


Haines Borough
Borough Assembly Meeting #246
AGENDA

May 28, 2013 - 6:30 p.m.

Location: Assembly Chambers, Public Safety Bldg.

Stephanie Scott,
Mayor

Dave Berry Jr.,
Seat A
Assembly Member

Steve Vick,
Seat B
Assembly Member

Debra Schnabel,
Seat C
Assembly Member

Joanne Waterman,
Seat D
Assembly Member

Norman Smith,
Seat E
Assembly Member

Jerry Lapp,
Seat F
Assembly Member

Mark Earnest,
Borough Manager

Julie Cozzi,
Borough Clerk

Michelle Webb,
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 – Museum Report
- 9A – Planning Commission Minutes
- 9B – Museum Board Minutes
- 9C – Tourism Board Minutes
- 11A1 – Adoption of Resolution 13-05-464
- 11A2 – Adoption of Resolution 13-05-465
- 11A3 – Adoption of Resolution 13-05-466
- 11B1 – Introduction of Ordinance 13-05-328
- 11B2 – Introduction of Ordinance 13-05-329
- 11B3 – Introduction of Ordinance 13-05-330
- 11B4 – Introduction of Ordinance 13-05-331
- 11C1 – Advisory Board Appointments

*** 4. APPROVAL OF MINUTES – May 14, 2013 Regular**

5. PUBLIC COMMENTS [Any topics not scheduled for public hearing]

6. MAYOR'S COMMENTS/REPORT

7. PUBLIC HEARINGS

A. Ordinance 13-04-323 – Second Hearing

An Ordinance of the Haines Borough, providing for the addition or amendment of specific line items to the FY13 Budget.

This ordinance is recommended by the finance committee and the borough manager. It was introduced on 4/23 and had a first public hearing on 5/14 and a second on 5/28.

Motion: Adopt Ordinance 13-04-323.

B. Ordinance 13-04-324 – Second Hearing

An Ordinance of the Haines Borough, Alaska, providing for the establishment and adoption of the budget of the Haines Borough for the Period July 1, 2013 through June 30, 2014 (Fiscal Year 2014).

*This ordinance is recommended by the borough manager. It was introduced on 4/23 and had a first public hearing on 5/14 and a second on 5/28. **Motion:** Advance Ordinance 13-04-324 to a third public hearing on 6/11/13.*

C. Ordinance 13-05-325 – First Hearing

An Ordinance of the Haines Borough amending Haines Borough Code Chapter 2.40 and Section 2.50.040 to authorize the manager to appoint the police chief, to modify the duties of the police chief, and to make the hiring of police and correctional officers subject to state law.

*This ordinance is recommended by the personnel committee. It was introduced on 5/14. **Motion:** Advance Ordinance 13-05-325 to a second public hearing on 6/11/13.*

7. **PUBLIC HEARINGS** ---continued---

D. **Ordinance 13-05-326** – First Hearing

An Ordinance of the Haines Borough amending Borough Code Title 16, Section 16.16.010 establishing a deadline for returning harbor slip license agreements.

*This ordinance is recommended by the harbormaster and the port and harbor advisory committee. It was introduced on 5/14. **Motion:** Advance Ordinance 13-05-326 to a second public hearing on 6/11/13.*

8. **STAFF/FACILITY REPORTS**

A. **Borough Manager** – 5/28/13 Report

1. Telephone Conversation with Brad Gilman, Federal Lobbyist – tentative

*B. **Sheldon Museum** – Staff Report of April 2013

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

*A. **Planning Commission** – Minutes of 4/18/13

*B. **Museum Board of Trustees** – Minutes of 4/17/13

*C. **Tourism Advisory Board** – Minutes of 3/27/13

D. **Assembly Standing Committee Reports**

10. **UNFINISHED BUSINESS**

A. **Sales Tax Exemption Request – Great Bear Foundation**

Note: Great Bear Foundation, a 501(c)3 organization, applied for sales tax exemption status as allowed by HBC 3.80.050(13). On 4/23, the assembly postponed consideration of the approval motion to until this meeting to allow the borough's finance director additional time to research the question of a nonprofit having ancillary revenue-generating sales. Debate will resume on the following motion: "approve the request from Great Bear Foundation for sales tax exemption status, and authorize the borough clerk to issue an exemption certificate."

11. **NEW BUSINESS**

A. **Resolutions**

*1. **Resolution 13-05-464**

A Resolution of the Haines Borough Assembly authorizing the Borough Manager to enter into a contract with Southeast Road Builders, Inc. to provide D-1, Sand, and Pit Run materials to the Borough for 2013-14.

*This resolution is recommended by the manager and the director of public facilities. **Motion:** Adopt Resolution 13-05-464.*

*2. **Resolution 13-05-465**

A Resolution of the Haines Borough Assembly Supporting Naming the Haines Borough a Purple Heart Borough.

*This resolution is recommended by the mayor. **Motion:** Adopt Resolution 13-05-465.*

*3. **Resolution 13-05-466**

A Resolution of the Haines Borough Assembly authorizing the Borough Manager to contract with Murray and Associates, P.C. in the amount of \$27,269 for mechanical and electrical engineering for the Haines School fan replacement project.

*This resolution was requested by the director of public facilities. **Motion:** Adopt Resolution 13-05-466.*

B. **Ordinances for Introduction**

*1. **Ordinance 13-05-328**

An Ordinance of the Haines Borough amending Borough Code Title 18, Section 18.80.030 to only require conditional use approval for the construction of a building within 15 feet of an adjacent building if one or both of the buildings is for human occupancy.

*This is recommended by the planning commission. **Motion:** Introduce Ordinance 13-05-328 and set a first public hearing for 6/11/13.*

*2. **Ordinance 13-05-329**

An Ordinance of the Haines Borough amending Borough Code Title 18, Section 18.80.040 to allow adjacent on-street parking to count toward the parking requirement.

*This is recommended by the planning commission. **Motion:** Introduce Ordinance 13-05-329 and set a first public hearing for 6/11/13.*

11B. NEW BUSINESS/Ordinances for Introduction ---continued---

***3. Ordinance 13-05-330**

An Ordinance of the Haines Borough amending Borough Code Title 18, Section 18.20.020 to adjust the time limit in the definition for "temporary use" to be consistent with the time period for temporary residence permits in Section 18.60.020.

*This is recommended by the planning commission. **Motion:** Introduce Ordinance 13-05-330 and set a first public hearing for 6/11/13.*

***4. Ordinance 13-05-331**

An Ordinance of the Haines Borough adopting, by ordinance, a revised fee schedule that clarifies qualification for winter moorage rates.

*This is recommended by the harbormaster. **Motion:** Introduce Ordinance 13-05-331 and set a first public hearing for 6/11/13.*

5. Ordinance 13-05-327

An Ordinance of the Haines Borough amending borough code title 2, sections 2.08.010, 2.68.140, 2.68.200, and 2.68.510 to allow for election of assembly and school board members through single lists of candidates.

*On 5/14/13, this ordinance was referred to the Government Affairs & Services Committee that met on 5/23. It is on this assembly agenda at the mayor's request. **Motion:** Introduce Ordinance 13-05-327 and set a first public hearing for 6/11/13.*

C. Other New Business

***1. Board Appointments**

*An appointment application has been received for a seat on the museum board. The mayor plans to make the appointment and seeks assembly confirmation. **Motion:** Confirm the mayor's appointment of John Hagen to the Museum Board of Trustees for a term ending 11/2015.*

12. SET MEETING DATES

A. Schedule 3rd Board of Equalization

13. PUBLIC COMMENTS

14. ANNOUNCEMENTS/ASSEMBLY COMMENTS

15. ADJOURNMENT


Haines Borough
Borough Assembly Meeting #245
May 14, 2013
MINUTES

Draft

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

2. **ROLL CALL**

Present: Mayor Stephanie **SCOTT**, and Assembly Members Joanne **WATERMAN**, Jerry **LAPP**, Norman **SMITH**, and Steve **VICK**. **Absent:** Debra **SCHNABEL** and Dave **BERRY**.

Staff Present: Mark **EARNEST**/Borough Manager, Julie **COZZI**/Borough Clerk, Jila **STUART**/Finance Director, Michelle **WEBB**/Deputy Clerk, Phil **BENNER**/Harbormaster, Simon **FORD**/Interim Police Chief, Carlos **JIMENEZ**/Director of Public Facilities, Tanya **CARLSON**/Tourism Director, Patty **BROWN**/Library Director, Jerrie **CLARKE**/Museum Director, and Kris **REEVES**/Museum Aide, Blythe **CARTER**/Museum Operations Coordinator.

Visitors Present: Karen **GARCIA**/CVN, Margaret **FRIEDENAUER**/KHNS, Bill and Libby **KURZ**, Thom **ELY**, Suzanne **VUILLETTE-SMITH**, and others.

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

The following Items were on the published consent agenda:

- 4 – Approve Assembly Meeting Minutes
- 8B – Museum Report
- 8C – Library Report
- 8D – Fire Department Report
- 8E – Chilkat Center Report
- 9A – Planning Commission Minutes
- 9B – Museum Board Minutes
- 9C – Library Board Minutes
- 11A1 – Adoption of Resolution 13-05-458
- 11A2 – Adoption of Resolution 13-05-459
- 11A3 – Adoption of Resolution 13-05-460
- 11A4 – Adoption of Resolution 13-05-461
- 11A5 – Adoption of Resolution 13-05-462
- 11A6 – Adoption of Resolution 13-05-463
- 11B1 – Introduction of Ordinance 13-05-325
- 11B2 – Introduction of Ordinance 13-05-326
- 11B3 – Introduction of Ordinance 13-05-327
- 11C1 – Board & Committee Appointments
- 11C2 – Support Letter re. Walker Lake Hydro

Motion: **LAPP** moved to “approve the agenda/consent agenda,” and it was amended to remove item 11A1 from the agenda (a revised draft will be brought forward later) and remove items 11B3 and 11C2 from the consent agenda. The agenda, as amended, was approved unanimously.

* 4. **APPROVAL OF MINUTES** – April 24, 2013 Regular and April 29, 2013 BOE #1

5. **PUBLIC COMMENTS**

ELY believes it would be a mistake for the borough to endorse the Connelly Lake project at this point in time. He doesn't believe a hydro project of this size is necessary for the community, and AP&T seems to be strong-arming the assembly into supporting it. He doesn't want to see the assembly bow under pressure. West Creek in Skagway is a much better place for a project like this.

BENNER reminded about the Harbor Customer Appreciation at Lookout Park tomorrow from 10:00am to 2:00pm. Everyone is welcome.

6. **MAYOR'S COMMENTS/REPORT**

A. Proclamation Honoring US Coast Guard – May 15

Deputy Mayor **LAPP** read the proclamation aloud for the mayor. **SCOTT** said **LAPP** will present it to the Coast Guard during the customer appreciation day, because she will be absent.

B. Proclamation Recognizing Emergency Medical Services Week – May 19-25

Mayor **SCOTT** read aloud the proclamation.

The mayor acknowledged **CARLSON** for organizing the TIA Yukon Conference and the AMHS 50th Anniversary celebration and presented her with flowers. She also said the winners of the Mayor's Energy Award were announced during the Energy Fair and said all nominations are on display in the Public Library. Each winner will get a \$50 award from the Haines Borough. Mayor **SCOTT** recently participated in two ground-breaking ceremonies: Veteran's Home and Klukwan Cultural Heritage Center. The mayor participated in a telephone call with AP&T regarding Connelly Lake, and they would like to come talk with the assembly. They are asking for continued support for project study.

7. **PUBLIC HEARINGS**

A. **Ordinance 13-04-322** – Second Hearing

An Ordinance of the Haines Borough amending Borough Code Title 3, Section 3.72.100 to change the assessment appeal deadline to be in compliance with state law.

Mayor **SCOTT** opened and closed the public hearing at 6:48pm; there were no public comments.

Motion: **WATERMAN** moved to "adopt Ordinance 13-04-322," and the motion carried unanimously. There was no discussion.

B. **Ordinance 13-04-323** – First Hearing

An Ordinance of the Haines Borough , providing for the addition or amendment of specific line items to the FY13 Budget.

Mayor **SCOTT** opened and closed the public hearing at 6:49pm; there were no public comments.

Motion: **WATERMAN** moved to "advance Ordinance 13-04-323 to a second public hearing on 5/28/13."

Primary Amendment: **WATERMAN** moved to "amend as proposed by the manager in his memo dated 5/14/13:

1. Appropriate funding in the amount of \$10,000 for Lutak Dock bathymetric survey
2. Appropriate funding in the amount of \$150,000 for Fire Truck Replacement
3. Appropriate funding in the amount of \$165,000 for Dump Truck Replacement."

The primary amendment motion failed 3-1 with **SMITH** opposed.

VICK asked **SMITH** to explain his opposition, and **SMITH** said he will vote for this if replacement assembly chairs are included. It was noted that a motion to reconsider would provide **SMITH** an opportunity to offer such an amendment.

Motion: **SMITH** moved to "reconsider the primary amendment motion," and it carried unanimously.

Secondary Amendment: **SMITH** moved to "add to the manager's amendments \$2,300 to replace the 20-year-old assembly chairs," and the motion carried unanimously.

The primary amendment, as amended, carried unanimously.

The main motion, as amended, carried unanimously.

C. **Ordinance 13-04-324** – First Hearing

An Ordinance of the Haines Borough , Alaska, providing for the establishment and adoption of the budget of the Haines Borough for the Period July 1, 2013 through June 30, 2014 (Fiscal Year 2014).

Mayor **SCOTT** opened the public hearing at 6:58pm.

VUILLETT-SMITH spoke in support of the pool and not closing it for 3 months in the summer. She suggested it would be better to reduce costs by lowering the temperature by two degrees. If it is closed in the summer, staff retention will be difficult. It's too valuable of a facility. Learn to swim programs are very important.

Motion: **LAPP** moved to "advance Ordinance 13-04-324 to a second public hearing on 5/28/13," and the motion carried unanimously.

During the discussion, **VICK** said he would like to see reduced pool costs but doesn't want to see it closed. He asked for an update on costs. **EARNEST** said staff is looking at the fee structure as well as operational costs. If they can find a path for reducing cost burden, they will recommend that. Information will be presented at the next meeting. **SCOTT** said the recommendation of the finance director is that significant amendments not be introduced at the third public hearing. **EARNEST** encouraged assembly members to come in to ask questions. The complexities of the budget make it important to have discussions with staff.

8. STAFF/FACILITY REPORTS

A. Borough Manager – 5/14/13

EARNEST summarized his written report.

SCOTT asked the manager to explain what is happening in the Haines Borough regarding trails. **EARNEST** said the borough is working in a joint effort with the Alaska Department of Natural Resources to make improvements to Battery Point Trail. For trail decking, the borough hopes to reuse wood from the PC Dock trestle replacement. There has been some discussion about a larger trail master plan, but that is not being moved on at this time. Most of the trails are on state land. The borough would just supplement what the state has already produced as far as a plan and may contribute to trailhead improvements.

- * **B. Sheldon Museum – Staff Report of March 2013**
- * **C. Public Library – Staff Reports of March and April 2013**
- * **D. Fire Department – Staff Report of April 2013**
- * **E. Chilkat Center – Facility Report of April 2013**

9. COMMITTEE/COMMISSION/BOARD REPORTS & MINUTES

- * **A. Planning Commission – Minutes of 3/14/13**
- * **B. Museum Board of Trustees – Minutes of 3/20/13**
- * **C. Library Board of Trustees – Minutes of 2/19/13 and 3/13/13**
- D. Assembly Standing Committee Reports**

WATERMAN said the committee met to review the police chief ordinance that was introduced as part of the consent agenda. They took a look at the way the chief of police position is hired and overseen. It is currently hired by the assembly and overseen by the manager and has proven to be problematic in procedural matters. The committee also cleaned up quite a bit of language and made it clearer. **SCOTT** said one of the first things the public safety commission will do is take a look at the draft ordinance.

10. UNFINISHED BUSINESS - None

11. NEW BUSINESS

A. Resolutions

- 1. Resolution 13-05-458 – This item was removed from the agenda/consent agenda. It will be brought back next meeting.**
- * **2. Resolution 13-05-459**
A Resolution of the Haines Borough Assembly authorizing an owner-built water main extension within the Townsite Service Area to service lots 1-3 within the Picture Point Subdivision.
The motion adopted by approval of the consent agenda: "adopt Resolution 13-05-459."
- * **3. Resolution 13-05-460**
A Resolution of the Haines Borough Assembly authorizing the Borough Manager to contract with PND Engineers, Inc. in the amount of \$9,845 for a limited bathymetric survey at Lutak Dock.
The motion adopted by approval of the consent agenda: "adopt Resolution 13-05-460."
- * **4. Resolution 13-05-461**
A Resolution of the Haines Borough Assembly authorizing the Borough Manager to contract with PND Engineers, Inc. in the amount of \$9,845 for a limited bathymetric survey at Letnikof Cove.
The motion adopted by approval of the consent agenda: "adopt Resolution 13-05-461."
- * **5. Resolution 13-05-462**
A Resolution of the Haines Borough Assembly authorizing the Borough Manager to contract with PND Engineers, Inc. in the amount of \$174,630 for South Portage Cove Harbor protection additional analysis.
The motion adopted by approval of the consent agenda: "adopt Resolution 13-05-462."
- * **6. Resolution 13-05-463**
A Resolution of the Haines Borough Assembly authorizing the Borough Manager to contract with PND Engineers, Inc. on a Time and Expenses (T&E) reimbursable basis

for an amount not to exceed \$429,960 without prior written authorization for South Port Chilkoot Dock & Letnikof Cove Harbor Renovation for Contract Administration and Inspection Services during construction.

The motion adopted by approval of the consent agenda: "adopt Resolution 13-05-463."

B. Ordinances for Introduction

*** 1. Ordinance 13-05-325**

An Ordinance of the Haines Borough amending Haines Borough Code Chapter 2.40 and Section 2.50.040 to authorize the manager to appoint the police chief, to modify the duties of the police chief, and to make the hiring of police and correctional officers subject to state law.

The motion adopted by approval of the consent agenda: "introduce Ordinance 13-05-325 and set a first public hearing for 5/28/13."

*** 2. Ordinance 13-05-326**

An Ordinance of the Haines Borough amending Borough Code Title 16, Section 16.16.010 establishing a deadline for returning harbor slip license agreements.

The motion adopted by approval of the consent agenda: "introduce Ordinance 13-05-326 and set a first public hearing for 5/28/13."

3. Ordinance 13-05-327

An Ordinance of the Haines Borough amending Borough Code Title 2, Sections 2.08.010, 2.68.140, 2.68.200, and 2.68.510 to allow for election of assembly and school board members through single lists of candidates.

Motion: VICK moved to "introduce Ordinance 13-05-327 and set a first public hearing for 5/28/13," and the motion carried unanimously.

LAPP is concerned this wasn't first taken to a committee and also sees more potential for run-off elections since it may be tougher for candidates to get at least 40% of the vote as required by the charter. VICK agreed and wondered what is not working now and why a replacement is needed. LAPP would want the voters to decide. Some people he has talked to have concerns about it.

Motion: WATERMAN moved to "refer Ordinance 13-05-327 to the Government Affairs and Services Committee," and it carried unanimously.

EARNEST said when changing voting procedure, it's always made effective the following year. So, in this case, it would apply starting with the 2014 election. SCOTT said it should have lots of discussion. She noted Ketchikan and Craig use this method.

C. Other New Business

*** 1. Board & Committee Appointments**

Note: the mayor planned to make appointments to the remaining seats on the Public Safety Commission and to recommend five appointments to the recently-established Downtown Revitalization Committee. The motion adopted by approval of the consent agenda: "confirm the mayor's appointments of Evangeline Willard (term 11/30/2015), Dee Owens (term 11/30/2014), and Jim Stanford (term 11/30/2013) to the Public Safety Commission and the appointments of Lenise Henderson (business), Kristine Harder (business), Patty Campbell (Chamber), Harriett Brouillette (CIA), and Rob Miller (PC) to the Downtown Revitalization Committee."

2. Southern Energy's application to FERC for a non-jurisdiction ruling on Walker Lake Hydro *Note: the mayor drafted a letter of support and sought assembly confirmation.*

Motion: LAPP moved to "confirm the mayor's submittal of the letter of support for Southern Energy's FERC application for a determination of non-jurisdiction on the Walker Lake Hydro project," and the motion carried unanimously.

SCOTT clarified this would not be a licensed project because it would not be in FERC's jurisdiction. It would still be subject to ADF&G's regulations, however, and might hurry the project along.

Motion: VICK moved to "have Item 13, Set Meeting Dates and Item 14, Public Comments moved up in the agenda because of the executive session," and the motion carried unanimously.

13. SET MEETING DATES

A. 2nd Board of Equalization – Tuesday, 5/21. 6:00pm.

B. Finance Committee – Thursday, 5/23, 5:30pm – Topic: 1) outstanding CIP projects, 2) taxability of unrelated business income of nonprofits, and 3) budget amendments.

C. Government Affairs & Services Committee – Thursday, 5/23, 4:30pm – Topics: 1) Elections ordinance and 2) trapping within townsite limits. He wondered if staff could collect ordinances from other municipalities such as Juneau.

14. PUBLIC COMMENTS

CARLSON said Thursday night is the third annual community tourism night, 5:30 at Bald Eagle Foundation.

B.KURZ said when a person evaluates the projected cost of the proposed Connelly Lake hydro project, there is no way the ratepayers can ever pay the interest on it. He is a firm believer in hydro, but that proposition seems to be a loser. Perhaps more cost effective projects should be looked at. He's glad about the Walker Lake hydro effort.

11C3. Executive Session – Review of Assembly Investigative Procedures

Motion: **WATERMAN** moved to “postpone this agenda item to 5/28/13,” and it was amended to change the date to 6/11/13. The motion carried unanimously.

WATERMAN said Assembly Member Schnabel requested this agenda item and, since she is absent, perhaps it should be postponed. **EARNEST** phoned the attorney and was informed he is not available on 5/28/13 but will be on 6/11/13.

12. CORRESPONDENCE/REQUESTS - None

13. SET MEETING DATES – this was moved ahead of Item 11C3

14. PUBLIC COMMENTS – this was moved ahead of Item 11C3

15. ANNOUNCEMENTS/ASSEMBLY COMMENTS

The assembly briefly discussed Connelly Lake. AP&T wishes to meet with the assembly and it is tentatively scheduled for 6/11 but will likely be pushed back to a later date in light of the rescheduled executive session. **SCOTT** suggested a comprehensive examination is needed of hydro resources in the valley.

16. ADJOURNMENT – 7:48pm

Motion: **LAPP** moved to “adjourn the meeting,” and the motion carried unanimously.

ATTEST:

Stephanie Scott, Mayor

Julie Cozzi, MMC, Borough Clerk



Agenda Bill No.: 13-270

Assembly Meeting Date: 5/14/13

Business Item Description:	Attachments:
Subject: FY13 Budget Amendment #4	1. Ordinance 13-04-323 2. Memo from the manager requesting additional amendments 3. Budget Amendment Worksheet
Originator: Borough Manager	
Originating Department: Administration	
Date Submitted: 04/16/13	

Full Title/Motion:
Motion: Adopt Ordinance 13-04-323.

Administrative Recommendation:
The borough manager recommends adoption.

Fiscal Impact:

Expenditure Required	Amount Budgeted	Appropriation Required
\$ see ordinance	\$ see ordinance	\$ see ordinance

Comprehensive Plan Consistency Review:

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

This provides for the addition or amendment of specific line items to the FY13 budget, as described in the ordinance draft. The manager proposes additional amendments:

1. Appropriate \$10,000 of Title III Forest Receipts for restoration design at South Creek in Excursion Inlet
2. Appropriate \$70,423 of Townsite Service Area General Funds for additional FY13 police dept. payroll expense

Additionally, after finance committee review, the following amendment was removed prior to ordinance introduction. The assembly may wish to include this prior to adoption.

3. Re-appropriate \$55,000 of FY12 CIP for "Library heated Storage Area" and \$13,500 for "Library Storage Cabinets." Funds would be used instead for design and for part of the construction for an addition to the Library.

Referral:

Sent to: Finance Committee	Date:
Recommendation: Yes	Refer to: Meeting Date: 4/8, 4/15, 5/23/13

Assembly Action:

Workshop Date(s):	Public Hearing Date(s): 5/14, 5/28/13
Meeting Date(s): 4/23, 5/14, 5/28/13	Tabled to Date:

AN ORDINANCE OF THE HAINES BOROUGH, PROVIDING FOR THE ADDITION OR AMENDMENT OF SPECIFIC LINE ITEMS TO THE FY13 BUDGET.

BE IT ENACTED BY THE HAINES BOROUGH ASSEMBLY:

Section 1. Classification. This ordinance is not of a general and permanent nature and shall not become a part of the Haines Borough Code of Ordinances.

Section 2. Effective Date. This ordinance shall become effective immediately upon adoption.

Section 3. Appropriation. This appropriation is hereby authorized as part of the budget for the fiscal year July 1, 2012 through June 30, 2013.

