the Haines Borough. Please limit your response to each element to the number of pages specified, with the exception for "Required Documentation." Please supply the required documentation as a separate, clearly labeled attachment so that staff may easily ascertain that each required document is supplied.

Refer to Table B for an explanation of "Grant Category." Refer to **Action Summary** [http://www.hainesalaska.gov/sites/default/files/fileattachments/planningzoning/action\\_summary\\_haines\\_2025\\_comp\\_plan\\_final.pdf](http://www.hainesalaska.gov/sites/default/files/fileattachments/planningzoning/action_summary_haines_2025_comp_plan_final.pdf) to respond to Element B: Statement of Need, to cite the alignment of your request with the Haines Borough Comprehensive Plan.

All applications will be scored by an ad hoc committee of the Assembly and Borough Administration composed of the Mayor, three members of the Assembly, and the Manager or his designee. Recommendation for funding will be made to the Assembly by September, 2015.

## SUMMARY SHEET

Name of Organization: \_\_\_\_\_

Name of Contact Person: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Mailing address: \_\_\_\_\_

Grant Category (please apply for only one grant category):

- General Fund (Community Chest)
- Medical Service Area Fund
- Tourism and Economic Development

Dollars Requested: \_\_\_\_\_

Brief Description of the Purpose of the Grant: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

I, \_\_\_\_\_, do hereby certify that all information provided for this grant application is accurate and complete to the best of my knowledge.

Name: \_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_\_

Table B.

<u>Grant Category and Description</u>	<u>Amount Available from FY16 Budgeted “Appropriations from Assembly”</u>
<p><b>General Fund (Community Chest)</b></p> <p><b>Description:</b> Revenue for this fund comes from property tax, and from state and federal sources. Funds can be appropriated for any services that are approved for delivery area-wide by the Haines Borough Charter (see Charter Article VI: Powers).</p>	<p>\$18,003</p>
<p><b>Medical Service Area Fund</b></p> <p><b>Description:</b> Revenue for this fund comes from a 0.5% sales tax levied area-wide (except in Excursion Inlet) for ambulance service and financial support for local medical service. (See HBC 3.25.020)</p>	<p>\$28,750</p>
<p><b>Tourism and Economic Development</b></p> <p><b>Description:</b> Revenue for this fund comes from a 1% sales tax levied area-wide for tourism and economic development. (See HBC 3.23.010)</p>	<p>\$17,500</p>

## **Description of Grant Application Procedures, Requirements & Restrictions**

- Complete applications must be received in the Municipal Clerk's office by the due date listed on the cover of this application.
- All timely received and complete applications shall be reviewed and scored by the Mayoral appointed, Assembly confirmed, scoring committee.
- Applicants must be current with all Haines Borough liabilities when the application is filed in order for the application to be considered, including sales taxes, property taxes, utility payments, lease payments, loan payments, promissory notes, etc.
- Grant monies shall not be used to pay for any tax debt (federal, state, or municipal).
- Nonprofit organizations can only receive one Nonprofit Organization grant during the same fiscal year.
- Grant monies not awarded or used during the fiscal year will rollover as nonprofit grant funds for the next fiscal year. Any rollover monies will be counted towards the total grant funds to be appropriated for the next fiscal year toward any of the grant categories.

If your organization received funding in FY15 and has not submitted FY15 Progress and Financial Reports you must submit them to the Borough Clerk with your FY16 application. Any grant funds not spent during the fiscal year shall be returned to the Haines Borough. Failure to timely submit complete reports or refund unspent grant monies shall result in the nonprofit organization being ineligible in the next fiscal year for general fund grants for nonprofit organizations.



