


Haines Borough
Borough Assembly Meeting #257
AGENDA

November 12, 2013 - 6:30 p.m.

Location: Assembly Chambers, Public Safety Bldg

Stephanie Scott,
Mayor

Dave Berry Jr.,
Assembly Member

Diana Lapham,
Assembly Member

Debra Schnabel,
Assembly Member

Joanne Waterman,
Assembly Member

George Campbell
Assembly Member

Jerry Lapp,
Assembly Member

TBD
Borough Manager

Julie Cozzi,
Interim Manager

Michelle L. Webb,
Interim Clerk

1. CALL TO ORDER/PLEDGE TO THE FLAG/ROLL CALL

2. 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:

- 8B – Sheldon Museum Report
- 8C – Chilkat Center for the Arts Report
- 9A - Sheldon Museum Board of Trustee Minutes
- 11A1 – Adoption of Resolution 13-11-514
- 11A2 – Adoption of Resolution 13-11-515
- 11A3 – Adoption of Resolution 13-11-516
- 11A4 – Adoption of Resolution 13-11-517
- 11A5 – Adoption of Resolution 13-11-518
- 11B2 – Introduction of Ordinance 13-11-356
- 11C2 – Board Appointments
- 11C3 – Assembly Committee Appointments
- 11C4 – Opportunity for Comment - Dusty Trails Acquisition and Rehabilitation
- 11C5 – Rebate on Vehicle Registration Fees
- 11C6 – Review of Election Practices and Code
- 12A - Alaska Marine Highway Parking Waiver Application

3. APPROVAL OF MINUTES – None

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

5. 2013 BOROUGH ELECTION

A. Approve Election Contest Findings of Fact

(Note: the two new Assembly members should not participate in adopting the findings as they were not involved in making the certification decision.) **Motion:** Adopt Election Contest Findings of Fact.

B. Oaths of Office/Borough Assembly

C. Cost of Election Investigation

*Haines Borough Code 2.68.550 Expenses of contested election states that "All expenses incurred by the borough pursuant to an election contest shall be paid by the candidate or voters contesting the election and each of them shall be individually liable for the whole amount of such expenses, unless: (A) the results of the election are changed by a recount, or (B) the difference between the winning and losing vote on the result contested is changed by more than two percent, or (C) the assembly determines that the election was invalid, or (D) otherwise ordered by the assembly. (Ord. 10-05-229 § 4). The following motion is recommended by the Mayor (please attached memos). **Recommended Motion:** All expenses incurred by the borough pursuant to the election contest be absorbed by the Haines Borough.*

6. MAYOR'S COMMENTS/REPORT

7. PUBLIC HEARINGS

A. Ordinance 13-10-351 – Second Hearing

An Ordinance of the Haines Borough providing for the addition or amendment of specific line items to the FY14 budget.

*This ordinance is recommended by the borough manager and chief financial officer. It was introduced on 10/8 and had a first public hearing on 10/22. A memo from the finance director outlines several additional recommended amendments as a result of the 11/6 Finance Committee Meeting. **Motion:** Adopt Ordinance 13-10-351.*

7. PUBLIC HEARINGS ---continued---

B. **Ordinance 13-10-353** – First Hearing

An Ordinance of the Haines Borough amending Haines Borough Code Title 18 Section 18.30.070 to make changes to fees and penalties.

This ordinance is recommended by the interim borough manager and was introduced on 10/22.

Motion: Advance Ordinance 13-10-353 to a second public hearing on 12/10/13.

C. **Ordinance 13-10-354** – First Hearing

An Ordinance of the Haines Borough amending Haines Borough Code Title 18 Section 18.70.030 to define recreational zone and adding Haines Borough Code Title 12 Section 12.50 to prohibit motorized use in the Chilkat River Beaches Recreational Zone.

This ordinance is recommended by the planning commission and was introduced on 10/22.

Motion: Advance Ordinance 13-10-354 to a second public hearing on 12/10/13.

D. **Ordinance 13-07-339** – First Hearing

An Ordinance of the Haines Borough amending Borough Code Section 5.18.080 to change the procedure for amending the Commercial Ski Tour Areas Map.

This ordinance was proposed by Mayor Scott. It was introduced on 7/23/13 and referred to the Government Affairs & Services Committee. It returned to the assembly on 10/22 when it was amended with a substitute ordinance and scheduled for a first public hearing. **Motion:** Advance Ordinance 13-07-339 to a second public hearing on 12/10/13.

8. STAFF/FACILITY REPORTS

A. **Interim Borough Manager – 11/12/13 Report**

* B. **Sheldon Museum – Staff Report of August-September 2013**

* C. **Chilkat Center for the Arts – Adjusted Use Report for August 2013**

9. COMMITTEE/COMMISSION/BOARD REPORTS & MINUTES

* A. **Sheldon Museum Board of Trustees – Minutes of 10/7/13**

B. **Assembly Standing Committee Reports**

10. UNFINISHED BUSINESS

11. NEW BUSINESS

A. Resolutions

*1. **Resolution 13-11-514**

A Resolution of the Haines Borough Assembly waiving the \$250.00 after-the-fact fee assessed for keeping chickens in a single residential zone without a conditional use permit on parcel # C-CEM-00-1500 belonging to Penny Fossman.

This resolution is recommended by the planning commission. **Motion:** Adopt Resolution 13-11-514.

*2. **Resolution 13-11-515**

A Resolution of the Haines Borough Assembly authorizing the Borough Manager to dispose of a surplus 1981 CAT 950 loader by any of the methods specified in Haines Borough Code 14.24.010 (Disposal of personal property).

This resolution is recommended by the interim borough manager. **Motion:** Adopt Resolution 13-11-515.

*3. **Resolution 13-11-516**

A Resolution of the Haines Borough Assembly authorizing the Borough Manager to contract with Pacific Rim Mechanical in the amount of \$19,500 for the installation of a harbor pump-out system.

This resolution is recommended by the director of public facilities, the ports and harbor advisory committee, and the harbormaster. **Motion:** Adopt Resolution 13-11-516.

*4. **Resolution 13-11-518**

A Resolution of the Haines Borough Assembly authorizing the Borough Manager to contract with Community Waste Solutions in the amount of \$40,000 for the disposal of surplus material from the demolition of the Port Chilkoot Dock.

This resolution is recommended by the director of public facilities. **Motion:** Adopt Resolution 13-11-518.

11. NEW BUSINESS

A. Resolutions --continued--

*5. Resolution 13-11-519

A Resolution of the Haines Borough Assembly authorizing the Borough Manager to enter into a professional services agreement with CTA Architects and Engineers for Wood Heat Design for an amount not-to-exceed \$33,000.

*This resolution is recommended by the administration. **Motion:** Adopt Resolution 13-11-518.*

6. Resolution 13-11-517

A Resolution of the Haines Borough Assembly authorizing the Borough Manager to enter into a construction contract with Arcticom for the E-911 and Dispatch Services Project for an amount not-to-exceed \$487,319.30.

*This resolution is recommended by the interim chief of police and the director of public facilities. The proposed funding of this resolution is dependent on the passage of an amendment to Ordinance 13-10-351. **Motion:** Adopt Resolution 13-11-518.*

7. Resolution 13-11-520

A Resolution of the Haines Borough Assembly authorizing the Borough Manager to contract with Berry Brothers Towing & Transport for an amount not-to-exceed \$50,000 for the purchase of a Freightliner flatbed truck.

*This resolution is supported by the administration. The proposed funding of this resolution is dependent on the passage of an amendment to Ordinance 13-10-351. **Motion:** Adopt Resolution 13-11-518.*

B. Ordinances for Introduction

1. Ordinance 13-11-355

A Non-Code Ordinance approving the conveyance to the State of Alaska, Department of Natural Resources ("DNR") of Lot 7, Block B Excursion Inlet South Subdivision Plat No. 81-58 Juneau Recording District First Judicial District State of Alaska.

*This ordinance is recommended by the borough attorney and finance director. **Motion:** Introduce Ordinance 13-11-355 and set a first public hearing for 12/10/13.*

*2. Ordinance 13-11-356

An Ordinance of the Haines Borough amending Haines Borough Code Title 2 Section 2.60.055 to remove the review of membership applications by the committee, board or commission when filling vacancies.

*This ordinance is recommended by the mayor and interim borough manager. **Motion:** Introduce Ordinance 13-11-356 and set a first public hearing for 12/10/13.*

C. Other New Business

1. Appeal of Planning Commission Decision

Explanation/History: *The borough manager issued an enforcement order to property owner Fred Einspruch requiring the payment of a \$250 after-the-fact fee for constructing a carport without a land-use permit as required by borough code. Einspruch appealed to the planning commission and on October 10. The planning commission voted to deny the appeal, thereby recommending the assembly to not waive the fee (HBC 18.30.070(D)). HBC 18.30.060 allows for an appeal to the assembly of a planning commission decision. Einspruch submitted an appeal to the borough clerk on 10/17. The burden of proof is on the appellant to make the case that the planning commission erred in their decision and that a rehearing by the assembly is warranted.*

Assembly Action Needed at THIS meeting: *Per HBC 18.30.060, following the appellant's presentation if he is in attendance, the assembly must decide by motion:*

- *whether or not to rehear the commission's decision and, if so,*
- *whether to rehear the entire decision or a particular portion.*

Note: *Any rehearing must take place at the next regularly scheduled assembly meeting (12/10) and include a duly-noticed public hearing.*

* 2. Board Appointments

*An appointment application has been received for a seat on the Public Safety Commission. The mayor plans to make the appointment and seeks assembly confirmation. **Motion:** Confirm the mayor's appointment of Judy L. Erekson to the Public Safety Commission for a term ending 11/30/2015.*

11. NEW BUSINESS

C. Other New Business --continued--

* 3. **Assembly Committee Appointments**

*The mayor plans to make appointments and seeks assembly confirmation. **Motion:** Confirm the mayor's appointment of Standing and Advisory Committee assignments, appointment of Jerry Lapp as Deputy Mayor, and request for staff support for Assembly Standing Committees.*

* 4. **Opportunity for Comment - Dusty Trails Acquisition and Rehabilitation**

The St. Vincent de Paul Society has contacted the Haines Borough Assembly as they are applying to the Alaska Housing Finance Corporation's Goal Program to acquire and rehabilitate the Dusty Trails apartments. AHFC requires that the local government be contacted and are given opportunity to comment. No motion or comment is required, but an opportunity to comment is being provided.

* 5. **Rebate on Vehicle Registration Fees**

*Assembly member Schnabel has requested this issue to be examined by the Commerce Committee. **Motion:** Refer the examination of Motor Vehicle Registration Tax in conjunction with Commercial Passenger/Tour Vehicles fees to the Commerce Committee.*

* 6. **Review of Election Practices and Code**

*Mayor Scott recommends the GAS Committee review election practices and Title 2 election code as a result of the October 2013 election, election contest, and resulting investigation. **Motion:** Refer the review of election practices and code to the Governmental Affairs and Services Committee.*

7. **McDowell Group Revised Proposal Regarding Tourism Impact Study**

Staff is seeking direction.

8. **Haines Borough Manager Recruitment**

*The borough recently interviewed four applicants for the borough manager and would like to progress with an on-site interview and possible consulting. **Motion:** Authorize David Sosa travel to Haines for an on-site interview.*

12. CORRESPONDENCE/REQUESTS

- * A. **Alaska Marine Highway Parking Waiver Application** – Letter from Mayor Scott to AMHS requesting overnight parking waiver for the Haines ferry terminal.

13. SET MEETING DATES

- A. **Government Affairs & Services Committee** – Topics: Discussion of Ordinance 13-10-352 regarding revisions to Title 13 Water and Sewer Service procedures and potentially the review of election practices and code (item 11C6). Ordinance 13-10-352 was assigned to the GAS committee on 10/22/13.
- B. **Commerce Committee** – Topic: Discussion of Commercial Tour Vehicles and Motor Vehicle Registration Tax may be assigned at this meeting per item 11C5.

14. PUBLIC COMMENTS

15. ANNOUNCEMENTS/ASSEMBLY COMMENTS

16. ADJOURNMENT

2013 HAINES BOROUGH ELECTION CONTEST**HAINES BOROUGH ASSEMBLY****FINDINGS OF FACT AND CONCLUSIONS OF LAW**

The Haines Borough Assembly, convened in an October 22 regular meeting. One of the items on the agenda was to resolve a challenge to the 2013 election challenge based on the information obtained during an investigation. The investigation was conducted in response to a Notice of Election Contest pursuant to HBC 2.56.410©. The Assembly reviewed a written report from the investigators, accepted public input, heard a summary of the report by the Borough Attorney, discussed the issues, and voted to certify the results of the election. The Assembly hereby enters the following Findings of Fact and Conclusions of Law reflecting and memorializing the Assembly's decision on the Notice of Election Contest.

I. FINDINGS OF FACT

For its findings of fact the Assembly adopts by reference the "Report on Investigation into 2013 Election" attached hereto.

II. CONCLUSIONS OF LAW

The Assembly makes the following conclusions of law.

1. The programming of the Accu-Vote voting machines to automatically reject "undervoted" ballots was not a "mistake, misconduct, fraud or corruption by election officials" as that phrase is used in HBC 2.68.545(A).
2. Even if the programming of the Accu-Vote voting machines is considered a "mistake" the automatic rejection of "undervoted" ballots by the Accu-Vote machines did not favor one candidate over any other candidate and was not "sufficient to change the result" of the 2013 election as that phrase is used in HBC 2.68.545.
3. Election workers responding to the automatic rejection of the ballots for "undervoting", did not attempt to "induce" any voter from "voting for a candidate" as that phrase is used in HBC 2.68.410(A).
4. The presence of the September 26, 2013 edition of the Chilkat Valley

News in the Precinct 1 polling place was a mistake but was not “sufficient to change the result” of the 2013 election as that phrase is used in HBC 2.68.545.

5. The presence of instructions to voters on a sample ballot inside voting booths was required by HBC 2.68.230. The content of those instructions regarding the number persons to vote for was required by HBC 2.68.200(D). Accordingly, the presence of the sample ballots and instructions inside the voting booths was not a mistake.

III. DECISION

1. Having concluded no mistake, misconduct, fraud or corruption occurred sufficient to change the result of the 2013 Borough election, the election results as canvassed have been certified under HBC 2.68.500 by separate motion.

ADOPTED this ___ day of November, 2013, by the Haines Borough Assembly.

Hon. Stephanie Scott
Mayor, Haines Borough



Haines Borough
Assembly Agenda Bill

Agenda Bill No.: 13-386

Assembly Meeting Date: 11/12/13

Business Item Description:	Attachments:
Subject: Cost of Election Investigation	1. Memo from Borough Attorney regarding election contest expense recovery options 2. Ardy Miller Letter to the Assembly 3. Memo from Mayor Scott 4. Citizen Comment - Hallett
Originator: Interim Manager	
Originating Department: Administration	
Date Submitted: 10/23/13	

Full Title/Motion:

Recommended Motion: All expenses incurred by the borough pursuant to the election contest be absorbed by the Haines Borough

Administrative Recommendation:**Fiscal Impact:**

Expenditure Required	Amount Budgeted	Appropriation Required
\$ 10,000 approx.	\$	\$ 10,000 approx.

Comprehensive Plan Consistency Review:

Comp Plan Policy Nos.:

Consistent: Yes No**Summary Statement:**

Haines Borough Code 2.68.550 Expenses of contested election states that "All expenses incurred by the borough pursuant to an election contest shall be paid by the candidate or voters contesting the election and each of them shall be individually liable for the whole amount of such expenses, unless: (A) the results of the election are changed by a recount, or (B) the difference between the winning and losing vote on the result contested is changed by more than two percent, or (C) the assembly determines that the election was invalid, or (D) otherwise ordered by the assembly. (Ord. 10-05-229 § 4). The mayor has recommended that the Assembly not pursue the cost of the election from the contestant, estimated to be about \$10,000. If the recommended motion is passed, the cost of the election expense would come from the Areawide General Fund - Administration Department.