Section 4. Purpose. To provide for the addition or amendment of specific line items to the FY13 budget as follows:

(1) To recognize FY13 Federal Secure Rural Schools funding (<i>this amount is down \$172,305 from FY12</i>).				
		Current FY13 Budget	Proposed FY13 Budget	Fund Balance Increase / (Decrease)*
01-12-00-4534	Federal Revenue	\$0	\$205,595	\$205,595
(2) To appropriate Capital Improvement sales tax funds and 2005 school bond proceeds to replace a fire suppression water tank at the Mosquito Lake school.				
		Current FY13 Budget	Proposed FY13 Budget	Fund Balance Increase / (Decrease)*
55-01-00-7312	Profession Svc (school bond)	\$0	\$33,500	(\$33,500)
50-01-00-7392	Project Expenditures	\$0	\$42,500	(\$42,500)
Total for Mosquito Lake School fire suppression				(\$76,000)
(3) To appropriate \$1,000 of Economic Development & Tourism Promotion sales tax funds to the Museum to create displays for the ferry terminal building and for an empty downtown storefront.				
		Current FY13 Budget	Proposed FY13 Budget	Fund Balance Increase / (Decrease)*
23-03-00-7312	Professional Services	\$57,900	\$58,900	(\$1,000)
(4) To appropriate an additional \$7,000 from the Economic Development and Tourism Promotion Fund for Facility department labor on the visitor's center including sheet rocking, caulking, painting, and boiler work.				
		Current FY13 Budget	Proposed FY13 Budget	Fund Balance Increase / (Decrease)*
23-02-00-7908	Work Orders – Facilities to Tourism	\$1,000	\$8,000	(\$7,000)
01-04-20-7908	Work Orders – OUT from Facilities	\$150,800	\$157,800	\$7,000
Net cost to Borough of Facility Dept. work orders				\$0
(5) To appropriate \$660 of general fund dollars to fund student travel to Kensington Mine for an educational tour.				
		Current FY13 Budget	Proposed FY13 Budget	Fund Balance Increase / (Decrease)*
01-01-11-7710	Assembly Appropriations - Students	\$0	\$660	(\$660)

ORDINANCE # 13-04-323

(6) To reduce the FY13 appropriation for a land development plan from \$50,000 to \$10,000. This project will take place primarily in FY14 and \$40,000 has been recommended in the Manager's FY14 budget.				
		Current FY13 Budget	Proposed FY13 Budget	Fund Balance Increase / (Decrease)*
17-01-00-7312	Professional Services	\$50,000	\$10,000	\$40,000
(7) To appropriate \$12,812 of areawide general funds for FY13 public Library operations. In FY12 \$12,812 which was appropriated to the Library but which was unspent rolled over into general fund balance. Previously unspent funds at the end of the fiscal year were turned over to the Library for future use, but due to a change in the Library's legal status from a component unit to a department funds were not turned over to the Library.				
		Current FY13 Budget	Proposed FY13 Budget	Fund Balance Increase / (Decrease)*
01-14-00-611X	Payroll Expense – Library	\$281,620	\$294,432	(\$12,812)
(8) To appropriate areawide general funds for a part-time temporary administrative assistant for the public facilities department.				
		Current FY13 Budget	Proposed FY13 Budget	Fund Balance Increase / (Decrease)*
01-04-20-611X	Payroll – Facilities Department	\$235,569	\$253,569	(\$18,000)
(9) To appropriate \$3,500 of harbor enterprise fund revenues to construct new pit toilets at Letnikof boat harbor.				
		Current FY13 Budget	Proposed FY13 Budget	Fund Balance Increase / (Decrease)*
92-01-00-611X	Payroll Expense – Harbor	\$186,828	\$188,828	(\$2,000)
92-01-00-7230	Material & Equipment	\$12,850	\$14,350	(\$1,500)
Appropriation to construct new pit toilets				(\$3,500)
(10) To appropriate \$6,500 of areawide general funds for materials for Chilkat Center repairs and maintenance and to record \$5,500 of work orders for the Chilkat Center from the facilities department.				
		Current FY13 Budget	Proposed FY13 Budget	Fund Balance Increase / (Decrease)*
01-08-00-7371	Building Maintenance & Repairs	\$5,000	\$11,500	(\$6,500)
01-08-00-7908	Work Orders – In from Facilities	\$7,500	\$13,000	(\$5,500)
01-04-20-7908	Work Orders – OUT from Facilities	\$157,800	\$163,300	\$5,500
Appropriation for materials for repairs & maintenance				(\$6,500)
(11) To appropriate \$10,000 of Commercial Passenger Vessel Tax funds for construction of a new visitor's center kiosk at the Port Chilkoot Dock.				
		Current FY13 Budget	Proposed FY13 Budget	Fund Balance Increase / (Decrease)*
34-01-00-7312	Professional Services	\$0	\$10,000	(\$10,000)
(12) To appropriate \$1,050 of Economic Development and Tourism Promotion sales tax funds for entertainment at the Port Chilkoot Dock on cruise ship days.				
		Current FY13 Budget	Proposed FY13 Budget	Fund Balance Increase / (Decrease)*
23-02-00-7312	Professional Services	\$11,700	\$12,750	(\$1,050)

(13) To adjust project budgets for CIP appropriations which are now complete:				
Source	Project	Appropriated	Spent	Fund Balance Increase / (Decrease)*
FY08	Parks Lawn Tractor	15,000	17,985	(2,985)
FY09CIP	Vehicle Lift for New Shop	15,000	8,321	6,679
FY09CIP	Waterfront Improvements	25,000	7,075	17,925
09/11 CIP	Barnett Pump Station Match	128,000	97,930	30,070
FY10CIP	Sheldon Museum Fire Suppression	120,000	136,618	(16,618)
FY10CIP	Public Works Shop Phase II	120,000	123,779	(3,779)
FY10CIP	Road Sweeper	30,000	20,270	9,730
FY10CIP	Police Hybrid Vehicles	80,000	77,569	2,431
FY10CIP	Library Computer Upgrades	25,000	24,930	70
FY11CIP	Sr.Ctr. Concrete Slab & Energy Effic.	69,000	71,333	(2,333)
FY11CIP	Ports & Harbors New Vehicle	25,000	22,082	2,918
FY11CIP	Pub Safety Boilers & Energy Effic.	55,000	60,558	(5,558)
FY11CIP	Public Works Tools	6,000	1,409	4,591
FY11CIP	Sheldon Museum Replace Carpet	50,500	37,911	12,589
FY11CIP	Purchase Emerson Field	50,000	50,604	(604)
FY11CIP	Equipment Repairs (loader repair)	9,930	10,671	(741)
FY12CIP	Admin Color Printer Scanner	21,150	14,865	6,285
FY12CIP	Used Grader Purchase	23,000	23,905	(905)
FY12CIP	Barnett Tank Resize Tank	20,000	13,983	6,017
FY12CIP	Chilkat Center roof repair	150,000	153,942	(3,942)
FY13CIP	Public Facilities Mobile Storage Units	7,500	13,042	(5,542)
FY13CIP	Police Patrol Vehicle	28,500	26,167	2,333
Total of CIP funds un-used for prior appropriations (available for appropriation)				\$58,632

(14) To recognize \$22,500 in federal revenues passed through the Alaska Department of Fish & Game for purchase and installation of a boat sewage pumpout and to appropriate \$7,500 of harbor user fees for the required 25% local match for a total project cost of \$30,000.				
		Current FY13 Budget	Proposed FY13 Budget	Fund Balance Increase / (Decrease)*
42-92-00-4589	Federal Revenue	\$0	\$22,500	\$22,500
42-92-00-7392	Project Expenditures (<i>pumpout</i>)	\$0	\$30,000	(\$30,000)
42-92-00-8263	Operating Transfer – In from Harbor	\$0	\$7,500	\$7,500
92-98-00-8263	Operating Transfer – OUT from Harbor	\$0	7,500	(7,500)
Local Appropriation for harbor sewage pumpout				(\$7,500)

(15) To appropriate \$2,300 of areawide general funds to purchase new dais chairs for the Assembly Chambers.				
		Current FY13 Budget	Proposed FY13 Budget	Fund Balance Increase / (Decrease)*
01-01-11-7230	Material & Equipment	\$6,200	\$8,500	(\$2,300)

(16) To appropriate \$10,000 of Lutak Dock user fees to fund a Lutak Dock bathymetric survey.				
		Current FY13 Budget	Proposed FY13 Budget	Fund Balance Increase / (Decrease)*
93-01-00-7312	Professional & Contractual Services	\$6,250	\$16,250	(\$10,000)

ORDINANCE # 13-04-323

(17) To appropriate \$75,000 from the equipment sinking fund and \$75,000 in donations from the Haines Volunteer Fire Department for purchase and delivery of a used tanker truck not to exceed \$150,000. The Haines Volunteer Fire Department is donating funds from their State Revenue Sharing.

		Current FY13 Budget	Proposed FY13 Budget	Fund Balance Increase / (Decrease)*
50-01-00-4604	Donations	\$0	\$75,000	\$75,000
61-98-00-8258	Operating Transfer – OUT from Sinking	\$0	\$75,000	(\$75,000)
50-98-00-8258	Operating Transfer – IN to CIP	\$0	\$75,000	\$75,000
50-01-00-7392	Project Expenditures (Pumper Truck)	\$0	\$150,000	(\$150,000)
Haines Borough appropriation for Pumper Truck				(\$75,000)

(18) To appropriate \$165,000 of Townsite Service Area General Funds for purchase of a public works dump truck.

		Current FY13 Budget	Proposed FY13 Budget	Fund Balance Increase / (Decrease)*
02-98-00-8228	Operating Transfer – OUT from TSA	\$50,153	\$215,153	(\$165,000)
50-98-00-8228	Operating Transfer – IN to CIP	\$0	\$165,000	\$165,000
50-01-00-7392	Project Expenditures (Dump Truck)	\$0	\$165,000	(\$165,000)
Haines Borough appropriation for Dump Truck				(\$165,000)

* A positive amount in this column is favorable. A negative amount is unfavorable.

Adopted by a duly-constituted quorum of the Haines Borough Assembly on the ____ day of _____, 2013.

ATTEST:

Stephanie Scott, Mayor

Julie Cozzi, MMC, Borough Clerk

Date Introduced: 04/23/13
Date of First Public Hearing: 05/14/13
Date of Second Public Hearing: 05/28/13

Memo

Date: May 21, 2013
 To: Mayor, Assembly
 From: Mark Earnest, Borough Manager
 Jila Stuart, Chief Fiscal Officer
 RE: Amendments to the FY13 Budget (Ord#13-04-323)



After finance committee review of ordinance #13-04-323 the following amendment was removed prior to introduction. If the assembly wishes to include this appropriation a motion to amend needs to be made:

To re-appropriate \$55,000 of FY12 CIP appropriation for "Library heated Storage Area" and \$13,500 for "Library Storage Cabinets." Funds would be used instead for design and for part of the construction for an addition to the Library.				
		Current FY13 Budget	Proposed FY13 Budget	Fund Balance Increase / (Decrease)*
50-01-00-7392	CIP – Library Heated Storage	\$55,000	\$0	\$55,000
50-01-00-7392	CIP – Library Storage Cabinets	\$13,500	\$0	\$13,500
50-01-00-7392	CIP – Design and partial Construction	\$0	\$68,500	(\$68,500)
<i>Net Impact to CIP Fund balance</i>				\$0

The Manager recommends the following additions to the FY13 budget amendment:

To appropriate \$10,000 of Title III Forest Receipts for design of a creek restoration project at South Creek in Excursion Inlet to reduce or mitigate the impact of development on adjacent federal lands.				
		Current FY13 Budget	Proposed FY13 Budget	Fund Balance Increase / (Decrease)*
21-01-00-7392	Project Expenditures (Creek Restoration)	\$0	\$10,000	(\$10,000)

To appropriate \$70,423 of Townsite Service Area General Funds for additional FY13 police department payroll expense. The total includes \$36,000 for consideration paid to the outgoing Chief and \$22,086 in additional estimated wages due to overtime for the Acting Chief and other patrol officers from late March through the end of June.				
		Current FY13 Budget	Proposed FY13 Budget	Fund Balance Increase / (Decrease)*
02-02-00-6110	Salary & Wages	\$299,564	\$357,650	(\$58,086)
02-02-00-6115	Employee Burden	\$99,536	\$111,873	(\$12,337)
Total increase to police payroll budget				(\$70,423)

HAINES BOROUGH

Proposed Amendments to the FY13 Budget - Ordinance #13-04-323



	<div style="display: flex; justify-content: space-around; font-size: small;"> Areawide General Townsite General Titel III Forest Econ Dev & Tourism CPV Tax CIP School Constiuction Equipment Sinking Harbor* Lutak Dock* </div>										
FUND	01	02	21	23	34	50	55	61	92	93	
Fund/Cash Balance as of 06/30/2012	\$ 2,430,109	2,083,560	380,754	382,289	465,117	1,458,068	53,242	145,633	1,066,822	215,633	
FY13 Current BUDGET Excess Revenue Over (Under) CASH Expense	(106,926)	51,242	(61,676)	3,628	62,575	248	(19,739)	110,000	(85,150)	193,357	Totals
1 Secure Rural Schools Appropriations	205,595										205,595
2 Mosquito Lake fire suppression water tank						(42,500)	(33,500)				(76,000)
3 Ferry terminal and downtown displays				(1,000)							(1,000)
4 Visitor Center sheet rock, mud, paint	7,000			(7,000)							-
5 Student trip to Kensington Mine	(660)										(660)
6 Reduce funds for land development plan				40,000							40,000
7 Appropriation to Library	(12,812)										(12,812)
8 Facilities administrative assistant	(18,000)										(18,000)
9 Letnikof Pit toilets									(3,500)		(3,500)
10 Chilkat Center Maint & Repairs	(6,500)										(6,500)
11 Visitor's Center Kiosk at PC Dock					(10,000)						(10,000)
12 PC Dock Entertainment				(1,050)							(1,050)
13 Adjust CIP appropriations						58,632					58,632
14 Harbor boat sewage pumpout									(7,500)		(7,500)
15 Dais Chairs for Assembly Chambers	(2,300)										(2,300)
16 Lutak Dock bathymetric survey										(10,000)	(10,000)
17 Purchase used fire pumper truck								(75,000)			(75,000)
18 Purchase public works dump truck		(165,000)									(165,000)
EXI South Creek restoration design			(10,000)								(10,000)
Police Department Payroll		(70,423)									(70,423)
PROPOSED Excess Revenue Over (Under) CASH Expense	65,397	(184,181)	(71,676)	34,578	52,575	16,380	(53,239)	35,000	(96,150)	183,357	(165,518)
Proposed Projected Fund/Cash Balance 06/30/2013	\$ 2,495,506	1,899,379	309,078	416,867	517,692	1,474,448	3	180,633	970,672	398,990	(165,518)
Annual Operating Budget	4,771,135	1,275,712									
Projected Fund Balance as % of Operating Budget	52%	149%									
Amount in excess of 6 months of operating budget	109,939	1,261,523									

* For Enterprise funds the cash balance is shown instead of the fund balance and the cash budget is shown which does not include depreciation expense



Haines Borough
Assembly Agenda Bill

Agenda Bill No.: 13-269
Assembly Meeting Date: 5/28/13

Business Item Description:	Attachments:
Subject: Adopt FY14 Haines Borough Operating Budget	1. Ordinance 13-04-324 2. Memo from the Manager - Proposed Amendments 3. FY14 Alternate Pool Budget 4. Police Vehicle Fleet Memo
Originator: Borough Manager	
Originating Department: Administration	
Date Submitted: 4/18/13	

Full Title/Motion:
Motion: Advance Ordinance 13-04-324 to a third public hearing on 6/11/13.

Administrative Recommendation:

Fiscal Impact:

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

Comprehensive Plan Consistency Review:

Comp Plan Policy Nos.:	Consistent: <input type="checkbox"/> Yes <input type="checkbox"/> No
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Summary Statement:
The manager submitted a proposed budget to the assembly on 4/1/13, and the assembly has conducted various budget work sessions. Per the charter 9.01(D), the budget must be adopted by 6/15. Two public hearings must be held prior to June 1st which are currently scheduled for 5/14 and 5/28 with a potential third meeting on 6/11 to be scheduled as needed. On 4/23, the assembly amended the budget by removing the proposed replacement of the dais chairs in the assembly chambers. Additional amendments are being proposed for consideration at this meeting.

Referral:

Sent to: Assembly Budget Committee of the Whole	Date:
Recommendation:	Refer to: Meeting Date: Various

Assembly Action:

Workshop Date(s):	Public Hearing Date(s): 5/14, 5/28/13
Meeting Date(s): 4/23, 5/14, 5/28/13	Tabled to Date:

AN ORDINANCE OF THE HAINES BOROUGH, ALASKA, PROVIDING FOR THE ESTABLISHMENT AND ADOPTION OF THE BUDGET OF THE HAINES BOROUGH FOR THE PERIOD JULY 1, 2013 THROUGH JUNE 30, 2014.

BE IT ENACTED BY THE HAINES BOROUGH ASSEMBLY:

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

Section 2. General Provisions. The following FY14 budget document, listing estimated resources and expenditures is hereby adopted and established as the budget for the period of July 1, 2013 through June 30, 2014 and made a matter of record for that purpose. Except in the case of appropriations for capital improvements, all unexpended balances not otherwise encumbered or disposed of in this ordinance as of June 30, 2014, shall lapse to those appropriate funds.

Section 3. Authorization and Appropriation. The expenditures set forth herein are authorized and appropriations as provided for are hereby made.

01 AREAWIDE GENERAL FUND

REVENUES

Property Tax	\$ 1,668,000
Sales Tax	567,000
State Revenue	678,200
Federal Revenue	397,102
Interest Earnings	110,000
User Fees	58,950
License, Permits, & Fees	38,000
Penalty & Interest	45,000
Rents	69,000
Other Miscellaneous Revenue	14,317
TOTAL AREAWIDE REVENUES	<u>\$ 3,645,569</u>

EXPENDITURES

Administration	518,599
Borough Assembly	121,223
Elections	7,311
Finance	381,622
Assessment/Land Management	297,805
Information Technology	70,927
Dispatch	347,604
Public Facilities	205,288
Solid & Hazardous Waste	22,450
Chilkat Center for the Arts	97,850
Road Maintenance Service Areas	22,000

Haines Borough
Ordinance No. 13-04-324
Page 2 of 7

Haines Borough School District	1,781,666
Library	437,261
Museum	175,301
Parks	60,951
Community Youth Development	29,989
Swimming Pool	208,569
Transfers	(115,000)
Allocated Expense	<u>(746,973)</u>
TOTAL EXPENDITURES & TRANSFERS	<u>3,924,443</u>
CONTRIBUTION TO (FROM) FUND BALANCE	<u>\$ (278,874)</u>

02 TOWNSITE SERVICE AREA

REVENUES	
Property Tax Revenue	\$ 390,000
Sales Tax	657,000
State Revenue	451,848
Chilkoot Indian Assoc. Road Maint.	220,000
Miscellaneous Revenues	<u>6,200</u>
	<u>1,725,048</u>
EXPENDITURES	
Police	565,573
Public Works	619,661
Animal Control	47,813
Operating Transfers	333,000
Allocated Expense	<u>398,681</u>
TOTAL EXPENDITURES & TRANSFERS	<u>1,964,728</u>
CONTRIBUTION TO (FROM) FUND BALANCE	<u>\$ (239,680)</u>

17 LAND DEVELOPMENT & SALES

REVENUES	<u>\$ 246,576</u>
EXPENDITURES	
Direct Expenditures	46,050
Operating Transfers	186,019
Allocated Expense	<u>14,507</u>
TOTAL EXPENDITURES & TRANSFERS	<u>246,576</u>
CONTRIBUTION TO (FROM) FUND BALANCE	<u>\$ -</u>

20 MEDICAL SERVICE AREA

REVENUES	<u>\$ 246,000</u>
EXPENDITURES	
H.E.L.P. Committee	11,000
Other Medical Services	30,000
Ambulance	46,000
Operating Transfers	63,500
Allocated Expense	<u>160,707</u>
TOTAL EXPENDITURES & TRANSFERS	<u>311,207</u>
CONTRIBUTION TO (FROM) FUND BALANCE	<u>\$ (65,207)</u>

21 TITLE III FOREST RECEIPTS

REVENUES	<u>\$ 50,000</u>
EXPENDITURES	<u>50,000</u>
CONTRIBUTION TO (FROM) FUND BALANCE	<u>\$ -</u>

23 ECONOMIC DEVELOPMENT & TOURISM PROMOTION

REVENUES	<u>\$ 495,500</u>
EXPENDITURES	
Tourism	382,695
Economic Development	74,575
Operating Transfers	50,000
Allocated Expense	<u>49,259</u>
TOTAL EXPENDITURES & TRANSFERS	<u>556,529</u>
CONTRIBUTION TO (FROM) FUND BALANCE	<u>\$ (61,029)</u>

25 FIRE SERVICE AREAS

REVENUES	
Fire District #1	\$ 192,000
Fire District #2	<u>28,450</u>
TOTAL REVENUES	<u>220,450</u>

EXPENDITURES

Fire District #1	215,862
Fire District #2	28,450
Operating Transfers	58,500
Allocated Expense	<u>(14,432)</u>
TOTAL EXPENDITURES & TRANSFERS	<u>288,380</u>

CONTRIBUTION TO (FROM) FUND BALANCE \$ (67,930)

34 COMMERCIAL PASSENGER VESSEL TAX

REVENUES \$ 130,000

EXPENDITURES 81,100

CONTRIBUTION TO (FROM) FUND BALANCE \$ 48,900

50 CAPITAL IMPROVEMENT PROJECTS

REVENUES \$ 738,000

EXPENDITURES

Direct Expenditures	1,204,700
Operating Transfers	(500,000)
Allocated Expense	<u>29,211</u>
TOTAL EXPENDITURES & TRANSFERS	<u>733,911</u>

CONTRIBUTION TO (FROM) FUND BALANCE \$ 4,089

61 EQUIPMENT SINKING FUND

TRANSFERS (40,000)

CONTRIBUTION TO (FROM) FUND BALANCE \$ 40,000

75 LIBRARY BOND FUND

REVENUES	<u>\$ 14,150</u>
EXPENDITURES	<u>14,148</u>
CONTRIBUTION TO (FROM) FUND BALANCE	<u>\$ 2</u>

76 SCHOOL G.O. BOND FUND

REVENUES	<u>\$ 1,298,729</u>
EXPENDITURES	<u>1,298,184</u>
CONTRIBUTION TO (FROM) FUND BALANCE	<u>\$ 545</u>

90 WATER REVENUE FUND

REVENUES	<u>\$ 357,250</u>
EXPENDITURES	
Direct Expenditures	379,682
Allocated Expense	(18,382)
Depreciation Expense	<u>198,000</u>
TOTAL EXPENDITURES	<u>559,300</u>
CONTRIBUTION TO (FROM) FUND BALANCE	<u>\$ (202,050)</u>

91 SEWER REVENUE FUND (WASTEWATER TREATMENT)

REVENUES	<u>\$ 403,850</u>
EXPENDITURES	
Direct Expenditures	339,341
Allocated Expense	74,430
Depreciation Expense	<u>239,000</u>
TOTAL EXPENDITURES	<u>652,771</u>
CONTRIBUTION TO (FROM) FUND BALANCE	<u>\$ (248,921)</u>

92 BOAT HARBOR FUND

REVENUES	<u>\$ 462,620</u>
EXPENDITURES	
Direct Expenditures	622,734
Allocated Expense	(107,854)
Depreciation Expense	<u>267,000</u>
TOTAL EXPENDITURES	<u>781,880</u>
CONTRIBUTION TO (FROM) FUND BALANCE	<u>\$ (319,260)</u>

93 LUTAK DOCK FUND

REVENUES	<u>\$ 466,824</u>
EXPENDITURES	38,900
Allocated Expense	112,558
Depreciation Expense	<u>150,000</u>
TOTAL EXPENDITURES	<u>301,458</u>
CONTRIBUTION TO (FROM) FUND BALANCE	<u>\$ 165,366</u>

94 PORT CHILKOOT DOCK FUND

REVENUES	<u>\$ 56,000</u>
EXPENDITURES	
Direct Expenditures	16,625
Allocated Expense	48,287
Depreciation Expense	<u>241,500</u>
TOTAL EXPENDITURES	<u>306,412</u>
CONTRIBUTION TO (FROM) FUND BALANCE	<u>\$ (250,412)</u>

97 PERMANENT FUND

REVENUES	<u>\$ 200,000</u>
EXPENDITURES	
Direct Expenditures	22,750
Operating Transfers	<u>(36,019)</u>
TOTAL EXPENDITURES & TRANSFERS	<u>(13,269)</u>
CONTRIBUTION TO (FROM) FUND BALANCE	<u>\$ 213,269</u>

Haines Borough
Ordinance No. 13-04-324
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Section 4. Rates of Levy. The following are rates of levy on taxable property within the Haines Borough for the Calendar Year beginning January 1, 2013, based upon the proposed Year FY14 beginning July 1, 2013.

	<u>Borough Areawide</u>	<u>Fire Service Area</u>	<u>Road / Other Service Area*</u>	<u>Debt Service Mills*</u>	<u>FY14 Total Levy</u>
Townsite	5.42	0.84	2.20	1.33	9.79
Fire District #1 (outside the Townsite)	5.42	0.84	-	1.33	7.59
Fire District #3	5.42	0.73	-	1.33	7.48
Dalton Trail RMSA	5.42	0.73	0.20	1.33	7.68
Dalton Trail RMSA (no fire service)	5.42	-	0.20	1.33	6.95
Dalton Trail & Eagle Vista RMSA	5.42	0.73	2.93	1.33	10.41
Dalton Trail & Chilkat Lake RMSA	5.42	-	0.20	1.33	6.95
Riverview RMSA	5.42	0.73	1.15	1.33	8.63
Letnikof RMSA	5.42	0.84	1.19	1.33	8.78
Borough	5.42	-	-	1.33	6.75

*Debt service mills and Road Maintenance Service Area mills are not subject to the 10 mill tax cap.

Section 5. Effective Date. This ordinance becomes effective July 1, 2013.

ADOPTED BY A DULY CONSTITUTED QUORUM OF THE HAINES BOROUGH ASSEMBLY THIS ____ DAY OF _____, 2013.

ATTEST:

Stephanie Scott, Mayor

Julie Cozzi, MMC, Borough Clerk

Date Introduced: 04/23/13
Date of First Public Hearing: 05/14/13
Date of Second Public Hearing: 05/28/13
Date of Third Public Hearing: ___/___/___

Proposed Amendments to FY 2014 Budget (Ordinance No. 13-04-324)

1. Delete appropriation in the amount of \$150,000 for "Dump Truck Replacement." The FY 2013 Budget amendment under consideration by the Assembly (Ordinance No. 13-04-324) was amended on May 14, 2013 to add \$160,000 for this purpose.

Fund 50 Capital Improvement Projects

50-01-00-7XXX Project Expenditures Decrease: \$150,000

Fund 02 Townsite Fund

02-98-00-8228 Operating Transfers OUT Decrease: \$150,000

2. Appropriate funding in the amount of \$220,000 for "Loader Replacement." These funds would be used for purchasing and shipping a good newer used loader to replace a 1982 CAT 950 Loader, which has approximately 18,000 hours on it. If the Borough does not replace the existing 1982 CAT loader, the loader will require major repairs totaling well over \$110,000. The table below shows the replacement parts costs for the existing loader; it should be noted that all of the prices are for parts only and do not include the cost of labor or freight:

<u>Replace or Rebuild - Existing CAT 950 Loader</u>	<u>Cost*</u>
Diesel engine	\$23,500
Hydraulic system	\$12,000
Transmission, torque convertor, differentials	\$62,200
Brakes, tires, seat	\$11,500
Total	\$109,200

*Costs are parts only, labor and freight not included.

Fund 50 Capital Improvement Projects

50-01-00-7XXX Project Expenditures Increase: \$220,000

Fund 02 Townsite Fund

02-98-00-8228 Operating Transfers OUT Increase: \$220,000

3. Appropriate funding in the amount \$75,000 for two replacement "Police Vehicles." These funds would be used for purchasing, outfitting, and shipping two new Ford Interceptors

to replace the two 2009 Ford Escape hybrid police vehicles. (Please refer to attached memorandum for additional detail regarding the benefits of converting to Ford Interceptors for Police service.) The two hybrid vehicles would be sold or traded in for the Interceptors. The projected revenue for or trade-in value of the hybrid vehicles is \$25,000.

Fund 50 Capital Improvement Projects

50-01-00-7XXX	Project Expenditures	Increase: \$75,000
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Fund 02 Townsite Fund

02-98-00-8228	Operating Transfers OUT	Increase: \$75,000
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REVENUE - 02 TOWNSITE SERVICE AREA

02-01-09-4600	Miscellaneous Revenue	Increase: \$25,000
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Memo

Date: May 22, 2013

To: Mayor, Assembly

From: Mark Earnest , Borough Manager

Jila Stuart, Finance Director

Rae Ann Galasso, Pool Manager

RE: Proposed Alternate FY14 Pool Budget



Attached please find an alternate FY14 Pool budget for your review. The goal of the revised budget is to keep the pool open year round while reducing operating costs from the FY13 level. During the summer months this department offers lessons and cold water safety training to the youth of Haines and Skagway. The pool also offers community members a safe place to exercise where they experience a sense of personal health and mental and physical well-being. This department also realizes its responsibility to streamline and reduce operating costs and to increase revenue.

Proposed revisions include:

- A three month reduced summer schedule beginning May 15th and ending August 15th. This schedule focuses on keeping the busier swims open and closing low usage hours. This will reduce staff hours from the FY13 level and will reduce electric and heating fuel costs by reducing the number of hours with the pool blanket off and by reducing the number of hours the pump runs.
- Overall user fee increase. This includes walk-in rates, pass rates and rental fees. These changes are estimated to bring in between \$3,000 and \$5,000.
- The thermal blanket will be used year round, savings T.B.D.

The attached, alternate budget would cost an additional \$19,202 over the FY14 Manager's Budget but is \$11,033 lower than the FY13 budget.

Haines Borough Swimming Pool

Proposed Summer Schedule

2013

Open Monday thru Friday, closed Saturday & Sunday. This is a tentative schedule only and may be subject to change. This revised schedule includes community and Skagway swim lessons and water safety as well as incorporating the custodian position into the regular lifeguarding duties to be performed during slow shifts, in between shifts, or at closing.