Scored by: \_\_\_\_\_

Date Scored: \_\_\_\_\_

## FY16 HAINES BOROUGH Non-Profit Grants Table A.

**Organization:** \_\_\_\_\_

**\*Please submit each category on its own page for scoring purposes.**

Category	Description	Maximum Page Length*	Total Points Possible	
<b>A. Detailed Plan For Funds</b>	<ul style="list-style-type: none"> <li>• Describe what will be done with the funds.</li> <li>• Who will do it?</li> <li>• Who will be served?</li> <li>• When will this service be provided?</li> <li>• Explain reasoning for grant category (Medical Service, Economic Development, or General)</li> <li>• Outcome -describe the tangible community benefit</li> <li>• Outcome - how will you measure success?</li> </ul>	1	5	
<b>B. Statement Of Need</b>	<ul style="list-style-type: none"> <li>• Explain how the need you are proposing to address has been documented.</li> <li>• Does the funding from this request help leverage other funds for the project?</li> <li>• Alignment of request with the goals and objectives in the Haines Borough Comprehensive Plan (See Action Summary)</li> </ul>	1	5	
<b>C. Organizational Capacity</b>	<ul style="list-style-type: none"> <li>• Track record (toot your horn)</li> <li>• Board qualifications &amp; involvement</li> <li>• List of grants received or pending for prior and current years.</li> <li>• % of total revenue from the Borough. Other additional financing secured / committed.</li> </ul>	1	5	
<b>D. Contributes to Economic Development</b>	<ul style="list-style-type: none"> <li>• Explain how funds will be used to stimulate the Haines economy.</li> </ul>	1	3	
<b>E. Serves Vulnerable Haines Residents</b>	<ul style="list-style-type: none"> <li>• Will funds provide essential services for children, the elderly, disabled, or other vulnerable populations in Haines? If yes please explain.</li> </ul>	1	3	

<b>F. Broad Community Support</b>	<ul style="list-style-type: none"> <li>• Evidence of broad community support for the organization.</li> <li>• Number of members / beneficiaries served in the last year –in the last 3 years.</li> <li>• Petitions / letters of support (may exceed 1 page).</li> </ul>	1	5	
<b>G. Budget</b>	<ul style="list-style-type: none"> <li>• Is the project budget appropriate to meet the need?</li> <li>• Does the need justify the expenditure?</li> </ul>	1	5	
<b>H. Timely Submission</b>	<ul style="list-style-type: none"> <li>• Application is complete and on time.</li> </ul>	N/A	3	
<b>I. Required Documentation</b>	<ol style="list-style-type: none"> <li>1) Copy of IRS 990 form and audit, if applicable.</li> <li>2) Copy of non-profit documentation (IRS 501c3).</li> <li>3) Current State of Alaska business license.</li> <li>4) Minutes of meeting where the governing body approved request.</li> <li>5) Organization structure including names of the board of directors and the executive director if applicable.</li> <li>6) If funded in FY15, written report of use of funds.</li> <li>7) Statement of assets, revenues, and expenditures for previous year.</li> <li>8) Detailed budget for current year, including funds for this project.</li> </ol>	N/A		
<b>Total Score (34 possible)</b>				

Applications receiving an average score of 17 points or lower are eliminated from funding.



**Takshanuk Watershed Council**

P.O. Box 1029  
Haines, Alaska 99827  
(907) 766-3542  
takshanuk@gmail.com  
www.takshanuk.org

November 2, 2015

RE: Haines Non-Profit Grant Funding

Dear Haines Borough Assembly Members,

Environmental education has been shown to improve student's academic achievement, social skills, and interest in school. Recognizing this as a community will foster student's wellbeing and sense of place within the community. Title III forest receipts provide a unique funding source for environmental education programs within the Haines Borough.

I realize the remainder of the Title III Forest Receipts funding has been allocated in the FY16 budget to fund the replacement of the South Creek Excursion Inlet Bridge. I understand the need for this bridge and the importance that it has for the Borough. However, as critical infrastructure, there are other funding sources available that could replace this bridge. The Takshanuk Watershed Council would be willing to assist the Borough in seeking alternative funding for the bridge. Education funding can be much more limited.

The environmental education programs that have been offered through Title III funding have provided many students with the opportunity to experience their backyard in ways that they are not getting elsewhere. For many this has been crucial to their success in school as well.

I encourage you to reconsider the use of Title III funds to ensure that students continue to have these valuable learning experiences.