Referral:

Sent to:

Date:

Recommendation:

Refer to:

Meeting Date:

Assembly Action:

Workshop Date(s):

Public Hearing Date(s):

Meeting Date(s): 11/12/13

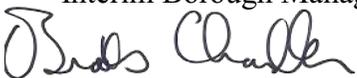
Tabled to Date:

BOYD, CHANDLER & FALCONER, LLP

Attorneys At Law
Suite 302
911 West Eighth Avenue
Anchorage, Alaska 99501
Telephone: (907) 272-8401
Facsimile: (907) 274-3698
bcf@bcf.us.com

MEMORANDUM

TO: Julie Cozzi
Interim Borough Manager



FROM: Brooks Chandler
Borough Attorney

RE: Options for Recovery of Costs of Election Investigation

DATE: October 23, 2013

Under HBC 2.68.550 if an election contest does not result in an Assembly decision the election was invalid, the expenses incurred in investigation “ shall be paid by the candidate or voters contesting the election . . . unless otherwise ordered by the assembly”. Whether to “otherwise order” was not considered at the October 22 meeting since it was not known in advance of the meeting whether the Assembly would order another election. We recommend the Assembly decide whether to exempt Ms. Miller from her obligation to reimburse the Borough for expenses before the Borough automatically seeks to recover the investigation expenses (which I estimate will approximate \$10,000 but will be known precisely before the November 12 meeting).

Whether to pursue expense recovery is at the discretion of the Assembly. In our opinion, the election contest was not frivolous and was based on genuine concerns related to the conduct of the 2013 election. This would weigh in favor of not seeking to recover the costs associated with the election investigation from Ms. Miller. On the other hand, the Assembly may believe expenses should be recovered in all cases and limit “otherwise ordering” to instances of specific financial hardship of those submitting non-frivolous election contests.

Ardys S. Miller
P.O. Box 742
Haines, Alaska 99827

Haines Borough Assembly
P.O. Box 1209
Haines, Alaska 99827

November 5, 2013

Dear Members of the Haines Borough Assembly:

I am writing to thank you for your serious and careful consideration of the findings of the investigation into the October 1, 2013 election that was conducted as a result of my contesting the election. You will recall that my concern was not with the actual outcome of the election. Rather, it was with the process and how it may have affected that outcome, and the outcomes of future elections if they were conducted in the same manner. I would also like to make it clear that I appreciate the work Julie Cozzi, Michelle Webb, Jeanette Heinrichs and all of the election workers do, and believe that they all bring only honest, ethical, and best intentions and efforts to their work with the elections. While I am disappointed that the election will not be re-run, I am pleased that the investigation resulted in findings and recommendations that will make future elections more fair and accurate. The "at-large" system of electing Borough assembly and school board members seems to be the best for our community, and correcting mistakes in the process will ensure that voters' voices are heard in a fair, accurate, and democratic process.

I am also writing to ask that the Assembly not seek financial recovery from me for the cost of the investigation, an option available under HBC 2.68.550. Contesting the election is not something I did lightly, nor for malicious or frivolous reasons. While I never believed that what I perceived to be mistakes were fraudulent, dishonest, or designed to influence the outcome in favor of a particular candidate, I did, and do believe that these mistakes, which were documented in the investigation report, affected the outcome in ways we will never know. I also believe that the investigation, and implementing the recommendations of the investigation, will result in future elections that more effectively represent the democratic process and reflect the intentions of voters. I trust that you, as members of the assembly, will also recognize the value of the investigation to the Borough and the voters, and favorably consider my request that you not pursue expense recovery.

Finally, congratulations to the new assembly members, and thank you all for your service to our community.

Sincerely,

A handwritten signature in blue ink that reads "Ardy Miller". The signature is written in a cursive, flowing style.

Ardys S. (Ardy) Miller

Memorandum

Haines Borough
Office of the Mayor
103 Third Avenue S.
Haines, Alaska 99827
sscott@haines.ak.us
Voice (907) 766-2231 ext. 30

November 6, 2013

To: Haines Borough Assembly members

Cc: Julie Cozzi, Interim Manager;
Jila Stuart, Finance Director;
Michelle Webb, Acting Clerk

From: Stephanie Scott, Mayor, Haines Borough

Subject: Cost of Election Contest

The contest of the October 2013 Haines Borough Election did not result in a change to the outcome of the election, but it has had other significant outcomes that are in the public's interest. The Acting Borough Clerk, the Interim Manager, the Borough Attorney, the Mayor, and members of the Assembly have begun an examination of the Borough Election Code and practices. Practices and sections of the code have come to our attention as a result of our experience include, but are not limited to:

- programming of the Accuvote machines for future elections;
- policy regarding training of poll workers;
- policy regarding frequency of oversight of polls by Borough Election Official on Election Day;
- HBC changes to "vote for" instructions on ballots;
- HBC changes to conditions for contest;
- HBC changes to determination of costs for contest;
- HBC changes to contest investigation procedures, such as:
 - composition of investigative team
 - adequacy of public notification for contest investigations
 - adequacy of time between the publication of a report of the contest investigation and action required by decision makers`
- HBC change to Title 2, extracting election procedures from Administration and Personnel and establishing a new Title 11 so that election procedures stand out on their own;
- HBC change to minimize the time between the last day a candidate can declare and the date of election in order to heighten consciousness of the candidacy declaration period

It's hard to think of an activity more fundamental to democracy than elections. The contest heightened our awareness of how our elections are provided for and conducted; and this heightened awareness will lead to change; thus the contest does, in my opinion, serve a public purpose. We are allowed to spend public funds for a public purpose. In this case, I recommend that the Borough Assembly absorb the cost of the 2013 election contest.

Michelle Webb

From: Stephanie Scott [sscott@aptalaska.net]
Sent: Friday, November 01, 2013 12:15 PM
To: Michelle Webb
Cc: Dana and Tish Hallett
Subject: Fwd: Election Investigation Expenses

Hi Michelle,

Dana Hallet has asked that we share this email with the Assembly as they deliberate how to defray the cost of the election contest.

Thank you.

Stephanie

Begin forwarded message:

From: Dana and Tish Hallett <tdhallett@gmail.com>
Date: November 1, 2013 11:01:00 AM AKDT
To: Stephanie Scott <sscott@aptalaska.net>
Subject: Election Investigation Expenses

2.68.550 Expenses of contested election.

All expenses incurred by the borough pursuant to an election contest shall be paid by the candidate or voters contesting the election and each of them shall be individually liable for the whole amount of such expenses, unless: (A) the results of the election are changed by a recount, or (B) the difference between the winning and losing vote on the result contested is changed by more than two percent, or (C) the assembly determines that the election was invalid, or (D) otherwise ordered by the assembly. (Ord. 10-05-229 § 4) (Emphasis Mine)

I believe that since the public has/will benefit greatly and that this challenge was not frivolous, the beneficiaries (the public) should pay for all costs of the investigation.

Maybe too, it would be important to look at a rewrite of this code to the effect that the onus of responsibility rests with the borough to conduct fair, open and transparent elections. Conducting objective, fair, open, and transparent elections is easy compared to looking forward to challenges each election based on procedures.

We need to get away from trying to discourage the public from appropriate oversight. The public need not be discouraged from challenges due to fear of financial repercussions. Someone correctly suggested that we, our

borough, is still in the growing stage of governance. We do not yet have it all correct, and this legitimate challenge is part of getting it correct.

Thanks again for our conversation on TAT as well as our dialogue following. dana

Please feel free to share this email with our Assembly.



Haines Borough
Assembly Agenda Bill

Agenda Bill No.: 13-365

Assembly Meeting Date: 11/12/13

Business Item Description:	Attachments:
Subject: FY14 Budget Amendment #2	1. Ordinance 13-10-351 2. Amendment Worksheet 3. Memo from Finance Director with additional amendments
Originator: Borough Manager	
Originating Department: Administration	
Date Submitted: 9/30/13	

Full Title/Motion:

Motion: Adopt Ordinance 13-10-351.

Administrative Recommendation:

The finance committee recommends this ordinance and amendments.

Fiscal Impact:

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

Comprehensive Plan Consistency Review:

Comp Plan Policy Nos.:

Consistent: Yes No**Summary Statement:**

This provides for the addition and amendment of the FY14 budget. This ordinance which explains the various proposed amendments was introduced on 10/8. The Finance Committee met on 11/5 to review proposed amendments. They recommend adoption and have suggested a number of additional amendments be made. The Finance Director has prepared a memo explaining these further amendments. Funding for agenda item 11A6, Resolution 13-11-517 (E-911 and Dispatch Services Project) and item 11A7, Resolution 13-11-520 (purchase of a flatbed truck) are dependent on the passage of this ordinance with the recommended additional amendments.

Referral:

Sent to: Finance Committee

Date: 10/8 and 10/22/13

Recommendation: Amend & Adopt Refer to:

Meeting Date: 11/5/13

Assembly Action:

Workshop Date(s):

Public Hearing Date(s): 10/22/13 & 11/12/13

Meeting Date(s): 10/8, 10/22, and 11/12/13

Tabled to Date:

HAINES BOROUGH

Proposed Amendments to the FY14 Budget - Ordinance #13-10-351



	Areawide General	Medical Service Area	Title III Forest Receipts	Econ Dev & Tourism	CPV Tax*	Harbor*	Lutak Dock*	
FUND	01	20	21	23	34	92	93	
Fund/Cash Balance as of 06/30/2013 (unaudited) \$	2,663,267	200,033	319,768	397,101	467,561	823,955	543,704	
Current FY14 BUDGET Excess Revenue Over (Under) CASH Expense	(352,522)	(73,169)	(50,000)	(95,704)	(81,100)	(51,759)	309,592	Totals
Proposed Amendments:								
1. Federal Secure School Revenue	190,000							190,000
2. Sawmill Creek Grant								-
3. Lutak Dock Condition Survey							(90,000)	(90,000)
4. Reappropriate CIP Engineering Funds								-
5. Electricity to the Harbor Grid						(20,000)		(20,000)
6. Stairs to the Harbor Grid						(10,000)		(10,000)
7. Harbor Ice House coil	(18,000)					-		(18,000)
8. Reduce Assembly Appropriations		1,250	19,491	500				21,241
9. Reappropriate leftover Wet Jetter budget								-
10. Additional funds for hazardous waste disposal	(1,500)							(1,500)
11. Fund Front St sidewalks from CIP					110,000			110,000
12. Fund PC Dock Trestle CI/CA & Contingency					(490,000)			(490,000)
13. Property Tax Billing Maintenance/Support	(2,000)							(2,000)
								-
PROPOSED Excess Revenue Over (Under) CASH Expense	(184,022)	(71,919)	(30,509)	(95,204)	(461,100)	(81,759)	219,592	(310,259)
Proposed Fund/Cash Balance 06/30/2014 \$	2,479,245	128,114	289,259	301,897	6,461	742,196	763,296	(310,259)
Annual Operating Budget	4,893,011							
Projected Fund Balance as % of Operating Budget	51%							
Amount in excess of 6 months of operating budget	32,740							

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

Memo



To: Haines Borough Mayor & Assembly
 From: Jila Stuart, Chief Financial Officer
 Cc: Julie Cozzi, Interim Borough Manager
 Date: November 6, 2013
 Re: Recommended Additions to Ordinance#13-10-351

The finance committee met on November 6, 2013 and recommended the following additions to the FY14 budget amendment currently before the assembly:

1. To appropriate \$25,000 of areawide general funds for the purchase of a vehicle transport flatbed truck. This appropriation is an operating transfer from the areawide general fund to the Capital Improvement Project (CIP) fund. In FY13 \$25,000 was appropriated from the CIP fund for purchase of a flatbed truck. The two appropriations will be combined for a total project budget of \$50,000 which will allow for purchase of a truck that can more easily accommodate vehicle transport than the originally budgeted flatbed truck. This appropriation will be repaid in the future from motor vehicle registration tax revenues.				
		Current FY14 Budget	Proposed FY14 Budget	Fund Balance Increase / (Decrease)*
01-98-00-8200	Operating Xfer - OUT from Gen Fund (flatbed truck)	\$0	\$25,000	(\$25,000)
50-98-00-8200	Operating Xfer - IN to CIP Fund (flatbed truck)	\$0	\$25,000	\$25,000
50-01-00-7392	Project Expenditure (Flatbed Truck)	\$0	\$25,000	(\$25,000)
Total additional appropriation for vehicle transport flatbed truck				(\$25,000)

2. To appropriate \$290,000 of harbor deferred maintenance funds for Letnikof Cove harbor improvements. \$242,370 of the total is for relocation of the Letnikof floats (Change order #1 to the contract between the Haines Borough and Pacific Pile & Marine) and \$47,630 is for project administration and inspection for the Letnikof Cove Harbor Renovation (Additive Alternate A to the contract between the Haines Borough and Pacific Pile & Marine). The \$47,630 is an operating transfer from the harbor fund to the grant fund.				
		Current FY14 Budget	Proposed FY14 Budget	Fund Balance Increase / (Decrease)*
92-01-00-8430	Harbor Improvements (PPM CO#1)	\$0	\$242,370	(\$242,370)

42-92-00-7392	Project Expenditures (CA/CI)	\$950,000	\$997,630	(\$47,630)
92-98-00-8263	Operating Xfer - Out from Harbor Fund	\$0	\$47,630	(\$47,630)
42-92-00-8263	Operating Xfer - IN to Grant Fund	\$0	\$47,630	\$47,630
Total additional appropriation for Letnikof Cove Harbor Improvements				(\$290,000)

3. To appropriate \$108,000 of additional funds for the Dispatch and e-911 Systems project. The low bid for this project is \$487,319. Currently the Borough has \$378,900 available from grant and local sources. This amendment would appropriate an additional \$108,000 from the townsite service area fund (police), the medical service area fund, and from fire district #1 (contributions are proportionate to the share they pay of the dispatch operating expense). The contributions from these funds take the form of an operating transfer to the CIP fund where the expense is recorded.

		Current FY14 Budget	Proposed FY14 Budget	Fund Balance Increase / (Decrease)*
50-01-00-7392	Project Expenditures – Narrowbanding, repeaters, and dispatch console	\$250,000	\$358,000	(\$108,000)
02-98-00-8228	Operating Xfer – out from TSA	\$478,000	\$543,880	(\$65,880)
25-98-00-8207	Operating Xfer – out from Fire	\$58,500	\$79,560	(\$21,060)
20-98-00-8253	Operating Xfer – out from Medical	\$63,500	\$84,560	(\$21,060)
50-01-00-8228	Operating Xfer – in to grant fr TSA	\$478,000	\$543,880	\$65,880
50-01-00-8207	Operating Xfer – in to grant fr Fire	\$58,500	\$79,560	\$21,060
50-01-00-8253	Operating Xfer – in to grant fr Med.	\$58,500	\$79,560	\$21,060
Total additional appropriation for Dispatch & e911 Systems Project				(\$108,000)

4. On the recommendation of the public facilities director the finance committee supported the addition of \$10,000 to the appropriation for extending electricity to the harbor grid. The finance committee also recommended the two appropriations for the harbor grid (item #5 and item #6 on ordinance #13-10-351) be combined to create a single appropriation for those improvements to the grid totaling \$40,000.



**Haines Borough
Assembly Agenda Bill**

Agenda Bill No.: 13-373
Assembly Meeting Date: 11/12/13

Business Item Description:	Attachments:
Subject: Amend Title 18 to make changes to the fees and penalties	1. Ordinance 13-10-353 2. Planning Commission Recommendation
Originator: Planning Commission	
Originating Department:	
Date Submitted: 10/11/13	

Full Title/Motion:
Motion: Advance Ordinance 13-10-353 to a second public hearing on 12/10/13.

Administrative Recommendation:
The Interim Borough Manager recommends this ordinance.

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 recommended by the planning commission. It restructures the fee schedule for fines assessed for violations of Title 18 and establishes a procedure for warnings to be issued for some violations. At the present time, HBC requires that an after-the-fact fee of \$250 be assessed without warning for all violations of Title 18. This has led to citizens being fined for minor violations. The commission thinks that fines should be more proportional to the violation, and that citizens should be given a chance to correct some violations before being fined. Failure to obtain a building permit or a construction declaration will remain a \$250 fine without warning. These violations cost the borough revenue as building projects may go without being assessed for years. For other violations of Title 18, borough staff will issue a letter of warning, and the property owner will have ten business days to correct the violation. If it is uncorrected, a fine of \$100 will be assessed. It also addresses penalties for failure to pay fines.

Referral:

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

Assembly Action:

Workshop Date(s):	Public Hearing Date(s): 11/12/13
Meeting Date(s): 10/22/13 and 11/12/13	Tabled to Date:

AN ORDINANCE OF THE HAINES BOROUGH AMENDING HAINES BOROUGH CODE TITLE 18 SECTION 18.30.070 TO MAKE CHANGES TO FEES AND PENALTIES.