MON	TUE	WED	THUR	FRI
Early Bird 6-7:55	Early Bird 6-8	Early Bird 6-7:55	Early Bird 6-8	Early Bird 6-7:55
Aerobics! 8-9am		Aerobics! 8-9am		Aerobics! 8-9am
Lessons 10-12		Lessons 10-12		Lessons 10-12
Everyone Welcome 12-2pm		Everyone Welcome 12-2pm		Everyone Welcome 12-2pm
				Family & Lap Swim 4-7pm



HAINES BOROUGH

FY14 Budget 5-21-2013 Proposed Revision

MUNICIPAL SWIMMING POOL

	FY12 ACTUAL	FY13 BUDGET	FY14 MNGR BGT	FY14 PROPOSED	Change from Mngr bgt
REVENUE					
01-16-15-4257 Swimming Pool Revenue	\$ 45,122	\$ 45,000	\$ 35,000	\$ 46,500	11,500
EXPENDITURES					
01-16-15-6110 Salaries and wages	93,727	94,764	76,308	89,642	(13,334)
01-16-15-6115 Employee Burden	23,976	24,916	21,086	25,162	(4,076)
01-16-15-6140 Health Insurance	12,564	13,164	13,644	13,644	-
01-16-15-7211 Supplies & Postage	1,863	1,700	1,600	1,700	(100)
01-16-15-7230 Material & Equipment	6,735	4,200	4,200	4,200	-
01-16-15-7241 Computers & Peripherals	1,465	200	200	200	-
01-16-15-7312 Professional & Contractual	1,409	3,060	2,300	2,300	-
01-16-15-7334 Travel & Per Diem	1,433	1,000	1,750	1,750	-
01-16-15-7335 Training	1,207	1,150	1,650	1,650	-
01-16-15-7340 Advertising	170	100	100	100	-
01-16-15-7351 Banking & Insurance	1,580	1,800	1,700	1,700	-
01-16-15-7360 Utilities	100,474	91,750	73,031	86,223	(13,192)
01-16-15-7371 Building Maintenance & Repairs	3,745	5,000	5,000	5,000	-
01-16-15-7908 Work Orders - Facilities	7,437	6,000	6,000	6,000	-
	257,788	248,804	208,569	239,271	(30,702)
TOTAL REVENUE OVER (UNDER) EXPENDITURES	\$ (212,666)	\$ (203,804)	\$ (173,569)	\$ (192,771)	(19,202)

Includes increased hours of operation and increased user fees from Manager's Budget. Costs an additional \$19,202.

**HAINES BOROUGH
FY14 EXPENSE DETAIL WORKSHEET
MUNICIPAL SWIMMING POOL - 12 MONTH OPERATION ALTERNATE DRAFT**

<u>ACCOUNT</u>	<u>OBJECT DESCRIPTION</u>	<u>FY12 BUDGET</u>	<u>FY13 BUDGET</u>	<u>FY14 PROPOSED</u>
01 16-15 7211	<u>SUPPLIES & POSTAGE</u>			
	Misc. office supplies & postage	400	400	400
	Janitorial supplies, paper towels, etc.	1,300	1,300	1,300
		1,700	1,700	1,700
01 16-15 7230	<u>MATERIAL & EQUIPMENT</u>			
	Fine Salt 98 50lb bags	2,000	2,000	2,000
	Vacuum Cleaner	200	200	200
	Other materials & Equipment	2,000	2,000	2,000
		4,200	4,200	4,200
01 16-15 7241	<u>COMPUTERS & PERIPHERALS</u>			
	Desktop Computer & MS Office 2007	1,849	-	-
	Misc. software / hardware	-	200	200
		1,849	200	200
01 16-15 7312	<u>PROFESSIONAL & CONTRACTUAL SERVICES</u>			
	Water Testing	2,060	2,060	1,500
	Pool Maintenance	1,000	1,000	800
		3,060	3,060	2,300
01 16-15 7334	<u>TRAVEL & PER DIEM</u>			
	Certified Pool Operator Training	-	-	400
	Alaska Parks & Recreation Conference	1,500	-	850
	Other Training (Water Safety & Lifeguard Training)	-	1,000	500
		1,500	1,000	1,750
01 16-15 7335	<u>TRAINING & REGISTRATION</u>			
	Water Safety Instructor Course / CPO	550	550	850
	American Red Cross Facility Fee	-	300	200
	Alaska Parks & Recreation Conference	250	-	200
	Other Training	-	300	400
		800	1,150	1,650
01 16-15 7340	<u>ADVERTISING</u>	100	100	100
01 16-15 7351	<u>BANKING & INSURANCE</u>	2,200	1,800	1,700
01 16-15 7371	<u>REPAIRS & MAINTENANCE</u>	4,000	5,000	5,000
01 16-15 7360	<u>UTILITIES</u>			
	Heating Fuel	67,800	66,300	69,000
	Water & Sewer	4,700	4,700	3,473
	Electricity	20,000	20,000	12,800
	Telephone / Internet	800	750	950
		93,300	91,750	86,223
01 16-15 7908	<u>WORK ORDERS</u>			
	Public Facilities	6,000	6,000	6,000
TOTAL BUDGET EXCLUDING LABOR RELATED EXPENSES		118,709	115,960	110,823
LABOR RELATED EXPENSES		134,993	132,844	128,448
TOTAL EXPENSES		253,702	248,804	239,271



Haines Borough

FY14 BUDGETED PAYROLL - POOL

DRAFT

POOL
 FUND 01
 DEPARTMENT 16
 SUB-DEPT 15

Position	Current Employee	Straight Time Hours	Over-time Hours	Hourly Rate	Gross Earnings	PERS	SBS	Medicare	Alaska ESD	Worker's Comp	Union Health Insurance	Total Costs
Pool Manager	RaeAnne Galasso	1,980	10	19.22	38,344	8,436	2,350	556	601	1,839	13,644	65,771
Pool Custodian	Samanatha Wyatt	575		14.53	8,355	n/a	512	121	136	401	n/a	9,525
Lifeguard Step 1	Various	980		11.49	11,260	n/a	690	163	184	540	n/a	12,837
Lifeguard Step 2	Various	880		11.94	10,507	n/a	644	152	171	504	n/a	11,979
Instructor	Various	150		14.08	2,112	n/a	129	31	34	101	n/a	2,408
Assistant Manager	Patricia Peters	1,090		17.49	19,064	4,194	1,169	276	311	914	n/a	25,928
SUBTOTAL - POOL		5,655	10		89,642	12,630	5,495	1,300	1,438	4,300	13,644	128,448

HAINES BOROUGH POLICE DEPARTMENT

PATROL VEHICLE FLEET

OVERVIEW

The police department currently has five operating patrol vehicles including a 2012 Ford F-250 Super Duty Pickup Truck, (2) 2009 Ford Escape Hybrid SUVs, a 2007 Ford 500 (Sedan), and a 2004 Dodge Durango. These vehicles are outfitted with light bars, sirens, radios, RADAR units, dash mounted video surveillance systems, electronic gun locks, and some have terminals for "Tough book" computers. In addition, officers typically carry 250-300 pounds of additional equipment to respond to traffic accidents, crime scene investigations, medical emergencies and tactical emergency situations. Current policy states that each officer is provided with a "take home" vehicle and is expected to respond to emergencies and to provide routine backup on calls of service within the town site.

CONDITION SYNOPSIS

- **Ford Pickup Truck:** This truck was purchased in FY13 and has been in service since March of 2013. The truck has performed exceptionally well and has been valuable in deep snow and has been useful in hauling equipment, bicycles, the Radar trailer, etc. Fuel economy so far has averaged 11 mpg. But when adjusted for seasonal changes in performance, is expected to consume approximately 16 mpg overall. (Consumption increases when vehicle is in 4 wheel drive, idling longer to warm up, etc. in winter)
- **Ford Escape Hybrids:** These two vehicles were purchased in 2009 with the intent of saving the borough thousands of dollars in fuel consumption over their service lives. The cost of the Hybrids was approximately \$45,000 each, and they were reported to exceed 30 miles per gallon. This has not been our experience. Currently, the two hybrids have averaged 20 miles per gallon over the past 12 months. Our assessment is that the burden of the electronic accessories necessary to perform the work of a police unit overtaxes the complicated electrical system in the hybrid car and requires the gas engine to come on frequently to charge the system, thus eliminating the benefit of having a hybrid car. This is especially true during the colder months, when the vehicles routinely were in the 12-13 mpg range. The trade-off for fuel efficiency in these vehicles is in safety and performance. The Escapes are very compact vehicles and when all the accessories are added to the car, the passenger compartment and driver's seat is very crowded. There is no "cage" barrier between the suspect in custody and the driver of the vehicle and if a prisoner were defeat their handcuffs, they would have access to many of the officer's tools and equipment, placing the officer in a very dangerous situation. The performance issue is also of concern. The Escapes do not perform well in deep snow, in very cold temperatures, or on slick surfaces. The purchase of expensive studded siped snow tires has helped, but they are still difficult to control in some conditions. Patrol work requires the ability to demand short bursts of speed and power and the four cylinder engines in the hybrids just don't have it. The other area of concern with respect to the Escapes is the maintenance cost. They are sophisticated vehicles that require specialized tools and equipment to work on. We have had to send the vehicles to Juneau already for repair that couldn't be done in our own shop. Currently, both Escapes are in good condition with minor scratches and one has a minor dent in the rear right door. The consoles have been removed and some holes have

been drilled to accommodate the installation of accessories necessary to outfit them for patrol use. This may have some affect on the market or trade in value of the cars. My recommendation is to replace these vehicles with Ford Interceptor SUV's that are designed for the purpose we need.

- **2007 Ford 500 Sedan:** In good condition, transmission was replaced approximately one year ago. Currently has approximately 27,000 miles. Good functional patrol vehicle, although it does not perform as well as the SUVs in deep snow conditions. Recommended upgrades include a cage barrier between front and back seats for safety and replace decals (peeling).
- **2004 Dodge Durango:** This is a full size sport utility vehicle that has been in service for approximately nine years. It has almost 70,000 miles on it and should be replaced soon. The Durango has severe suspension / shock problems, gets poor mileage, and has many rusty dents and scratches, as well as peeling decals and fogged overhead bar lights. There have been recent problems with the radar unit, radio, and the dash camera does not work.

INTERCEPTOR

The replacement vehicle of choice from the perspective of the police department personnel is the Ford Interceptor SUV. The best selling police patrol vehicle of all time has been the Ford Crown Victoria sedan. A few years ago, Ford discontinued the Crown Vic production and the Interceptor is the replacement that they came up with. There are two versions of the Ford Interceptor, a sedan and a SUV, which is based on the Ford Explorer. The SUV is rated to carry more gear, has a larger heated interior, and a little higher ground clearance, which is important in our climate. Ford hired teams of police officers to be involved in the design of the vehicles. The Interceptor has outperformed all competition in speed, braking, maneuvering and skid steer tests on emergency vehicle operation testing courses and the interior was designed by cops for cops. The interior is custom designed to accommodate the computers, radios, radar units, dash cams, lights, sirens, etc. required for patrol use. They have oversized alternators and batteries to power these accessories. They have better brakes, better acceleration and better steering components than the civilian equivalent vehicles in the same class. I have talked with officers from other agencies who have driven the Interceptors and have had only positive feedback. The purchase price of the Interceptor is approximately \$9,000 less than that of the hybrid Escapes and they are rated to get approximately 20 miles per gallon, which is what we are currently getting in the Escapes.

FLEET CONCEPT

In my opinion, it would serve our department well to adopt a vision of a fleet of uniform police patrol vehicles, rather than the "used car lot" look we currently have. Our patrol vehicles are an extension of our uniforms. It is a show of force when a marked police cruiser arrives on scene and the appearance of our fleet speaks to our professionalism and is part of the image we portray before the community. I would like to move forward with a concept where we maintain a fleet comprised of one pickup truck and four Interceptors. I would recommend replacement of the Escapes as a top priority due to the safety and performance issues we have with those vehicles. The next priority I would identify is replacement of the Dodge Durango. The sedan will continue to be useful for some years to come, but when its life of service ends, I suggest replacing it, too, with an Interceptor with the eventual goal to have a fleet of similar vehicles, uniformly marked, that were designed for the purpose for which they are being used.



Haines Borough
Assembly Agenda Bill

Agenda Bill No.: 13-276
Assembly Meeting Date: 5/28/13

Business Item Description:	Attachments:
Subject: Authorize Manager to Appoint Police Chief & Modify the Police Chief's Duties	1. Ordinance 13-05-325 2. Memo from the Manager
Originator: Borough Manager (at request of Personnel Committee)	
Originating Department: Administration	
Date Submitted: 5-2-13	

Full Title/Motion:
Motion: Advance Ordinance 13-05-325 to a second public hearing on 6/11/13.

Administrative Recommendation:
The borough manager recommends this.

Fiscal Impact:

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

Comprehensive Plan Consistency Review:

Comp Plan Policy Nos.:	Consistent: <input type="checkbox"/> Yes <input type="checkbox"/> No
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Summary Statement:
At the request of the Personnel Committee, the borough manager is submitting this ordinance for consideration to establish the Chief of Police as a position appointed by the Manager, rather than the Assembly, but subject to confirmation by the Assembly. This would place the Chief of Police, as it relates to the organizational structure, equivalent to the Director of Public Facilities, for example. Currently, the position is appointed by and serves at the pleasure of the Assembly, but supervised by the Manager. The proposed ordinance also removes the Chief of Police as an Officer of the Borough. This change is necessary to avoid a conflict in Charter (Section 5.04).

Referral:

Sent to: Personnel Committee	Date:
Recommendation: Recommends	Refer to: Meeting Date:

Assembly Action:

Workshop Date(s):	Public Hearing Date(s): 5/28/13
Meeting Date(s): 5/14, 5/28/13	Tabled to Date:

AN ORDINANCE OF THE HAINES BOROUGH AMENDING HAINES BOROUGH CODE CHAPTER 2.40 AND SECTION 2.50.040 TO AUTHORIZE THE MANAGER TO APPOINT THE POLICE CHIEF, TO MODIFY THE DUTIES OF THE POLICE CHIEF, AND TO MAKE THE HIRING OF POLICE AND CORRECTIONAL OFFICERS SUBJECT TO STATE LAW.

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 Section 2.40.010. Haines Borough Code 2.40.010 is amended, as follows:

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

2.40.010 Police department organization – Appointment of chief.

There shall be a police department, the head of which shall be the police chief who shall be appointed by the **manager subject to confirmation by the Assembly and who shall hold office at the discretion of the manager** assembly. The number of regular policemen shall be determined by the ~~assembly, but hired by the manager or as authorized in writing to be delegated to the police chief.~~ There shall also be a force of reserve policemen not to exceed eight in number appointed by the chief, subject to approval by the manager, who shall have all powers vested in the regular policemen and shall assist the chief. The reserve force shall adopt bylaws to govern its internal management, membership and organization; but bylaws shall not limit the powers of the police chief who is accountable to the borough assembly.

Section 5. Amendment of Section 2.40.030. Haines Borough Code 2.40.010 is amended, as follows:

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

2.40.030 Chief of police.

The police chief shall be the commanding officer of the police force. The chief shall:

A. ~~Be responsible for the enforcement of law and order~~ **Attempt to apprehend, arrest, and bring to justice all violators of federal, state, or borough law;**

B. **Establish a set of rules and regulations governing the discipline, training, and operation of the department** ~~Direct the police training and police work of the department;~~

C. **Provide a community contract jail** ~~Arrange for the attendance of one or more police officers at every fire within the townsite service area, to preserve order and to prevent theft and destruction;~~

D. **Provide or oversee animal control services** ~~Cause the streets and alleys of the townsite service area to be inspected regularly, and cause all nuisances, obstructions or~~

~~impediments therein to be removed, and cause offenders to be prosecuted when necessary to abate such nuisances;~~

~~E. **Attempt to generally keep the peace** Observe and report immediately to the public works department all defects and want of repair in streets, sidewalks, signs and all defective street lights;~~

~~F. **Serve warrants, writs, executions, and other processes properly directed and delivered to it** Receive and deliver all notices and papers to members of the borough assembly, manager and officers appointed by either, when requested by the borough clerk, and make due return thereof;~~

~~G. **Supervise all activities of the department** Be responsible for the maintenance and care of all property used by the police department;~~

~~H. M. Perform such other duties as shall be required of the chief **as may be specified in this Code or** by the manager;
Investigate, or cause to be investigated, the cause and circumstances of any accident occurring for which the borough may be liable; instruct all police officers to report to the chief such accidents; and notify the chief fiscal officer promptly of all such accidents. Whenever the attention of any police officer shall in any manner have been called to any accident for which the borough may be liable, it shall be the duty of such police officer to communicate such facts and information as the officer may have to the police chief;~~

~~I. **Investigate all applicants for any license or permit when such application requires certification by the Police Department.** Investigate promptly all applicants for any license or permit when such application requires certification by the police chief, and either deliver promptly to the borough clerk a certificate approving such license or permit, or promptly advise the borough clerk of the chief's refusal to so certify;~~

~~J. Maintain and staff the borough jail and be responsible for the prisoners; ;~~

~~K. At least monthly, turn over to the chief fiscal officer all bail deposits, fines, impounding and towage and storage fees, other fees and all moneys received by the department, subject to such rules as may be prescribed by the manager or chief fiscal officer;~~

~~L. Develop operating and procedures manuals for use by the various job classifications and duties within the department;~~

~~N. Be responsible for the direction and organization of the dispatch center as well as its command and control.~~

Section 6. Amendment of Chapter 2.40. Haines Borough Code Chapter 2.40 is amended by repealing Section 2.40.040 in its entirety.

Section 7. Amendment of Chapter 2.40. Haines Borough Code 2.40 is amended by adding a new section 2.40.035 to read as follows:

2.40.035 Application of state law to police and correctional officers.

The hiring, employment, certification and dismissal of police and corrections employees shall be consistent with state law and regulations as defined in AS 18.65.130 - 18.65.290, and 13 AAC Chapter 85.

Section 8. Amendment of Section 2.04.020. Haines Borough Code 2.40.020 is amended, as follows:

NOTE: ~~STRIKETHROUGH~~ ITEMS ARE DELETED

2.04.020 Officers.

The officers of the borough shall consist of:

A. Elected Officers. A mayor and six assembly members, who shall be elected by direct vote of the electors of the borough, and who are designated "elected officials";

B. Appointed Officers. A manager, clerk, attorney, ~~chief of police~~, and chief fiscal officer, who shall be appointed by and serve at the pleasure of the assembly. Said officers are designated as "borough officers," shall be appointed by the assembly, and shall be removed only by the assembly. Each borough officer shall hold office until terminated by the assembly or until the officer's successor is appointed, whichever shall first occur.

Section 9. Amendment of Section 2.50.040. Haines Borough Code 2.40.020 is amended, as follows:

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

2.50.040 Duties and responsibilities.

The public safety commission shall:

A. Promote positive public relations with police, fire and emergency medical departments.

B. Review police reports to detect trends evident in Haines as portrayed through police statistics and advise the borough assembly on programs addressing these data-based needs.

C. Conduct public hearings, surveys, or ceremonies as requested.

D. Advise the borough assembly with respect to the organizational structure and policies of the police, fire and emergency medical departments.

E. When the position of chief of police is or is about to become vacant and has been properly advertised, review all applications received. The public safety commission shall make a recommendation for hire to the manager. The manager shall, after reviewing all applications, and considering the commission's recommendation, make his or her ~~recommendation to the borough assembly~~. ~~The police chief is an officer of the borough and serves at the pleasure of the assembly~~ **hiring decision subject to confirmation by the borough assembly.**

Section 10. Effective Date. This ordinance shall be effective upon adoption.

ADOPTED BY A DULY CONSTITUTED QUORUM OF THE HAINES BOROUGH ASSEMBLY THIS ____ DAY OF _____, 2013.

ATTEST:

Hon. Stephanie Scott, Mayor

Julie Cozzi, MMC, Borough Clerk

Date Introduced: 05/14/13
Date of First Public Hearing: 05/28/13
Date of Second Public Hearing: ___/___/___



Haines Borough Administration
Mark Earnest, Borough Manager
(907)766-2231 • Fax(907)766-2716
mearnest@haines.ak.us

May 14, 2013

At the request of the Personnel Committee, I am submitting for your consideration an ordinance that would establish the Chief of Police as a position appointed by the Manager, rather than the Assembly, but subject to confirmation by the Assembly. This would place the Chief of Police, as it relates to the organizational structure, equivalent to the Public Facilities Director, for example. Currently, the position is appointed by and serves at the pleasure of the Assembly, but supervised by the Manager.

The proposed ordinance also removes the Chief of Police as an Officer of the Borough. This change is necessary to avoid a conflict in Charter, which states as follows:

"Section 5.04 Officers and Staff

The officers appointed by the assembly shall serve at the pleasure of the assembly and work under the direct supervision of the manager. All staff members are subject to the direction and supervision of the borough manager."



Haines Borough
Assembly Agenda Bill

Agenda Bill No.: 13-274
Assembly Meeting Date: 5/28/13

Business Item Description:	Attachments:
Subject: Establish Harbor Slip Agreement Deadline	1. Ordinance 13-05-326
Originator: Harbormaster	
Originating Department: Ports & Harbors	
Date Submitted: 5-2-13	

Full Title/Motion:
Motion: Advance Ordinance 13-05-326 to a second public hearing on 6/11/13.

Administrative Recommendation:

Fiscal Impact:

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

Comprehensive Plan Consistency Review:

Comp Plan Policy Nos.:	Consistent: <input type="checkbox"/> Yes <input type="checkbox"/> No
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Summary Statement:
The Port and Harbor Advisory Committee and the harbormaster recommend this amendment to Title 16. It will establish a deadline for returning harbor slip agreements.

Referral:

Sent to: Port & Harbor Advisory Committee	Date:
Recommendation: Recommends Refer to:	Meeting Date:

Assembly Action:

Workshop Date(s):	Public Hearing Date(s): 5/28/13
Meeting Date(s): 5/14, 5/28/13	Tabled to Date:

**AN ORDINANCE OF THE HAINES BOROUGH AMENDING BOROUGH CODE
TITLE 16, SECTION 16.16.010 ESTABLISHING A DEADLINE FOR RETURNING
HARBOR SLIP LICENSE AGREEMENTS.**

BE IT ENACTED BY THE HAINES BOROUGH ASSEMBLY:

Section 1. Classification. Section 4 of 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 Section 16.16.010. Section 16.16.010 of the Haines Borough Code of Ordinances is amended to read as follows:

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

16.16.010 Assignment of spaces.

Assignment of use of a designated and numbered space, either slip side mooring or bow mooring, shall be made by the harbormaster, who shall give the vessel owner a duplicate of the slip license agreement. Presentation of this duplicate, signed by the vessel owner, shall be made to the borough finance department or harbormaster when payment of the fee indicated thereon is made. **If the slip license agreement is not returned within sixty (60) days of billing, the Harbormaster shall begin procedures for removing the vessel from the harbor in accordance with HBC 16.28.010(E).** Assigned licensees may retain space licensed by them only so long as they continue to be vessel owners. If a licensee sells or disposes of their vessel, the licensee may retain the space until the end of the license period and may not renew the same unless the licensee has acquired or given notice of intent to acquire another vessel within a reasonable time. If a licensee's new vessel is inappropriately sized for the assigned space, the licensee shall be placed at the end of the wait list for the new size, unless they already hold an appropriately sized position on a wait list. Otherwise, the slip shall be assigned to the first appropriate-sized vessel on the waiting list. Vessels owned or leased by government entities, U.S. corporations, or limited liability companies may be assigned license of a slip for a term not to exceed 10 years, at which time the license will be reviewed for renewal. Any changes in the corporation or the specific vessel occupying the space may initiate a review and possible revocation of the licensed space. The intent of this section of code is to ensure that slips cannot be held in perpetuity.

ADOPTED BY A DULY CONSTITUTED QUORUM OF THE HAINES BOROUGH ASSEMBLY THIS ____
DAY OF _____, 2013.

ATTEST:

Stephanie Scott, Mayor

Julie Cozzi, MMC, Borough Clerk

Date Introduced: 05/14/13
Date of First Public Hearing: 05/28/13
Date of Second Public Hearing: ___/___/___



Haines Borough Administration
Mark Earnest, Borough Manager
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 mearnest@haines.ak.us

May 28, 2013

Barnett Tank Demolition

Three bicycle racks have been constructed using the steel banding from the previous Barnett water tank. They have been placed in various locations. If the Borough wishes, the students of the Vocational Education Program would be willing to construct additional racks during the next school year.

Borough Radio Communication System

Plans for the Borough's radio communication system are in the final stages of design. Delivery of the 95% design is expected any day.

Mosquito Lake School Fire Suppression

This phase of the project has been completed.

Public Safety Building

The Facilities Master Plan Steering Committee met in April and will be making recommendations on how to proceed with actions pertaining to the PSB.

Visitor Information Kiosk

The new visitor's information kiosk has been placed at the PC Dock. Borough staff is putting the finishing touches on the design.

High School Air Handling Unit

The HBSD is funding this project jointly with the Borough. The design phase will be funded by the school and managed by the Borough.

Lutak Security Fence

With the exception of final adjustments being made to the security cameras and the remaining jersey barriers to be placed, this project is complete and has passed inspection by the granting agency.

PC Dock and Letnikof Harbor Upgrades

Pacific Pile and Marine have communicated to the Borough the estimated start-up date for construction at the PC Dock as being early September.

Letnikof Restrooms

New pit toilets are being constructed by Harbor Personnel at the Letnikof Harbor.

Museum Stairs

Quotes have been requested from local contractors for construction of new concrete stairs at the entrance to the Sheldon Museum.

Chilkat Lake Road Improvements

This project is scheduled to start in June.

Porcupine Road Grading

The Borough is preparing an RFP for grading and minimal repairs to take place on selected portions of Porcupine Road. Scope of work will be expanded or deleted subject to available funds.

FY 2014 Budget

We have been working on several proposed budget amendments for Public Works equipment and Police vehicle purchases in the Townsite Service Area. Please refer to the proposed amendments accompanying the FY 2014 Budget.

Land Sale

Since the assembly's adoption of Ordinance 13-03-320 authorizing the sale of four foreclosed properties deeded to the borough, we have reviewed HBC 14.20 and determined that they should be sold by competitive, sealed bid. The properties will be sold to the bidders qualifying under HBC 14.20.050 and providing the best value for the borough and will be subject to the provisions of HBC 14.20.080(C). The assessor has provided the parcel values for use in determining minimum bids, and we will begin advertising very soon.

Haines Borough Approved Commercial Ski Tour Area Map (HBACSTAM)

The HBACSTAM may be amended annually by assembly resolution. Code states that proposals may be submitted in May and an advisory committee will be appointed and make a recommendation to the manager by June 30th. The committee will be made up of five seats; one from the heliski industry, Scott Sundberg from SEABA was chosen at random. Randy Bachman will fill the Alaska Department of Fish and Game seat. The Tourism Advisory Board will pick their representative at their May 31, 2013 meeting. The Parks and Recreation Committee will pick their representative on June 5, 2013. The final seat will be drawn from the people who submit map changes, excluding commercial ski tour operators.

**Sheldon Museum
Monthly Staff Report
April-May 2013**

APRIL VISITORS

Local Walk-in	81
Paying Walk-in	34
Non-paying Walk-in	7
Children local and non-local	2
With School Group	46
Programs/meetings at Museum	440
Off-site Activity	5
In tours	0
Web Site Page Hits: 2,536 page views	
[1,211 visits (repeat visitors), 1,000 unique visitors (1-time visitor)]	

YEAR THROUGH APRIL

Local Walk-in	307
Paying Walk-in	72
Non-paying Walk-in	13
Children local and non-local	18
With School Group	176
Programs/meetings at Museum	1006
Off-site Activity	85
In tours	28
Page views	5,645

APRIL VOLUNTEERS

Number:	35		
Total Hours:	309	Hours Year Total	932.3
[This includes volunteers erroneously left off past reports for this year.]			

USE OF MUSEUM BY OTHER GROUPS

- Haines A cappella Women's Chorus
- Chilkat Valley Historical Society
- Haines Arts Council
- Nancy Nash – recitals for piano and voice students

UPCOMING EVENTS/PROJECTS

- Meet and Greet with Stelting Sisters who lived at Glacier Point in the 1950s and 1960s and wrote the book, CHILDREN OF GLACIER POINT, May 10.
- Committee building assessment trip to Eldred Rock May 11 (weather permitting)
- Volunteer Party May 18 at noon, salad bar and desserts
- William McRoberts 6-Week Spotlight through 6/1
- Donna Catotti's 6-Week Spotlight opens 6/7
- Museums Alaska / Alaska Historical Society Annual Conference Sep. 25-28.