Proposed Motion:

- Reallocate the Title III Forest Receipts funding for forest related environmental education programs, distributed through the non-profit grants program.
- Work with the Takshanuk Watershed Council to secure alternative funding for the replacement of the South Creek Excursion Inlet Bridge.

Thank you for your consideration.

Sincerely,

Meredith Pochardt  
Executive Director



## HAINES BOROUGH, ALASKA

P.O. BOX 1209

HAINES, AK 99827

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

November 12, 2015

Mike Eberhardt, Park Superintendent  
Southeast Area Office  
400 Willoughby Avenue  
P.O. Box 111071  
Juneau, AK 99811-1071

Dear Mr. Eberhardt:

The Haines Borough Assembly endorses the Tourism Advisory Board recommendation attached to this letter to support Alaska State Parks assuming management responsibility for the Chilkoot River Corridor right of way.

The Assembly at meetings in October and November discussed State Parks taking over Chilkoot River Corridor management from the Alaska Department of Transportation and voted **x-x** to authorize sending this letter of support to State Parks.

As noted in the Tourism Advisory Board recommendation, the board voted unanimously to request Borough support of this effort. Board chair Sean Gaffney wrote the board believes “enabling Parks in their ability to effectively manage the road/corridor will greatly minimize many of the challenges that currently exist in the area, particularly during peak visitor times.” The Borough shares the board’s concerns about the corridor and supports increased management and enforcement by State Parks.

On Behalf of the Haines Borough Assembly and Staff,

Sincerely,

Janice Hill  
Mayor



Haines Convention and Visitor's Bureau  
POB 530  
Haines, AK 99827  
907-766-2234 | [www.visithaines.com](http://www.visithaines.com)

September 15, 2015

Members of the Assembly,

At the August 28<sup>th</sup> TAB meeting, the TAB members voted unanimously to ask the Assembly to pass a resolution supporting Alaska State Parks in their effort to gain the ability to manage and enforce the Chilkoot corridor road.

We believe that enabling Parks in their ability to effectively manage the road/corridor will greatly minimize many of the challenges that currently exist in the area, particularly during peak visitor times.

We thank you for your support, and look forward to the opportunity to answer any questions that you might have, or provide any additional material requested.

Best Regards,

Sean Gaffney  
TAB Chair

RECEIVED Haines Borough

OCT 21 2015

Clerk's Office

**Krista Kielsmeier**

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**From:** David Sosa  
**Sent:** Monday, November 02, 2015 1:17 PM  
**To:** Krista Kielsmeier  
**Subject:** FW: Request for Heli-ski day allocation to be in the agenda

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**From:** George Campbell [<mailto:outback@alaska.net>]  
**Sent:** Monday, November 02, 2015 9:44 AM  
**To:** Julie Cozzi; Jan Hill  
**Cc:** DG\_AssemblyMayor; David Sosa  
**Subject:** Request for Heli-ski day allocation to be in the agenda

Julie and Jan,

I have been looking at Code: 5.18.080 and the skier day allocation. The following is what I request to be put on the agenda as a motion for change. I don't know how to do this through internet links, so will type it in hopes it is clear. I am using Blue for adding, red for elimination.

Section A, Paragraph 1: 1. No more than three commercial ski tour permits may be issued for any one calendar year. (add in) [The manager, in accordance with Sub-Section C., Allocation of Skier Days, may issue each permittee up to 2,000 skier days.](#)

[Eliminate all of Section B.](#)

[Eliminate all of Section D.](#)

[Sections will require re-lettering to account for removal of B & D.](#)

## Krista Kielsmeier

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**From:** Diana Lapham  
**Sent:** Monday, November 02, 2015 12:09 PM  
**To:** Krista Kielsmeier  
**Cc:** Leslie Ross  
**Subject:** Fwd: Request for Heli-ski day allocation to be in the agenda

Krista, please forward my response on the the Assembly , Mayor and Manager...thank you Diana

Diana Lapham  
Borough Assembly

Begin forwarded message:

**From:** Diana Lapham <[dlapham@haines.ak.us](mailto:dlapham@haines.ak.us)>  
**Date:** November 2, 2015 at 11:31:49 AM AKST  
**To:** George Campbell <[outback@alaska.net](mailto:outback@alaska.net)>  
**Cc:** Julie Cozzi <[jcozzi@haines.ak.us](mailto:jcozzi@haines.ak.us)>  
**Subject: RE: Request for Heli-ski day allocation to be in the agenda**

\_\_\_\_George Title 5 is under review and revision by TAB, they are addressing it from the minor offense issue, knowing full well they have come back and readdress it from other stand points, helisking being one of them. To make broad suggestions at this time is not appropriate I have been advising the Assembly as to how we are progressing. We have another workshop addressing Title 5 on the 9 Nov at 1200pm. Ifwe are addressing Title 5 systematically, so it maybe a while before we get to helisking. Julie, please route this response to the rest of the recipients on this thread. Thank you Diana\_\_\_\_\_

From: George Campbell [[outback@alaska.net](mailto:outback@alaska.net)]  
Sent: Monday, November 02, 2015 9:43 AM  
To: Julie Cozzi; Jan Hill  
Cc: DG\_AssemblyMayor; David Sosa  
Subject: Request for Heli-ski day allocation to be in the agenda

Julie and Jan,

I have been looking at Code: 5.18.080 and the skier day allocation. The following is what I request to be put on the agenda as a motion for change. I don't know how to do this through internet links, so will type it in hopes it is clear. I am using Blue for adding, red for elimination.

Section A, Paragraph 1: 1. No more than three commercial ski tour permits may be issued for any one calendar year. (add in) The manager, in accordance with Sub-Section C., Allocation of Skier Days, may issue each permittee up to 2,000 skier days.

Eliminate all of Section B.

Eliminate all of Section D.

Sections will require re-lettering to account for removal of B & D.

**Assembly Members and David Sosa:**

November 4, 2015

**Copy to Haines Senior Center**

When I returned from a trip Outside, I was surprised by the scary headline about the Haines Senior Center financial situation. I try to keep up with what's going on, but I had no clue that it's that bad. The very helpful appearance by some of the Center Board members answered questions at lunch Nov. 2. I wish the presentation had been made a year ago.

Some Assembly members have visited the Center; some have not. This is my view of its service to all community members. As an elder who's been coming to lunch since my husband died in 1997, I know of more than lunch benefits to Seniors. I have attended family reunions, birthday and wedding celebrations and gatherings after funerals, have been enriched by craft workshops, heard speakers, listened to musical groups, regularly met friends for coffee on Tuesdays, volunteered at daily lunch and other events, attended raffles to benefit various causes, visited tourists off the cruise ships, and exercise on safe equipment. Exercise sessions have been organized for various levels, and a certified Tai Chi master has been conducting classes this year.

Favorite visits are by school classes who drop by. (They miss grandparents, and Seniors miss grandkids who are somewhere else.) Friends meet for quilting, computer workshops, and community groups, like the Borough staff, celebrate Christmas parties and other events. Some play cribbage, cards and Scrabble, and others use the computer or read magazines and newspapers. Books for check-out are available. Our spirits are raised by seasonal decorations.

I have used the Care-A-Van on occasion, and see friends who come to lunch because this service is available. Lunch is taken to others who can't get out.

I have watched staff and management change over the years, and it just gets better. We are blessed that folks of high professional standards keep the schedule going. They plan outings and picnics outdoors when the weather bids. This year we have celebrated monthly menus of regional and ethnic foods that sharpen our taste buds and expand our horizons. We are blessed that so many people in the community share garden, fish and game for our nutritional meals.

I don't know what the outcome will be, but I pray that whoever is in charge will find a way to work out an uncomplicated plan that continues to meet the needs of this community. Come to the chili fundraiser Nov. 13 at 5 p.m.; join us for lunch before the end of the month and let's discuss our future.

  
Doris Ward,

Box 14, Haines AK 99827—907-766-2206---doward@aptalaska.net