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 18.30.070. Haines Borough Code 18.30.070 is amended, as follows:

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

18.30.070 Fees and penalties.

A. The fees for various permits are as follows:

Sign Permit	\$25.00
Land Use Permit	\$ 50.00
Lot Line Vacation/Adjustment	\$ 50.00
Short Plat	\$ 75.00
Special Conditions Permit	\$ 150.00
Conditional Use/Variance Permit	\$ 150.00
Rezoning/Subdivision Permit	\$ 200.00
After-the-fact fee in addition to the normal associated permit fee for beginning work without a permit	250.00 or 3% of the project value, to a maximum of 1,000.00
Penalty for violation of any section of this chapter (except beginning work without a permit — see after-the-fact fee above)	300.00

B. Penalties.

<u>1. After-the-fact fee in addition to the normal associated permit fee for beginning work without a permit or construction declaration</u>	<u>\$250.00 or 3% of the project value to a maximum of \$1,000</u>
<u>2. Penalty for violation of any section of Title 18 (except beginning work</u>	<u>\$100.00</u>

<u>without a permit - see after-the-fact fee above)</u>	
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3. The procedure for assessing penalties shall be as follows: After-the-fact fees for beginning work without a permit or construction declaration shall be assessed upon discovery of the violation. In all other violations of Title 18, Borough staff shall notify the violator by certified letter. The letter shall state the nature of the violation and inform the violator that they will have ten (10) business days to conform to the code. If the violation is not corrected within ten business days a penalty of \$100.00 shall be assessed.

4. If a penalty is not paid within thirty (30) days, interest of 1.5% per month (18% annually) will accrue. If the penalty is not paid within one year, the sum will be added to the violator's property tax.

BC. An applicant having been processed under a permit listed above, who subsequently encounters the requirement of another permit type, shall be charged the permit fee which is the highest, including any permit fees paid with the original application (i.e., an applicant who pays \$50.00 for a land use permit who then is required to apply for a variance shall be charged only \$150.00 for the entire process.)

CD. Multiple buildings or improvements and/or multiple variance requests as part of a single application for the same site will be considered as one permit respectively and not subject to successive permit fees.

DE. The planning commission may recommend to the assembly that charges and fees be stayed. The assembly may stay the fees under subsection (A) of this section if it is in the best interest of the municipality to do so and special circumstances warrant. The action must be made in writing and made part of the borough assembly's public record.

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

ATTEST:

Stephanie Scott, Mayor

Michelle L. Webb, Interim Borough Clerk

Date Introduced: 10/22/13
Date of First Public Hearing: 11/12/13
Date of Second Public Hearing: __/__/__

Haines Borough
**BOROUGH ASSEMBLY
ACTION REQUEST**

DATE: October 10, 2013

TO: Borough Assembly

FROM: Haines Borough Planning Commission

PLANNING COMMISSION ACTION: *M/S Venables* moved to “recommend the Assembly adopt the proposed draft ordinance to amend HBC 18.30.070”. The motion passed unanimously.

RATIONALE: The Planning Commission determines to consider adjusting the fine structure. This proposed ordinance restructures the fee schedule for fines assessed for violations of Title 18 and establishes a procedure for warnings to be issued for some violations. At the present time, HBC requires that an after-the-fact fee of \$250 be assessed without warning for all violations of Title 18. This has led to citizens being fined for minor violations. The Planning Commission thinks that fines should be more proportional to the violation, and that citizens should be given a chance to correct some violations before being fined. This will make the system fairer.

Failure to obtain a building permit or a construction declaration will remain a \$250 fine without warning. These violations cost the Borough revenue, as building projects may go without being assessed for years.

For other violations of Title 18, Borough staff will issue a letter of warning, and the property owner will have ten business days to correct the violation. If the violation is uncorrected a fine of \$100 will be assessed.

Part 4 outlines the penalties for failure to pay fines. Apparently there is nothing currently in HBC that can enforce non-payment, and fines go unpaid.

PLANNING COMMISSION REQUEST: for the Borough Assembly to amend HBC 18.30.070 to read:

A. The fees for various permits are as follows:

Sign Permit	\$25.00
Land Use Permit	<u>\$50.00</u>
Lot Line	<u>\$50.00</u>

Vacation/Adjustment	
Short Plat	\$75.00
Special Conditions Permit	\$150.00
Conditional Use/Variance Permit	\$150.00
Rezoning/Subdivision Permit	\$200.00
After-the-fact fee in addition to the normal associated permit fee for beginning work without a permit	250.00 or 3% of the project value, to a maximum of 1,000.00
Penalty for violation of any section of this chapter (except beginning work without a permit—see after-the-fact fee above)	300.00

B. Penalties.

1. After-the-fact fee in addition to the normal associated permit fee for beginning work without a permit or construction declaration **\$250.00 or 3% of the project value, to a maximum of \$1,000**

2. Penalty for violation of any section of Title 18 (except beginning work without a permit - see after-the-fact fee above) **\$100.00**

3. The procedure for assessing penalties shall be as follows: After-the-fact fees for beginning work without a permit or construction declaration shall be assessed upon discovery of the violation. In all other violations of Title 18, Borough staff shall notify the violator by certified letter. The letter shall state the nature of the violation and inform the violator that they will have ten (10) business days to conform to the code. If the violation is not corrected within ten business days a penalty of \$100.00 shall be assessed.

4. If a penalty is not paid within thirty (30) days, interest of 1.5% per month (18% annually) will accrue. If the penalty is not paid within one year, the sum will be added to the violator's property tax.

BC. An applicant having been processed under a permit listed above, who subsequently encounters the requirement of another permit type, shall be charged the permit fee which is the highest, including any permit fees paid with the original application (i.e., an applicant who pays \$50.00 for a land use permit who then is required to apply for a variance shall be charged only \$150.00 for the entire process.)

CD. Multiple buildings or improvements and/or multiple variance requests as part of a single application for the same site will be considered as one permit respectively and not subject to successive permit fees.

DE. The planning commission may recommend to the assembly that charges and fees be stayed. The assembly may stay the fees under subsection (A) of this section if it is in the best interest of the municipality to do so and special circumstances warrant. The action must be made in writing and made part of the borough assembly's public record. (Ord. 06-06-146)

SUBMITTED BY _____



(signature)

Rob Goldberg
Planning Commission Chairman

**AN ORDINANCE OF THE HAINES BOROUGH AMENDING HAINES BOROUGH CODE
TITLE 18 SECTION 18.30.070 FEES AND PENALTIES TO CONSIDER CERTAIN PORTIONS
OF PENALTY FEE STRUCTURE CHANGES.**

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 18.30.070 to consider certain portions of penalty fee structure changes.

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

HBC 18.30.070 Fees and penalties.

A. The fees for various permits are as follows:

Sign Permit	\$25.00
Land Use Permit	<u>\$50.00</u>
Lot Line Vacation/Adjustment	<u>\$50.00</u>
Short Plat	<u>\$75.00</u>
Special Conditions Permit	<u>\$150.00</u>
Conditional Use/Variance Permit	<u>\$150.00</u>
Rezoning/Subdivision Permit	<u>\$200.00</u>
After the fact fee in addition to the normal associated permit fee for beginning work without a permit	250.00 or 3% of the project value, to a maximum of 1,000.00

Penalty for violation of any section of this chapter (except beginning work without a permit—see after the fact fee above) 300.00

B. Penalties.

1. After-the-fact fee in addition to the normal associated permit fee for beginning work without a permit or construction declaration **\$250.00 or 3% of the project value, to a maximum of \$1,000**

2. Penalty for violation of any section of Title 18 (except beginning work without a permit - see after-the-fact fee above) **\$100.00**

3. The procedure for assessing penalties shall be as follows: After-the-fact fees for beginning work without a permit or construction declaration shall be assessed upon discovery of the violation. In all other violations of Title 18, Borough staff shall notify the violator by certified letter. The letter shall state the nature of the violation and inform the violator that they will have ten (10) business days to conform to the code. If the violation is not corrected within ten business days a penalty of \$100.00 shall be assessed.

4. If a penalty is not paid within thirty (30) days, interest of 1.5% per month (18% annually) will accrue. If the penalty is not paid within one year, the sum will be added to the violator's property tax.

BC. An applicant having been processed under a permit listed above, who subsequently encounters the requirement of another permit type, shall be charged the permit fee which is the highest, including any permit fees paid with the original application (i.e., an applicant who pays \$50.00 for a land use permit who then is required to apply for a variance shall be charged only \$150.00 for the entire process.)

CD. Multiple buildings or improvements and/or multiple variance requests as part of a single application for the same site will be considered as one permit respectively and not subject to successive permit fees.

DE. The planning commission may recommend to the assembly that charges and fees be stayed. The assembly may stay the fees under subsection (A) of this section if it is in the best interest of the municipality to do so and special circumstances warrant. The action must be made in writing and made part of the borough assembly's public record. (Ord. 06-06-146)



Haines Borough
Assembly Agenda Bill

Agenda Bill No.: 13-374
Assembly Meeting Date: 11/12/13

Business Item Description:	Attachments:
Subject: Amend Title 18 and 12 to prohibit motorized uses in the Chilkat River Beaches Recreational Zone	1. Ordinance 13-10-354 2. Committee Recommendations 3. Historical Actions of the Haines City Council and Planning Commission requested by Mayor 4. Public Comments
Originator: Planning Commission	
Originating Department:	
Date Submitted: 10/10/13	

Full Title/Motion:
Motion: Advance Ordinance 13-10-354 to a second public hearing on 12/10/13.

Administrative Recommendation:

Fiscal Impact:

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

Comprehensive Plan Consistency Review:

Comp Plan Policy Nos.: Objective 8A, Pages 203-204 and Objective 14F, Page 324	Consistent: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
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Summary Statement:

On 9/27/13 the Haines Borough Assembly discussed ATVs on Chilkat River Beaches. Assembly member Smith moved to "refer this issue to the Planning Commission, as soon as possible." On 10/10/13, the planning commission met and heard public comment about creating an ordinance prohibiting motorized use in the Chilkat River Beaches Recreational Zone. The planning commission recommends the adoption of this ordinance.

Changes to Chapter 12 add a Chilkat River Beaches Recreational Zone, define the area of this zone, and list the operation of motorized vehicles in this zone. Changes to Title 18 state that "Motorized use may be prohibited by ordinance in specific areas."

Referral:

Sent to: Planning Commission	Date: 9/27/13
Recommendation: Adopt Ordinance Refer to:	Meeting Date:

Assembly Action:

Workshop Date(s):	Public Hearing Date(s): 11/12/13
Meeting Date(s): 9/27, 10/22, and 11/12/13	Tabled to Date:

AN ORDINANCE OF THE HAINES BOROUGH AMENDING HAINES BOROUGH CODE TITLE 18 SECTION 18.70.030 TO DEFINE RECREATIONAL ZONE AND ADDING HAINES BOROUGH CODE TITLE 12 SECTION 12.50 TO PROHIBIT MOTORIZED USE IN THE CHILKAT RIVER BEACHES RECREATIONAL ZONE.

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 would prohibit the use of motorized vehicles in the Chilkat River Beaches Recreational Zone.

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

18.70.030 Zoning district - Zones

The borough is hereby divided into the following zoning districts and zones. These districts and zones are depicted on the official borough zoning map.

A. Townsite Planning/Zoning District. The townsite planning/zoning district is defined as that area known as the townsite service area.

1. I/H – Heavy Industrial Zone. The intent of the heavy industrial zone is to provide for and protect productive heavy industry.

...

12. REC – Recreational Zone. The intent of the recreational zone is to serve the outdoor recreational needs of the community and to provide protection for sensitive habitat areas. Included in this zone are publicly owned lands planned for recreational use. The recreational zoning designation may be applied to conservation easements and privately owned open space as requested by the owner. Lands zoned as recreational may include areas specified for buffers and greenbelts designed for walking, hiking and biking on maintained trails, or stream-bank riparian habitat. **Motorized use may be prohibited by ordinance in specific areas.**

Title 12 Streets, Sidewalks, and Public Places

Chapters:

12.04 Street Grades

12.08 Road and Sidewalk Construction, Maintenance, and Repair

12.10 Driveways

12.12 Building Numbering System

12.16 Street and Sidewalk Use Restrictions

12.20 Street Lights

12.40 Picture Point Park

12.50 Chilkat River Beaches Recreational Zone

Chapter 12.50 Chilkat River Beaches Recreational Zone

12.50.010 Prohibited uses.

**Operation of a motorized vehicle in the Chilkat River Beaches
Recreational Zone is prohibited.**

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

ATTEST:

Stephanie Scott, Mayor

Michelle L. Webb, Interim Borough Clerk

Date Introduced: 10/22/13
Date of First Public Hearing: 11/12/13
Date of Second Public Hearing: ___/___/___

Michelle Webb

From: Meredith R. Pochardt [mpochardt@gmail.com]
Sent: Tuesday, November 05, 2013 2:16 PM
To: Julie Cozzi; Michelle Webb; Stephanie Scott
Subject: PARC Recommendation to Assembly

Follow Up Flag: Follow up
Flag Status: Flagged

Categories: Red Category

Hi All,

I believe this afternoon is the deadline to get a letter into the packet for the Assembly Meeting on Nov. 12 so I wanted to make sure this got in.

At the November 4th Parks and Recreation Advisory Committee meeting we voted 4-0 to recommend supporting the Planning Commissions recommendation to zone the Chilkat Beach as a non-motorized area. The Parks and Rec Committee recognizes the need for various forms of recreation in the Haines Borough, however, this beach has a precedent as being a non-motorized area.

Thank you,

Meredith Pochardt
Chair - Parks and Recreation Advisory Committee
Haines Borough

Haines Borough
**BOROUGH ASSEMBLY
ACTION REQUEST**

DATE: October 10, 2013

TO: Borough Assembly

FROM: Haines Borough Planning Commission

PLANNING COMMISSION ACTION: W/S Venables moved to “recommend the Assembly adopt the proposed draft ordinance to amend HBC 18.70.030 and add HBC 12.50.010”. The motion passed 4-1 with Turner opposed.

RATIONALE: This proposed ordinance would prohibit motorized use in the Chilkat River Beaches Recreational Zone. The State of Alaska DNR's management plan for this area prohibits commercial motorized use of this area. The area is used extensively by residents for walking, picnicking and wildlife viewing. ATV use is seen by many as incompatible with these other uses, as it damages habitat and endangers pedestrians. Recently there was a near miss between an ATV and a family with small children.

The Planning Commission heard considerable testimony at the October meeting, nearly all of it in favor of making the area non-motorized. There were also twenty letters submitted, all of which support this ordinance. These letters will be included in the Assembly's packet. One resident who spoke wanted to be able to launch small boats in the southern part of this area near Carr's Cove. The Borough owns the lot just to the south of the Recreational Zone where there is beach access. There is also the boat launch at Letnikof Cove, a few miles farther south.

The proposed ordinance adds a sentence in HBC 18.70.030 in the description of Recreational Zone. This sentence allows each area zoned Recreational to be considered individually for non-motorized designation. It also makes it clear that motorized use is allowed in all areas zoned Recreational unless specifically prohibited. The other part of this proposed ordinance adds a section to Title 12 describing the Chilkat River Beaches Recreational Zone and a sentence prohibiting the use of motorized vehicles.

PLANNING COMMISSION REQUEST: for the Borough Assembly to amend HBC 18.70.030 & 12.50.010 to read:

HBC 18.70.030 Zoning district - Zones

The borough is hereby divided into the following zoning districts and zones. These districts and zones are depicted on the official borough zoning map.

A. Townsite Planning/Zoning District. The townsite planning/zoning district is defined as that area known as the townsite service area.

1. I/H – Heavy Industrial Zone. The intent of the heavy industrial zone is to provide for and protect productive heavy industry.

...

12. REC – Recreational Zone. The intent of the recreational zone is to serve the outdoor recreational needs of the community and to provide protection for sensitive habitat areas. Included in this zone are publicly owned lands planned for recreational use. The recreational zoning designation may be applied to conservation easements and privately owned open space as requested by the owner. Lands zoned as recreational may include areas specified for buffers and greenbelts designed for walking, hiking and biking on maintained trails, or stream-bank riparian habitat. **Motorized use may be prohibited by ordinance in specific areas.**

Title 12

STREETS, SIDEWALKS, AND PUBLIC PLACES

Chapters:

12.04 Street Grades

12.08 Road and Sidewalk Construction, Maintenance, and Repair

12.10 Driveways

12.12 Building Numbering System

12.16 Street and Sidewalk Use Restrictions

12.20 Street Lights

12.40 Picture Point Park

12.50 Chilkat River Beaches Recreational Zone

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

Draft

AN ORDINANCE OF THE HAINES BOROUGH AMENDING HAINES BOROUGH CODE TITLE 18 SECTION 18.70.030 TO DEFINE RECREATIONAL ZONE AND ADDING HAINES BOROUGH CODE TITLE 12 SECTION 12.50 TO PROHIBIT MOTORIZED USE IN THE CHILKAT RIVER BEACHES RECREATIONAL ZONE.