ADMINISTRATION and OPERATIONS

- Jerrie talked to Darsie Culbeck about having the museum converted to **wood pellets**. The museum would have to have a standalone burner attached. It may not be cost effective at this time.
- Books and other items for the store that Blythe has ordered for the tourist season have mostly arrived. The store is still offering a book for sale most weeks. Blythe reported that the Store is not selling many books but they apparently attract attention to the Store. There are more web site hits to the Store's page and she is receiving more orders of other items.
- **FaceBook**: The hits more than doubled with the People of the Chilkat Valley Biography posts! Mildred Sparks generated the most views, 1127. We went from 100 views before the biographies to a minimum of 400-500 during the bios, with a peak on Mildred's. Kris still tries to post twice a week about events and regular programs at the museum.
- **MailChimp**: One new subscriber signed up from either the webpage or FaceBook page.

EDUCATION

- On April 4th the Chilkat Valley Preschool brought in a collage of photograph of themselves as part of the Biography Exhibit. It was hung in the Discovery Corner then the students toured the museum.
- On April 15th, the 3rd Grade Class presented the biographies of the 8 Haines people that they interviewed. Four of the interviewees, parents and other interested people attended. These biographies and those done by the Mosquito Lake students were moved to the Discovery Corner.
- Scott attended a first aid class at the Fire Hall and earned a First Aid Card.
- As well as being on the Chilkat Bald Eagle Preserve Advisory Council Education Subcommittee as previously reported, Scott has been appointed a member of the Early Childhood Literacy Education Advocacy Group.
- Scott has begun to arrange some Walk and Talks for the fall, including scheduling Riley Woodford of State Department of Fish and Game.
- The Walk and Talks have slowed down for the season but have gained interest. Scott and Ron Jackson are putting together a slide show presentation for the public. In addition, Scott was interviewed by Debra Schnabel on KHNS' "Talk Around Town."

ARCHIVE

- **Basic Archival Training:** Kris took an all day archival training in Anchorage on April 25. It was a free class sponsored by the State Library. An Alaska Community Foundation fund created by Lib and Whitey Hakkinen's children Fred and Betsy for staff training paid the hotel and travel expenses. Kris reported: "I learned so many different things it's hard to put in one report! What to archive (its research value to the public/institution, space to store, what an archivist is/does, etc.); archival outreach (press releases, social media, events/presentations, community partnerships, etc.) and ethics (professionalism, diversity, security/protection, etc.); archive theory & principles (procedures & technology, records management); fundamentals of archival preservation; digitization of records; arrangement & description (processing); archive resources; disaster planning; and so much more!"
- The archive served 6 researchers in April. Each made at least one repeat visit or enquiry.
 - A Takshanuk Watershed Council employee looked up natural resources in 1983 study reports.
 - A Klukwan Cultural Center representative has come in 3 times to research Tlingit history.
 - Port Development Council members have enquired about the Midland Railroad, using the 1912 and 1913 PIONEER PRESS as well as other resources.
 - CVN enquired about the Rusty Compass/Pryor Drug Store Building.
 - A Haines resident was looking for old maps showing the placement of old buildings.
 - An Odell relative wrote asking if we could verify when Mr. Odell came to Haines.

COLLECTIONS

- Kris continues organizing the artifact storage after finding artifacts not put away properly when the exhibits were dismantled for the carpet installation and exhibit changes. She is taking better identification photographs if needed then shelving the artifacts in the correct location and updating PastPerfect. This project was funded by grants and donations.

EXHIBITS

- **Six Week Spotlight: William McRoberts Digital Art Photography** is on display in the Hakkinen Gallery from April 19th through June 1st. The opening reception was held April 19th from 5-7pm with over 70 attendees.



**Haines Borough
Planning Commission Meeting
April 18, 2013
MINUTES**

Draft

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 Rob **Miller**, Lee **Heinmiller**, Don **Turner III**, Danny **Gonce**, and Robert **Venables**. **Absent:** Andy **Hedden**.

Staff Present: Xi “Tracy” **Cui**/Borough Planning & Zoning Technician III

Also Present: Joanne **Waterman**

3. **APPROVAL OF AGENDA**

Motion: **Turner** moved to “approve the agenda” It was seconded by **Gonce**. The motion carried unanimously.

4. **APPROVAL OF MINUTES** – March 14, 2013 Regular Meeting

Motion: **Venables** moved to “approve the March 14, 2013 Regular Meeting Minutes.” It was seconded by **Miller**. The motion carried unanimously.

5. **PUBLIC COMMENTS** – None

6. **CHAIRMAN’S REPORT** - None

7. **STAFF REPORTS**

Cui reported recent permitting and enforcement activities.

8. **PUBLIC HEARINGS**

A. AP&T – 15’ Building Separation Conditional Use Proposal

Goldberg opened up the public hearing at 6:41 p.m.

Gonce recused himself, and stated that he can answer some general questions as needed on behalf of AP&T.

Goldberg closed the public hearing at 6:42 p.m.

Miller asked if AP&T has obtained the approval from the state fire marshal.

Gonce answered the state fire marshal permit is in process.

Goldberg stated that the commission has seen several conditional use applications for the 15 feet building separation requirement that involved unoccupied structures. As it is now, the code would require a dog house and a garden shed to be separated by 15 feet. Since the 15 feet building separation is for public safety and fire-related concerns, the commission should consider amending the code that 15 feet building separation applies only if at least one of the buildings is for human occupancy.

Motion: **Miller** moved “to approve the AP&T building separation conditional use proposal with the stipulation that the state fire marshal approval be required prior to the

Borough issuing the approval.” It was seconded by **Turner**. The motion passed unanimously.

B. James & Shannon Green – Conditional Use Proposal

Goldberg opened up the public hearing at 6:48 p.m.

Venables asked **Green** if he has intention to subdivide and sell his property at some point in the future.

Green answered it is not his intention at this time.

Venables stated the property is in Commercial zone. He wondered what **Green** feels about the future disclosure that possible uses could allow the adjacent neighbors to perform commercial activities; it could be junk yards or power plant sites. He thinks it is very important to inform the future property owners to know about it.

Gonce asked **Green** what his long-term plan for the existing structure is.

Green answered the existing structure is a mobile home that will be torn down in the near future.

Miller asked if the commission approves a 2nd single family residence conditional use proposal, does it mean that the applicant is allowed to build another house on the same spot after the mobile home is torn down? Does the applicant need another conditional use permit?

Goldberg stated if the commission approves this conditional use permit, so the applicant is allowed to have two houses on the same lot.

Goldberg closed the public hearing at 7:52 p.m.

Motion: **Gonce** moved to “approve the James & Shannon Green 2nd Single Family Residence conditional use proposal.” It was seconded by **Miller**. The motion passed unanimously.

9. UNFINISHED BUSINESS - None

10. NEW BUSINESS

A. Historic District/Building Review

1. Joanne Waterman – Port Chilkoot Fire Hall Restoration

Waterman stated she is requesting for the Planning Commission to approve her restoration plan on the Port Chilkoot Fire Hall. The project will take a while; she will work with Terry Jacobson to jack up the building, pour stem wall for the entire building and replace the rotten portions around the bottom of the building. The estimated original height of the tower is about 60 feet, and the current height is 27 feet. She would like to raise the height. She said she doesn’t have any detailed drawings yet but she will come back to the Planning Commission with drawings/sketches either for a conditional use or a variance in the future.

Goldberg mentioned the Borough code allows the height to be up to 40 feet under the provisions of a conditional use permit granted by the Planning Commission.

Waterman mentioned she is very aware of her neighbors’ situation. She definitely does not want to block the view. She will pay close attention to materials used in the entire project so that the historic value is respected.

Goldberg asked **Waterman** about what the function of the Fire Hall will be in the future.

Waterman answered it is going to be a small, commercial retail store in the future, but she does not have any specific plans in mind right now. **Waterman** stated that the original fire hall does not have a chimney, but now it does. Her concern is the fire hazard that the chimney is, being very close to the tower, so her plan is to remove the chimney.

Motion: **Gonce** moved to “approve Joanne Waterman restoration plan on Port Chilkoot Fire Hall.” It was seconded by **Venables**. The motion passed unanimously.

More discussion ensued.

B. Haines Borough Code Amendments

1. Possible Changing Parking Regulations in HBC 18.80.040

Goldberg stated that **Studley** is in charge of the Veterans’ Village project. **Studley** showed him the preliminary plan, and told him the Borough parking regulations are too restrictive.

Turner mentioned that the Borough parking regulations require snow storage of 25 square feet for each parking space. Last year St. Lucy’s Haines Assisted Living almost lost off-street parking instantly because they did not have spaces to store the snow at all. Twenty-five square feet for snow storage is not very much. He does not think the Borough parking regulations are over restrictive.

Miller said he goes to H.A.L most Sunday nights. He has to park his car on the street, and he also has to move his car during the snow removal. He does not think H.A.L has enough parking spaces.

Gonce said he agrees that H.A.L does not have enough parking spaces.

Goldberg mentioned the Borough code does not allow adjacent on-street parking to count toward the parking requirement. He thinks the commission may consider allowing that.

Venables said **Studley** can request for the Planning Commission to approve a variance, but he does not feel that the commission should consider amending the code because of this case.

Waterman said there is a certain amount of contamination on 3rd Ave where the food center building was, and she believes it is still there. At one point the Borough talked with H.A.L because H.A.L owns the lot. The Borough was going to help them with extracting the contaminated soil, but it has not been done yet. **Waterman** stated she does have concerns about the parking spaces up there.

Goldberg concluded that the commission does not have intentions to change the parking regulations to benefit the Veteran’s Village project.

2. Temporary Residence Permit in HBC 18.60.020

Cui stated Ira **Henry** built a yurt without a land use permit. Due to the fact that unpermitted site work has taken place, he is being assessed a \$250 after-the fact fee, as required by Haines Borough Code. **Henry** had questions about the reason why a temporary yurt needs a land use permit, and there is no specific language in the Borough code requiring a permit for a yurt. Also, **Henry** is going to propose

a single family residence on the same lot. According to the Borough code 18.70.040, he is required to obtain a conditional use permit to keep his future house and the yurt. **Henry** would like to seek the Planning Commission's advice.

Goldberg said **Henry** can keep his yurt as a guest house (less than 800 square feet) while building his house. The Borough code requires a conditional use permit to keep a guest house in Rural Mixed Use zone.

Turner said part of the confusion is that temporary residences remaining over 30 days will require a temporary residence permit, per HBC 18.60.020, but the Borough does not have any application forms for that. **Turner** suggested that the Borough needs to create a new form for temporary residence permitting. Also, the Borough code allows a period of one year for a temporary residence permit, and one six-month extension of the temporary residence permit may be granted by the Planning Commission as long as the developer is complying with all requirements. However, the Borough code 18.20.020 defines "temporary use" means a building or structure that is capable of being immediately moved, or a use which is for a limited time up to six months. **Turner** suggested the commission clarify the definitions between "temporary residence" and "temporary use".

Waterman said she is concerned about the clarification between "temporary residence" and "temporary use". It is a frustrating situation to her because she gets people living in a trailer on her property every summer, and she has to apply for a temporary use permit every year and those people have to move out in six months.

Goldberg said the commission will have a discussion on the clarification of "temporary residence" and "temporary use" at the next regular Planning Commission meeting.

C. Project Updates – None

D. Other New Business – None

11. **COMMISSION COMMENTS** - None

12. **COMMUNICATION** - None

13. **SET MEETING DATES** – The next Regular Planning Commission meeting is scheduled for 6:30 p.m. on Thursday, May 9th, 2013.

14. **ADJOURNMENT**– 8:01 p.m.

SHELDON MUSEUM AND CULTURAL CENTER, INC
Board of Trustees Meeting Minutes
Wednesday, April 17, 2013, at the Sheldon Museum

CALL TO ORDER: 1:03 p.m. by President Jim Heaton

ATTENDANCE: BOARD – Bob Adkins, Pam Randles, Jim Heaton, Anastasia Wiley (*by phone*), and Dave Pahl: **STAFF** – Jerrie Clarke, Blythe Carter: **BOARD LIAISON** – None

ADDITIONS TO THE AGENDA: MilePost advertisement under Old Business

APPROVAL OF AGENDA: M/S Michael & Pam - approved unanimously

APPROVAL OF MINUTES: M/S Michael & Pam. – approved as corrected

CORRESPONDENCE/VISITORS: No correspondence. John Hagen (*Jr.*) attended as a prospective Board member.

STAFF REPORT: See two page handout in packet.

- Jerrie is still working on Conference details.
- Alaska Power & Telephone will be making the Chilkat Center a wireless hotspot for the Conference.
- All dinnerware for the Conference will be compostable. Haines Friends of Recycling has offered to take care of disposal.
- Jerrie is resigning as of late June to take a museum position in Nevada.
- Jerrie is also working up different budget scenarios to alleviate proposed budget cuts.
- We have over a dozen applications for the position of SMCC Summer Intern.

FINANCIAL REPORT: Different budget scenarios will be presented and discussed at the SMCC Board Retreat this coming Saturday. Quarterly Profit and Loss statement was handed out and discussed.

COMMITTEE REPORTS: Eldred Rock Committee's next meeting is April 24. Boat trip to Eldred Rock is scheduled for Saturday, May 11. No word yet from the USCG on leasing application. Assessment plans are complete. Logo contest is in place. Dave volunteered to head a lead paint abatement program. Members going to Eldred Rock are reminded to take face masks and rubber gloves.

OLD BUSINESS: Totem Pole – deadline postponed until April 29.

- SMCC Retreat is scheduled for Saturday, April 20, in Anastasia's bomb shelter. Ten a.m. until ???. Bring a potluck dish for lunch.
- Strategic Plan meetings will be Friday April 26 from 9 a.m. until 3 p.m. (*Bomb shelter*) and Saturday April 27 from 10 a.m. until 1 p.m. (*Museum*)
- CVHS is averaging 4% on their investment in ACF. We have \$82K. Alaska Community Foundation takes over any endowment principal. However, we can't use the principal under any

conditions. We can only use generated interest. M/S Pam & Michael to invest \$40K with ACF. Motion carried 3 to 2.

- Michael showed us the latest issue of **The MilePost**, containing the “three museum ad” that he and Lorrie sponsored. Thank you, Michael and Lorrie.

NEW BUSINESS: A Store Committee was formed to help find products and books for the museum store. Lorrie, Jim H., Michael, Dave P. and Bob volunteered.

- Docent Training – Joe Ordonez (*Rainbow Glacier Adventures*) will be asked to provide a two hour training session for Board members. Jerrie offered to personally pay for this at a cost of \$100/hr. Dates will be discussed at the Board Retreat. Thank you, Jerrie.

- Grounds and Shed Cleanup – spring cleaning is necessary. Surplus tools and other materials need to be cleaned out of shed, sign on side of building repaired. No date set, as yet.

- Specs for the new front steps were supposed to be available from the City today. They weren't.

- Volunteer Appreciation Party – Will be held Saturday, May 18 from 12 noon until 1:30 p.m. at the Chilkat Center. It's a salad luncheon. Board members are asked to bring salad supplies.

BOARD DISCUSSION: It's critical that as many Board members as possible attend the next four Borough Assembly meetings (*budget, and budget cuts*)

COMMITTEE MEETINGS: None scheduled.

NEXT BOARD MEETING: Regular Board Meeting – Mon., May 13, 2013, at 1:00 p.m.

SMCC RETREAT – Saturday, April 20, 2013 from 10 a.m. until ?? in Anastasia's bomb shelter.

MEETING ADJOURNED at 2:31 p.m.

Respectfully submitted,

Bob Adkins, secretary

Tourism Advisory Board Meeting Agenda / Meeting Minutes

9C

Wednesday, March 27 – 9:30 am (Assembly Chambers)

Meeting Call to Order: Ross Silkman – President – 9:36 am

Roll Call: **Present** Jason Gaffney (phone), Barb Mulford, Rhonda Hinson, Judy Heinmiller

Absent Karen Hess, Jeff Butcher

Also Present Tanya Carlson, Bart Henderson, Carol Tuynman, Jamie

Approval of excused / unexcused absences: Hess has an excused absence. Mulford motioned for an unexcused absence for Butcher, Heinmiller seconded; all in favor.

Approval of Agenda: Heinmiller motioned to approve agenda, Hinson seconded; all in favor.

***Approval of Minutes:** February 20, 2013.

Public Comments: Bart Henderson – Tour Permits

Henderson would like to look at information, background and costs involved with issuing tour permits and see if this is something that is still needed. Henderson's points include:

- Does the borough have an estimate of costs
- What about liability (cost involved defending ourselves)
- Benefit vs. cost
- Borough / Assembly lacks expertise to manage
- Majority of tours operate on state & federal lands
- Permit is / has become a way to put restrictions on businesses that don't apply to everyone – ex. noise of helicopters should be covered in a noise ordinance and apply to everyone not in tour permit
- Fraudulent activity can be covered under a business license
- No other businesses come under public comment to operate a business (exception of liquor licenses), if we're going to control one business why not all
- Fishing charters are exempt from tour permits
- A heli-skiier can charter a helicopter and go anywhere they want but if they want to hire a guide they become restricted to a certain area. This actually impacts safety for heli-skiiers; if they want to ski in an area that is not on the heli-ski map a heli-skiier could choose to do it alone without the benefit and safety of a knowledgeable guide.

Silkman asked when / where / how tour permits started were. Henderson replied that when we had more cruise ships and more tours popping up, the tour permits were the quickest way to stop shotty practices. Mulford questions state law about Alaskan's being able to utilize resources. Silkman asked if there was any security where if the borough / assembly pulled one

tours permit from a company that they wouldn't lose others. Mulford also questioned the congestion issue that recently came up. Henderson replied that Chilkoot is a State Park and should be addressed by the State Park and that we should find ways to mitigate impact before limiting business.

Gaffney agrees that there's cost & liability but believes there are other avenues to control some of the issues.

Henderson would like to start a discussion and he felt TAB could bring the issue to the Manager / Mayor / Assembly. Heinmiller volunteered to speak with Jila regarding financials of tour permits and Julie regarding time spent and history of tour permits. Mulford volunteered to look at borough code and charter regarding tour permits. Carlson will look into other municipalities for operations. Silkman will speak with the Manager, Mayor and Assistant to the Manager. Hinson suggests we organize data and meet back to discuss in late summer to early fall; get everything in place before taking anything to the Assembly.

Carol Tuynman – Alaska Arts Confluence

Tuynman is the President of Alaska Arts Confluence. She thanked the tourism department for their support of recent media training for artists. They will be starting art displays in downtown windows to help liven the appearance of downtown.

Tuynman also recommended a book called "Citizenville".

Chair Report:

Governor's Picnic

Silkman has been in contact with Carlson and Mulford (as President of the Chamber) regarding a submission to host a Governor's Picnic. Silkman will be submitting a proposal on behalf of the community to host one.

New Business:

Summer Road Work Schedule

Carlson gave an update regarding summer road construction which includes the closing of Front St from Lookout Park to the junction at the Highway from the end of April to the end of June. Pedestrian's traffic will be detoured through Tlingit Park. Sidewalks will also be under construction along the Haines Highway from Front St to just past the school. No timeline has been distributed for this project yet.

Old Business:

Dock Music

Carlson met with the Manager regarding dock music in the tourism budget for the upcoming season. Carlson felt that with the large budget cuts coming up in the next FY that she should shoot for half of what had been previously discussed. She will be requesting funds to cover the Jilkaat Kwaan Dancers for each of the large ships. She is also looking to have speakers installed with the new dock to play KHNS for cruise ship guests instead of paying for musicians. This will be far cheaper in the long run. The plan is to still request the Jilkaat Kwaan dancers in the future for the cultural aspect of our community.

AMHS 50th Anniversary

Carlson is planning festivities for this celebration scheduled for May 5. The Malaspina will dock at the PC Dock from 10 am – 1 pm. The Mayor will give a short presentation, the Jilkaat Kwaan Dancers will be there and Carlson is working on getting a couple raptors from the ABEF and possible have Kroschel as well. She is still working on more items for the event. The Women's Acappella Chorus will also be singing that day.

Hinson recommended kite flying during the event.

TIA Yukon Spring Conference

Carlson is getting everything prepared for the TIA Yukon Conference. The Welcome Reception is pretty well scheduled. She is now trying to get everything confirmed for the Community Fun Night which will incorporate Dalton City, Fort Seward and Downtown Main Street. The event will be a mixture of activities, find an item (scavenger hunt) and trivia all focused around TV & Film from Alaska and the Yukon.

Directors Update: Canadian Welcome Banner

Carlson has designed a Canadian Welcome Banner which will be hung over 2nd Ave (where the Salmon Derby Banner hangs). The plan is to have it up for any of the Canadian Long Weekends. It should be ready and in place for the TIA Conference.

Haines Coupon Book

The 2013 Coupon book is complete and off to the printers. The book is shorter this year as the Tour Package section was taken out. This was so the books could be distributed on board Princess ships prior to arrival in Haines. The plan is to still have tour packages as an insert for the ferry and Yukon distribution.

Tourism Economic Impact Study

Carlson has received a proposal from McDowell group to perform economic impact studies for tourism in Haines for both the summer and winter seasons. Currently Carlson is discussing the financials with the Manager to decide what will be done for this upcoming FY.

Tourism Community Night

Carlson has tentatively scheduled Tourism Community Night for Thursday, May 16 at the ABEF. Aside from going through tourism stats she is thinking of the main subject being around digital marketing and its importance. 60-second business spotlights will again take place.

Tour Information Booth – PC Dock

Carlson has been working with the Facilities Director to create a new Visitor Information Booth for the PC Dock this year. The current booth is slowly falling apart and moldy on the inside. The

location of the current booth is not ideal either but it cannot be moved or starts falling apart. The new booth will be located on the land side of the dock and not out by the security gate. This will create better visibility and communication between Shorex staff, tour operators, visitor center staff and visitors.

Schedule

Carlson will be out of the office the week of April 15th for the WACVB Tech Summit which she received a scholarship to attend.

Board Comments:

Mulford – non-profit funding, Mayor has put together a group to look at how community non-profits should be funded in FY14. Silkman mentioned it has been a painful process.

Butcher mentioned that he was able to join Carlson at the LA Travel & Adventure Show and was impressed with how Carlson represented our community.

Set Next Meeting Date: *Wednesday, April 24, 2013 – 9:30 am*

Assembly Chambers, Safety Building

Heinmiller motioned to adjourn, Hinson seconded; all in favor. Meeting ended at 11:52 am.



Haines Borough
Assembly Agenda Bill

Agenda Bill No.: 13-253
Assembly Meeting Date: 5/28/13

Business Item Description:	Attachments:
Subject: Sales Tax Exemption Application from The Great Bear Foundation	1. Application for sales tax exemption from Great Bear Foundation 2. Current list of sales tax exempt organizations in the borough
Originator: Borough Clerk	
Originating Department: Administration	
Date Submitted: 3/5/2013	

Full Title/Motion:

Motion: Approve the request from the Great Bear Foundation for sales tax exemption status, and authorize the borough clerk to issue an exemption certificate.

Administrative Recommendation:

Fiscal Impact:

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

Comprehensive Plan Consistency Review:

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

Summary Statement:

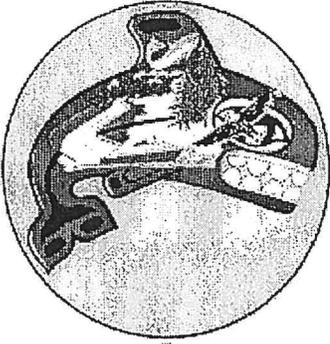
The Great Bear Foundation, a 501(c)3 organization, applied for sales tax exemption status. Per HBC 3.80.050(13), a sales tax exemption may be granted for "sales, services, and rentals to a buyer or made by a seller, organized and administered solely by the exempt organization that has obtained exemption certificate 501(c)3, 501(c)4, 501(c)8, or 501(c)19 from the Internal Revenue Service and an exemption certificate from the borough clerk, upon prior approval of the assembly; provided, this exemption applies to sellers only if the income from the exempt sale is exempt from federal income taxation." The borough has granted sales tax exemption certificates to other non-profit organizations, and a current list is attached to this agenda bill. The motion to approve this request was first heard at the 3/26/13 meeting and was postponed to 4/23 and then this meeting pending a report from the CFO regarding ancillary sales . The finance committee met on 5/23 to discuss the topic and may have a recommendation

Referral:

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

Assembly Action:

Workshop Date(s):	Public Hearing Date(s):
Meeting Date(s): 3/26 & 4/23/13	Tabled to Date:



HAINES BOROUGH, ALASKA

P.O. BOX 1209

HAINES, AK 99827

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

APPLICATION FOR SALES TAX EXEMPTION CERTIFICATE
HAINES BOROUGH

THE FOLLOWING ORGANIZATION:

Great Bear Foundation of Montana

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

Local Address of Organization: PO Box 1616, Haines AK 99827

Date of Incorporation: 11/8/82 Federal Employer I.D. #: 81-0405765

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

Non-profit wildlife conservation organization offering educational programs, field courses, and natural history tours

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

Shannon K Donahue
Organization Representative
Print Name: Shannon K Donahue
Title: Executive Director
Phone: (406) 829-9378
Email: shannon@greatbear.org

DECLINED BY THE ASSEMBLY ON _____

Reason: _____

APPROVED BY THE ASSEMBLY ON _____

Haines Borough Mayor
Date: _____

Assigned Sales Tax Exemption Number

Internal Revenue Service
District Director

Department of the Treasury

Date: 08 NOV 1982

Employer Identification Number:
81-0405765

Accounting Period Ending:
June 30

Foundation Status Classification:
509(a)(1) and 170(b)(1)(A)(vi)

Advance Ruling Period Ends:
June 30, 1984

Person to Contact:
Ellen Oliver

Contact Telephone Number:
(206) 442-5106

▷ The Great Bear Foundation
of Montana
P.O. Box 2699
Missoula, MT 59806

Dear Applicant:

Based on information supplied, and assuming your operations will be as stated in your application for recognition of exemption, we have determined you are exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code.

Because you are a newly created organization, we are not now making a final determination of your foundation status under section 509(a) of the Code. However, we have determined that you can reasonably be expected to be a publicly supported organization described in section 509(a)(1) and 170(b)(1)(A)(vi).

Accordingly, you will be treated as a publicly supported organization, and not as a private foundation, during an advance ruling period. This advance ruling period begins on the date of your inception and ends on the date shown above.

Within 90 days after the end of your advance ruling period, you must submit to us information needed to determine whether you have met the requirements of the applicable support test during the advance ruling period. If you establish that you have been a publicly supported organization, you will be classified as a section 509(a)(1) or 509(a)(2) organization as long as you continue to meet the requirements of the applicable support test. If you do not meet the public support requirements during the advance ruling period, you will be classified as a private foundation for future periods. Also, if you are classified as a private foundation, you will be treated as a private foundation from the date of your inception for purposes of sections 507(d) and 4940.

Grantors and donors may rely on the determination that you are not a private foundation until 90 days after the end of your advance ruling period. If you submit the required information within the 90 days, grantors and donors may continue to rely on the advance determination until the Service makes a final determination of your foundation status. However, if notice that you will no longer be treated as a section 509(a)(1) organization is published in the Internal Revenue Bulletin, grantors and donors may not rely on this determination after the date of such publication. Also, a grantor or donor may not rely on this determination if he or she was in part responsible for, or was aware of, the act or failure to act that resulted in your loss of section 509(a)(1) status, or acquired knowledge that the Internal Revenue Service had given notice that you would be removed from classification as a section 509(a)(1) organization.

P.O. Box 21224, Seattle, Washington 98111

(over)

Letter 1045(DO) (6-77)

If your sources of support, or your purposes, character, or method of operation change, please let us know so we can consider the effect of the change on your exempt status and foundation status. Also, you should inform us of all changes in your name or address.