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 would prohibit the use of motorized vehicles in the Chilkat River Beaches Recreational Zone.

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

HBC 18.70.030 Zoning district - Zones

The borough is hereby divided into the following zoning districts and zones. These districts and zones are depicted on the official borough zoning map.

A. Townsite Planning/Zoning District. The townsite planning/zoning district is defined as that area known as the townsite service area.

1. I/H – Heavy Industrial Zone. The intent of the heavy industrial zone is to provide for and protect productive heavy industry.

...

12. REC – Recreational Zone. The intent of the recreational zone is to serve the outdoor recreational needs of the community and to provide protection for sensitive habitat areas. Included in this zone are publicly owned lands planned for recreational use. The recreational zoning designation may be applied to conservation easements and privately owned open space as requested by the owner. Lands zoned as recreational may include areas specified for buffers and greenbelts designed for walking, hiking and biking on maintained trails, or stream-bank riparian habitat. **Motorized use may be prohibited by ordinance in specific areas.**

Title 12
STREETS, SIDEWALKS, AND PUBLIC PLACES

Chapters:

- 12.04 Street Grades
- 12.08 Road and Sidewalk Construction, Maintenance, and Repair
- 12.10 Driveways
- 12.12 Building Numbering System
- 12.16 Street and Sidewalk Use Restrictions
- 12.20 Street Lights
- 12.40 Picture Point Park
- 12.50 Chilkat River Beaches Recreational Zone**

Chapter 12.50
CHILKAT RIVER BEACHES RECREATIONAL ZONE

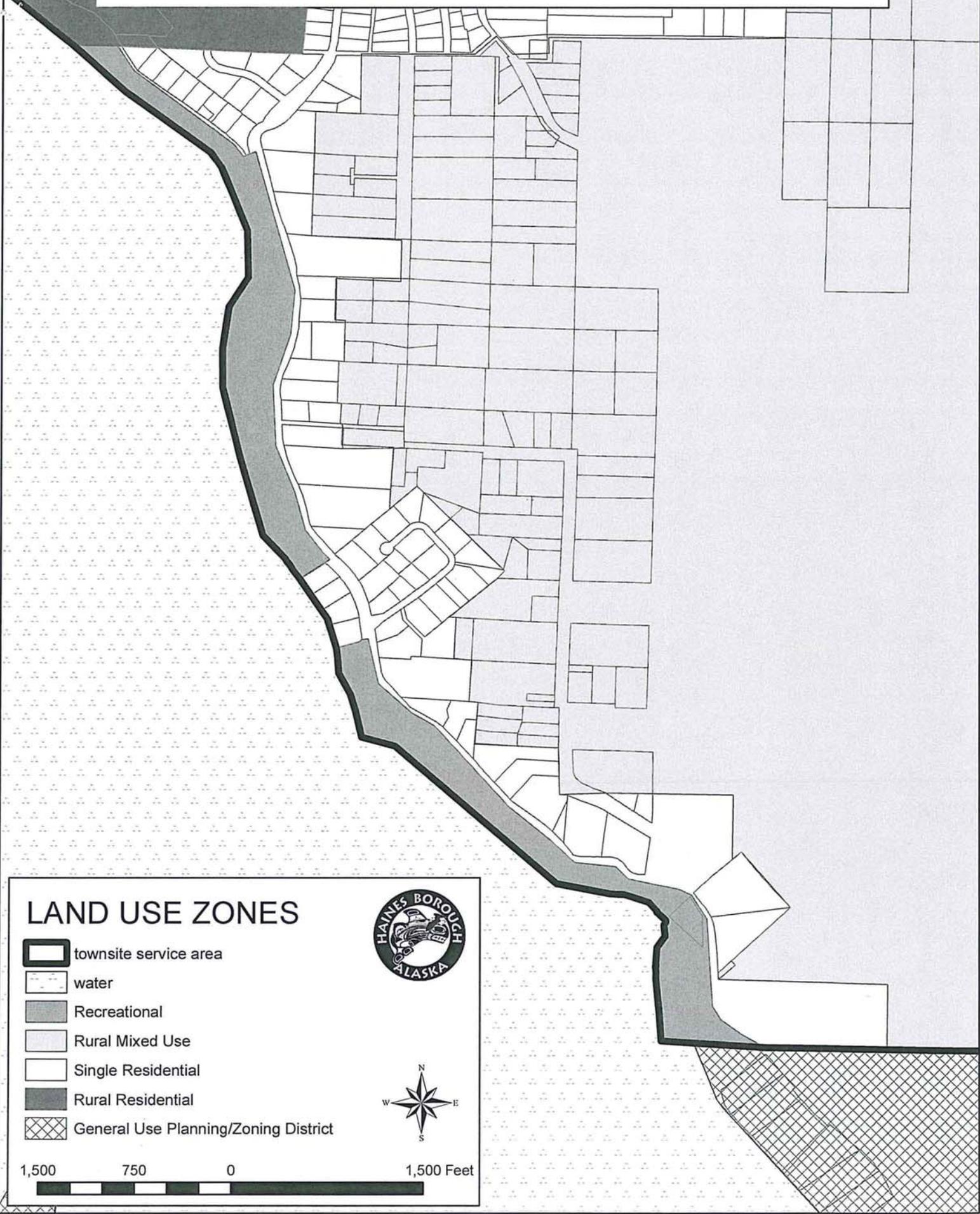
12.50.010 Area defined.

This area is defined as all lands owned by the State of Alaska between Mud Bay Road, River Road and the Chilkat River and Tidal Estuary. This land is bordered by the Carr's Cove Subdivision on the southeast and Port Chilkoot Company property at the end of River Road on the northwest. The area is within Section 29, 30, 32, and 33, Township 30 South, Range 59 East, containing 299 acres more or less.

12.50.020 Prohibited uses.

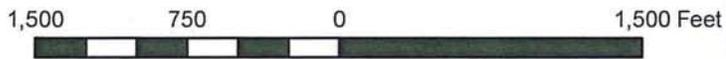
Operation of a motorized vehicle in the Chilkat River Beaches Recreational Zone is prohibited.

CHILKAT RIVER BEACHES RECREATIONAL ZONE



LAND USE ZONES

-  townsite service area
-  water
-  Recreational
-  Rural Mixed Use
-  Single Residential
-  Rural Residential
-  General Use Planning/Zoning District



**HAINES CITY PLANNING COMMISSION
REGULAR MEETING
TUESDAY, July 10, 2001
7:30 pm
Agenda**

1. **CALL TO ORDER:**
2. **PLEDGE TO FLAG:**
3. **ROLL CALL:**
4. **MINUTES:** Approval of Minutes - June 12, 2001 minutes
5. **CHAIRMAN'S REPORT:** NONE
6. **PUBLIC HEARINGS:** Hirsh Setback Variance
7. **APPEALS:** NONE
8. **PLAT REVIEW:** NONE
9. **PERMITS:**
 1. Heather Lende - Chicken coop - Mud Bay Rd.
 2. Melina May - Circus - Fairgrounds
 3. Brenda Calkins - SFR addition - Mud Bay Road
 4. Jack/Toni Smith - greenhouse - FAA Rd.
 5. John Lawson - deck - Young Rd.
 6. Mary Cochran - fill - Lutak Rd.
 7. Susan Smith - fence - Small Tracts
10. **ADMINISTRATOR'S REPORT:**
 - A. Oslund Park Food Cart
 - B. Draft Parking Language
 - C. Downtown District Association - Debra Schnabel
 - D. DNR Planning Info Request
 - E. Outfall Sampling
 - F. Water and Wastewater Service Area
11. **UNFINISHED BUSINESS:**
 - A. Lots With "Alley Only" Access
 - B. Tree Clearing Ordinance - Sitka
12. **ADJOURNMENT**

HAINES CITY PLANNING COMMISSION
REGULAR MEETING MINUTES
JUNE 12, 2001

1. **CALL TO ORDER:** Chair Joanne **WATERMAN** called the meeting to order at 7:30 p.m.
2. **PLEDGE TO FLAG:** Led by Chair.
3. **ROLL CALL: Present:** Chair Joanne **WATERMAN**, Commissioners Bill **JOINER**, Annette **SMITH**, Ned **ROZBICKI**, Greg **BRASK** and June **HAAS**.

Absent: Commissioner Mike **CASE**, Ex-Officio Gregg **RICHMOND**.

Staff Present: Vince **HANSEN**/City Administrator and Susan V. **JOHNSTON**/City Clerk

Audience Present: Mayor Donald E. **OTIS**, Jack and Tracey **ALLEN**.

4. **APPROVAL OF MINUTES** - May 8, 2001 Meeting.

M/S ROZBICKI/SMITH Motion to approve the minutes of May 8, 2001.

Motion carried unanimously.

5. **CHAIR'S REPORT:**

- A. Waterfront Public Use and Access Plan Adoption
Public Hearing

On Monday, June 4th, the Commission met with Jan **CAULFIELD** of Sheinberg Associates and members of the City Council and public to review the final draft of the Waterfront Public Use and Access Plan. The Chair asked for comments on the plan from the Commission.

Commissioner **JOINER** felt that commercial tours should be prohibited on the beach between the Port Chilkoot Dock and the Small Boat Harbor.

The Administrator stated that the Plan recommends prohibiting commercial uses in the area between the Port Chilkoot Dock and Lookout Park, which should be zoned Recreational.

5. CHAIR'S REPORT: (Cont.)

A. Waterfront Public Use and Access Plan (cont.)

Commissioner **SMITH** stated that Sheinberg Associates did a great job on the plan. It is thoughtful and well written. She did not feel that there was a need for commercial uses in Portage Cove north of the Port Chilkoot Dock, but the area to the south of the dock has been used in this manner for many years with no negative affect. She felt the beaches should be retained in their natural state.

Commissioner **ROZBICKI** stated that Lee **HEINMILLER** believes he owns all the uplands south of the Port Chilkoot Dock in front of Fort Seward. **ROZBICKI** felt that the beaches in this area should be left open to commercial uses such as kayak launching. It is a perfect sandy beach for this use. **SMITH** agreed. Commissioner **HAAS** stated that she believed Mr. **HEINMILLER** wants to keep his beaches open to the public.

Commissioner **BRASK** felt that City-owned beaches should be retained for public, non-commercial use and businesses which need access to the water should obtain their own areas of shoreline. More regulation is needed in this area. He was not in favor of commercial use of the Chilkat River beaches either.

The Chair stated that the recommendation was to limit, but not prohibit, commercial uses on the Chilkat River Beaches. The public wanted regulation.

M/S ROZBICKI/SMITH Motion to change the language in the plan to allow for limited commercial use in the Portage Cove Waterfront Park.

M/S SMITH/ROZBICKI Motion to amend the main motion to ensure that commercial uses are subordinate to non-commercial uses by the public.

Commissioner **BRASK** spoke against the motion. He felt that there should be some areas set aside for the local people where they could get away from "tourism". He stated that there are other industries, such as construction and fishing - the focus doesn't need to be only on tourism. He felt the needs of the year-round resident needed to be addressed.

5. CHAIR'S REPORT: (Cont.)

A. Waterfront Public Use and Access Plan

Commissioner **SMITH** said she felt it would bring more people off the cruise ships if they saw some type of commercial activity taking place on the beaches.

The Chair stated that the Commission needed to look at the long-term impact of their decisions. The Commission doesn't want to "grandfather" in any problems.

Commissioner **ROZBICKI** stated that it seemed the intent was to make the beach area a "park" and in most places commercial uses are allowed in parks, if only on a limited basis or by a lottery system.

The Chair commented that what she heard from the many public hearings was the public wants to keep the impact on the beaches minimal. She felt that the Commission should listen to the public.

Motion to amend failed with Commissioners **BRASK, JOINER** and **WATERMAN** against.

Main motion failed with Commissioners **BRASK, JOINER, SMITH** and **WATERMAN** against.

The Chair opened the hearing to public comment at 8:10 p.m. Hearing no comment, she closed the hearing.

Mayor **OTIS** pointed out that the property ownership on the maps in the plan is inaccurate. He also stated that the plan included trails in the Jones Point area and that this area has been re-zoned heavy industrial, which may or may not be compatible with trails.

JOINER stated that Klukwan, Inc., a major property owner in that area, was not enthusiastic about trails across their land. The trails may have to extend across Borough land to Jones Point Road.

ROZBICKI said it wouldn't hurt to keep these trails across Klukwan, Inc. property in the plan as something that's desired, but not actually planned. They may change their minds. The Administrator pointed out that all these plans are contingent on the cooperation of the property owners.

5. CHAIR'S REPORT: (Cont.)

A. Waterfront Public Use and Access Plan (cont.)

BRASK pointed out that the new planned golf course isn't exactly compatible with heavy industrial zoning either and it's nearby.

The Clerk stated she will work with the Administrative Assistant to correct the property ownership on the plan maps.

M/S SMITH/JOINER Motion to approve the Waterfront Public Use and Access Plan Final Draft with appropriate changes to the maps to make them accurate.

Motion carried with Commissioner **ROZBICKI** opposed.

With the concurrence of the Commission, the Chair amended the order of the agenda, bringing item 10.D., Sign Ordinance, up to 5.B. to accommodate Mayor **OTIS**.

- B. Sign Ordinance - The Mayor explained that last summer Fred **SHIELDS** was placing a sandwich sign on the sidewalk which was against City Code. The City attempted to get him to remove it. Mr. **SHIELDS** stated that if he couldn't have a sign on the sidewalk, the City must also make the businesses across the street take theirs down. The 2000 season ended without the sign being dealt with. During the off-season, Mr. **SHIELDS** was going to work with the Commission to change the sign ordinance to accommodate sidewalk signs. Mr. **SHIELDS** failed to do this and the signs are all back up in the right-of-way. The City sent out enforcement letters which brought all the businesses to the City Council to ask for a waiver to retain their signs, citing the state of the economy and the hardship removing the signs would place on their businesses. The Council decided to allow the drafting of an Ordinance allowing signs on the sidewalk only on Portage Street. The introduction of this ordinance and first public hearing will take place at 6:00 p.m. on June 19th and the second public hearing and adoption will be at the regular City Council meeting on June 20th at 6:30 p.m.

The Mayor asked if the Commission supported this effort to change Title 18, as they are being bypassed in the process due to time constraints.

8. PUBLIC HEARINGS:

- D. ORDINANCE NO. 866
(Second Public Hearing)

AN ORDINANCE OF THE CITY OF HAINES, ALASKA, REPEALING AND RE-ENACTING CITY CODE SECTION 18.75.070, PROHIBITED SIGNS TO ALLOW SANDWICH SIGNS ON SIDEWALKS AND WITHIN SIDEWALK RIGHTS OF WAY ON PORTAGE STREET.

9. BIDS/PROPOSALS RECEIVED:

- A. Professional Services - Water System Leak Test
Utilities Services Associates

10. REPORTS OF STANDING COMMITTEES/COMMISSIONS:

- A. Tourism Planning Committee
B. Finance
C. Boat Harbor Advisory Committee

*11. REPORTS OF SPECIAL COMMITTEES:

12. REPORTS OF CITY OFFICERS/DEPARTMENT HEADS:

- A. City Administrator
1) Fulsaas Encroachment Permit
2) Southeast Conference Representative
- *B. Chief of Police *C. City Treasurer
*E. Fire Chief *F. City Attorney/Legal Matters
*G. Harbor Master
- H. Economic Development Director
1) O.E.D.P. Adoption
2) SE.Conference Representation

13. CONSIDERATION OF RESOLUTIONS, PETITIONS AND MEMORIALS:

- A. RESOLUTION NO. 2000/2001-47

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HAINES, ALASKA, CHANGING THE ESTABLISHED SCHEDULE OF COMPENSATION AND POSITION CLASSIFICATION PLAN FOR CITY EMPLOYEES FOR FISCAL YEAR 2001/2002.

- B. RESOLUTION NO. 2000/2001-48

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HAINES, ALASKA, CHANGING THE ESTABLISHED SCHEDULE OF COMPENSATION FOR SEASONAL CITY EMPLOYEES FOR FISCAL YEAR 2000/2001.

14. CONSIDERATION OF ORDINANCES PROPOSED FOR INTRODUCTION:

A.

ORDINANCE NO. 867

AN ORDINANCE OF THE CITY OF HAINES, ALASKA, PROVIDING FOR ADDITIONS/CHANGES TO SPECIFIC LINE ITEMS IN THE FY 00/01 BUDGET.

*15. CORRESPONDENCE: *16. OLD BUSINESS: *17. NEW BUSINESS:

18. SET COMMITTEE MEETING DATES:

19. COUNCIL COMMENTS:

20. ADJOURNMENT:

6-A

MEMORANDUM

CITY OF HAINES

To: Mayor and City Council

From: *VH* Vince Hansen, City Administrator

Date: June 18, 2001

Subject: Haines Waterfront and Public Use Area Access Plan

(FOR THE JUNE 20 COUNCIL MEETING, PLEASE BRING THE COPY OF THE PLAN PROVIDED TO YOU PREVIOUSLY. IF YOU WILL NEED ANOTHER COPY, PLEASE LET SUSAN OR I KNOW.)

On June 12, 2001, the Haines Planning Commission voted to recommend that the City Council approve the *Plan for Public Use Areas in the City of Haines*, with the final changes listed below. Approval of the Plan will complete an eight-month planning process that involved the community in developing ideas for enhancing public uses for the benefit of Haines residents and visitors. Public input was gathered through a community survey, five well-advertised public meetings, and many individual interviews. The Planning Commission served as the Steering Committee for this project and provided direction to Sheinberg Associates, the City's planning consultant.

The Plan includes a wide range of ideas for improving public use and access in the City of Haines, including: improving general and disabled beach access, ensuring that popular areas are available for public use in the future, improving parking and facilities, constructing new trails and community pathways, waterfront beautification, and more. It also identifies strategies and potential sources of grant funding and technical assistance to accomplish these actions.

This Plan proposes ways to benefit Haines' quality of life and tourism economy. It takes care *not* to preclude other types of development that are essential to support and sustain the Haines community and economy. The Plan suggests ways that private landowners may want to collaborate with the City in enhancing public use, but does not require landowners to participate.

The Planning Commission recommends that the City Council approve the Plan with the following changes. Language to be added to the Plan is underlined; language to be deleted is [CAPITALIZED AND BRACKETED].

Portage Cove

Page 2-9, 1st Action **Dedicate Waterfront City Park (including Lookout Park)**

"Do not allow commercial use of lands [AND WATERS] within the

Waterfront Park.”

Page 2-9, 5th Action **Secure Fort Seward Parade Ground Use**

“Work with Alaska Indian Arts [THE PORT CHILKOOT COMPANY] to ensure that the Fort parade grounds will remain an open space, available for public use in the future.”

Page 2-10, 3rd Action **Improve Beach Access, including Disabled Access**

In coordination with affected private landowners, construct and maintain safe and convenient paths, stairs and/or ramps to access the natural public beach and tidelands at five primary locations ...”

Chilkat River Beaches

Page 3-10, 3rd Action **Manage Commercial Tour Use**

... “Restrict commercial tour use to the State-owned land between the River and Mud Bay Road intersection and the residential properties on the beach side of Mud Bay Road (see Figure 3). [DO NOT ALLOW COMMERCIAL TOUR USE OF PRIVATE LAND.]”

Pathways and Trails

Page 4-6, 4th Action **Construct New Trail Routes**

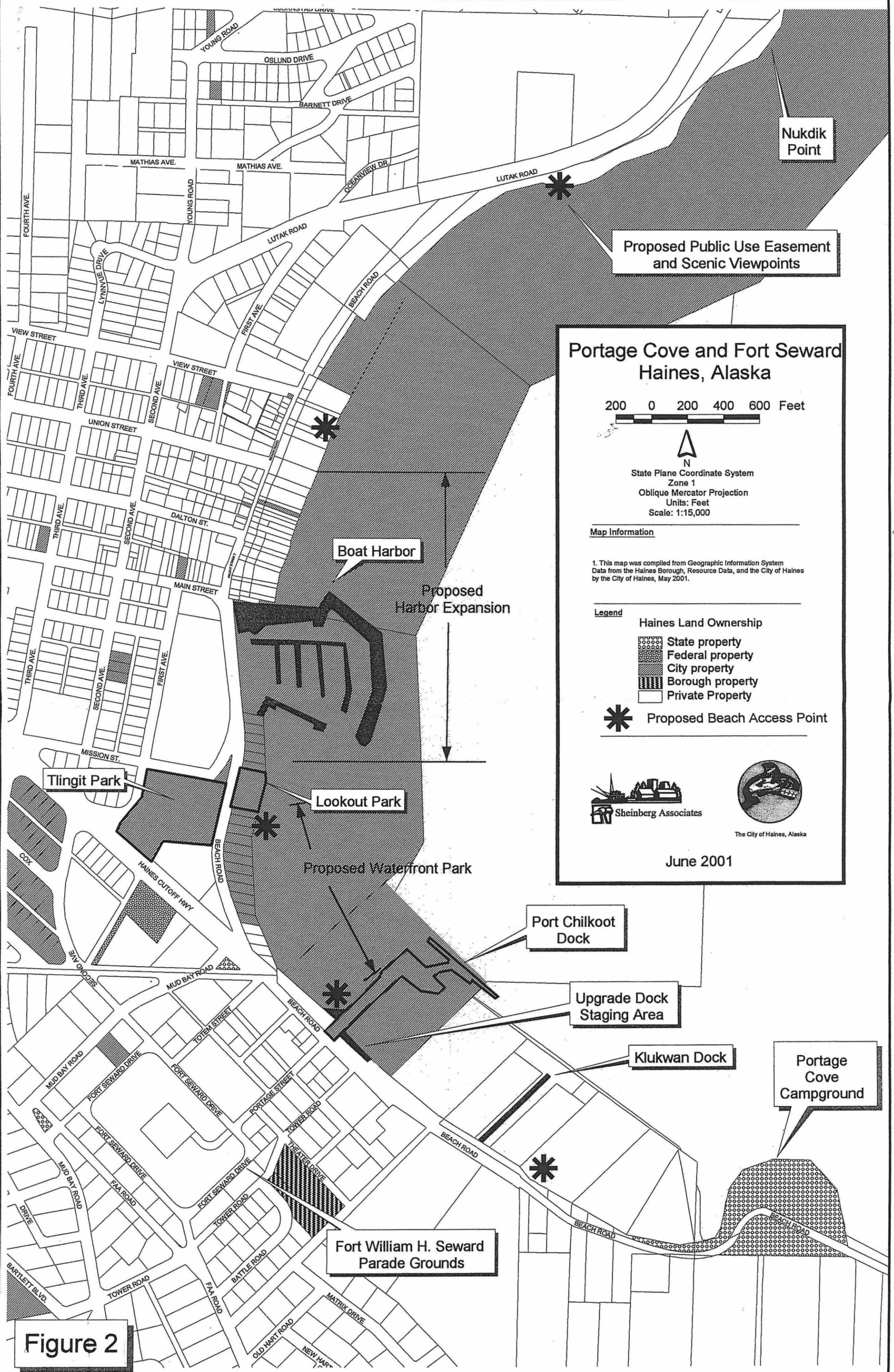
Add the following to the list of potential new trail routes on pages 4-6 and 4-7:
“Tank Farm Pipeline Right-of-Way Trail Route – Work with landowners to determine if a trail route can be established along the tank farm pipeline ROW through easements and route improvements.”

Page 4-7, *NEW* Add the following new Action item:

“Action: Provide Public Facilities to Serve Trails
Provide public facilities (such as signs, parking and restrooms) at trail access points, as necessary to serve trail users.”

I will also provide you with updated copies of the maps for the Plan (Figures 1-6) at your June 20 meeting.

cc: Joanne Waterman, Haines Planning Commission
Jan Caulfield, Sheinberg Associates, Juneau



Proposed Public Use Easement and Scenic Viewpoints

Portage Cove and Fort Seward Haines, Alaska

200 0 200 400 600 Feet

N
State Plane Coordinate System
Zone 1
Oblique Mercator Projection
Units: Feet
Scale: 1:15,000

Map Information

1. This map was compiled from Geographic Information System Data from the Haines Borough, Resource Data, and the City of Haines by the City of Haines, May 2001.

Legend

Haines Land Ownership

- State property
- Federal property
- City property
- Borough property
- Private Property

Proposed Beach Access Point

Steinberg Associates

The City of Haines, Alaska

June 2001

Figure 2

8. PUBLIC HEARINGS:

D. ORDINANCE NO. 870
(First Public Hearing)

AN ORDINANCE OF THE CITY OF HAINES, ALASKA, REPEALING AND RE-ENACTING CITY CODE SECTIONS AND SUB-SECTIONS WITHIN TITLES 10, 12, 13, 14 AND 16 TO EFFECT THE ADOPTION OF A CITY MANAGER PLAN AS APPROVED BY THE VOTERS OF THE CITY OF HAINES ON OCTOBER 3, 2000.

E. ORDINANCE NO. 871
(First Public Hearing)

AN ORDINANCE OF THE CITY OF HAINES, ALASKA, REPEALING AND RE-ENACTING CITY CODE SECTIONS AND SUB-SECTIONS WITHIN TITLE 18 TO EFFECT THE ADOPTION OF A CITY MANAGER PLAN AS APPROVED BY THE VOTERS OF THE CITY OF HAINES ON OCTOBER 3, 2000.

F. ORDINANCE NO. 872
(First Public Hearing)

AN ORDINANCE OF THE CITY OF HAINES, ALASKA, REPEALING CITY CODE SECTION 2.84.070, PAY DURING VACATION.

G. ORDINANCE NO. 873
(First Public Hearing)

AN ORDINANCE OF THE CITY OF HAINES, ALASKA, PROVIDING FOR ADDITIONS/CHANGES TO SPECIFIC LINE ITEMS IN THE FY 01/02 BUDGET.

* 9. BIDS/PROPOSALS RECEIVED:

10. REPORTS OF STANDING COMMITTEES/COMMISSIONS:

A. Tourism Planning Committee

*11. REPORTS OF SPECIAL COMMITTEES:

12. REPORTS OF CITY OFFICERS/DEPARTMENT HEADS:

A. City Administrator

- 1) Tower Road Water Tank Damage
- 2) Hagen Abatement
- 3) Manager Recruitment
- 4) Plan for Public Access - Completed
- 5) Mud Bay Road Landscape Design Grant

*B. Chief of Police *C. City Treasurer
*E. Fire Chief *F. City Attorney/Legal Matters
*G. Harbor Master *H. Economic Development Director

*13. CONSIDERATION OF RESOLUTIONS, PETITIONS AND MEMORIALS:

14. CONSIDERATION OF ORDINANCES PROPOSED FOR INTRODUCTION:

A. ORDINANCE NO. 874

AN ORDINANCE OF THE CITY OF HAINES, ALASKA, REPEALING AND RE-ENACTING CITY CODE SECTIONS 3.40.020, DEFINITIONS AND 3.40.030, LEVY OF TAX RATE.

B. ORDINANCE NO. 875

AN ORDINANCE OF THE CITY OF HAINES, ALASKA, ENACTING CITY CODE SECTION 5.20.070, NON-MOTORIZED COMMERCIAL PASSENGER VEHICLES AND RE-NUMBERING SUBSEQUENT SECTIONS IN CHAPTER 5.

C. ORDINANCE NO. 876

AN ORDINANCE OF THE CITY OF HAINES, ALASKA, PROVIDING FOR ADDITIONS/CHANGES TO SPECIFIC LINE ITEMS IN THE FY01/02 BUDGET.

D. ORDINANCE NO. 877

AN ORDINANCE OF THE CITY OF HAINES, ALASKA, PROVIDING FOR ADDITIONS/CHANGES TO SPECIFIC LINE ITEMS IN THE FY01/02 BUDGET.

*15. CORRESPONDENCE: *16. OLD BUSINESS: *17. NEW BUSINESS:

18. SET COMMITTEE MEETING DATES:

19. COUNCIL COMMENTS:

20. ADJOURNMENT:

MEMORANDUM

CITY OF HAINES

To: Mayor and City Council
From: *V.H.* Vince Hansen, City Administrator
Date: July 21, 2001
Subject: Administrator's Report for July 25, 2001 Meeting

As you read this, I should be communing with the mosquitoes of Kluane, but wanted to update you on a few issues:

Tower Road : Water tanks seem to get more than their fair share of my attention and this time it's the Tower Road tank. There should be a picture attached that shows one of 16 6" X 8" X 25' beams that support the roof of the tank. They have been severed, most likely as a result of heavy snow load. Since broken near the bottom, they were undetectable until the roof started to sag, which became noticeable during a recent inspection. They were ok when the tank was drained seven years ago, but John Shaw estimates they broke the season before last. The proper repair needs to be specified as soon as possible, so that the problem can be repaired before the snow flies. Simply replacing them with new redwood beams is obviously not adequate. In addition, treated metal may be less expensive and may work better, due to icing inside the tank, which may have contributed to the failure.

Don Gesner, a (the?) wooden tank expert, wouldn't advise specific repairs without an engineer's input and review. Since PN&D is familiar with our system and has the structural expertise, I am making arrangements for them to review the damage and design an appropriate repair. I have also looked into grant assistance and the USDA has advised that if reserve funds are still available, the project may qualify for a 75% grant. Once we have a repair plan and costs, I will apply. Unfortunately, our property insurance will not cover the repairs. As soon as I have more information, I will pass it on to the Council.

Hagen Abatement: The deadline for William Hagen to abate the nuisance (abandoned vehicles, miscellaneous refuse and structures) on his property at 1029 Lutak Road has passed. (See picture attached - in case you aren't already familiar.) Bruce Smith is making arrangements to remove the vehicles and refuse and then we will decide what to do about the structures. Mr. Hagen will be billed for all costs. We anticipate that it will cost approximately \$1,200 to take care of the vehicles and loose refuse. Depending on the ultimate cost, and how long it takes to recoup the funds from Mr. Hagen, I may need to come to the council for an additional appropriation to make up for these funds spent by Public Works. If council objects to taking this action, please let me know.

Manager Recruitment: As you are aware, the Manager form of government for the City takes effect October 15. As I have advised the Council in the past, I feel it is important to complete a strong recruitment effort for this new position. This will allow the Council to evaluate all of its options in obtaining the best Manager possible. If the position is to be filled by October 15, the Council should begin recruitment by early August.

As we look ahead over the next few years, some of the big priorities for a Manager will be: transitioning the city departments and staff into this new management structure; personnel administration; utility management, including development of a utility plan for the certificated area, design and construction of utility extensions and expansions, renewal of EPA and other permits; Lutak Dock repair construction; harbor design and construction; public works building construction; long overdue road improvements; application and enforcement of the land use code, including coastal management program administration; grants administration; budget administration; tourism planning and ordinance enforcement, and; the ability to represent all of these and the myriad of other issues to the Mayor and City Council. With consolidation, there will be also be other priorities and changes.

Haines is looking for a person with a broad array of skills. As the personnel committee develops the job description and its interview priorities, these tasks need to be emphasized. In addition, with changes to the Mayor's authority, the Manger will need to be more directly responsive to city departments, as well as to various segments of the community. Although this is not an elected position, the community should have input on the hire. Since consolidation is also possible, borough input should also be sought.

I recommend that the personnel committee take on ad-hoc members to participate in a hiring committee. In addition to the Mayor and standing committee, I recommend at least one City department head, one borough assembly member, and one member of the community at large. The personnel committee, and ultimately, the City Council would have the final say, but the participation of the ad hoc members would improve the process, and likely the hire. I hope the Mayor and Council will give this serious consideration.

Plan for Public Use and Access in the City of Haines: This plan is completed. Each of you should have received a copy. It should be a useful tool in moving projects forward, as well as assisting with further planning and development issues.

Mud Bay Road Landscape Design Grant: One of the priorities identified in the Public Use and Access Plan was the need for pull-outs and other improvements at the Chilkat River beaches along Mud Bay Road. I was advised by DOT that funds are available to move forward with more specific landscaping and design ideas for this area. I used the plan language to apply for the grant and should know by October if funds will be awarded.

If you have questions or need more details on any of these issues, let me know.

Xi Cui

To: joe@joeordonez.com
Subject: RE: Planning commission

From: Joe Ordonez [<mailto:joeorga@gmail.com>]
Sent: Monday, October 07, 2013 9:09 PM
To: Xi Cui
Cc: Heather Lende
Subject: Planning commission

Hi Tracy,

Could you please include my comments below in the package for the Planning Commission?

Dear Planning Commission:

I am writing in favor of excluding ATVs from the Chilkat Beaches from Carr's Cove to River Road. We often take our Rainbow Glacier Adventure photography groups there, and they enjoy the quiet nature of the location. They also enjoy and photograph the vegetation. ATVs are known to disturb intact soil and vegetation.