Generally, you are not liable for social security (FICA) taxes unless you file a waiver of exemption certificate as provided in the Federal Insurance Contributions Act. If you have paid FICA taxes without filing the waiver, you should call us. You are not liable for the tax imposed under the Federal Unemployment Tax Act (FUTA).

Organizations that are not private foundations are not subject to the excise taxes under Chapter 42 of the Code. However, you are not automatically exempt from other Federal excise taxes. If you have any questions about excise, employment, or other Federal taxes, please let us know.

Donors may deduct contributions to you as provided in section 170 of the Code. Bequests, legacies, devises, transfers, or gifts to you or for your use are deductible for Federal estate and gift tax purposes if they meet the applicable provisions of sections 2055, 2106, and 2522 of the Code.

You are required to file Form 990, Return of Organization Exempt from Income Tax, only if your gross receipts each year are normally more than \$10,000. If a return is required, it must be filed by the 15th day of the fifth month after the end of your annual accounting period. The law imposes a penalty of \$10 a day, up to a maximum of \$5,000, when a return is filed late, unless there is reasonable cause for the delay.

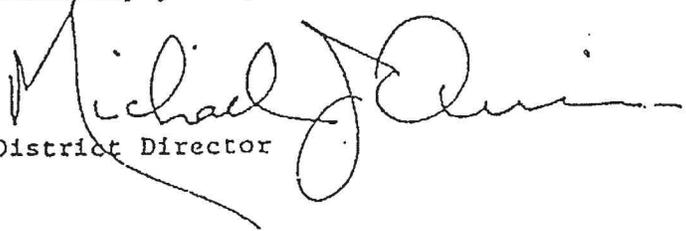
You are not required to file Federal income tax returns unless you are subject to the tax on unrelated business income under section 511 of the Code. If you are subject to this tax, you must file an income tax return on Form 990-T. In this letter, we are not determining whether any of your present or proposed activities are unrelated trade or business as defined in section 513 of the Code.

You need an employer identification number even if you have no employees. If an employer identification number was not entered on your application, a number will be assigned to you and you will be advised of it. Please use that number on all returns you file and in all correspondence with the Internal Revenue Service.

Because this letter could help resolve any questions about your exempt status and foundation status, you should keep it in your permanent records.

If you have any questions, please contact the person whose name and telephone number are shown in the heading of this letter.

Sincerely yours,


District Director

Internal Revenue Service
District Director

Date: DEC 04 1984

▷ Great Bear Foundation of Montana
P.O. Box 2699
Missoula, MT 59806

Department of the Treasury

Fed. T.E.# 81-0405765
ST Unemployment Inst # 140

Our Letter Dated:
November 1982
Person to Contact:
Ellen Oliver
Contact Telephone Number:
(206) 442-5106

Dear Sir or Madam:

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

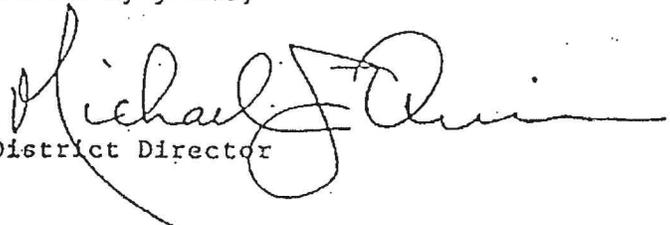
Based on the information you submitted, we have determined that you are not a private foundation within the meaning of section 509(a) of the Internal Revenue Code, because you are an organization of the type described in section See Below*. Your exempt status under section 501(c)(3) of the code is still in effect.

Grantors and contributors may rely on this determination until the Internal Revenue Service publishes notice to the contrary. However, a grantor or a contributor may not rely on this determination if he or she was in part responsible for, or was aware of, the act or failure to act that resulted in your loss of section *509(a)(1) status, or acquired knowledge that the Internal Revenue Service had given notice that you would be removed from classification as a section *509(a)(1) organization.

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

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

Sincerely yours,


District Director

*509(a)(1) & 170(b)(1)(A)(vi)

DOQNO:0306Z

915 Second Avenue, Seattle, Wash: 98174

Letter 1050 (DO) (7-77)

As of 10/20/96

BY-LAWS
OF
GREAT BEAR FOUNDATION

ARTICLE I.
OFFICES

The principal office of the Organization shall be located in Gallatin County in the State of Montana. *(Minority Opinion: change "Gallatin County" to "Missoula County" OR leave out the name of a county altogether. Note: Polly consulted with John Kaufman, who says that by-laws are internal documents; the registered office and representative appear in the Articles of Incorporation on file with the state of Montana, and, the Articles are changed when the registered office is relocated. Vote: 5/yes, 2/no)* The Organization may have other offices, or Chapters, either within or outside of the State of Montana, as the Board may determine from time to time.

The Organization shall also have a registered office and a registered agent whose address is the same.

ARTICLE II.
MEMBERS

Section 1. Classes of Members.

General membership is open to anyone without regard to sex, age, nationality, or ethnic origin, with the payment of annual dues. In addition to individual members, the Board may establish other categories of membership as may be determined to be beneficial to the Organization. The Board may establish standards and dues for these memberships prior to voting to accept or reject such membership categories.

Section 2. Resignation.

Any member may resign by filing a written resignation with the Secretary.

Section 3. Termination or Removal.

Any member may be removed by the Board.

Section 4. Transfer of Membership.

Membership in this Organization is not transferrable or assignable.

Section 5. Reinstatement.

A member who was terminated or removed by the Board can be reinstated by the Board.

Section 6. Meetings.

An Annual Meeting of the members may be held each year, the time and place to be determined by the Board. Special member meetings may be called by the Board. Notice of any annual or special meetings shall not be made less than 14 days before the date of such meeting. Notification may be through *Bear News* or other written means.

Section 7. Meeting formats.

Meetings for the members will be designed by the Executive Director, with approval of the Board, to inform and educate members about the Organization's business; obtain member input into the Organization; and provide interesting speakers and field trips.

ARTICLE III.
BOARD OF DIRECTORS

Section 1. General Description.

The Board of Directors is the governing body of the Organization. It has authority to set policy and formulate the direction of the Organization; it has accountability for the fiscal well-being of the Organization; and it is responsible for the selection and evaluation of the Executive Director. Directors need not be residents of the State of Montana.

Section 2. Membership on the Board of Directors.

All Directors are members of the Organization. Directors are added through nomination by the Nominations Committee of the Board and by a majority vote of the Board.

Section 3. Number, Tenure, and Qualifications.

The number of Directors on the Board shall be at least five, and no more than 15. Each Director shall serve as a Director for a three year term, and may be re-elected for an additional three year term, and then must take a mandatory one year absence before being considered again.

(Minority Opinion: Delay tenure; one suggestion is -- "may be re-elected for additional terms." Another options: two 3-year terms, with one year off.

Vote: 5/yes, 2/no) To qualify, prospective Directors shall have an interest in conservation relative to bears. In order to establish staggered Board terms: upon adoption of these By-Laws initial Board terms of one, two, or three years shall be determined by drawing.

Section 4. Regular, Special, and Annual Meetings.

Regular or special meetings may be scheduled at the discretion of: the Executive Committee, the Board itself, the President, or any four Directors provided sufficient notification is given about such meetings. An Annual Board Meeting may occur in conjunction with the Annual Members Meeting.

Section 5. Notification.

Notice of any Board Meeting shall be provided to each Director at least 30 days before such meeting, by the Secretary or their designee. Any written means may be used, but must be verifiable and addressed to the address shown in the records of the Organization.

Section 6. Quorum.

A quorum exists when a majority of the Board is present at the meeting or participating in the meeting via telephone conference call, and responds to a roll-call by the Secretary.

Section 7. Proxies.

A Director may vote by proxy executed in writing by that member, the proxy being held by another Director. The Board may restrict the use of proxies in such manner as the Board shall determine by policy. *(Minority Opinion: no proxies allowed OR no blanket proxies, i.e. proxies allowed only for a vote on a specific issue.)*

Section 8. Voting.

A simple majority of the Directors voting shall determine Board action; a quorum must exist during any vote. An entire vote may be entered by mail in a manner which the Board may determine. The Secretary shall call and record the vote.

Section 9. Chairperson.

The President shall (*Minority Opinion: change "shall" to "may." Vote: 6/yes, 1/no*) serve as Chair; the term is for one year. There is no limit to the number of terms the President may serve as chair unless the Board determines otherwise. The Board may also select an outside person or group to chair a meeting.

Section 10. Manner of Acting.

The act of a majority of a quorum of the Directors shall be the Act of the Board, unless the act of a greater number is required by law or these By-Laws.

Section 11. Removal.

Any Director or Officer elected or appointed by the Board may be removed by the Board with a two-thirds vote whenever, in its judgement, the best interests of the Organization would be served.

Section 12. Vacancies.

A vacancy on the Board or in any Office may be filled by an act of the Board.

ARTICLE IV.
OFFICERS AND COMMITTEES

Section 1. Officers and Committees.

The Officers of the Organization shall be a President, a Vice-President, a Secretary, and a Treasurer, all elected by the Board. These Officers shall be the Organization's Executive Committee. The Board may elect other Officers. (*Vote: 6/yes, 1/no. No Minority Opinion*)

Section 2. Election and Term of Office.

The Officers of the Organization shall be elected annually by the Directors at an Annual Meeting. If the election of Officers shall not be held at such a meeting, an election shall be held as soon thereafter as is convenient. Vacancies or new offices may be filled at any meeting of the Board; each Officer shall hold office until a successor has been duly elected and qualified.

Section 3. Powers and Duties.

The Officers shall have such powers and perform such duties as may from time to time be specified in resolutions or other directives of the Board. In the absence of such specifications, each Officer shall follow the policies of the most current edition of *Roberts Rules of Order*.

The President shall be the principal Executive Officer. Duties shall include general supervision of the Organization, signing legal documents and contracts as determined by the Board.

The Vice-President, in the absence of the President, shall perform all presidential duties, as well as any additional duties which may be assigned by the Board.

The Treasurer shall keep a current and accurate accounting of the Organization's funds and various accounts, presenting this information at scheduled meetings to the Board. The

Treasurer shall work cooperatively with the Foundation staff and members of the Executive Committee to insure the funds are distributed in accordance with the annual budget approved by the Board. The Treasurer shall be responsible for all funds and securities of the Organization; receive and disperse funds relative to all accounts of the Organization.

The Secretary shall keep the minutes of all meetings; present such minutes to the Board for approval at each subsequent meeting, promptly record, clarify, and make available to the Board all Resolutions adopted by the Board; see that all notices are duly given; conduct and record roll-calls and voting; see that the Seal of the Corporation is affixed to all applicable documents; and oversee all membership rolls. *(No Minority Opinion. Vote: 6/yes, 1/no)*

Section 4. Removal.

Any Officer may be removed by a two-thirds vote of the Board whenever, in the Board's judgement, the best interests of the Organization would be served.

Section 5. Committees.

The Board shall appoint a Nominating Committee, Financial Committee, Project and Programs Committee and other committees as needed. Each Committee shall consist of three or more Directors.

ARTICLE V.
INVESTMENT POLICY

The Board shall have power to invest funds, not for speculation, with prudence; Establish an Endowment and/or a Permanent Fund, as stipulated by donors. All restricted funds shall be coded and expended as required by the donors. Other funds shall be coded and expended by project or program, under close supervision by the Treasurer and/or the Board. Projects and programs eligible for funds from operating or income investment earnings shall be determined with supervision of the Treasurer or the Board.

ARTICLE VI.
CONTRACTS, CHECKS, DEPOSITS, AND FUNDS

Section 1. Contracts.

The Organization may enter into contracts or other legal instruments as approved by the Board. The Directors may authorize the President and Treasurer, or any second Officer, or an agent of the Board, to sign such agreements.

Section 2. Deposits.

All funds of the Organization shall be promptly deposited, invested, or placed in the Endowment and/or Permanent Fund, as stipulated by the donor or the Board. The operating account shall receive all uncommitted funds, interest, casual income, etc., as the Board shall authorize, with the approval of donors, a portion of restricted funds may be assigned to the operating account. All deposits shall be coded upon deposit. A portion of the operating account may be placed in a petty cash account, after deposit and coding.

Section 3. Checks, Drafts, Other Expenditures.

All checks, drafts, orders for payment, other expenditures shall be under close supervision by the Treasurer or their designee as determined by the Board. In the absence of any determination required by the Board, such instruments shall be signed by the Treasurer and counter-signed

by the President or Acting President of the Organization.

Section 4. Gifts.

The Board may accept, on behalf of the Organization, any gift, bequest, property, etc., with proper licensing, recording and reporting, as required under non-profit Organization status.

Section 5. Audits.

The Board shall provide for periodic audits of the financial affairs of the Organization. Such audits shall be performed by an accountant who is not a member of the Board or an employee of the Organization.

ARTICLE VII.
BOOKS AND RECORDS

The Organization shall keep correct and complete books and records of account, and shall keep minutes of all proceedings of the Board, committees, the Executive Committee, Chapters, or other official business of the Organization, and shall keep a permanent record of Board-approved minutes of all Board meetings, and the official Corporate Records of the Organization. Further, the Board shall keep at its registered or principal office, a record of the names and addresses of all general members and Directors of the Organization. All such records of the Organization may be inspected by any member, his or her agent or attorney upon reasonable notice.

ARTICLE VIII.
FISCAL YEAR

The Fiscal Year of the Organization shall begin at 12:00 a.m., Mountain Standard Time, on the first day of January of each year, and end at midnight, Mountain Standard Time, on the 31st day of December.

ARTICLE IX.
WAIVER OF NOTICE

Whenever any notice is required to be given under the provisions of the Montana Non-Profit Corporation Act or under the provisions of the Articles of Incorporation or the By-Laws of the Organization, a waiver thereof in writing signed by the person(s) entitled to such notice before or after the time stated therein, shall be deemed equivalent to the giving of such notice.

ARTICLE X.
AMENDMENTS OF BY-LAWS

The By-Laws and Articles of Incorporation of the Organization may be altered or repealed, and new By-Laws or Articles of Incorporation may be proposed and adopted by the Board by a two-thirds majority of the total Board of Directors. (*No Minority Opinion. Vote: 5/yes, 2/no.*)

SALES TAX EXEMPT NON-PROFIT ORGANIZATIONS

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

<u>EXEMPT #</u>	<u>NAME OF ORGANIZATION</u>	<u>AUTHORIZED PERSONNEL</u>
174	Alaska Arts Confluence Box 1664, Haines, Ak. 99827	Judy Erekson Carol Tuyneman
104	Ak. Chilkat Bald Eagle Preserve Foundation, Box 213, Haines, Ak. 99827	INACTIVE
178	Alaska Chilkoot Bear Foundation, Inc. Box 1188, Haines, Ak. 99827	Pam Randles
106	Ak. Community Develop. Corp 6250 Tuttle Place #5, Anchorage, Ak .99507	Patrick Shiflea
176	Alaska Community Foundation 400 L St., Suite 100, Anchorage, Ak. 99501	Annette Erickson
132	Alaska Indian Arts, Inc. Box 271, Haines, Ak. 99827	Lee Heinmiller
166	Alaska Native Brotherhood & Sisterhood Box 749, Haines Alaska 99827	Mike Case/V.P.; L. Heinmiller, Sec.
133	American Bald Eagle Foundation Box 49, Haines, Ak. 99827	Cheryl McRoberts
147	American Legion Post #12 Box 452, Haines, Ak. 99827	Jim Moran, Pat Murphy Elaine Pigott
173	American Red Cross of Alaska 3200 Hospital Dr., Suite 203 Juneau, Ak. 99801	Shad Engkilterra
160	AWARE, Inc. P.O. Box 20809, Juneau, Ak. 99802	Amy Maio
162	Big Brother Big Sister Box 1481, Haines, Ak. 99827	Office Closed
169	Catholic Community Services Haines Senior Center Box 801, Haines, Ak. 99827	Rosemary Hagevig/Juneau
110	Chilkat Center for the Performing Arts Box 1004, Haines, Ak. 99827	Key Clements
126	Chilkat Valley Bahai School Box 143, Haines, Ak. 99827	Georgia Haisler
103-1	Chilkat Valley Historical Society Box 23, Haines, Ak. 99827	R. Henderson; L. Harrell J. Snyder, C. Jones
113	Chilkat Valley Pre-School Box 1165, Haines, Ak. 99827	Sarah Elliott Darlin Bugni

Non-Profit Organizations(alpha)

<u>EXEMPT #</u>	<u>NAME OF ORGANIZATION</u>	<u>AUTHORIZED PERSONNEL</u>
135	Chilkat Valley Youth Center Box 866, Haines, Ak. 99827	INACTIVE
165	Chilkoot Indian Association Box 490, Haines, Ak. 99827	Tribal Government Dave Berry
143	Church of Jesus Christ LDS Box 916, Haines, Ak. 99827	Dave Berry
122	Covenant Life Center HC60 Box 2665, Haines, Ak. 99827	Roberta M. Lane
123	Covenant Life College HC60 Box 2665, Haines, Ak. 99827	Leonard V. Banaszek
140	Duck's Unlimited/Haines Chapter Box 628, Haines, Ak. 99827	Michelle Stigen
109	Echo Ranch Bible Camp Box 156, Haines, Ak. 99827	
141	Friends of the Haines Borough Public Library, Box 1089, Haines, Ak. 99827	Sara Chapell
125	Friends of Recycling Box 822, Haines, Ak. 99827	Melissa Aronson
118	Full-Gospel Christian Association Box 1121, Haines, Ak. 99827	Stewart Adams
181	Great Alaska Council, BSA 3117 Patterson St., Anchorage, Ak. 99504	Clifford Cvismore
138	Haines Animal Rescue Kennel Box 1533, Haines, Ak. 99827	Steve Vick
142	Haines Art Council Box 505, Haines, Ak. 99827	Tom Heywood Chip Lende
170	Haines Assisted Living, Inc. (HAL) Box 916, Haines, Ak. 99827	Vince Hansen
131	Haines 4-H Prep Club Box 354, Haines, Ak. 99827	INACTIVE
172	Haines Baptist Church Box 1245, Haines, Ak. 99827	Russell Simpson
108	Haines Chamber of Commerce Box 1449, Haines, Ak. 99827	Jamie Knudsen
129	Haines Christian Center/Assembly of God Church Box 730, Haines, Ak. 99827	Anthony Nelson
117	Haines Church of Christ Box 16, Haines, Ak. 99827	INACTIVE

Non-Profit Organizations (alpha)

<u>EXEMPT #</u>	<u>NAME OF ORGANIZATION</u>	<u>AUTHORIZED PERSONNEL</u>
157	Haines Cornerstone Church Box 588, Haines, Ak. 99827	
130	Haines Community 4-H Box 875, Haines, Ak. 99827	INACTIVE
163	Haines Dolphins Swim Team Box 1367, Haines, Ak. 99827	Suzanne Vuillet-Smith D. Downer; S. Bradford
124	Haines Emblem Club Box 361, Haines, Ak. 99827	Michelle Stigen
168	Haines Elks Lodge Box 29, Haines, Alaska 99827	INACTIVE
107	Haines Headstart Box 192, Haines, Ak. 99827	Karen Bryant
128	Haines Presbyterian Church Box 264, Haines, Ak. 99827	Ron Horn
136	Haines Senior Citizen Center Inc. Box 801, Haines, Ak. 99827	Leslie Whittington
136-1	Haines Senior Village Box 835, Haines, Ak. 99827	Anne Hanssen
146	Haines Sportman's Assoc. Inc. Box 677, Haines, Ak. 99827	James Studley
137	Haines Women's Club Box 36, Haines, Ak. 99827	Susan Johnston
167	Hammer Museum Box 702, Haines, Ak. 99827	David Pahl
134	Hospice of Haines Box 1034, Haines, Ak. 99827	Beth MacCready Nancy Schnabel
175	Impact Counseling Services, Inc. Box 631, Haines, Ak. 99827	Emily Zimbrich
164	Inside Passage Electric Co-Op Box 210149 Auke Bay, Ak. 99821	Exempt by Code - Political Subd. of the State
115	Klukwan Assembly of God Church Box 422, Haines, Ak. 99827	Odis Ganey
159	LaLeche League of Haines Box 1624, Haines, Ak. 99827	Donna Lambert
112	Lynn Canal Broadcasting Box 1109, Haines, Ak. 99827	Kay Clements
101	Lynn Canal Community Players Box 118, Haines, Ak. 99827	Annette Gregg
148	Lynn Canal Conservation, Inc. Box 964, Haines, Ak. 99827	Scott Carey

Non-Profit Organizations (alpha)

<u>EXEMPT #</u>	<u>NAME OF ORGANIZATION</u>	<u>AUTHORIZED PERSONNEL</u>
111	Lynn Canal Counseling Services Box 90, Haines, Ak. 99827	
161	Nenana Ice Classic, Inc. Box 00272 Nenana, Ak. 99760	Cherrie Forness, Manager
182	New Hope Fellowship HC60 Box 3161, Haines, Ak. 99827	Sage Thomas
102	Northern Light Network/Radio Station KRSA Box 369, Glenallen, Ak. 99588	Jasper Hall
150	Northern S.E. Regional Aquaculture Assoc. (NSRAA) Box 1263, Haines, Ak. 99827	Tom Henderson Tod Buxton
152	Peninsula Home Health Care Box 926, Haines, Ak. 99827	Lisa Schwartz
127	Port Chilkoot Bible Church Box 156, Haines, Ak. 99827	Bill Diggins
155	Rainbow Glacier Camp Box 432, Haines, Ak. 99827	Lucy Tate
151	REACH, Inc. Box 1484, Haines, Ak. 99827	Suzanne Vuillet-Smith Patrick Shallcross
144	Rural Ak. Comm. Action Program (RURAL CAP) P.O. Box 200908, Anchorage, Ak. 99510	Diane Mathesen
153	S.E. Ak. Regional Health Consortium (SEARHC) Box 1549 Haines, Ak. 99827	Marcia Scott
177	S.E. Alaska Independent Living (SAIL) Box 183, Haines, Ak. 99827	Sierra Kaden
105	S.E. Ak. State Fair Box 385, Haines, Ak. 99827	Ross Silkman
120	Sacred Heart Catholic Church Box 673, Haines, Ak. 99827	Joe Adreano
114	Salvation Army Box 550, Haines, Ak. 99827	Kevin & Tina Bottjen
158	SEAPRO 540 Water St., Suite 201 Ketchikan, Ak. 99901	David Owings, Gen. Manager K.A. Swiger
119	S.E. Ak. Area Council Boy Scouts 9220 Lee Smith Drive, Juneau, Ak. 99801	Lane Stumme
103	Sheldon Museum & Cultural Center Box 269, Haines, Ak. 99827	Jerrie Clark Jim Heaton

Non-Profit Organizations (alpha)

<u>EXEMPT #</u>	<u>NAME OF ORGANIZATION</u>	<u>AUTHORIZED PERSONNEL</u>
179	St. Lucy's Senior Living Box 916, Haines, Ak. 99827	Vincent Hansen
171	Takshanuk Watershed Council Box 1029, Haines, Ak. 99827	Brad Ryan
139	Tlingit-Haida Central Council 320 W. Willoughby Ave., Suite 300 Juneau, Ak. 99801	John Katzeek
116	Tlingit-Haida Regional Housing Box 32237, Juneau, Alaska 99803	Joyce Nelson
121	Tongas Alaska Girl Scouts	Troops #98,#99,#100,#101, #104
180	Uglys of Haines Box 698, Haines, Ak. 99827	Chuck Mitman

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



Haines Borough Assembly Agenda Bill

Agenda Bill No.: 13-282
Assembly Meeting Date: 5/28/13

Business Item Description:	Attachments:
Subject: Resolution authorizing Public Works Maintenance Materials for 2013-14	1. Resolution 13-05-464 2. Memo with historical information 3. Bids 4. Invitation to Bid
Originator: Director of Public Facilities	
Originating Department: Public Facilities	
Date Submitted: 5/17/13	

Full Title/Motion:
Motion: Adopt Resolution 13-05-464

Administrative Recommendation:
The resolution is recommended by the manager and the director of public facilities.

Fiscal Impact:		
Expenditure Required	Amount Budgeted	Appropriation Required
\$ as budgeted	\$	\$

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

Summary Statement:
<p>Annually, the borough accepts proposals from qualified businesses for the D-1, Maintenance Sand, and Pit Run materials needed for the Public Works Department. Each of the materials is contracted separately. Southeast Road Builders submitted the only bid for each of the materials. This item is budgeted annually and funds are currently in the FY13 budget as well as in the proposed FY14 budget.</p> <p>The bids submitted by sole bidder Southeast Road Builders for the maintenance materials are as follows: D-1 - \$22.50 cu. yd. Sand - \$20.00 cu. yd. Pit Run - \$6.75 cu. yd.</p>

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

Assembly Action:	
Workshop Date(s):	Public Hearing Date(s):
Meeting Date(s): 5/28/13	Tabled to Date:

HAINES BOROUGH
RESOLUTION No. 13-05-464

Draft

A Resolution of the Haines Borough Assembly authorizing the Borough Manager to enter into a contract with Southeast Road Builders, Inc. to provide D-1, Sand, and Pit Run materials to the Borough for 2013-14.

WHEREAS, the Haines Borough (Borough) annually solicits bids from suppliers to provide D-1, Maintenance Sand and Pit Run materials for use by the Public Works Department; and

WHEREAS, the Borough issued an Invitation to Bid to receive responses from qualified, licensed suppliers to provide D-1, Maintenance Sand and Pit Run materials; and

WHEREAS, the Borough received one bid for D-1, Sand, and Pit Run materials from Southeast Road Builders, Inc. of Haines:

D-1 - \$22.50 per cubic yard
Sand - \$20.00 per cubic yard
Pit Run - \$6.75 per cubic yard; and

WHEREAS, funding for the materials is budgeted annually and is currently in the FY13 budget as well as in the proposed FY14 budget,

NOW, THEREFORE, BE IT RESOLVED that the Haines Borough Assembly authorizes the Borough Manager to enter into a contract with Southeast Road Builders, Inc. to provide D-1 for \$22.50 per cubic yard, Sand for \$20.00 per cubic yard, and Pit Run materials for \$6.75 per cubic yard to the Borough.

Adopted by a duly-constituted quorum of the Haines Borough Assembly on the _____ day of _____, 2013.

Stephanie Scott, Mayor

Attest:

Julie Cozzi, MMC, Borough Clerk



Memo

From the Clerk's Office

Date: 5/17/2013

To: Mayor and Assembly

Cc: Mark Earnest

From: Julie Cozzi

Re: D-1, Maintenance Sand, & Pit Run Materials Bids

The Borough recently accepted proposals from qualified businesses for the 2013-14 D-1/Sand/Pit Run Gravel needed by the Public Works Department. **Southeast Road Builders** submitted the only bids.

Each of the materials is contracted separately. The bidders have met the Borough's licensing and insurance requirements.

	D-1	Sand		Pit Run
	per cubic yard	per cubic yard		per cubic yard
	SRI	SRI	NCI	SRI
2013 Bid	22.50	20.00		6.75
2012	26.50		21.00	6.75
2011	25.00	22.50		6.75
2010	25.00	22.50		6.75
2009	23.00	20.00		6.75
2008	22.00	19.00		6.50
2007	21.00	17.50		6.00
2006	19.85	15.25		5.25
2005	17.25	14.50		5.00
2004	15.00	12.50		5.00

This item is budgeted annually and funds are currently in the FY13 budget as well as in the proposed FY14 budget. The manager recommends authorization to negotiate contracts with sole bidder Southeast Road Builders for the maintenance materials.

**HAINES BOROUGH
Public Works
D-1 MATERIAL BID FORM/CONTRACT**

Bidders must indicate a bid below for supplying D-1 Material. The bid must be submitted on this form with copies of current Alaska and Haines Borough business licenses attached.

The Bidder / Supplier (company name) Southeast Road Builders, Inc.,
a corporation; a partnership; a sole proprietor (check one) herein submits a bid to the Haines Borough (hereinafter called "The Borough") for supply of 2013-2014 D-1 Material.

Supplier hereby proposes to provide labor, equipment, and materials in accordance with the Borough's Invitation to Bid, Information for Bidders, and specifications.