While this has been a "de facto" non-motorized area for years, I think it is a good move to make this official. Please do not hesitate to call me if you have any questions.

Thanks.

Joe

--
Joe Ordonez
Rainbow Glacier Adventures LLC
P.O. Box 1103
Haines, Alaska 99827
Phone: 907-766-3576
Fax: 907-766-3580
joe@joeordonez.com
www.tourhaines.com

To the Haines Planning Commission:

In regards to ATV use on the Chilkat River beach in the townsite:

I oppose the use of ATVs on this beach.

I frequent the Chilkat River beach—in all four seasons— with one or more dogs 5-7 days per week (sometimes twice a day.) It is my first choice for dog walks in the valley. It is a rare hour, in any season, when the beach is deserted. There are usually other individuals, or groups on the beach, strolling, dog walking, having picnics or taking photos.

The terrain is unique because: The relatively level landscape, away from the road, close to town, is well suited *for all ages of walkers, at all levels of physical conditioning.*

In the spring, the bird watching and photography opportunities are world-class.

In the winter, it is an easy place to walk without snow when the tide recedes.

In the fall, mornings and evenings, the bears roam freely and undisturbed along the river, digging roots and fishing.

The quiet uses and the ecology of this beach should be preserved.

Thank you for your consideration of disallowing motorized vehicles on this beach.

Sincerely,

Beth MacCready

Xi Cui

To: James Alborough
Subject: RE: Chilkat Beach

From: James Alborough [<mailto:james@bearstar.net>]
Sent: Tuesday, October 08, 2013 10:20 AM
To: Xi Cui
Subject: Chilkat Beach

Hi Tracy,

I would like to express my support of the proposed ordinance to keep the Chilkat River beaches non-motorized.

About a decade ago, the Borough placed logs and boulders across the main motorized access points and posted "non-motorized access only" signs. Since then, residents of the area have assumed that this area is non-motorized access only and we would like that be confirmed and set into ordinance.

Those beaches are heavily used by families and kids, folks walking their dogs, joggers and walkers, kite surfers and even sun-bathers!

Keeping ATVs from accessing the beach makes sense from a safety perspective and a quality of life perspective. I shudder to think what would happen if an ATV careened into a family picnicing behind a berm, or sitting in an area obscured from the view of an ATV driver!

ATV use is incompatible with other pre-established and habitual uses of this area.

Thank you for forwarding this letter of support for the proposed ordinance to the planning commission for their consideration.

Thanks,
James

James Alborough
907-766-2082

Xi Cui

To: alexandra feit
Subject: RE: Non-motorised vehicles

-----Original Message-----

From: alexandra feit [<mailto:hikeralex@hotmail.com>]
Sent: Tuesday, October 08, 2013 10:42 AM
To: Xi Cui
Subject: Non-motorised vehicles

I support Chilkat River Beaches being non-motorized for recreation. Thanks Alexandra feit

"Tell me
what it is you plan to do
with your one wild and precious life"
Mary Oliver

Oct. 8, 2013

Dear Planning Commissioners,

Thank you for proposing to officially make the Chilkat Beaches non-motorized, something we believed they have been for at least 10 years, and that our neighbor and 30 year-plus beach resident Betty Holgate tells us is much longer, thanks to she and her late husband's efforts in stream and habitat restoration. They rehabilitated the creek at one mile with their own funds and were largely responsible for the earliest locally enforced bans on motorized vehicles.

Like Betty, we love the beaches for all the reasons she and dozens of regular users do-- the dog walkers, bird watchers, picnickers, babies and elders, boaters, kites, joggers, skiers, snowshoers, mountain bikers, and photographers-- the visitors and locals alike who agree it's a jewel for the easy access, the scenery, the birds and wildflowers. The sunshine, sand, and sea. ATVs are simply not compatible with these values and users.

As a former planning commissioner, Chip knows the job of the commission (and planning and zoning) is to minimize conflict over land uses. If everyone in the borough wanted to live in trailers, then there would be no need for trailer parks. If the entire population agreed that organic farming was our reason for being, all the land could be zoned agricultural. In this case, it is easy to minimize the conflict, since the vast majority of users agree the beach should remain as it has appeared to be for years- non-motorized. Promoting ATV use in the area which has not seen any to speak of in a decade or more, and is so heavily used, would actually create a huge conflict, especially since beach users are passionate about the Chilkat Beaches.

Thanks again for minimizing the conflict, and for helping make "as is" the way it will be in perpetuity.

Sincerely,

Chip and Heather Lende

Xi Cui

To: Gene & Renee
Subject: RE: ATV Use on Chilkat River Inlet Beaches

From: Gene & Renee [<mailto:genevdp@centurylink.net>]
Sent: Tuesday, October 08, 2013 2:25 PM
To: Andy Hedden; Danny Goncse; Dean Olsen; Don Turner III; Joanne Waterman; Rob Goldberg; Rob Miller; Robert Venables; Xi Cui
Subject: ATV Use on Chilkat River Inlet Beaches

Dear Haines Borough Planning Commission;

My wife and I own Lot 1 of U.S. Survey 3 of the Chilkat Trail Subdivision, where we built the log house on the beach. We bought our property in 1989, when it was out of town and a destination as a party place - littered with broken beer bottles and other debris, the beach torn up by people doing doughnuts with their vehicles.

That was then - this is now. All the beach lots have houses on them - their front yards are the beach. We have frequent walkers using the beach - most all are respectful of the beach and our privacy. Now that we are within the city limits the responsibility of preserving this sensitive habitat falls to the City of Haines.

Therefore, we strongly support the proposed draft ordinance to prohibit motorized vehicle use in the Chilkat River Beaches Recreational Zone by amending HBC 18.70.030 to define Recreational Zone and adding HBC 12.50.010.1 to prohibit motorized use in the Chilkat River Beaches Recreational Zone.

Eugene VanDePutte
genevdp@centurylink.net
genevandeputte@gmail.com

Xi Cui

To: Cynthia Allen
Subject: RE: Recreational Beach use

From: Cynthia Allen [<mailto:cynthiaallen@aptalaska.net>]
Sent: Tuesday, October 08, 2013 3:12 PM
To: Xi Cui
Subject: Recreational Beach use

Hello Tracy,

Just want to give my strong opinion that there be no motorized access to the river-front areas along Mud Bay Road at the foot of Cemetary Hill.

thanks,

Cynthia Allen

Haines Borough Planning Commission

October 8, 2013

Dear Planning Commission,

I support by putting into code an ordinance that would prohibit the use of motorized vehicles on the Chilkat River beaches. The language for this restriction is already in State and Municipal planning documents for this area. It is also the wish of the residents that live and own property along these beaches.

Many residents and visitors use this area for walking and biking and to enjoy nature in a place that is close to town. Migrating birds congregate in this area. It is also a sensitive intertidal and wetland habitat, not conducive to motorized recreation. The ADF&G has also requested that this area be off limits to motorized vehicles.

Thanks for your attention to this matter.

Sincerely,

Thom Ely
POB 1014
Haines, AK 99827

Xi Cui

To: Deborah Vogt
Subject: RE: Chilkat beaches

From: Deborah Vogt [<mailto:d2v@usa.net>]
Sent: Tuesday, October 08, 2013 5:49 PM
To: Xi Cui
Cc: Heather Lende
Subject: Re: Chilkat beaches

Hi, Tracy

Heather Lende let me know that the subject of motorized use on the beaches of the Chilkat River is before the planning commission at their next meeting. Please see that these comments reach the Commission. I live on River Road, and I am strongly opposed to the use of motorized vehicles on these beaches.

These are quiet residential areas where the loud, intrusive noise of an ATV is truly jarring. Perhaps more important than the impact on folks who live here would be the impact on local recreational -- and commercial -- users. These areas are heavily used, by walkers and runners and skiers and just folks who want to sit and contemplate the incredible place that is Haines. By mud-surfers on hot days; by cozy bonfire makers on a chilly fall evening. Tourists sign up for photography classes, or for the van tour that takes them to the beaches. Herpetologists (well, maybe one) study the pollywogs. Kids go tidepooling. Bears fish for salmon, or the remains thereof. People gather rose petals or iris or beach greens. Artists paint the incredible scenes. Kite boarders venture out in the absolutely worst weather.

I speculate that almost to a person, the folks involved in these activities would be loathe to hear an ATV interrupt their activity.

And I didn't even mention the birds use, or the bears. The spring bird migration relies heavily on these beaches. The to bears use them all fall.

It was my understanding, the last time this issue came up, that the use of a wheeled vehicle in or crossing a salmon producing waterway is prohibited. That means that ATV use must be substantially confined to the areas above the tidal flats, like the roads.

Please recommend that the Chilkat River beaches, from Klukwan to Carr's cove, be closed to notarized use.

Thank you for your consideration.

Deborah Vogt

Xi Cui

To: tracy mikowski
Subject: RE: Comments for Planning Commission Meeting - Oct. 10,2013

-----Original Message-----

From: tracy mikowski [<mailto:llmastiffs@hotmail.com>]
Sent: Wednesday, October 09, 2013 8:35 AM
To: Xi Cui; Kathy Friedle
Subject: Comments for Planning Commission Meeting - Oct. 10,2013

I understand that the Planning Commission will be discussing motorized vehicle usage (on the beach/flats in the area of Lower Mud Bay Road) at their regular meeting Thursday, October 10, 2013.

I have some comments and concerns on this issue that I would like to share with the commission. I would greatly appreciate it if you would share a copy of this email with the commission members as I will not be able to attend the meeting in person.

First of all, I don't see any need for motorized vehicles on this particular area of the river and beach. The area is very easily accessible by foot with parking available at several different locations along the entire length of the road. In addition, this is not an access point to reach any other areas. Motorized vehicles would be limited to the same beach area used by pedestrians.

That said, I would like to list a few disadvantages to motor vehicle usage in this area:

1. Disruption to wildlife, in particular, migrating waterfowl and shorebirds. This is a very important area to these birds that are stopping to rest and re-fuel.
2. Erosion and damage to vital beach grasses and other flora.
3. Numerous safety concerns with motorized vehicles, pedestrians, dogs and small children sharing an area that can be rather small (high tide) with plenty of blind spots caused by hills, rocks, trees etc.
4. Noise and disruption to those that enjoy the area to walk quietly and safely, also to those who enjoy viewing and photographing the wildlife (including all those people from the cruise ships).
5. Negative impact on beachfront homeowner's property values.
6. Exhaust fumes and the potential for fuel/oil to end up on the beach or in the water.

Thank you for taking the time to address my concerns.

Tracy Mikowski
69 Chilkat Trail Rd.
Box 1356
Haines, AK 99827
(907) 303-0235

Xi Cui

To: Kathleen Menke
Subject: RE: No to Motorized Vehicles on Chilkat Beach

-----Original Message-----

From: Kathleen Menke [<mailto:ci@akmk.com>]
Sent: Wednesday, October 09, 2013 11:42 AM
To: Xi Cui
Subject: No to Motorized Vehicles on Chilkat Beach

Dear Tracy:

Please forward to planning commission members.

Motorized vehicles should not be allowed on Chilkat Beach because:

#1 Chilkat Beach has many wild and edible greens growing there that are harvested by locals for food (beach greens, oyster leaf, goosetongue, beachpeas, yarrow, & more). There are also wild iris, shooting stars and other fragile wildflowers on this beach. Motorized vehicles are likely to damage these important resources.

#2 Chilkat Beach is a serene, peaceful beach that people enjoy for walks and for walking their dogs. Motorized vehicles are in conflict with this experience.

#3 There is a road right there alongside the beach for motorized vehicles, so there is really no need for motorized vehicles to access the beach, other than for a lark and disturbing others.

#4 There are lots of places in Borough for motorized vehicles. Very few places with good public access for people walking, dog walking, serenity, and wild plant harvesting.

#5 Chilkat Beach and access to it are important to folks who live in the neighborhood and improves everyone's property values. Motorized vehicles on the beach are in conflict with that.

Regards, Kathleen Menke

Xi Cui

To: Elizabeth Lyons
Subject: RE: Proposed motor vehicle traffic on wetlands adjacent to Lower Mud Bay Road

-----Original Message-----

From: Elizabeth Lyons [<mailto:spenthen@hotmail.com>]
Sent: Wednesday, October 09, 2013 12:17 PM
To: Xi Cui
Subject: Proposed motor vehicle traffic on wetlands adjacent to Lower Mud Bay Road

Dear Ms. Xi Cui "Tracey":

Please forgive my informal salutation as I was unsure how to properly address you. I am writing to you to express my grave concerns about the potential for motor vehicle traffic along the open spaces between Lower Mud Bay Road and the Chilkat River. I would greatly appreciate it if you could pass along my comments to the other members of the planning commission.

Allowing motor vehicle access (including ATVs, motorcycles, snow machines, etc) to this biologically diverse and productive area is a terrible idea for a variety of reasons, summed up as follows:

1. This ecologically fragile area is offers permanent/temporary sanctuary to a variety of wildlife species including migratory waterfowl and other birds, as well as terrestrial and marine mammals. Motorized vehicles could disrupt these animals during physiologically demanding periods, such as seasonal feeding and migration, resulting in potential injury and death.
2. This geologically fragile area, subject to tidal influence, could be drastically damaged by heavy machinery traffic and subsequent erosion due to physical degradation and elimination of vegetation vital to the area's integrity.
3. For those of us who utilize this accessible and safe area frequently to savor the isolation, solitude, and stunning beauty while walking or running, with or without dogs or children, would be adversely affected by the intrusion of motorized vehicles.
4. Noise, high speeds, and careless navigation are too often a feature of these vehicles' operation. This could also negatively impact the safety of visitors to the area.

Please encourage the planning commission to keep this pristine area intact for the benefit of the community - and not allow the use of motorized vehicles here.

Thank you for your help and the opportunity to express my views. If there are any further questions, please feel free to contact me at (907) 766-2325 (home phone) or via email at : spenthen@hotmail.com.

Sincerely,

Elizabeth L. Lyons DVM, MS
PO Box 1417
Haines AK 99827

Dear Haines Borough Planning Commission:

My wife, Fran, and I purchased our lot (Lot 2 of US Survey 3) in 2003 and have resided there since having our home built in 2004. We have enjoyed the peace, serenity, and natural beauty of this location since that time.

We are very much in favor of the recreational zoning presently in place for our beach (HBC 18.70.030, Title 12.5), which specifically prohibits motorized vehicles on Chilkat River beaches.

Our primary concern is for the migrating waterfowl and numerous species of fish, as well as the many other indigenous wildlife species who call the Chilkat River their home. Scarring the beach and casting mud into the Chilkat River can only harm this wildlife and disrupt the quiet setting enjoyed by so many people and wildlife.

Many Haines residents and visitors to Haines also enjoy the Chilkat River beach as a place to have family cookouts, hike, and walk their pets. Some even choose to kiteboard in the river. We feel as a family none of these activities is compatible with motorized vehicle use. We strongly urge the planning commission to continue enforcing the recreational zoning already in place for our beach.

Fran and Rodger Tuenge

Xi Cui

To: John Hagen
Subject: RE: Chilkat River Recreation Area

From: John Hagen [mailto:higgie76@hotmail.com]
Sent: Wednesday, October 09, 2013 8:39 PM
To: Xi Cui
Subject: Chilkat River Recreation Area

Dear Ms. Cui,

I am a near daily user of the Chilkat River Recreation Area. I use the area as to walk my dog, to photograph, occasionally to fish (One Mile Creek has a small run of cutthroat Trout, though I have yet to catch one) or just to walk. I support the prohibition of motorized vehicles in this recreation area.

Not everyone chooses or is able to enjoy the wilderness areas of the Haines Borough on foot. I suggest the borough planning commission work with area motorized vehicle groups to establish a recreation area capable of supporting both motorized vehicles and non-motorized vehicle users, if only on a seasonal basis (snow mobiles in the winter).

I feel that the rec area should be improved to accommodate more users. Perhaps a trail should be formalized in the area, and widened to accommodate disabled users of the area. Most trails in the area are very rugged and much of the Haines Borough wilderness area is inaccessible to people who have limited mobility or are wheelchair bound.

Thank you for your consideration.

Sincerely,
John S. Hagen
535 Mud Bay Rd.

Xi Cui

From: Tom Ganner [tom@majorproduction.net]
Sent: Thursday, October 10, 2013 9:22 AM
To: Xi Cui
Cc: hlende@aptalaska.net; Joe Ordonez
Subject: Please forward to Planning Commission

To the Haines Planning Commission

Re: ATV Use on Chilkat River Beaches in Townsite

I would like to express my concern about the use of motorized vehicles, such as ATV's on the Chilkat Beaches from River Road to Carrs Cove, as this issue is currently on the agenda for consideration. This area is pristine waterfront well used by pedestrians who wish to enjoy the unspoiled beauty and magnificence of the Chilkat environment. It is an area of very limited length, that affords pedestrians a leisurely outdoor experience of quiet and peace. Should ATV's be allowed to use this area, the ATV user's experience would be limited to a short run, or more likely they would expand their recreational opportunity by running up and down and back and forth and all around (as I have often seen ATV owners exercise their machines) which would impact that environment through damage to the unsullied beauty of the tidal and intertidal zones and completely compromise the experience of peaceful beauty that pedestrians hope to enjoy. There is a time and place for everything, but I do not believe the Chilkat beaches are the place for motorized recreation.

Thank you for your consideration.

Tom Ganner

Xi Cui

From: Margaret Friedenauer [mfriedenauer@yahoo.com]
Sent: Sunday, October 27, 2013 12:45 PM
To: Xi Cui
Subject: Chilkat Beaches comment

Hi Tracy,

I submitted a comment to the planning commission about the non-motorized designation for the Chilkat Beaches Rec area. I believe those comments were printed out and distributed to assembly members as the issue comes up before them. I inadvertently sent my comment from my KHNS News email, my work email when I should have, of course, sent the email from my personal email address.

An assembly member contacted me wondering that since the email came from my KHNS News email if this meant I submitted my comment on behalf of KHNS radio. I can understand the confusion, but my comment about the Chilkat Beaches issues absolutely does not reflect the opinion of KHNS, Lynn Canal Broadcasting, the staff or board of directors. It is my own opinion as a resident of Mud Bay Road and beach user in my personal time.

Since one assembly member already asked about this, is it possible to add this email to my original comment so that is clear, please?

Thanks for your help,
Margaret Friedenauer

Xi Cui

To: Margaret Friedenauer, KHNS News
Subject: RE: Chilkat River Beaches

Oct. 10, 2013

Dear Commissioners,

I would like to comment on the agenda item having to do with the Chilkat River Beaches. For about two years, I have been a near daily user of this area. I own a home nearby and walk to and on the beach in every season and every type of weather. This beach was a major factor in choosing to purchase our home on Mud Bay Road.

Throughout the seasons, there's a variety of activities that take place along the beach, including picnicking, windsurfing, dog walking, jogging, berry and spruce tip picking, skiing and kayaking. That's not to mention the variety of wildlife that nest, roam and use that stretch of beach throughout the year.

It would be an odd place for any motorized vehicles to access. I always assumed berms were placed at access points to prevent motorized vehicles. The trails along the beach are foot or bike paths, not wide enough for motorized vehicles. The stream crossings and private property would seem to make it difficult to use by motorized vehicles. And, I believe it's a sensitive enough area that motorized vehicles should not be allowed.

At previous meetings about this topic, it was suggested by prohibiting motorized vehicles, the borough would be over regulating, which I do not agree with. Designations are not the same as regulations or prohibitions - designations should be about finding the best use for the spaces. If we establish that this area should be non-motorized, then I would fully support finding an area that would allow motorized recreation, if folks that enjoy motorized recreation feel like they need more designated recreation space.

I don't believe, in every instance, that sharing space among all users is always the best experience for all users. As a planning commission, you have authority to help establish recreations areas for all types of users. In this case, it is an established recreation area for non-motorized users, and I would appreciate it remaining so and making that designation formal to ensure the user groups can continue enjoying it as they have for years.

Thank you for your time.

Respectively,

Margaret Friedenauer
535 Mud Bay Rd.

--
Margaret Friedenauer
News and Public Affairs Director
KHNS-FM Radio
Haines, Skagway, Klukwan, Alaska
907-766-2020 x2
907-983-2853 x2 (from Skagway)

Xi Cui

To: Julie Cozzi
Subject: RE: ATV use on Chilkat river beach

From: Len Feldman [<mailto:lenfeldman@aptalaska.net>]
Sent: Thursday, October 10, 2013 8:46 AM
To: Julie Cozzi
Subject: ATV use on Chilkat river beach

Hello,

I would like to comment on the proposed ordinance to prohibit ATV use on the Chilkat River beach.

I have lived across the street from that beach for 13 years. I regularly walk that beach with my young children and our dog. We meet many other regular walkers and dog walkers. It is a great walking beach. It is peaceful and beautiful.

One day I was walking along the trail by the small pond there, and an ATV could be heard rapidly approaching us. I was accompanied by my wife, our 5 and 9 year old daughters, and a puppy. The driver of the ATV did not see us until the last moment. I physically blocked the trail, to keep him from running over our family.

ATV use on the beach there is not compatible with the usual activities there, and should be prohibited. I strongly support the ordinance.

Len Feldman

Planning Commission
Haines Borough

October 10, 2013

We would like to comment on the action item concerning ATV Use on Chilkat River Inlet Beaches in the Townsite Service Area. I urge to Commission to adopt the ordinance and protect this important bird habitat and recreation area from uses that have a detrimental impact. This spring the beach and shoreline water was a resting and foraging place for thousands of migratory seabirds, ducks and shorebirds. All summer we observed songbirds nesting in the trees, bushes and grasses along the beach. We enjoy walks and beach visits all year long along with many residents and dogs. This is one of the best local recreation areas in Haines.

ATVs are fun and useful, but in this place they could cause extensive damage to wetlands, shores and the beach with even limited activity. The speed and noise associated would impact every other recreational use the area offers.

I urge you to protect this valuable area, pass the ordinance, and maintain foot only access.

Sincerely,

Deborah Gravel

Peter Dwyer

Oct. 10, 2013

TO: Haines Borough Planning Commission,
RE: 1 mile Mud Bay Rd. Beach Access

To Whom it may concern,

I would like to express my support in favor of enforcing a NO MOTORIZED VEHICLES ordinance on beach and wetlands along the Chilkat River Beach in the Townsite. I walk, bike and ski on this beach regularly and I am aware of how popular this beach is to non-ATV users. Thanks for considering my point of view.

Sincerely,

John White

Po Box 1377 HX15

Phone 766 2696

Oct. 10, 2013

To: The Haines Borough Planning Commission
From: Sid Moffatt
PO Box 428
Haines AK 99827

RE: ATV use on townsite Chilkat River Beaches

Dear Commissioners -

I am writing to express my support for local enforcement of the state's plan to keep the state's beaches along the Chilkat River ~~along~~^{inside} the townsite non-motorized. I am a long-time recreational user of the area and very much appreciate ~~the~~ having access for walking, skiing, biking, photography and as a wildlife corridor.

Thank you-

Sid Moffatt

766-2696

Sidmoffatt@hotmail.com

Michelle Webb

From: Xi Cui
Sent: Tuesday, October 22, 2013 11:57 AM
To: Michelle Webb
Cc: Gene & Renee
Subject: FW: Ordinance 13-10-354 Prohibition of motorized use on Chilkat River Inlet beaches

Michelle.

Could you please forward the letter to the Assembly? Thank you.

Xi Cui "Tracy"

Planning and Zoning Technician III
Haines Borough
P.O. Box 1209
Haines, Alaska 99827
(907) 766-2231 Ext. 23
Fax: (907) 766-2716

From: Gene & Renee [<mailto:genevdp@centurylink.net>]
Sent: Tuesday, October 22, 2013 11:52 AM
To: Xi Cui
Subject: Ordinance 13-10-354 Prohibition of motorized use on Chilkat River Inlet beaches

Hi Tracy;

Thank you very much for including our previous letter in the Planning Commission meeting packet. This is short notice, but we would appreciate it if you could include this letter in the Borough Assembly meeting packet for tonight's meeting. We changed the wording slightly to reflect the new Ordinance number reference.

Thanks again,
Eugene & Renee VanDePutte

Oct. 22, 2013

Re: Ordinance 13-10-354 recommended by the Haines Planning Commission

Dear Haines Borough Assembly;

My wife and I own Lot 1 of U.S. Survey 3 of the Chilkat Trail Subdivision, where we built the log house on the beach. We bought our property in 1989, when it was out of town and a

destination as a party place - littered with broken beer bottles and other debris, the beach torn up by people doing doughnuts with their vehicles.

That was then - this is now. All the beach lots have houses on them - their front yards are the beach. We have frequent walkers using the beach - most all are respectful of the beach and our privacy. Now that we are within the city limits the responsibility of preserving this sensitive habitat falls to the City of Haines.

Therefore, we strongly support the adoption of Ordinance 13-10-354 recommended by the Planning Commission to prohibit motorized vehicle use in the Chilkat River Beaches Recreational Zone by amending HBC 18.70.030 to define Recreational Zone and adding HBC 12.50.010.1 to prohibit motorized vehicle use in the Chilkat River Beaches Recreational Zone.

Sincerely,

Eugene VanDePutte

genevdp@centurylink.net

genevandeputte@gmail.com

360-468-2744



Haines Borough
Assembly Agenda Bill

Agenda Bill No.: 13-311

Assembly Meeting Date: 11/12/13

Business Item Description:	Attachments:
Subject: Modify the Existing Heliski Ordinance Regarding the Process to Amend the Heliski Map	1. Ordinance 13-07-339 2. 10/8/13 Report from G.A.S. Committee 3. 7/16/13 Memo from the Mayor 4. Public Comment
Originator: Mayor Scott	
Originating Department:	
Date Submitted: 7/15/13	

Full Title/Motion:
Motion: Advance Ordinance 13-07-339 for a second public hearing on 12/10/13.

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:
In July 2013, the mayor proposed changes to Title 5, specifically the procedures to amend the Commercial Ski Tour Areas Map. She asked for ordinance introduction followed by referral to the Government Affairs & Services Committee, and the assembly did that on 7/23. On 10/22/13 this ordinance was replaced with a substitute ordinance recommended by the GAS Committee and was scheduled for a first public hearing on 11/12/13.

Referral:
Sent to: Government Affairs & Services Committee Date: 7/23/13
Recommendation: Sub & 1st PH Refer to: Meeting Date: 9/20, 10/1/13

Assembly Action:	
Workshop Date(s):	Public Hearing Date(s): 11/12/13
Meeting Date(s): 7/23, 10/22, and 11/12	Tabled to Date:

AN ORDINANCE OF THE HAINES BOROUGH AMENDING BOROUGH CODE SECTION 5.18.080 TO CHANGE THE PROCEDURE FOR AMENDING THE COMMERCIAL SKI TOUR AREAS MAP.

NOW, THEREFORE, BE IT ENACTED BY THE HAINES BOROUGH ASSEMBLY:

Section 1. Classification. This ordinance is of a general and permanent nature and if adopted with or without amendment shall become a part of the Haines Borough Code.

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

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

Section 4. Amendment of Subsection 5.18.080(F)(3). Subsection 5.18.080(F)(3) of the Haines Borough Code is hereby amended to read as follows:

NOTE: ~~STRIKETHROUGH~~ ITEMS ARE DELETIONS

5.18.080 Commercial ski tours, commercial ski productions and special ski competition events.

F. General Permit Conditions

3. Commercial ski tours, commercial ski productions and special ski competition events shall be conducted only in areas identified on the map attached to the ordinance codified in this section which shall remain on file with the borough clerk and labeled "Haines Borough Approved Commercial Ski Tour Areas."

~~a. The Haines Borough Approved Commercial Ski Tour Areas map may be amended annually by assembly resolution.~~

~~b. Proposals for map amendments may be submitted to the borough manager from May 1st to May 31st each year. Proposals shall be in writing and include an illustration of the general subject area and rationale for the amendment in fewer than 500 words.~~

~~c. After May 31st and prior to June 10th, the manager shall convene an advisory committee to review the proposed map amendments. The committee shall be comprised of one commercial ski tour operator determined by random drawing of all permitted commercial ski tour operators; one citizen determined by random drawing of all persons who submitted map amendment proposals except commercial ski tour operators; one tourism advisory board member selected by the tourism advisory board; one parks and recreation committee member selected by the parks and recreation committee; and one Alaska Department of Fish and Game staff member who meets the residency requirements of HBC 2.60.020 and is knowledgeable of local wildlife habits. The committee shall organize itself as to procedure and shall make a recommendation to the manager on or before June 30th. The manager will not be bound to the recommendations but shall present them to the assembly for consideration~~

Section 5. Amendment of Section 5.18.080. Section 5.18.080 of the Haines Borough Code is hereby amended to add a new Subsection I, as follows:

NOTE: **Bolded/UNDERLINED** ITEMS ARE ADDITIONS TO THE CURRENT LANGUAGE

5.18.080 Commercial ski tours, commercial ski productions and special ski competition events.

I. Non-Temporary Amendment of the Haines Borough Approved Commercial Ski Tour Area Map.

1. To initiate non-temporary amendment of the Haines Borough Approved Commercial Ski Tour Areas map the assembly shall adopt a resolution, following a public hearing, that articulates the reasons to consider amendments to the map and authorizes the borough manager to convene a heliski map committee according to the following procedures:

a. Proposals for map amendments may be submitted to the borough manager from May 1st to May 31st ~~each year~~ in three year intervals starting in 2016. Proposals shall be in writing and include an illustration of the general subject area and rationale for the amendment.

b. After May 31st and prior to June 10th, the manager shall convene an advisory committee to review the proposed map amendments. The committee ~~shall be comprised of representatives from key stakeholder groups and~~ shall include the following five voting and ~~two~~ one non-voting members:

1. a representative of tourist-related businesses, ~~selected~~ nominated by the Tourism Advisory Board, and appointed by the Mayor;

~~2. a representative of residents potentially impacted by heliski operations, selected by the mayor;~~

~~3. a representative of local goat hunters, selected by the Upper Lynn Canal Advisory Board;~~

~~4. 2. a representative of the local conservation community, selected nominated by Lynn Canal Conservation, and appointed by the Mayor;~~

~~5. a representative of independent backcountry skiers, selected by the borough Parks and Recreation Advisory Board; and~~

~~3. a representative from the Chilkoot Indian Association;~~

~~4. a member of the Haines Borough Assembly; and~~

~~5. a representative from the heliski industry selected randomly by current Haines Borough heliski permit holders.~~

6. As a non-voting members, a representative of the heliski industry, selected by the existing permit holders; and a representative of the village of Klukwan, selected by the Chilkat Indian Village Tribal Council.

c. The committee shall to every extent possible involve ADF&G area wildlife biologists in its deliberations, including forwarding all proposals for map changes to the ADF&G, seeking ADF&G testimony, and requesting comments from ADF&G on all draft recommendations before they are sent to the manager.

d. The committee shall organize itself as to procedure and shall make a recommendation to the manager on or before July 15th. The manager will not be bound to the recommendations but shall present them to the assembly for consideration.

2. The Haines Borough Assembly shall adopt a resolution, following a public hearing, to finalize any non-temporary amendment of the Haines Borough Approved Commercial Ski Tour map.

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

ATTEST:

Stephanie Scott, Mayor

Michelle Webb, Interim Borough Clerk

Date Introduced: 07/23/13 – Referred to G.A.S. Committee
Date of First Public Hearing: 11/12/13
Date of Second Public Hearing: ___/___/___

GOVERNMENT AFFAIRS AND SERVICES – COMMITTEE REPORT

Heliski Ordinance, Map Amendment Procedures

The Government Affairs and Services (GAS) committee discussed proposed changes to the Heliski Map Amendment Procedures, 5.180.080 (F), over the course of three meetings. The following report is an outline of our findings and recommendations.

GPS Data Collection and Compliance

Findings

- Data is submitted on an Excel spread sheet. Inputting data into the system is time consuming but not difficult.
- Data collected from **SEABA did not include** altitude, air speed or date. Staff was unable to determine landing areas and could not confirm if data was from the requested dates.
- **Alaska Heliskiing's data** came directly from the helicopter company and included all necessary data.
- All helicopters have GPS units installed in them that are capable of delivering the necessary data to monitor compliance.
- There were four spot checks per company (a total of eight spot checks) during the 2013 season. The data from the spot checks resulted in the following violations:
 - **SEABA** was fined \$500 for skiing on BLM land and \$400 for a landing violation. These occurred on separate days.
 - **Alaska Heliskiing** was fined \$600 for three landing violations and \$200 for one flight path violation. These all occurred on the same day.

Recommendations

- Data submitted to the borough should include: longitude, latitude, air speed, altitude, and date.
- Spot checks should be increased to a minimum of five checks per company per season.
- Data collection should come directly from helicopter companies.
- Data input should be automated to decrease amount of staff time to process information. Automated data processing could include filters to determine landing areas, flight paths, boundary violations, etc. This could be put out to bid for a programmer to develop at minimal cost.
- Fines for violations should be at a meaningful amount as to deter further violations.
- Fines should double for each additional violation.
- Digital maps with defined flight paths, boundaries and landing areas should be made available to helicopter companies prior to the start of each season for voluntary installment into their GPS systems.