This Invitation to Bid and any resulting procurement contract shall be in accordance with all provisions of Haines Borough Code, 3.60.090 through 3.60.220. The contract shall be valid only if signed by the supplier and Borough Manager and proofs of required insurance are attached (see Attachment A).

Bidder acknowledges receipt of the following Addendum:

Addendum No. 01A Initial: _____
Addendum No. _____ Initial: _____

May 17, 2013
Date

2013-2014 D-1 MATERIAL BID: price per cubic yard: \$22.50
This bid is valid for 30 days after the date of bid opening.

Southeast Road Builders, Inc.

COMPANY NAME
(907) 766-2833/766-2832

Phone/FAX Numbers
HC 60 Box 4800, Haines, AK 99827

Mailing Address


Authorized Signature
President

Title
roger@seroad.com ; cheryls@seroad.com

Email Address

AWARDED BY THE HAINES BOROUGH ON _____.

Mark Earnest, Borough Manager

ATTEST:

Date Signed

Julie Cozzi, MMC, Borough Clerk

**HAINES BOROUGH
Public Works**

MAINTENANCE SAND BID FORM/CONTRACT

Bidders must indicate a bid below for supplying Maintenance Sand. The bid must be submitted on this form with copies of current Alaska and Haines Borough business licenses attached.

The Bidder / Supplier (company name) Southeast Road Builders, Inc.
a corporation; a partnership; a sole proprietor (check one) herein submits a bid to the Haines Borough (hereinafter called "The Borough") for supply of 2013-2014 Maintenance Sand.

Supplier hereby proposes to provide labor, equipment, and materials in accordance with the Borough's Invitation to Bid, Information for Bidders, and specifications.

This Invitation to Bid and any resulting procurement contract shall be in accordance with all provisions of Haines Borough Code, 3.60.090 through 3.60.220. The contract shall be valid only if signed by the supplier and Borough Manager and proofs of required insurance are attached (see Attachment A).

Bidder acknowledges receipt of the following Addendum:

Addendum No. NIR Initial: _____
Addendum No. _____ Initial: _____

May 17, 2013

Date

2013-2014 MAINTENANCE SAND BID: price per cubic yard: \$20.00
This bid is valid for 30 days after the date of bid opening.

Southeast Road Builders, Inc.

COMPANY NAME

(907) 766-2833/766-2832

Phone/FAX Numbers

HC 60 Box 4800, Haines, AK 99827

Mailing Address



Authorized Signature

President

Title

roger@seroad.com ; cheryls@seroad.com

Email Address

AWARDED BY THE HAINES BOROUGH ON _____.

Mark Earnest, Borough Manager

ATTEST:

Date Signed

Julie Cozzi, MMC, Borough Clerk

HAINES BOROUGH
Public Works

PIT RUN MATERIAL BID FORM/CONTRACT

Bidders must indicate a bid below for supplying Pit Run Material. The bid must be submitted on this form with copies of current Alaska and Haines Borough business licenses attached.

The Bidder / Supplier (company name) Southeast Road Builders, Inc.
a corporation; a partnership; a sole proprietor (check one) herein submits a bid to the Haines Borough (hereinafter called "The Borough") for supply of 2013-2014 Pit Run Material.

Supplier hereby proposes to provide labor, equipment, and materials in accordance with the Borough's Invitation to Bid, Information for Bidders, and specifications.

This Invitation to Bid and any resulting procurement contract shall be in accordance with all provisions of Haines Borough Code, 3.60.090 through 3.60.220. The contract shall be valid only if signed by the supplier and Borough Manager and proofs of required insurance are attached (see Attachment A).

Bidder acknowledges receipt of the following Addendum:

Addendum No. N/A Initial: _____
Addendum No. _____ Initial: _____

May 17, 2013

Date

2013-2014 PIT RUN MATERIAL BID: price per cubic yard: \$6.75
This bid is valid for 30 days after the date of bid opening.

Southeast Road Builders, Inc.

COMPANY NAME

(907) 766-2833/766-2832

Phone/FAX Numbers

HC 60 Box 4800, Haines, AK 99827

Mailing Address



Authorized Signature
President

Title

roger@seroad.com ; cheryls@seroad.com

Email Address

AWARDED BY THE HAINES BOROUGH ON _____.

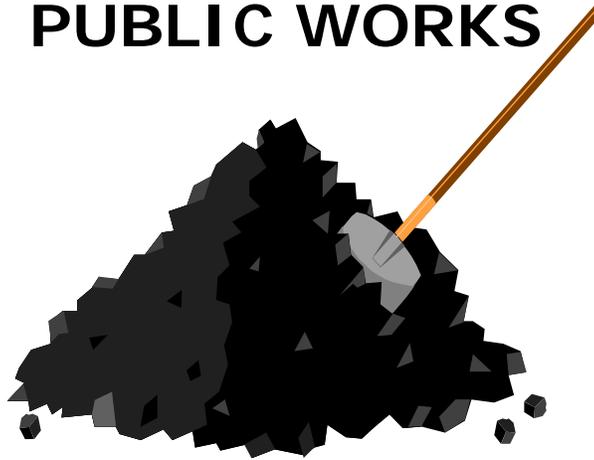
Mark Earnest, Borough Manager

ATTEST:

Date Signed

Julie Cozzi, MMC, Borough Clerk

HAINES BOROUGH
HAINES, ALASKA
PUBLIC NOTICE
INVITATION TO BID
D-1, SAND, & GRAVEL
PUBLIC WORKS



The Haines Borough is soliciting bids from suppliers to supply and deliver D-1 material, maintenance sand (3/8" minus), and pit run material for the period May 29, 2013 through May 31, 2014. Respondents must be licensed and insured within the Haines Borough and the State of Alaska. Each item must be bid separately but may be submitted together in the same envelope.

The contractor will provide all time, labor and materials to provide the materials, as specified. Questions may be answered by contacting Ralph Borders, Public Works Superintendent, by phone at 907-766-2282 or by email at rborders@haines.ak.us.

Information for bidders and the required bid forms may be obtained from the Borough Clerk's office at 103 Third Avenue South, Haines or may be viewed online at www.hainesborough.us/rfp.html. Bids must be in a sealed envelope and marked "Sealed Bid – 2013-2014 D-1/Sand/Pit Run." Bids shall be received by the Borough Clerk **no later than 4:00 p.m. on Friday, May 17, 2013**, at which time the bids will be publicly read. The borough may waive any minor defects or reject any and all bids and reserves the right to negotiate with the bidder whose bid offers the best value for the borough. Bids may be mailed or hand-delivered to:

Borough Clerk's Office
P.O. Box 1209, Haines, AK 99827
103 E. Third Ave.
907-766-2231, ext. 31 or 36
Fax: 907-766-2716
jcozzi@haines.ak.us or mwebb@haines.ak.us



**Haines Borough
Assembly Agenda Bill**

Agenda Bill No.: 13-465

Assembly Meeting Date: 5/28/13

Business Item Description:		Attachments:
Subject: Support to name the Haines Borough a Purple Heart Borough		1. Resolution 13-05-465 2. Letter from Jim Moran of Community & Veterans Org. 3. Letter from Ken Ross of the Military Order of the Purple Heart 4. Approved resolutions from other Alaskan Purple Heart communities
Originator: Mayor Stephanie Scott (Agenda Bill by Clerk's Office)		
Originating Department:		
Date Submitted: 5/20/13		

Full Title/Motion:
Motion: Adopt Resolution 13-05-465.

Administrative Recommendation:
The mayor recommends this.

Fiscal Impact:

Expenditure Required	Amount Budgeted	Appropriation Required
\$ None	\$	\$ 0

Comprehensive Plan Consistency Review:

Comp Plan Policy Nos.: N/A	Consistent: <input type="checkbox"/> Yes <input type="checkbox"/> No
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Summary Statement:
This resolution would name the Haines Borough a Purple Heart Borough. This was recommended to the Mayor by Mr. Jim Moran, of the Community and Veterans Organization and American Legion of Haines. He states that this resolution would show further support from our municipality to our military and veterans. The Military Order of the Purple Heart is a nonprofit service organization.

Referral:

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

Assembly Action:

Workshop Date(s):	Public Hearing Date(s):
Meeting Date(s): 5/28/13	Tabled to Date:

A Resolution of the Haines Borough Assembly Supporting Naming the Haines Borough a Purple Heart Borough.

WHEREAS, the people of the Haines Borough have a great admiration and utmost gratitude for all the men and women who have selflessly served our country, state, and the borough in the Armed Forces; and

WHEREAS, veterans have paid the high price of freedom by leaving their families and communities and placing themselves in harm's way for the good of all, and

WHEREAS, the contributions and sacrifices of the men and women from the State of Alaska and the Haines Borough who served in the Armed Forces have been vital in maintaining the freedoms and the way of life enjoyed by our citizens, and

WHEREAS, many men and women in uniform have given their lives, have been physically wounded, or mentally changed while serving in the Armed Forces, and

WHEREAS, many of the citizens in the Chilkat Valley have earned the Purple Heart Medal as a result of being wounded while engaged in combat with an enemy force, recognized as a singularly meritorious act, and

WHEREAS, the borough recognizes and honors the service and sacrifices of our Nation's men and women in uniform who have been changed, wounded or killed by the enemy while serving to protect the freedoms enjoyed by all Americans.

NOW, THEREFORE, BE IT RESOLVED, that the Haines Borough supports the request to name the Haines Borough a Purple Heart Borough.

ADOPTED by a duly constituted quorum of the Haines Borough Assembly this ____ day of _____, 2013.

Stephanie Scott, Mayor

Attest:

Julie Cozzi, MMC, Borough Clerk

Community And Veterans Organization



Proudly Serving Those Who Served

PO Box 1052

Haines, AK 99827

www.hainescavo.org (907) 314-0286

Stephanie,

I've included an example of the wording on a possible resolution. I'll run a copy by the American Legion, and get you a letter of support from them also. As a proud veteran, I take great pride in my travels bragging about the support the veterans have from this community.

In your tenure as mayor, we were able to host the visit of the Vietnam Memorial Moving Wall, begin construction of a 6 million dollar veterans facility, host the northern most actual wreath exchange with Wreaths Across America among many other activities honoring our veterans and promoting Americanism.

The Community and Veterans Organization fully endorse the resolution making Haines a Purple Heart city.

Jim Moran
President
Community and Veterans Organization



Military Order of the Purple Heart

Matanuska-Susitna Chapter 663
PO Box 877844
Wasilla, AK 99687

April 29, 2013

Dear Mayor Scott,

The journey continues. Chapter 663 is actively working toward passage of our Purple Heart Resolution in Alaska's cities, boroughs, outlying communities and Tribal Councils.

Chartered by Congress in 1958, The Military Order of the Purple Heart is composed of military men and women who received the Purple Heart Medal for wounds suffered in combat. Although our membership is restricted to the combat wounded, we support all veterans and their families with a myriad of nation-wide programs by Chapters and National Service Officers.

Chapter 663's focus is to honor those men and women who have lived, or continue to live in the Alaska Greatland.

Passage of this resolution has been completed so far in the following Alaska communities:

- City of Wasilla, AK
- City of Palmer, AK
- City of Houston, AK
- City of Soldotna, AK
- City of Kenai, AK
- Matanuska-Susitna Borough

The State of Alaska is now recognized as the 5th 'Purple Heart State' behind:

- California
- Ohio
- Kentucky
- South Carolina
- (Alabama - pending)

Enclosed are copies of the city resolutions, including the one for Wasilla, the first Alaskan city to be recognized in Alaska. Wasilla's Honorable Mayor Verne Rupright, in concert with the Wasilla City Council unanimously approved this distinction while the Viet Nam Memorial Traveling Wall was on display in Wasilla.

If your community approves this resolution, we would greatly appreciate copy of the signed resolution for Chapter 663 records.

Warmest regards to you and our fellow Alaskans in Haines,

A handwritten signature in cursive script, appearing to read "Ken Ross".

Ken Ross
Chapter Commander
MOPH Mat-Su Chapter 663

By: Administration
Adopted: June 11, 2012

Vote: Harris, Holler, Katkus, Sullivan-Leonard, Wall and Woodruff in favor.

**CITY OF WASILLA
RESOLUTION SERIAL NO. 12-17**

**A RESOLUTION OF THE WASILLA CITY COUNCIL DECLARING THAT THE CITY
OF WASILLA IS OFFICIALLY A PURPLE HEART CITY.**

WHEREAS, the people of Wasilla Alaska have a great admiration and the utmost gratitude for all the men and women who have selflessly served their country, state and the City of Wasilla in the Armed Forces; and

WHEREAS, Veterans have paid the high price of freedom by leaving their families and communities and placing themselves in harm's way for the good of all; and

WHEREAS, the contributions and sacrifices of the men and women from the State of Alaska, and the City of Wasilla, who served in the Armed Forces have been vital in maintaining the freedoms and the way of life enjoyed by our citizens; and

WHEREAS, many men and women in uniform have given their lives, have been physically wounded, or mentally changed while serving in the Armed Forces; and

WHEREAS, many citizens of our City have earned the Purple Heart Medal as a result of being wounded while engaged in combat with an enemy force, recognized as a singularly meritorious act of essential service; and

× WHEREAS, the City recognizes and honors the service and sacrifices of our Nation's men and women in uniform who have been changed, wounded or killed by the enemy while serving to protect the freedoms enjoyed by all Americans.

NOW, THEREFORE, BE IT RESOLVED, that the Wasilla City Council and Mayor declares that the City of Wasilla is officially a Purple Heart City.

ADOPTED by the Wasilla City Council on June 11, 2012.


VERNE E. RUPRIGHT, Mayor

ATTEST:


KRISTIE SMITHERS, MMC, City Clerk

[SEAL]

Sponsored by: Mayor DeVilbiss
Adopted: 06/28/12

**MATANUSKA-SUSITNA BOROUGH
RESOLUTION SERIAL NO. 12-074**

A RESOLUTION OF THE MATANUSKA-SUSITNA BOROUGH ASSEMBLY SUPPORTING
THE NAMING OF THE MATANUSKA-SUSITNA BOROUGH A PURPLE HEART BOROUGH.

WHEREAS, the people of the Matanuska-Susitna Borough have a great admiration and the utmost gratitude for all the men and women who have selflessly served their country, state and the Borough in the Armed Forces; and

WHEREAS, Veterans have paid the high price of freedom by leaving their families and communities and placing themselves in harm's way for the good of all; and

WHEREAS, the contributions and sacrifices of the men and women from the State of Alaska, and the Matanuska-Susitna Borough, who served in the Armed Forces have been vital in maintaining the freedoms and the way of life enjoyed by our citizens; and

WHEREAS, many men and women in uniform have given their lives, have been physically wounded, or mentally changed while serving in the Armed Forces; and

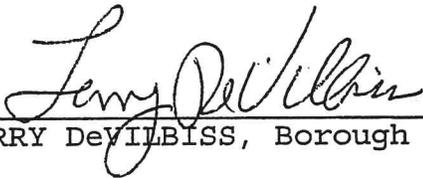
WHEREAS, many citizens of our Borough have earned the Purple Heart Medal as a result of being wounded while engaged in combat with an enemy force, recognized as a singularly meritorious act of essential service; and

WHEREAS, the Borough recognizes and honors the service and sacrifices of our Nation's men and women in uniform who have been

changed, wounded or killed by the enemy while serving to protect the freedoms enjoyed by all Americans.

NOW, THEREFORE, BE IT RESOLVED, that the Matanuska-Susitna Borough supports the request to name the Matanuska-Susitna Borough a Purple Heart Borough.

ADOPTED by the Matanuska-Susitna Borough Assembly this 28 day of June, 2012.


LARRY DEVILBISS, Borough Mayor

ATTEST:


LONNIE R. McKECHNIE, CMC, Borough Clerk

(SEAL)

PASSED UNANIMOUSLY: Keogh, Woods, Arvin, Colligan, Salmon, Colver,
and Halter

**STATE OF ALASKA
THE LEGISLATURE**

2013

Source
HCR 2

**Legislative
Resolve No.**
4



Proclaiming the state as a Purple Heart State to honor the service and sacrifice of our nation's men and women in uniform wounded or killed by the enemy while serving to protect the freedom enjoyed by all Americans.

BE IT RESOLVED BY THE LEGISLATURE OF THE STATE OF ALASKA:

WHEREAS the people of the state have great admiration for and the utmost gratitude toward the men and women who have selflessly served their country and this state in the armed forces; and

WHEREAS veterans have paid the high price of freedom by leaving their families and communities and placing themselves in harm's way for the good of all; and

WHEREAS the contributions and sacrifices of the men and women of the state who have served in the armed forces have been vital in maintaining the freedoms and way of life enjoyed by the citizens of the state; and

WHEREAS many men and women have given their lives while serving in the armed forces; and

WHEREAS many citizens of our state have earned the Purple Heart Medal as a result

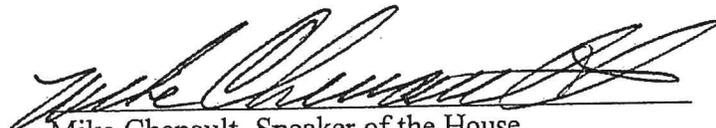
of having been wounded while engaged in combat with an enemy force, which is recognized as a singularly meritorious act of essential service;

BE IT RESOLVED that the Alaska State Legislature proclaims the state as a Purple Heart State to honor the service and sacrifice of our nation's men and women in uniform wounded or killed by the enemy while serving to protect the freedom enjoyed by all Americans.

AUTHENTICATION

The following officers of the Legislature certify that the attached enrolled resolution, HCR 2, consisting of 2 pages, was passed in conformity with the requirements of the constitution and laws of the State of Alaska and the Uniform Rules of the Legislature.

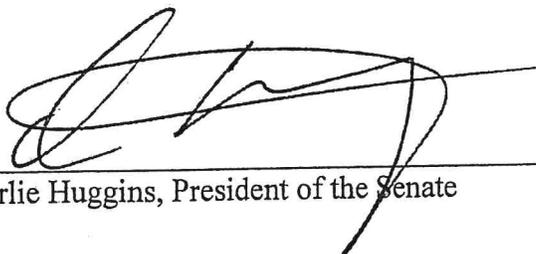
Passed by the House March 11, 2013


Mike Chenault, Speaker of the House

ATTEST:


Suzi Lowell, Chief Clerk of the House

Passed by the Senate March 21, 2013


Charlie Huggins, President of the Senate

ATTEST:


Liz Clark, Secretary of the Senate



**Haines Borough
Assembly Agenda Bill**

Agenda Bill No.: 13-287

Assembly Meeting Date: 5/28/13

Business Item Description:	Attachments:
Subject: Air Handling Unit for School with Murray and Assoc.	1. Resolution 13-05-466 2. Proposals from Murray and Associates 3. Haines Borough School Board Minutes approving funds (highlighted on page 4)
Originator: Director of Public Facilities (Agenda Bill by Clerk's Office)	
Originating Department: Public Facilities	
Date Submitted: 5/22/13	

Full Title/Motion:
Motion: Adopt Resolution 13-05-466.

Administrative Recommendation:

Fiscal Impact:		
Expenditure Required	Amount Budgeted	Appropriation Required
\$ 27,269	\$ 27,269 (School District)	\$ 0

Comprehensive Plan Consistency Review:	
Comp Plan Policy Nos. : Objective 15K, page 255	Consistent: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

Summary Statement:

A January 2013 report by Murray and Associates, P.C. noted these supply and exhaust fans are 40 years old and, during the school construction completed in 2008 the planned refurbishment to extend their life was eliminated for budgetary reasons. Murray and Associates have provided a proposal of \$27,269 for mechanical and electrical engineering to produce bid documents for the fan replacement project. The Haines Borough School District will fund this portion of the project.

Future construction will be jointly funded by the Borough and the School District. The Borough has \$110,000 set aside in the Manager's proposed 2014 budget and the school district reports that they have set aside \$140,000 in their 2014 budget for construction.

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

Assembly Action:	
Workshop Date(s): Meeting Date(s): 5/28/13	Public Hearing Date(s): Tabled to Date:

A Resolution of the Haines Borough Assembly authorizing the Borough Manager to contract with Murray and Associates, P.C. in the amount of \$27,269 for mechanical and electrical engineering for the Haines School fan replacement project.

WHEREAS, Haines School fan systems VU-1, VU-2, and VU-3 supply ventilation air to the original areas of the school complex; and

WHEREAS, a January 2013 report by Murray and Associates, P.C. noted these supply and exhaust fans are 40 years old and, during the school construction completed in 2008, the planned refurbishment to extend their life was eliminated for budget reasons; and

WHEREAS, new VU-1, VU-2, and VU-3 supply and return fans will provide for quieter and more efficient ventilation; and

WHEREAS, Murray and Associates have provided a proposal of \$27,269 for mechanical and electrical engineering to produce bid documents for the fan replacement project; and

WHEREAS, according to Alaska Administrative Code (4 AAC 31.080), the Borough may enter into a sole-source contract with Murray and Associates because the Alaska Department of Education and Early Development (DEED) approved this method; and

WHEREAS, this method is in the state's best interest, and the school district concurs in any directives the department makes concerning the type of selection and award of the contract; and

WHEREAS, the Haines Borough School District will fund this portion of the project; and

WHEREAS, the construction project is to be bid in fall 2013 for partial work during the winter break, with the remaining construction to be finished in summer 2014; and

WHEREAS, the Borough and school district will jointly fund the construction costs, which will be eligible for reimbursement from DEED.

NOW, THEREFORE, BE IT RESOLVED that the Haines Borough Assembly authorizes the Borough Manager to contract with Murray and Associates, P.C. in the amount of \$27,269 for mechanical and electrical engineering for the Haines School fan replacement project.

Adopted by a duly-constituted quorum of the Haines Borough Assembly on this _____ day of _____, 2013.

Stephanie Scott, Borough Mayor

Attest:

Julie Cozzi, MMC, Borough Clerk

Murray & Associates, P. C., Consulting Mechanical Engineers

PO Box 21081, Juneau, Alaska 99802-1081 (907) 780-6151 Fax: (907) 780-6182

May 16, 2013

Mark Earnest, Haines Borough Manager
PO Box 1209
Haines, Alaska 99827

Subject: Engineering Fee Proposal for Haines School Fan Replacement Project

Michael, As requested by Carlos Jimenez we are submitting a fee proposal for the mechanical and electrical engineering necessary for producing bid documents of the Haines School Original Fan Replacement project discussed recently. The engineering effort will produce bid ready documents for the replacement of the VU-1, VU-2, and VU-3 supply fans and related return fans. We would use a sub-consultant Barry Begenyi who was the electrical engineer for the Haines School Addition project recently completed.

We previously provided a fee proposal dated April 8, 2013 to Carlos Jimenez, Public Works Director, detailing the scope of engineering work. As requested we can provide services for just design and bidding. Construction services would be determined later. Additionally we can provide the mechanical and electrical engineering services at time and expense rates not to exceed our previous proposal amount of \$27,269.

These services do not include any abatement or hazardous material engineering. Please forward any records of recent hazardous material audits at the school for our review. Specifically we are looking for any duct tape hazardous material on the original ductwork. If the duct seams have to be abated then we would coordinate with you on a choice for abatement consultant to add to the project.

We understand that the project is to bid in early fall of 2013 for partial work during Xmas break and remainder of the work in summer of 2014.

We look forward to working on this project.

Cordially,



Douglas Murray, P.E.
President, Murray & Associates, P. C.

Copy: Carlos Jimenez via email.

HAINES BOROUGH SCHOOL BOARD
March 6, 2013
Meeting No. 712

CALL TO ORDER: A regular meeting of the Haines Borough School Board was called to order by President Jones at 7:01 pm in the School Library.

PLEDGE TO THE FLAG: The pledge to the flag was conducted.

ROLL CALL: Brenda Jones, Anne Marie Palmieri (arrived at 7:09 pm), Ardy Miller, Brian Clay, Sara Chapell, and Sarah Swinton (via phone at 7:44 pm). Royal Henderson and Chris Turner were absent.

APPROVAL OF CONSENT AGENDA: Approval of the Agenda and Approval of Minutes #711.
M/S Clay/Chapell to approve the Consent Agenda as presented. MOTION CARRIED UNANIMOUSLY ON A ROLL CALL VOTE.

APPROVAL OF THE AGENDA: Approved-consent agenda.

APPROVAL OF MINUTES – Meetings #711: Approved-consent agenda.

PUBLIC COMMENTS: Lisa Schwartz complimented Jansy Hansen on her work with the fifth grade but was concerned that such a big change was happening to the class so far into the year. She wondered who decided how the class would be split and why parents weren't involved in the decision. She hoped that equal opportunities were available to all children.

COMMUNICATIONS: There were no items of communication.

Reports

STUDENT REPRESENTATIVE REPORT: There was no report as Turner was attending the Region V Basketball Tournament.

ACTIVITIES DIRECTOR REPORT: Tiana Taylor reported that the girls and boys basketball teams, cheerleaders, and pep band were on their way to the Region V Basketball Tournament held at Mt. Edgecumbe High School. Forty-five high school students, along with seven coaches and chaperones were traveling. Students who remained in Haines would be participating in "mini-week" which was a variety of interesting and unusual classes. Track season will begin on March 4th. Meets will be held in Juneau and Haines. Prom is scheduled for May 4th after the home track meet. Music and DDF awards will be given on May 9th and the athletic awards were scheduled for May 13th. Art Festival will be held in Skagway April 9th-12th. Linnus Danner will be taking a few students to the festival. Student government will travel to Healy for their spring conference April 11th – 13th. Music Festival will be held in Juneau April 18th – 20th. Approximately 30 students will be traveling for that activity. The spring activities director's meeting is held in conjunction with music festival. Taylor included an email she received from the principal of Craig High School thanking Haines for their hospitality while housing Craig basketball players.

PRINCIPAL REPORT: Stickler reported that the district was excited about the new 5th grade class structure that allowed for smaller classes. The goal of reducing the levels of social pressures inherent in the larger group has been met with immediate progress Sticker told the board. The most recent inservice involved teachers grades K-8 exploring many apps and discussing protocols for selecting educational apps. The K-8 celebration for being recognized as a Title I Distinguished School was scheduled for March 27th. A committee is working out all the details. Stickler also reported that the parent committee is working on the Distinguished School celebration, a student/parent compact for the student handbook, and a new family welcome letter.

Michelle Byer reported that the first round of application reviews for the Blue Ribbon School Application was scheduled for the week of March 18th. Byer said that to meet final eligibility requirements the school must meet the state's Adequate Yearly Progress (AYP) or the state's new accountability requirements (Annual Measurable Objectives) for the 2012-13 school year. In September the US Secretary of Education will announce the 2013 National Blue Ribbon Schools. Teacher, principal, and superintendent surveys have been mailed or emailed to all high school parents. Two high school students and Nevada Benton presented to the legislative committee on education about the Alaska Learning Network. Benton presented a wonderful summary of the program and the students spoke to the success for the program by allowing for dual credit and a higher level of rigor than past programs. In addition, they informed the legislature how cost effective it is to offer such a wide range of classes with highly qualified teaching staff. The students were complimented on their poise and content. Michael Byer showed the Board the video feed of Zeke Frank and Christopher Turner testifying before the education committee. During "mini-week" high school students participated in cooking, fashion, art, engineering, shop, and homework help. Michelle Byer reported that the recent inservice was very productive. Outcomes included: integrating major projects into American History and English III with the new standards and new expectations in technology; building a new 5 year plan for Career and Technical Education; PBIS; beginning stages of aligning Algebra I curriculum with the new standards; ETT instructor orientation to allow Mr. Feakes to teach independent of Julie Anderson; and the continuation of completing the science curriculum. Tardies and detentions are at an all time low. Students receive feedback and kudos for good behavior by getting notes and pencils with the Glacier Bear emblem. Teachers

continue to meet and formalize teaching expected behaviors, develop a common language, and administer uniform consequences and rewards. She listed a number of upcoming dates and events.

SUPERINTENDENT REPORT: Byer reported that a group of staff had just returned from the Alaska Association for Technology in Education (ASTE) Conference in Anchorage. Sam McPhetres, Rene Martin, and Nevada Benton presented at the conference. Many of our students won awards in the iDida contest. Byer also was presented with the ASTE 2013 Technology and Leadership Award for Outstanding Technology Administrator. He thanked McPhetres for his technology leadership and the teamwork that goes on in our district by all the staff, board and community to make our district a leader in many ways, including integrating technology to support learning. Byer also commented that the District was still working on Safe Routes to School. Another item of interest that Byer brought up was that 60% of the high school qualified for the performance scholarship.

BOARD REPORTS/COMMENTS: Clay asked how much the sidewalks for Safe Routes to School would cost. It would not cost the district anything. Chapell mentioned that the strategic plan committee had met a couple of times to finalize the survey. It was now available online for the community to comment on. She also suggested that the District take a more active role in preschool education.

Old Business

FACILITIES UPDATE: Byer included notes from the major maintenance meeting on February 19th. Since the meeting, it was determined that the high school gym floor is level.

ATS SERVICE CONTRACT: Byer reported that ATS is the company based in Anchorage that installed the digital control system which regulates the school's heating and ventilation systems. We have not had a maintenance agreement with them since the installation and there have been a few issues. This contract would give the district regular software updates and would provide us with system analysis and performance testing of the air handlers and boilers that could help the system run more efficiently. If the District was not happy with the services, it could be terminated with 30 days written notice. M/S Chapell/Palmieri to approve entering into a support agreement with ATS. Clay wondered if Byer had any idea how much money could potentially be saved. Miller was concerned about the 30 days written notice to terminate the contract. It seemed to be worded that the contract could be terminated anytime throughout the length of the contract. Palmieri thought that it may be a savings as far as staff time. Jones thanked Byer for researching the topic. MOTION CARRIED UNANIMOUSLY ON A ROLL CALL VOTE.

ART CURRICULUM REVISION: A draft copy of the art curriculum was provided to the Board to review. M/S Palmieri/Clay to approve adoption of the draft art curriculum. Miller said that she appreciated the emphasis on creative, positive atmosphere and the emphasis on the historical, community and culture, as well as the inclusion of objectives related to safety. Clay suggested that a "wants" page be added to each curriculum. MOTION CARRIED UNANIMOUSLY ON A ROLL CALL VOTE.

MUSIC CURRICULUM REVISION: A draft copy of the music curriculum was provided to the Board to review. M/S Palmieri/Clay to approve the adoption of the music curriculum. Chapell said that this really felt like the first time she was seeing the music curriculum. She also mentioned that she thought that the order should be changed a bit. In addition, she would like to see a preamble about why music is important in schools. M/S Palmieri/Miller to table the music curriculum until the April meeting. MOTION CARRIED UNANIMOUSLY ON A ROLL CALL VOTE.

New Business

PERSONNEL REPORT: Rick Martin, High School Custodian, effective February 25, 2013. M/S Palmieri/Clay to approve the Personnel Report as presented. MOTION CARRIED UNANIMOUSLY ON A ROLL CALL VOTE.

TENURED STAFF CONTRACT APPROVAL: Byer wrote that under state law if a tenured teacher is not to be retained for the following year, they must be notified before March 16 (AS 14.20.140); otherwise they are automatically re-employed for the following year (AS 14.20.145). The district currently has 15 affected tenured teachers for whom contracts should be issued. They are Lisa Andriesen; Lillian Boron; Patty Brown; Naomi Buck; Linnus Danner; Matt Davis; Mark Fontenot; Jansy Hansen; Sandra June-Degen; Jeanne Kitayama; Sam McPhetres; Rene Martin; Lindsey Moore, Kristina Mulready; and Barbara Pardee. M/S Chapell/Miller to approve the issuing of contracts to all tenured teachers. MOTION CARRIED UNANIMOUSLY ON A ROLL CALL VOTE.

FY14 SCHOOL CALENDAR: The calendar committee met and forwarded the draft FY14 calendar to the board. M/S Miller/Chapell to approve the FY14 school calendar. Swinton, who was on the calendar committee, said that the FY14 calendar was very similar to the FY13 calendar. Clay said that he appreciated reading the comments that people had posted about the proposed calendar. Palmieri still wanted spring break to correspond with the Region V Basketball Tournament so the high school students had more time in school. Miller pointed out that many families randomly take their kids out of school so moving the break may not help anything. Mini week also encourages team building skills. Chapell commented that there seemed to be lots of inservice days and half days and not many solid weeks of school. She suggested moving the inservice in February to the Friday before. Palmieri said that many parents would have to take days off to care for kids. Byer said that the vacation days that were labeled were actually in case we had to have snow make-up days. Palmieri felt that parent/teacher conferences that dismissed at 2 pm for a week were very disruptive. She suggested taking one of the inservice days and using it as an all parent/teacher conference day. Chapell agreed that early dismissal days were disruptive and not great for kids or parents. She asked if the parent committee had had any

input on the calendar. Brown commented that as a teacher she wouldn't be able to fit all of her parent/teacher conferences into one day but a bulk of them could be done. MOTION CARRIED UNANIMOUSLY ON A ROLL CALL VOTE.

AUTHORIZATION OF PAYMENT OF 30% SHARE OF VOC ED CIP IMPROVEMENT: The Borough provided the District with an accounting of the vocational education building renovations that were done this past summer and fall. The total amount was \$124,674.25. This was applied for as a construction project and they require a 30% local contribution. The 30% would be in the amount of \$37,402.28. M/S Clay/Chapell to approve \$37,402.28 be released to the Haines Borough to pay the 30% local contribution for the vocational education renovation which was part of the FY09 CIP. MOTION CARRIED UNANIMOUSLY ON A ROLL CALL VOTE.

RESOLUTION ASKING THAT INTERNET BE PROVIDED ON THE ALASKA MARINE HIGHWAY SYSTEM: A resolution requesting that internet be provided on the Alaska Marine Highway System was included in the packet. Jones read it out loud. M/S Chapell/Palmieri to approve the resolution advocating that wireless internet be provided on Alaska State Ferries. Miller asked if we were requesting that it be provided free of charge. Jones thought that it should be as it said, ...to be provided... Byer said that at the recent superintendent meeting this was a topic and that districts were being encouraged to adopt a similar resolution. Chapell said that the word "provide" implies free. MOTION CARRIED UNANIMOUSLY ON A ROLL CALL VOTE.

REALLOCATION OF 880 VOC ED MAJOR MAINTENANCE FUNDS TO HIGH SCHOOL AIR HANDLER: Byer wrote that after subtracting \$37,402.28 for the vocational education local contribution there will be \$139,200 remaining in what was budgeted for voc ed renovations. Byer suggested that we offer that remaining money to the Borough in order to help pay for the air handling units that need to be replaced in the art annex. After the work was finished, we could submit a CIP to try to reclaim 65% of the funds. He also said that re-allocating the funds would mean that if and when in the future the voc. ed mechanical upgrade project got funded, the Borough would be responsible for the local contribution. M/S Miller/Clay to approve re-allocating 880 Facilities and Equipment funds toward the high school air-handling units that need to be replaced. The board asked which of the three proposals that Murray and Associates outlined would be used. Byer said that he would have to defer that question to Carlos. Chapell felt that this was an important project. **MOTION CARRIED UNANIMOUSLY ON A ROLL CALL VOTE.**

GRADUATION RATE DEFINITION: The Federal "No Child Left Behind" Act defined graduation rate as being the percentage of students who started ninth grade in the same year and who graduate with a diploma four years later. Students who graduate in five years or those students with special needs who cannot pass the State High School Graduation Qualifying Exam are excluded. These exclusions lower the rate for both the state and the district. The governor and legislature have used the results under the federal definition to denigrate the performance of schools in the state. The question was whether or not the state should create a separate definition to use to calculate a graduation rate for schools that would account for fifth year graduates and not include students with special needs. It was suggested that maybe AASB or DEED could help with this issue. Byer and Jones were going to follow up on the topic.

BOARD COMMENTS: Palmieri commented that the strategic plan survey looked "great" and thanked those who worked on it.

ADJOURNMENT: M/S Clay/Miller to adjourn. MOTION CARRIED UNANIMOUSLY ON A VOICE VOTE. Meeting adjourned at 9:29 pm.

Brenda Jones, School Board President

Attest:

Ashley Sage
Administrative Assistant



**Haines Borough
Assembly Agenda Bill**

Agenda Bill No.: 13-283
Assembly Meeting Date: 5/28/13

Business Item Description:	Attachments:
Subject: Conditional Use Approval - less than 15-ft building separation, at least one building is for human occupancy	1. Ordinance 13-05-328 2. Planning Commission Recommendation
Originator: Planning Commission	
Originating Department:	
Date Submitted: 5/10/13	

Full Title/Motion:
Motion: Introduce Ordinance 13-05-328 and set a first public hearing for 6/11/13.

Administrative Recommendation:
The borough manager recommends this.

Fiscal Impact:

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

Comprehensive Plan Consistency Review:

Comp Plan Policy Nos.:	Consistent: <input type="checkbox"/> Yes <input type="checkbox"/> No
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Summary Statement:
The Planning Commission has seen several conditional use applications for the 15-foot building separation requirement that involved unoccupied structures. Since the 15-foot building separation is for public safety and fire-related concerns, the commission believes the 15-foot separation between unattached buildings applies only when at least one of the buildings is for human occupancy.

Referral:

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

Assembly Action:

Workshop Date(s):	Public Hearing Date(s):
Meeting Date(s): 5/28/13	Tabled to Date:

AN ORDINANCE OF THE HAINES BOROUGH AMENDING BOROUGH CODE TITLE 18, SECTION 18.80.030 TO ONLY REQUIRE CONDITIONAL USE APPROVAL FOR THE CONSTRUCTION OF A BUILDING WITHIN 15 FEET OF AN ADJACENT BUILDING IF ONE OR BOTH OF THE BUILDINGS IS FOR HUMAN OCCUPANCY.

BE IT ENACTED BY THE HAINES BOROUGH ASSEMBLY:

Section 1. Classification. Section 4 of 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 Section 18.80.030. Section 18.80.030 of the Haines Borough Code of Ordinances is amended to read as follows:

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

18.80.030 Setbacks and height.

The distance between unattached buildings must be 15 feet unless approved as a conditional use by the planning commission. Building separation is intended for public safety; fire-related concerns must meet the approval of both the state fire marshal and local fire department, **where applicable. The 15-foot separation between unattached buildings applies only when at least one of the buildings is for human occupancy.**

ADOPTED BY A DULY CONSTITUTED QUORUM OF THE HAINES BOROUGH ASSEMBLY THIS ____ DAY OF _____, 2013.

ATTEST:

Stephanie Scott, Mayor

Julie Cozzi, MMC, Borough Clerk

Date Introduced: 05/28/13
Date of First Public Hearing: ___/___/___
Date of Second Public Hearing: ___/___/___

Haines Borough
BOROUGH ASSEMBLY
ACTION REQUEST

DATE: May 10, 2013

TO: Borough Assembly

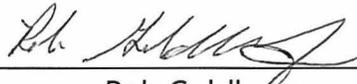
FROM: Haines Borough Planning Commission

PLANNING COMMISSION ACTION: M/S Heinmiller moved to “recommend the Assembly amend Haines Borough Code **18.80.030** to require a conditional use approval for the construction of a building within 15-foot of an adjacent building if one of the buildings is for human occupancy.” The motion passed unanimously.

RATIONALE: The Planning Commission has seen several conditional use applications for the 15-foot building separation requirement that involved unoccupied structures. Since the 15-foot building separation is for public safety and fire-related concerns, the commission thinks that 15-foot separation between unattached buildings applies only when at least one of the buildings is for human occupancy.

PLANNING COMMISSION REQUEST: for the Borough Assembly to amend HBC **18.80.030 Setbacks and height** to read:

The distance between unattached buildings must be 15 feet unless approved as a conditional use by the planning commission. Building separation is intended for public safety; fire-related concerns must meet the approval of both the state fire marshal and local fire department, **where applicable. The 15-foot separation between unattached buildings applies only when at least one of the buildings is for human occupancy.**

SUBMITTED BY  (signature)
Rob Goldberg
Planning Commission Chairman

HAINES BOROUGH, ALASKA
ORDINANCE No. xx-xx-xxx

Draft

AN ORDINANCE OF THE HAINES BOROUGH AMENDING HAINES BOROUGH CODE TITLE 18 SECTION 18.80.030 TO REQUIRE A CONDITIONAL USE APPROVAL FOR THE CONSTRUCTION OF A BUILDING WITHIN 15 FEET OF AN ADJACENT BUILDING IF ONE OR BOTH OF THE BUILDINGS IS FOR HUMAN OCCUPANCY.

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 shall become effective immediately upon adoption.

Section 4. Purpose. This ordinance amends Title 18 Section 18.80.030 to require a conditional use approval for the construction of a building within 15 feet of an adjacent building if one or both of the buildings is for human occupancy.

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

18.80.030 Setbacks and height.

The distance between unattached buildings must be 15 feet unless approved as a conditional use by the planning commission. Building separation is intended for public safety; fire-related concerns must meet the approval of both the state fire marshal and local fire department, where applicable. **The 15-foot separation between unattached buildings applies only when at least one of the buildings is for human occupancy.**



**Haines Borough
Assembly Agenda Bill**

Agenda Bill No.: 13-284

Assembly Meeting Date: 5/28/13

Business Item Description:	Attachments:
Subject: Allow on-street parking to count toward parking space requirements when approved by Planning Commission	1. Ordinance 13-05-329 2. Planning Commission Recommendation
Originator: Planning Commission	
Originating Department:	
Date Submitted: 5/10/13	

Full Title/Motion:
 Motion: Introduce Ordinance 13-05-329 and set a first public hearing for 6/11/13.

Administrative Recommendation:

Fiscal Impact:

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

Comprehensive Plan Consistency Review:

Comp Plan Policy Nos.:	Consistent: <input type="checkbox"/> Yes <input type="checkbox"/> No
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Summary Statement:
 Small lots in the downtown area make it difficult for commercial development to meet the parking requirements. Allowing adjacent street parking to count toward the parking requirement may help remedy this problem. This would require Planning Commission approval.

Referral:

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

Assembly Action:

Workshop Date(s):	Public Hearing Date(s):
Meeting Date(s): 5/28/13	Tabled to Date:

**AN ORDINANCE OF THE HAINES BOROUGH AMENDING BOROUGH CODE
TITLE 18, SECTION 18.80.040 TO ALLOW ADJACENT ON-STREET PARKING TO
COUNT TOWARD THE PARKING REQUIREMENT.**

BE IT ENACTED BY THE HAINES BOROUGH ASSEMBLY:

Section 1. Classification. Section 4 of 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 Section 18.80.040. Section 18.80.040 of the Haines Borough Code of Ordinances is amended to read as follows:

NOTE: **Bolded**/UNDERLINED ITEMS ARE TO BE ADDED

18.80.040 Parking.

Off-street parking facilities must be provided as hereinafter specified. Off-street parking facilities for residential uses must be on the same lot with the building that they are required to serve. Off-street parking facilities for nonresidential uses must be on the same lot or on a lot of common ownership within 200 feet of the building they serve. Off-premises parking must be dedicated by signage, limited to two one-and-one-half by three-foot signs, and covenants must be included in the deeds for both properties stating that the required parking must continue to be so dedicated as long as the building these parking spaces serve exists. An exception to this regulation may be granted only per subsection (A)(5) of this section.

All parking, except that which serves residences, shall be arranged so that ingress and egress are possible without backing over a sidewalk area or onto a collector or larger street designation.

Turning and maneuvering space shall be located entirely on private property; provided, that the usable portion of an alley may be credited as turning and maneuvering space. In the case of two or more uses on the same lot, the total requirement for off-street parking facilities is the sum of the requirements for the several uses computed separately. Changes of use with an increase in gross floor area must provide for parking, loading and storage area in conformance with this section. The parking, loading and storage space requirements for uses not listed may be established under the provisions of a conditional use permit under Chapter 18.50 HBC.

Parking areas shall connect conveniently to surrounding pedestrian facilities and where practicable, shall be landscaped. The manager, subject to commission review, may require, as a condition of any permit issued, that buffering be provided. Buffering may consist of a fence, natural vegetation, or other aesthetically pleasing construction.

A. Minimum Standards. Parking required for a use must conform to the following:

1. All parking spaces shall be located far enough within the lot to prevent any portion of a parked car from extending over an adjoining lot or over a public right-of-way or sidewalk.

2. Excluding residential uses of less than five dwelling units and temporary uses, all required off-street parking areas, including ingress and egress routes, shall be surfaced with a durable gravel surface approved by the borough that is designed to control dust and be able to bear the weight of expected traffic.

3. Multi-dwelling uses of more than four dwelling units shall be required to provide a storage area for boats, recreational vehicles, off-road vehicles and trailers. This storage area

must be 200 square feet for each three parking spaces. The storage area may be located on another lot of common ownership if the lot is located within 200 feet of the lot with the principal use.

4. Handicapped spaces shall be 13 feet wide. (See Table of Parking Requirements.)

5. A single parking area may be used to service more than one use if the normal hours of operation of the uses do not overlap. If a single parking area is so used, additional parking may be required as a condition of continued occupancy at any time the hours of operation of the establishments are altered to run concurrently. Before joint use is allowed, a contractual agreement setting out the terms of the use must be created by the joint users and approved as a use permit by the manager.

6. The provision and maintenance of off-street loading, snow storage and other storage areas is a continuing obligation and joint responsibility of the owner and occupants. Each off-street loading space must be not less than 30 feet by 12 feet, have an unobstructed height of at least 14 feet, six inches and be made permanently available for such purposes. These areas are required as follows.

a. Nonresidential development over 5,000 square feet GFA must provide one loading space for each 20,000 square feet or less GFA. This requirement may be waived by the planning commission if property area constraints make this requirement impractical or if deemed unnecessary for the type of development.

b. A snow storage area of 25 square feet for each parking space shall be provided for any use except single dwelling units and duplexes. Snow storage areas must be designed to minimize drainage and runoff problems and not overload or impair the borough storm drainage system. The required snow storage area may be reduced by the manager in consultation with the public works superintendent.

7. Pick-up areas for taxis, buses and other vehicles may be required for uses that customarily need such services; including hotels, docks, major tourist facilities, auditoriums, theaters, schools, churches and other places of public gathering.

8. Legal, on-street parking spaces adjacent to commercial property being developed may be considered by the planning commission for short term parking and counted toward meeting the parking requirement in 18.80.040(B).

B. Parking Chart. The minimum number of off-street parking spaces required and their dimensions are set out in the following tables:

Parking Tables	
Table of Parking Requirements Uses ↓	Spaces Required (GFA = Gross Floor Area) Plus one space for each employee on the largest work-shift
Single-unit, duplex or multi-unit uses	2 spaces per dwelling unit
Motels, hotels, bed and breakfast	1 per guest room up to 3 rooms + 2 for residence. For 3 rooms and over, 2 spaces for every three guest rooms.
Hospitals, group homes, and other overnight health care facilities	1 per 4 beds based on maximum capacity or 1 per 300 sq. ft. GFA
Churches, auditoriums, theaters, mortuary and similar places of assembly	1 per 3 seats based on maximum capacity

Parking Tables				
Table of Parking Requirements		Spaces Required (GFA = Gross Floor Area) Plus one space for each employee on the largest work-shift		
Uses ↓				
Warehouses, storage and wholesale business		1 per each 1,000 sq. ft. GFA but not less than 4 spaces		
Self storage mini-warehouses		1 per each 25 storage units		
Industrial uses		1 per each employee + 2 for visitors		
Restaurants, bars		1 per 150 sq. ft. GFA or 1 for every 3 seats, based on maximum capacity, whichever is greater		
Offices/other commercial uses For solely retail use, GFA shall include only the retail selling and display area.		1 per 500 sq. ft. GFA		
Handicapped Parking:				
Total Parking Spaces in Lot ↓		Accessible Spaces Required ↓		
1 to 20		1		
Each additional 10 spaces		1		
Table of Minimum Parking Space Dimensions (Stall length is measured perpendicular to curb.)				
Angle →	30 degrees	45 degrees	60 degrees	90 degrees
STANDARD				
Aisle Width	11 feet	13 feet	18 feet	25 feet
Stall Length	18 feet	20 feet	21 feet	22 feet
Stall Width	10 feet	10 feet	10 feet	10 feet
HANDICAP				
Aisle Width	14 feet	16 feet	21 feet	28 feet
Stall Length	21 feet	23 feet	24 feet	25 feet
Stall Width	13 feet	13 feet	13 feet	13 feet

Haines Borough
Ordinance No. 13-05-329
Page 4 of 4

ADOPTED BY A DULY CONSTITUTED QUORUM OF THE HAINES BOROUGH ASSEMBLY THIS ____
DAY OF _____, 2013.

ATTEST:

Stephanie Scott, Mayor

Julie Cozzi, MMC, Borough Clerk

Date Introduced: 05/28/13
Date of First Public Hearing: ___/___/___
Date of Second Public Hearing: ___/___/___

Haines Borough
**BOROUGH ASSEMBLY
ACTION REQUEST**

DATE: May 10, 2013

TO: Borough Assembly

FROM: Haines Borough Planning Commission

PLANNING COMMISSION ACTION: M/S Venables moved to “recommend the Assembly amend Haines Borough Code 18.80.040 to allow adjacent on-street parking to count toward the parking requirement.” The motion passed 6 to 1 with Turner opposed.

RATIONALE: Small lots in the downtown area make it difficult for commercial development to meet the parking requirements. Allowing adjacent street parking to count toward the parking requirement may help remedy this problem.

PLANNING COMMISSION REQUEST: for the Borough Assembly to amend HBC 18.80.040 Parking (A) to add:

8. Legal, on-street parking spaces adjacent to commercial property being developed may be considered by the planning commission for short term parking and counted toward meeting the parking requirement in 18.80.040(B).

SUBMITTED BY _____



(signature)

Rob Goldberg
Planning Commission Chairman

HAINES BOROUGH, ALASKA
ORDINANCE No. xx-xx-xxx

Draft

AN ORDINANCE OF THE HAINES BOROUGH AMENDING HAINES BOROUGH CODE TITLE 18 SECTION 18.80.040 TO ALLOW ADJACENT ON-STREET PARKING TO COUNT TOWARD THE PARKING REQUIREMENT.

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 shall become effective immediately upon adoption.

Section 4. Purpose. This ordinance amends Title 18 Section 18.80.040 to allow adjacent on-street parking to count toward the parking requirement.

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

18.80.040 Parking.

Off-street parking facilities must be provided as hereinafter specified. Off-street parking facilities for residential uses must be on the same lot with the building that they are required to serve. Off-street parking facilities for nonresidential uses must be on the same lot or on a lot of common ownership within 200 feet of the building they serve. Off-premises parking must be dedicated by signage, limited to two one-and-one-half by three-foot signs, and covenants must be included in the deeds for both properties stating that the required parking must continue to be so dedicated as long as the building these parking spaces serve exists. An exception to this regulation may be granted only per subsection (A)(5) of this section.

All parking, except that which serves residences, shall be arranged so that ingress and egress are possible without backing over a sidewalk area or onto a collector or larger street designation.

Turning and maneuvering space shall be located entirely on private property; provided, that the usable portion of an alley may be credited as turning and maneuvering space. In the case of two or more uses on the same lot, the total requirement for off-street parking facilities is the sum of the requirements for the several uses computed separately. Changes of use with an increase in gross floor area must provide for parking, loading and storage area in conformance with this section. The parking, loading and storage space requirements for uses not listed may be established under the provisions of a conditional use permit under Chapter 18.50 HBC.

Parking areas shall connect conveniently to surrounding pedestrian facilities and where practicable, shall be landscaped. The manager, subject to commission review, may require, as a condition of any permit issued, that buffering be provided. Buffering may consist of a fence, natural vegetation, or other aesthetically pleasing construction.

A. Minimum Standards. Parking required for a use must conform to the following:

1. All parking spaces shall be located far enough within the lot to prevent any portion of a parked car from extending over an adjoining lot or over a public right-of-way or sidewalk.

2. Excluding residential uses of less than five dwelling units and temporary uses, all required off-street parking areas, including ingress and egress routes, shall be surfaced with a durable gravel surface approved by the borough that is designed to control dust and be able to bear the weight of expected traffic.

3. Multi-dwelling uses of more than four dwelling units shall be required to provide a storage area for boats, recreational vehicles, off-road vehicles and trailers. This storage area must be 200 square feet for each three parking spaces. The storage area may be located on another lot of common ownership if the lot is located within 200 feet of the lot with the principal use.

4. Handicapped spaces shall be 13 feet wide. (See Table of Parking Requirements.)

5. A single parking area may be used to service more than one use if the normal hours of operation of the uses do not overlap. If a single parking area is so used, additional parking may be required as a condition of continued occupancy at any time the hours of operation of the establishments are altered to run concurrently. Before joint use is allowed, a contractual agreement setting out the terms of the use must be created by the joint users and approved as a use permit by the manager.

6. The provision and maintenance of off-street loading, snow storage and other storage areas is a continuing obligation and joint responsibility of the owner and occupants. Each off-street loading space must be not less than 30 feet by 12 feet, have an unobstructed height of at least 14 feet, six inches and be made permanently available for such purposes. These areas are required as follows.

a. Nonresidential development over 5,000 square feet GFA must provide one loading space for each 20,000 square feet or less GFA. This requirement may be waived by the planning commission if property area constraints make this requirement impractical or if deemed unnecessary for the type of development.

b. A snow storage area of 25 square feet for each parking space shall be provided for any use except single dwelling units and duplexes. Snow storage areas must be designed to minimize drainage and runoff problems and not overload or impair the borough storm drainage system. The required snow storage area may be reduced by the manager in consultation with the public works superintendent.

7. Pick-up areas for taxis, buses and other vehicles may be required for uses that customarily need such services; including hotels, docks, major tourist facilities, auditoriums, theaters, schools, churches and other places of public gathering.

8. Legal, on-street parking spaces adjacent to commercial property being developed may be considered by the planning commission for short term parking and counted toward meeting the parking requirement in 18.80.040(B).



**Haines Borough
Assembly Agenda Bill**

Agenda Bill No.: 13-285

Assembly Meeting Date: 5/28/13

Business Item Description:	Attachments:
Subject: Allow on-street parking to count toward parking space requirements when approved by Planning Commission	1. Ordinance 13-05-330 2. Planning Commission Recommendation
Originator: Planning Commission	
Originating Department:	
Date Submitted: 5/10/13	

Full Title/Motion:
Motion: Introduce Ordinance 13-05-330 and set a first public hearing for 6/11/13.

Administrative Recommendation:
(Empty space for administrative recommendation)

Fiscal Impact:		
Expenditure Required	Amount Budgeted	Appropriation Required
\$	\$	\$

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

Summary Statement:
Per HBC 18.60.020 (H), temporary residence permits may be granted for a period of one year, and one six-month extension of the temporary residence permit may be granted by the Planning Commission as long as the developer is complying with all requirements. However, HBC 18.20.020 defines "temporary use" as a building or structure that is capable of being immediately moved, or a use which is for a limited time up to six months. The Planning Commission recommends revising the definition to increase six months to eighteen months.

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

Assembly Action:	
Workshop Date(s): Meeting Date(s): 5/28/13	Public Hearing Date(s): Tabled to Date:

AN ORDINANCE OF THE HAINES BOROUGH AMENDING BOROUGH CODE TITLE 18, SECTION 18.20.020 TO ADJUST THE TIME LIMIT IN THE DEFINITION FOR "TEMPORARY USE" TO BE CONSISTENT WITH THE TIME PERIOD FOR TEMPORARY RESIDENCE PERMITS IN SECTION 18.60.020.

BE IT ENACTED BY THE HAINES BOROUGH ASSEMBLY:

Section 1. Classification. Section 4 of 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 Section 18.20.020. Section 18.20.020 of the Haines Borough Code of Ordinances is amended to read as follows:

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

HBC 18.20.020 Definitions - Regulatory

The definitions in this section are intended to be specific to this title. Any word or term not defined shall be used with the meaning of common or standard usage as determined by a current edition of Webster's Unabridged Dictionary. The following words shall have the following meanings for the purpose of this title:

...

"Temporary use" means a building or structure that is capable of being immediately moved, or a use which is for a limited time up to ~~six~~ **18** months.

...

ADOPTED BY A DULY CONSTITUTED QUORUM OF THE HAINES BOROUGH ASSEMBLY THIS ____ DAY OF _____, 2013.

ATTEST:

Stephanie Scott, Mayor

Julie Cozzi, MMC, Borough Clerk

Date Introduced: 05/28/13
Date of First Public Hearing: ___/___/___
Date of Second Public Hearing: ___/___/___

Haines Borough
**BOROUGH ASSEMBLY
ACTION REQUEST**

DATE: May 10, 2013

TO: Borough Assembly

FROM: Haines Borough Planning Commission

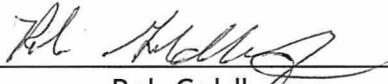
PLANNING COMMISSION ACTION: M/S Turner moved to “recommend the Assembly amend Haines Borough Code **18.60.020** Definition of Temporary Use to consistent with Title 18 Section 18.60.020 Specific Approval Criteria of Temporary Residence.

RATIONALE: Per HBC 18.60.020 (H), temporary residence permits may be granted for a period of one year, and one six-month extension of the temporary residence permit may be granted by the Planning Commission as long as the developer is complying with all requirements. However, HBC 18.20.020 defines “temporary use” means a building or structure that is capable of being immediately moved, or a use which is for a limited time up to six months.

PLANNING COMMISSION REQUEST: for the Borough Assembly to amend HBC **18.20.020** to read:

“Temporary use” means a building or structure that is capable of being immediately moved, or a use which is for a limited time up to ~~six~~ **18** months.

SUBMITTED BY _____ (signature)


Rob Goldberg
Planning Commission Chairman

HAINES BOROUGH, ALASKA
ORDINANCE No. xx-xx-xxx

Draft

AN ORDINANCE OF THE HAINES BOROUGH AMENDING HAINES BOROUGH CODE TITLE 18 SECTION 18.20.020 DEFINITION OF TEMPORARY USE TO CONSISTENT WITH TITLE 18 SECTION 18.60.020 SPECIFIC APPROVAL CRITERIA OF TEMPORARY RESIDENCE.

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 shall become effective immediately upon adoption.

Section 4. Purpose. This ordinance amends Title 18 Section 18.80.030 to require a conditional use approval for the construction of a building within 15 feet of an adjacent building if one or both of the buildings is for human occupancy.

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

HBC 18.60.020 Specific approval criteria (H)

H. Temporary residence permits may be granted for a period of one year. One six-month extension of the temporary residence/trailer permit may be granted by the planning commission as long as the developer is complying with all requirements. Any temporary residence, trailer, recreational vehicle or mobile home being occupied by a person must be connected to public water and sewer and may be required to connect to the local electrical service. Garbage disposal facilities are required. A minimum of one off-street parking space will be required for a temporary residence. The area surrounding the temporary residence/trailer shall be kept in a clean and sanitary condition.

HBC 18.20.020 Definitions:

“Temporary use” means a building or structure that is capable of being immediately moved, or a use which is for a limited time up to ~~six~~ **18** months.



**Haines Borough
Assembly Agenda Bill**

Agenda Bill No.: 13-281
Assembly Meeting Date: 5/28/13

Business Item Description:	Attachments:
Subject: Amend Harbor Fee Schedule to clarify winter moorage rates	1. Ordinance 13-05-331
Originator: Harbormaster	
Originating Department: Ports & Harbors	
Date Submitted: 5-2-13	

Full Title/Motion:
Motion: Introduce Ordinance 13-05-331 and set a first public hearing for 6/11/13.

Administrative Recommendation:

Fiscal Impact:

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

Comprehensive Plan Consistency Review:

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

Summary Statement:
The harbormaster recommends an amendment to the Harbor Fee Schedule to add "to qualify vessel must be up-to-date on all Port and Harbor Fees and pay for the winter moorage rate in advance" under Transient Boat Moorage Fees and to strike the winter rate language from the Permanent Open Moorage Vessels section. Permanent open moorage is paid annually, not seasonally.

Referral:

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

Assembly Action:

Workshop Date(s):	Public Hearing Date(s):
Meeting Date(s): 5/28/13	Tabled to Date:

An ordinance of the Haines Borough adopting, by ordinance, a revised fee schedule that clarifies qualification for winter moorage rates.

WHEREAS, the Haines Borough owns and operates the Portage Cove Harbor and the Letnikof Cove Harbor; and

WHEREAS, the Borough Assembly establishes rates, fees, and penalties for Haines Borough harbor facilities; and

WHEREAS, Haines Borough Code, section 2.12.020(B), requires fines and penalties be provided by ordinance,

NOW THEREFORE BE IT ENACTED, by the Haines Borough Assembly, that the following Harbor Fee Schedule is hereby adopted by ordinance.

Section 1. Classification. This ordinance is not of a general and permanent nature and shall not become a part of the Haines Borough Code of Ordinances.

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 2. Effective Date. This ordinance shall become effective immediately upon adoption.

Section 3. Purpose. To adopt, via ordinance, the following revised Harbor Fee Schedule to clarify qualification for winter moorage rates:

Haines Borough – Harbor Fee Schedule

(See HBC Title 16 for regulations and more information)

1. Transient Boat Moorage Fees

Short-term (less than two weeks)	\$.50 per lineal foot per day*
Long-term (two weeks and longer)	\$5.00 per lineal foot per month*

Winter Rates – From October 1 through March 31, transient moorage vessels qualify for winter rates: one-half the amount that the vessel would ordinarily be charged. **To qualify vessel must be up-to-date on all Port and Harbor Fees and pay for the winter moorage rate in advance.**

* Transient moorage which must be invoiced will be charged at twice the normal rate (HBC 16.16.050).

2. Boat Launch Ramp Use Fees

Annual Launch Ramp Sticker – Recreational Vessel	\$60.00 per trailer per year
Daily Launch Ramp Use Fee	\$15.00 per trailer per day
Non Compliance Fee	\$60.00 per violation

3. Live-Aboard Fees

1 to 14 days	No charge other than the regular moorage rate
Over 14 days (prohibited October 15 th to April 1 st)	\$70.00 per month in addition to the regular moorage rate

4. Conducting Business from Any Vessel in the Harbor

Transient Vessel	\$10.00 per day (plus a borough business license and collection of sales tax)
Permanent Stall Vessels and Permanent Open Moorage Vessels	\$0 per day but must have a borough business license & collect sales tax
Non Compliance Fee	\$50.00 per violation

5. Boat Houses, Floats, Scows, Barges, Pile Drivers, and Dredges

These vessels are allowed only on a temporary basis at the harbormaster's discretion and, when allowed, are assessed a fee twice the rate of other vessels. Note: Living aboard is not allowed on these vessels and watercraft.

6. Seaplane Moorage Fees

Open Moorage	Fee
Less than 3 hours	No charge
3 to 24 hours	\$15.00
Each additional 24-hour period or fraction thereof	\$15.00

7. Electrical Connection and Service Rates

Connection Costs (permanent stalls or open moorage) <i>Paid to the local utility</i>	Actual cost of connection (boat owner makes the arrangements with the local utility and pays them directly)
Service Fee (all vessels utilizing electrical service) <i>Paid to the borough</i>	\$10.00 per day
Service Fee (utilizing 240 service)	\$20.00 per day
Annual Service Maintenance fee (if Electrical service is activated)	\$15.00 annual

8. Harbor Crane Use

Annual Crane Use Permit (not available for transient vessels)	\$50.00 per year
Transient Vessels	\$20.00 per hour

9. Letnikof Cove Harbor Moorage

Special Joint-Use Permit Fees

(only for boat harbor stall renters who are paid current)

Length of Vessel	Annual Fee
Up to 24 feet	\$75.00
25 to 40 feet	\$100.00
41 to 60 feet	\$125.00
61 to 80 feet	\$150.00
Over 80 feet	\$200.00

Regular Use Permit Fees

(for vessels without a boat harbor stall OR stall renters who are not paid current)

Short-term (less than two weeks)	\$.50 per lineal foot per day
Long-term (two weeks and longer)	\$5.00 per lineal foot per month

10. Miscellaneous Fees

Grid Use	\$15.00 min or \$.50 per ft per tide cycle
Harbor Staff Labor (8-5 Monday-Saturday)	\$40.00 per hour (one hour minimum)
Harbor Staff Labor (After regular hours)	\$80.00 per hour (one hour minimum)
Tie-up Fee	\$20.00 per time plus cost of line (Harbor staff time not included)
Fee to Move a Boat	\$50.00 per time
Waitlist Fee	\$25.00 (first year) and \$10.00 per year thereafter
Seniority Transfer list Fee	\$10.00 per year
Pump Fee	\$20.00 per hour
Portable Electric Generator Fee	\$20.00 per day
Upland Storage Fee	\$.20 per square foot per month

11. Hazardous Waste Disposal

Motor Oil	Free
Hydraulic Oil	Free
Diesel	Free
Gasoline	Free
Antifreeze	Free
Oil filters and Oiled Rags	Free
Paint	Free
Hazardous Materials Not Listed From Vessel	Free

12. Penalties for Violations

First Violation	\$50.00
Second Violation	\$100.00
Third Violation And Any there After	\$150.00

13. Permanent Open Moorage Vessels

Long-term vessels with no permanent stall that meet the conditions outlined in HBC 16.16.105(A) shall qualify for rates equal to the regular moorage rate for their size vessel (see #14 - *Annual Moorage Rates*). If the conditions are not met, transient rates apply (see #1 – *Transient Boat Moorage Fees*).

Permanent stall renters that have a second commercial vessel and meet the conditions outlined in HBC 16.16.105(A) shall qualify for rates equal to the regular moorage rate for their size vessel (see #14 - *Annual Moorage Rates*) provided the permanent stall fee is paid. If the conditions are not met, transient rates apply (see #1 – *Transient Boat Moorage Fees*), and from April 1st through September 30th these vessels shall be charged the long-term transient moorage rate.

~~**Winter Rates** – From October 1 through March 31, permanent open moorage vessels qualify for winter rates: one-half the amount that the vessel would ordinarily be charged.~~

14. Annual Moorage Rates

Length (feet)	10/1/12 to 9/30/13	10/1/13 to 9/30/14	10/1/14 to 9/30/15	10/1/15 to 9/30/16	10/1/16 to 9/30/17	10/1/17 to 9/30/18
	(\$18/ft up to 40 ft; \$24/ft over 40 ft)	(\$19/ft up to 40 ft; \$25/ft over 40 ft)	(\$20/ft up to 40 ft; \$26/ft over 40 ft)	(\$21/ft up to 40 ft; \$27/ft over 40 ft)	(\$22/ft up to 40 ft; \$28/ft over 40 ft)	(\$23/ft up to 40 ft; \$29/ft over 40 ft)
15	\$270	\$285	\$300	\$315	\$330	\$345
16	\$288	\$304	\$320	\$336	\$352	\$368
17	\$306	\$323	\$340	\$357	\$374	\$391
18	\$324	\$342	\$360	\$378	\$396	\$414
19	\$342	\$361	\$380	\$399	\$418	\$437
20	\$360	\$380	\$400	\$420	\$440	\$460
21	\$378	\$399	\$420	\$441	\$462	\$483
22	\$396	\$418	\$440	\$462	\$484	\$506
23	\$414	\$437	\$460	\$483	\$506	\$529
24	\$432	\$456	\$480	\$504	\$528	\$552
25	\$450	\$475	\$500	\$525	\$550	\$575
26	\$468	\$494	\$520	\$546	\$572	\$598
27	\$486	\$513	\$540	\$567	\$594	\$621
28	\$504	\$532	\$560	\$588	\$616	\$644
29	\$522	\$551	\$580	\$609	\$638	\$667
30	\$540	\$570	\$600	\$630	\$660	\$690
31	\$558	\$589	\$620	\$651	\$682	\$713
32	\$576	\$608	\$640	\$672	\$704	\$736
33	\$594	\$627	\$660	\$693	\$726	\$759
34	\$612	\$646	\$680	\$714	\$748	\$782
35	\$630	\$665	\$700	\$735	\$770	\$805
36	\$648	\$684	\$720	\$756	\$792	\$828
37	\$666	\$703	\$740	\$777	\$814	\$851
38	\$684	\$722	\$760	\$798	\$836	\$874

Haines Borough
Ordinance No. 13-05-331
Page 5 of 6

Length (feet)	10/1/12 to 9/30/13 (\$18/ft up to 40 ft; \$24/ft over 40 ft)	10/1/13 to 9/30/14 (\$19/ft up to 40 ft; \$25/ft over 40 ft)	10/1/14 to 9/30/15 (\$20/ft up to 40 ft; \$26/ft over 40 ft)	10/1/15 to 9/30/16 (\$21/ft up to 40 ft; \$27/ft over 40 ft)	10/1/16 to 9/30/17 (\$22/ft up to 40 ft; \$28/ft over 40 ft)	10/1/17 to 9/30/18 (\$23/ft up to 40 ft; \$29/ft over 40 ft)
39	\$702	\$741	\$780	\$819	\$858	\$897
40	\$960	\$760	\$800	\$840	\$880	\$920
41	\$984	\$1,025	\$1,066	\$1,107	\$1,148	\$1,189
42	\$1,008	\$1,050	\$1,092	\$1,134	\$1,176	\$1,218
43	\$1,032	\$1,075	\$1,118	\$1,161	\$1,204	\$1,247
44	\$1,056	\$1,100	\$1,144	\$1,188	\$1,232	\$1,276
45	\$1,080	\$1,125	\$1,170	\$1,215	\$1,260	\$1,305
46	\$1,104	\$1,150	\$1,196	\$1,242	\$1,288	\$1,334
47	\$1,128	\$1,175	\$1,222	\$1,269	\$1,316	\$1,363
48	\$1,152	\$1,200	\$1,248	\$1,296	\$1,344	\$1,392
49	\$1,176	\$1,225	\$1,274	\$1,323	\$1,372	\$1,421
50	\$1,200	\$1,250	\$1,300	\$1,350	\$1,400	\$1,450
51	\$1,224	\$1,275	\$1,326	\$1,377	\$1,428	\$1,479
52	\$1,248	\$1,300	\$1,352	\$1,404	\$1,456	\$1,508
53	\$1,272	\$1,325	\$1,378	\$1,431	\$1,484	\$1,537
54	\$1,296	\$1,350	\$1,404	\$1,458	\$1,512	\$1,566
55	\$1,320	\$1,375	\$1,430	\$1,485	\$1,540	\$1,595
56	\$1,344	\$1,400	\$1,456	\$1,512	\$1,568	\$1,624
57	\$1,368	\$1,425	\$1,482	\$1,539	\$1,596	\$1,653
58	\$1,392	\$1,450	\$1,508	\$1,566	\$1,624	\$1,682
59	\$1,416	\$1,475	\$1,534	\$1,593	\$1,652	\$1,711
60	\$1,440	\$1,500	\$1,560	\$1,620	\$1,680	\$1,740
61	\$1,464	\$1,525	\$1,586	\$1,647	\$1,708	\$1,769
62	\$1,488	\$1,550	\$1,612	\$1,674	\$1,736	\$1,798
63	\$1,512	\$1,575	\$1,638	\$1,701	\$1,764	\$1,827
64	\$1,536	\$1,600	\$1,664	\$1,728	\$1,792	\$1,856
65	\$1,560	\$1,625	\$1,690	\$1,755	\$1,820	\$1,885
66	\$1,584	\$1,650	\$1,716	\$1,782	\$1,848	\$1,914
67	\$1,608	\$1,675	\$1,742	\$1,809	\$1,876	\$1,943
68	\$1,632	\$1,700	\$1,768	\$1,836	\$1,904	\$1,972
69	\$1,656	\$1,725	\$1,794	\$1,863	\$1,932	\$2,001
70	\$1,680	\$1,750	\$1,820	\$1,890	\$1,960	\$2,030
71	\$1,704	\$1,775	\$1,846	\$1,917	\$1,988	\$2,059
72	\$1,728	\$1,800	\$1,872	\$1,944	\$2,016	\$2,088
73	\$1,752	\$1,825	\$1,898	\$1,971	\$2,044	\$2,117
74	\$1,776	\$1,850	\$1,924	\$1,998	\$2,072	\$2,146
75	\$1,800	\$1,875	\$1,950	\$2,025	\$2,100	\$2,175
76	\$1,824	\$1,900	\$1,976	\$2,052	\$2,128	\$2,204

Haines Borough
Ordinance No. 13-05-331
Page 6 of 6

Length (feet)	10/1/12 to 9/30/13 (\$18/ft up to 40 ft; \$24/ft over 40 ft)	10/1/13 to 9/30/14 (\$19/ft up to 40 ft; \$25/ft over 40 ft)	10/1/14 to 9/30/15 (\$20/ft up to 40 ft; \$26/ft over 40 ft)	10/1/15 to 9/30/16 (\$21/ft up to 40 ft; \$27/ft over 40 ft)	10/1/16 to 9/30/17 (\$22/ft up to 40 ft; \$28/ft over 40 ft)	10/1/17 to 9/30/18 (\$23/ft up to 40 ft; \$29/ft over 40 ft)
77	\$1,848	\$1,925	\$2,002	\$2,079	\$2,156	\$2,233
78	\$1,872	\$1,950	\$2,028	\$2,106	\$2,184	\$2,262
79	\$1,896	\$1,975	\$2,054	\$2,133	\$2,212	\$2,291
80	\$1,920	\$2,000	\$2,080	\$2,160	\$2,240	\$2,320
81	\$1,944	\$2,025	\$2,106	\$2,187	\$2,268	\$2,349
82	\$1,968	\$2,050	\$2,132	\$2,214	\$2,296	\$2,378
83	\$1,992	\$2,075	\$2,158	\$2,241	\$2,324	\$2,407
84	\$2,016	\$2,100	\$2,184	\$2,268	\$2,352	\$2,436
85	\$2,040	\$2,125	\$2,210	\$2,295	\$2,380	\$2,465
86	\$2,064	\$2,150	\$2,236	\$2,322	\$2,408	\$2,494
87	\$2,088	\$2,175	\$2,262	\$2,349	\$2,436	\$2,523
88	\$2,112	\$2,200	\$2,288	\$2,376	\$2,464	\$2,552
89	\$2,136	\$2,225	\$2,314	\$2,403	\$2,492	\$2,581
90	\$2,160	\$2,250	\$2,340	\$2,430	\$2,520	\$2,610
91	\$2,184	\$2,275	\$2,366	\$2,457	\$2,548	\$2,639
92	\$2,208	\$2,300	\$2,392	\$2,484	\$2,576	\$2,668
93	\$2,232	\$2,325	\$2,418	\$2,511	\$2,604	\$2,697
94	\$2,256	\$2,350	\$2,444	\$2,538	\$2,632	\$2,726
95	\$2,280	\$2,375	\$2,470	\$2,565	\$2,660	\$2,755
96	\$2,304	\$2,400	\$2,496	\$2,592	\$2,688	\$2,784
97	\$2,328	\$2,425	\$2,522	\$2,619	\$2,716	\$2,813
98	\$2,352	\$2,450	\$2,548	\$2,646	\$2,744	\$2,842
99	\$2,376	\$2,475	\$2,574	\$2,673	\$2,772	\$2,871
100	\$2,400	\$2,500	\$2,600	\$2,700	\$2,800	\$2,900

ADOPTED BY A DULY CONSTITUTED QUORUM OF THE HAINES BOROUGH ASSEMBLY THIS
____ DAY OF _____, 2013.

Stephanie Scott, Mayor

ATTEST:

Julie Cozzi, MMC, Borough Clerk

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



**Haines Borough
Assembly Agenda Bill**

Agenda Bill No.: 13-275
Assembly Meeting Date: 5/28/13

Business Item Description:	Attachments:
Subject: Change the way Assembly Members and School Board Members are elected.	1. Ordinance 13-05-327
Originator: Assembly (draft ordinance by D.Schnabel and J.Cozzi)	
Originating Department:	
Date Submitted: 5-6-13	

Full Title/Motion:
 Motion: Introduce Ordinance 13-05-327 and set a first public hearing for 6/11/13.

Administrative Recommendation:

Fiscal Impact:

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

Comprehensive Plan Consistency Review:

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

This ordinance is in response to one of the goals in the assembly's 2012-13 Strategic Plan: "Begin Investigation into New Approach for Election of Assembly Members." The draft includes the school board members in this new approach. Assembly Member Schnabel worked with the borough clerk to prepare this draft. If it is adopted, it will require Dept of Justice preclearance prior to becoming effective. On 5/14, the assembly referred this ordinance to the Government Affairs & Services Committee, however it is on this assembly agenda at the mayor's request.

Referral:

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

Assembly Action:

Workshop Date(s):	Public Hearing Date(s):
Meeting Date(s): 5/14, 5/28/13	Tabled to Date:

Referred to GAS
Committee on 5/14;
has not been
introduced

Draft

HAINES BOROUGH, ALASKA
ORDINANCE No. 13-05-327

AN ORDINANCE OF THE HAINES BOROUGH AMENDING BOROUGH CODE TITLE 2, SECTIONS 2.08.010, 2.68.140, 2.68.200, AND 2.68.510 TO ALLOW FOR ELECTION OF ASSEMBLY AND SCHOOL BOARD MEMBERS THROUGH SINGLE LISTS OF CANDIDATES.

BE IT ENACTED BY THE HAINES BOROUGH ASSEMBLY:

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

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

Section 3. Effective Date. In accordance with the Voting Rights Act of 1965, 42 U.S.C. § 1973 et. seq., following submission to the U.S. Department of Justice for preclearance, this ordinance shall become effective upon notification of a decision not to object from the U.S. Attorney General, or if the U.S. Attorney General fails to interpose an objection to these changes to the Borough election code, not sooner than sixty (60) days following preclearance submission pursuant to 28 C.F.R. § 51.42.

Section 4. Amendment of Section 2.08.010. Section 2.08.010 of the Haines Borough Code of Ordinances is amended to read as follows:

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

2.08.010 Assembly members – Election number and ~~seat designation terms~~.

There shall be an assembly of six members, all of which shall be elected at large for three-year terms. ~~For the purposes of election only, each assembly position shall be designated by seat, with the initial term of each seat being as follows:~~

Seat A	Seat B	Seat C
2003	2002	2002
2006	2004	2005
Seat D	Seat E	Seat F
2003	2002	2002
2006	2004	2005

Section 5. Amendment of Section 2.68.140. Section 2.68.140 of the Haines Borough Code of Ordinances is amended to read as follows:

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

2.68.140 Declaration of candidacy and nomination petition.

A. Nomination. Any person qualified to serve in an elective office in the borough may have the person's name placed on the ballot as a candidate for elective office by filing a nomination petition and declaration of candidacy on forms prescribed and provided by the borough clerk. The nomination petition must be signed by no fewer than 10 voters qualified to vote in the borough. Signatures to a nomination petition need not all be appended to one page. To each separate

page of a petition shall be attached an affidavit of the person circulating the petition stating that each signature appended thereto was made in his or her presence and is the genuine signature of the person whose name it purports to be. To each nominating petition shall be attached declaration of candidacy stating that the candidate named in the petition consents to serve if elected to the ~~position~~ **office** for which the person is nominated. The nominating petition and declaration of candidacy must be filed with the borough clerk or a duly authorized representative not more than 87 and not less than 67 days prior to the general election. The candidate's signature on the declaration of candidacy shall be notarized.

The nominating petition shall be in substantially the following form:

Nominating Petition

We, the undersigned qualified voters of the Haines Borough, in the State of Alaska, hereby nominate and sponsor _____, who resides in the Haines Borough, for the office of _____, and ask that his/her name be placed on the October ____, 20__ General Election ballot.

We individually certify that we are qualified to vote in the named election.

Name Residence Address Date Signed

(Followed by at least 10 lines for signatures.)

The declaration of candidacy shall be in substantially the following form:

Declaration of Candidacy

I, _____, declare that I reside at _____ in the Haines Borough, Alaska; that I am a registered voter in the borough; that I have resided in the borough continuously for a period of at least one year immediately preceding the date of the election for which I am being nominated and meet the definition of resident in Borough Charter 18.09(J) and the residency standards in HBC 2.68.130(A)(2).

I declare myself a candidate for the office of _____ ~~for a term of _____ years,~~ and request that my name be printed upon the official ballot for the borough election to be held on the _____ day of _____, 20__.

SIGNATURE: _____

FOLLOWED BY A NOTARIZATION BLOCK.

Section 6. Amendment of Section 2.68.200. Section 2.68.200 of the Haines Borough Code of Ordinances is amended to read as follows:

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

2.68.200 Form of ballot.

A. The clerk shall prepare all official ballots to facilitate fairness, simplicity, and clarity in the voting procedure, to reflect most accurately the intent of the voter, and to expedite the administration of elections.

B. The official ballot shall contain, at the top thereof, the words "Official Ballot" and the date of the election, whether such election is a general borough election or a special borough election, and such instructions to the voters as will enable them intelligently to mark their ballots for the candidates for whom they desire to vote, and to intelligently vote upon the questions which are submitted.

C. The clerk shall determine the size of the ballot, the type of print, necessary additional instruction notes to voters, and other similar matters of form not provided by law. The ballots shall be numbered in series to ensure simplicity and secrecy and to prevent fraud.

D. The names ~~title~~ of all offices ~~and candidates~~ to be voted upon (**mayor, assembly member, or school board member**) shall be printed on the ballot. The title of each office to be filled shall be followed by the printed names of the candidates for such office **in a single list arranged alphabetically**, below which shall be blank lines equal in number to the candidates to be elected to such office, upon which the voter may write the names of persons not listed on the ballot. The words "Vote for ___ only" with the appropriate number replacing the blank shall be placed before the list of candidates for each office. **Instruction notes shall state that offices will be filled by the candidates receiving the greatest number of votes exceeding 40%, and if terms are of different lengths, the candidate with the highest number of votes will be elected to the longest term.** The names of candidates shall be printed as they appear upon the nomination petitions filed with the borough clerk except that any honorary or assumed title or prefix shall be omitted. However, the candidate's name appearing on the ballot may include a nickname or familiar form of the proper name. ~~The names of candidates shall be arranged alphabetically. Provision shall be made for voting for a write-in candidate for each seat.~~

E. Following the offices and candidates there shall be placed on the ballot or on separate ballots as the clerk may determine, all propositions or questions to be voted upon. The words "Yes" and "No" shall be placed with the statement of each proposition or question for selection.

Section 7. Amendment of Section 2.68.510. Section 2.68.510 of the Haines Borough Code of Ordinances is amended to read as follows:

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

2.68.510 Votes required to elect – Runoff elections.

If in a borough election **an office is not filled because** ~~no candidate receives~~ **received** ~~in excess of~~ **fewer than** 40 percent of the votes cast ~~for the respective office,~~ the **assembly borough** shall hold a runoff election between the candidates receiving the greatest number of votes for the office on the first Tuesday in November following the canvass and certification as in HBC 2.68.500. **There shall be two runoff candidates for each office to be filled.** Notice of the runoff election shall be published at least 10 days before the election date. The person**(s)** receiving the highest number of votes shall be elected ~~to the seat~~ following canvass and certification of the election as provided in HBC 2.68.500.

ADOPTED BY A DULY CONSTITUTED QUORUM OF THE HAINES BOROUGH ASSEMBLY THIS _____ DAY OF _____, 2013.

ATTEST:

Stephanie Scott, Mayor

Julie Cozzi, MMC, Borough Clerk

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

Mayoral Appointments 5/28/13

Museum Board of Trustees

John Hagen – Appointment - term expires 11/2015

This will leave 0 vacancies

Remaining Board Vacancies:

Tourism Advisory Board – 1 seat

Chilkat Center Advisory Board – 2 seats

Ad hoc Downtown Revitalization Committee – 2 seat

Four Winds RMSA Board – up to 4 seats

Historic Dalton Trail RMSA Board – 1 seat

Riverview Drive RMSA Board – up to 2 seats