GOVERNMENT AFFAIRS AND SERVICES – COMMITTEE REPORT

Heliski Ordinance, Map Amendment Procedures

Map Amendment Procedures

Findings

- There were concerns about heliski companies being able to request map amendments as well as vote for the amendments they requested. Some felt this was a conflict of interest as the heliski companies were a biased voter.
- Some expressed they felt the native population and conservation groups were underrepresented.
- Many felt that annual amendments to the map would create heightened controversy and be directed more by political alignment than factual findings.
- Some felt that the 500 word limit for proposal was restrictive and did not give the committee the necessary information to determine if an amendment was necessary.
- The lack of assembly involvement on the committee was also noted as a concern.
- The Alaska Department of Fish and Game (ADF&G) representative was a fish specialist and was unable to give insight into concerns about goat habitat.

Recommendations

- Members of the committee should include a member of the CIA, the conservation community, Klukwan (non-voting) and the assembly.
- Amendments to the map should occur **at three year intervals**. This allows for data collection to substantiate any map changes, as well as time for any preceding amendments to be tried and tested. This also gives the community a period of rest from a topic that has proven contentious and wearisome.
- The ADF&G representative should not be restricted by residency requirements as the person with the necessary expertise is often from another community.
- The ADF&G representative should be a non-voting member.
- Proposal for map amendments should not be limited to 500 words.

Summary

The heliskiing industry is an important part of our winter tourism economy. The regulation of this industry has been in effect since its inception. But the collection of data to monitor compliance has only been in existence for the past few years. At this point, there is no policy about the type of data collected. There is also no policy about who the data should come from. This has caused many community members to question the integrity and authenticity of the data being submitted.

If the collection of data can be deemed credible and conclusive, and over the next few years the heliskiing companies can demonstrate continued compliance, then it is my belief that a trustworthy relationship can develop between the heliski industry and the community.

If the Borough is persistent and diligent in its duties we can help facilitate the reconciling of differences between the industry and the community. At which point the monitoring, and eventually the regulation, of the industry can subside.

Memorandum

Haines Borough
Office of the Mayor
103 Third Avenue S.
Haines, Alaska 99827
sscott@haines.ak.us
Voice (907) 766-2231 ext. 30

July 16, 2013

To: Haines Borough Assembly members

Cc: Mark Earnest, Borough Manager; Julie Cozzi, Borough Clerk

From: Stephanie Scott, Mayor, Haines Borough

Subject: Heliski Map Amendment Procedures: 5.18.080 (F)

Below are proposed modifications to the existing heliski ordinance regarding amendment to the heliski map. I would like to give you a little overview of the modifications and explain why it has occurred to me that these changes could be helpful.

With respect to process regarding this ordinance, I hope that you will introduce this ordinance on the 23rd and set it for its first public hearing pending review by the Government Affairs and Services Committee. I think it will be useful to review ordinance changes at the committee level as thoroughly as possible before bringing it back to the body as a whole. Interested parties will have ample time and opportunity to debate the merits and offer suggestions prior to an Assembly level public hearing.

Overview and Explanation

First of all, I realized that “Amending the map” has become complex and probably deserves its own section in 5.18.080 as opposed to being embedded in (F) General Permit Conditions. So I propose removal of the amendment text from (F) and creation of a new section (I), labeled “Non-Temporary Amendment of the Haines Borough Approved Commercial Ski Tour Area Map.” This makes sense to me because we have section G that is “Temporary Additions to Approved Commercial Ski Tour Areas.”

Secondly, I propose adding a process through which the Assembly deliberately decides to amend the map. (See I (1) in the proposed ordinance.)

In the existing language, the submittal of a proposal launches the amendment process. That means that just one proposal commits the manager to convene a committee. That seems arbitrary.

Also, I think it will be useful to ferret out in advance, through debate of a resolution to begin an amendment process, why the community, through the elected officials, thinks that it is necessary to alter the map at all. For sure, there could be lots of reasons to make permanent changes: safety, more terrain needed because business is booming, information on mountain goats and bears that renders some existing areas more sensitive. And there could be good reasons to leave map boundaries untouched as well. What I think would help is to have leadership open the map – or not – on purpose and for a set of reasons. In either case, to open or not to open, the reasons will provide guidance to the ensuing process and season.

Thirdly, I am proposing that the composition of the committee itself is adjusted to provide a little more inclusivity and objectivity. Several committee members were selected BECAUSE they had submitted proposals – this creates an automatic bias when proposals are examined and puts the member in a difficult position. These ordinance changes suggest that “proposers” should be treated as “expert witnesses” by a committee constituted to examine and evaluate the proposals as opposed to automatic members of the committee.

As you have learned from the recommendations of this year’s committee, it was felt that the opinion of the Chilkat Indian Village is determinative of areas for heliskiing, especially on the Takhin Ridge. If a resident of the Chilkat Indian Village does qualify under HBC 2.60.020, then I would recommend that the representative be a voting member as opposed to a non-voting member.

Another very important class of experts is the operators themselves. Their opinions and proposals should be carefully considered, but since the “map” is a regulatory tool, perhaps the industry being regulated should not have a vote on the recommended regulations – influence definitely, vote – perhaps not.

The proposed ordinance gives a little more guidance to how to include the ADF&G wildlife biologists. Haines Borough residents who also work for ADF&G are fisheries biologists and did not feel comfortable speaking on behalf of the ADF&G wildlife biologists. The Committee spent some time sorting out how to include the wildlife biologists and in the end proceeding along the lines outlined in the proposed ordinance changes. It worked out well.

Finally, I suggest removal of the 500-word limit for proposals and lengthening the time for committee deliberation by 15 days from June 30th to July 15. I understand that the 500-word limit was put in place to guard against submission of “tomes” for committee review. It does achieve that! However, it is also a barrier to full substantiation of the reason for the change. When interviewed, proposers

frequently referred to documentation not provided in their proposals due to the word limit. I think that if documentation is key to the substantiation of the proposal, then the proposer should provide it as opposed to assuming that the committee will either be as familiar with key documents as the proposer or have easy access to the referenced document/s. I suggest that it would be appropriate for the proposals submitted to constitute “the record” the committee reviews. The most common rationales for changes address competing uses either by people or wildlife, economic necessity based on growth of the industry, and safety. It is not useful for proposers to assert these rationales without backup data. The 500-word limit comes to be a barrier to inclusion of the data that would ground the proposal in actuality.

Under the present ordinance, the committee has a minimum of 20 days to deliberate and a maximum of 30. This may be enough time in February but it is not enough time in the busy month of June! People were scrambling. Extending the time limit does not necessarily mean more meetings; but it gives committee members more time to think.

Thank you for your consideration of these changes!

.....

5.18.080 Commercial ski tours, commercial ski productions and special ski competition events.

(F) General Permit Conditions

(3) (a-c)

~~a. The Haines Borough Approved Commercial Ski Tour Areas map may be amended annually by assembly resolution.~~

~~b. Proposals for map amendments may be submitted to the borough manager from May 1st to May 31st each year. Proposals shall be in writing and include an illustration of the general subject area and rationale for the amendment in fewer than 500 words.~~

~~c. After May 31st and prior to June 10th, the manager shall convene an advisory committee to review the proposed map amendments. The committee shall be comprised of one commercial ski tour operator determined by random drawing of all permitted commercial ski tour operators; one citizen determined by random drawing of all persons who submitted map amendment proposals except commercial ski tour operators; one tourism advisory board member selected by the tourism advisory board; one parks and recreation committee member selected by the parks and~~

recreation committee; and one Alaska Department of Fish and Game staff member who meets the residency requirements of HBC 2.60.020 and is knowledgeable of local wildlife habits. The committee shall organize itself as to procedure and shall make a recommendation to the manager on or before June 30th. The manager will not be bound to the recommendations but shall present them to the assembly for consideration

I. Non-Temporary Amendment of the Haines Borough Approved Commercial Ski Tour Area Map.

1. To initiate non-temporary amendment of the Haines Borough Approved Commercial Ski Tour Areas map the assembly shall adopt a resolution, following a public hearing, that articulates the reasons to consider amendments to the map and authorizes the borough manager to convene a heliski map committee according to the following procedures:

a. Proposals for map amendments may be submitted to the borough manager from May 1st to May 31st each year. Proposals shall be in writing and include an illustration of the general subject area and rationale for the amendment.

b. After May 31st and prior to June 10th, the manager shall convene an advisory committee to review the proposed map amendments. The committee shall be comprised of representatives from key stakeholder groups and shall include the following five voting and two non-voting members:

1. a representative of tourist-related businesses, selected by the Tourism Advisory Board,

2. a representative of residents potentially impacted by heliski operations, selected by the mayor,

3. a representative of local goat hunters, selected by the Upper Lynn Canal Advisory Board,

4. a representative of the local conservation community, selected by Lynn Canal Conservation,

5. a representative of independent backcountry skiers, selected by the borough Parks and Recreation Advisory Board.

6. The map committee shall also include as non-voting members a representative of the heliski industry, selected by the existing

permit holders; and a representative of the village of Klukwan, selected by the Chilkat Indian Village Tribal Council.

c. The committee shall to every extent possible involve ADF&G area wildlife biologists in its deliberations, including forwarding all proposals for map changes to the ADF&G, seeking ADF&G testimony, and requesting comments from ADF&G on all draft recommendations before they are sent to the manager.

d. The committee shall organize itself as to procedure and shall make a recommendation to the manager on or before July 15th. The manager will not be bound to the recommendations but shall present them to the assembly for consideration.

2. The Haines Borough Assembly shall adopt a resolution, following a public hearing, to finalize any non-temporary amendment of the Haines Borough Approved Commercial Ski Tour map.

Michelle Webb

From: Julie Cozzi
Sent: Tuesday, October 22, 2013 11:16 AM
To: George Campbell; DIANA
Cc: Stephanie Scott; Michelle Webb
Subject: FW: Support for proposed heliski policy changes

Follow Up Flag: Follow up
Flag Status: Flagged

Categories: Agenda Business

FYI....

From: Julie Cozzi
Sent: Tuesday, October 22, 2013 11:15 AM
To: 'Sherrie'
Subject: RE: Support for proposed heliski policy changes

Hi, Sherrie...

We don't technically have two new assembly members yet, since the Election has not yet been certified. I will be happy to forward your comments to the presumed winners George Campbell and Diana Lapham. Once the Election is certified, I'll be very happy to let you know the addresses (they will be assigned borough addresses), and they will also be placed on the borough's website.

Thank you, as always, for taking the time to comment. Enjoy this beautiful day...

Julie

Julie Cozzi, MMC
Interim Borough Manager
Haines Borough
P.O. Box 1209
Haines, AK 99827
907-766-2231, ext.31
907-766-2716 (fax)
www.hainesalaska.gov

"The most wasted day of all is that in which we have not laughed."

From: Sherrie [<mailto:riversidealaska@yahoo.com>]
Sent: Monday, October 21, 2013 11:22 PM
To: Julie Cozzi
Subject: FW: Support for proposed heliski policy changes

Hi Julie,

Please forward this email to the two new Assembly members. I don't have their email addresses. If you can let me know

their addresses so I can write them directly in the future that would be great.

Sherrie

----- Forwarded Message

From: Sherrie Goll <riversidealaska@yahoo.com>

Date: Tue, 22 Oct 2013 00:16:16 -0700

To: Stephanie Scott <mayor_scott@haines.ak.us>, <dberry@haines.ak.us>, <svick@haines.ak.us>

Cc: <jlapp@haines.ak.us>, <jwaterman@haines.ak.us>, "djschnabel@haines.ak.us" <djschnabel@haines.ak.us>, Stephanie Scott <mayor_scott@haines.ak.us>, Julie Cozzi <jcozzi@haines.ak.us>

Conversation: Support for proposed heliski policy changes

Subject: Support for proposed heliski policy changes

Dear Borough Assembly,

I am writing to thank Assembly members Steve Vick, Norm Smith and Dave Berry for their work on the proposed changes regarding regulation of the heli-ski industry to be discussed at tomorrow's meeting. I urge the adoption of these changes which represent a vast improvement to current administrative policy

Thank you.

Sincerely,

Sherrie Goll
P.O. Box 261
Haines, AK

----- End of Forwarded Message

Michelle Webb

From: George Campbell [outback@alaska.net]
Sent: Tuesday, October 22, 2013 9:24 AM
To: Michelle Webb
Cc: Stephanie Scott
Subject: Heliski GPS

Dear Michelle,

Please add my following comment to the "blue file".

The Borough assembly has selected a method of GPS monitoring and is considering making an ordinance or ordinance change to require specific equipment from the Heli-ski industry in an attempt to ensure compliance. As the Borough continues to increase the cost to operators in this one section of our economic income, it would be appropriate for the Borough to pay for the GPS systems it is requiring the operators to have installed.

The Borough's information assumes that all of the helicopters operating have specific equipment, though that equipment is not required in aircraft by the FAA. If the Borough wants a selected group of tours to have special equipment, it should be at the Borough's expense.

Also, the ordinance change about the map committee allows a specific non-profit to select a "Conservation" seat at the table. I believe that there are other groups qualified to make a 'conservation' selection.

A seat from the business community, as in Chamber of Commerce type, would be appropriate.

Thank you,

George Campbell

**Sheldon Museum
Monthly Staff Report
August - September 2013**

SEPTEMBER VISITORS

Local Walk-in	129
Paying Walk-in	439
Non-paying Walk-in	131
Children local and non-local	9
With School Group	104
Programs/meetings at Museum	7
Off-site Activity	624
Tours	45
Web Site page views:	3,029

YEAR THROUGH SEPT.

Local Walk-in	1198
Paying Walk-in	3612
Non-paying Walk-in	1122
Children local and non-local	141
With School Group	354
Programs/meetings at Museum	1832
Off-site Activity	822
Tours	354
Web Site page views	20,725

[1,448 visits (repeat visitors), 1,109 unique visitors (1st-time visitor)]

AUGUST VOLUNTEERS

Number	24
Total Hours	378

SEPTEMBER VOLUNTEERS

Number	43
Total Hours	521

Hours Year Total 3,347

UPCOMING EVENTS/PROJECTS

- Annual Doll Fair (Mid-November)
- Christmas Open House (December 14)
- Upgrading the Museum's Computers and Server to Windows 7 OS. (Jan/Feb)

ADMINISTRATION and OPERATIONS

- **New Director:** John Hairr decided not to accept the hiring offer from SMCC. The application process was re-opened until 9/30.
- **Interim Director:** Christina Baskaya agreed to stay on as Interim Director through September 30. Blythe Carter was appointed Interim Director beginning October 1, 2013 until a new director is hired.
- **Summer Interns:** Erica Rodenbeck left us on August 28 and Felix Mussik left on September 20th. Both did a great deal of work around the museum and were invaluable. If not for them, the museum would have been in dire straits as far as staffing during the summer. Erica worked 504 hours. Felix worked 344 hours.
- **MA/AHS Conference Sep 25-28:** MA and AHS Program Committee members and attendees were very pleased with the conference and it was said that Haines continues to be an impressive location for this annual event. The event brought in 168 registrants plus their spouses and over \$27,000 thousand dollars to local business, not including additional money spent on hotels, meals, car rentals, etc as well as a general appreciation for Haines, its scenery and hospitality.
- **Exhibition of Art from the Museum's Permanent Collection** opened on September 14, 2013. There was no opening reception but the exhibit has received good comments and much interest. This exhibit would not have been possible without Jerrie Clarke volunteering her time to come back for two weeks to assist the museum with preparations for the conference. The exhibit features pieces purchased with the Rasmuson Art Initiative Grant Funds. It will continue through November 30, 2013.
- **Author Deb Vanasse presentation** *Wealth Woman: The True Story of Kate Carmack* was held the evening of Aug. 15.
- **"Rattletrap Ruckus" 4 piece band** playing historical, turn of the Century music on interesting instruments was held on September 4. Approximately 40 people attended.
- **Membership Program:** Initial phase of membership program presented to the board via email. It was determined that more discussion with the board is necessary.
- **IT Maintenance:** Microsoft recently released approximately 90 updates to various software, including USB compatibility. It has caused some issues with a few of our printers and some glitches, hangs and freezes on our computers. We waiting to address these until the issues "settle down" so that we can see what corrects itself. If necessary we will consult Warren Johnson. Blythe is also looking into Upgrading our current network, server and computers to the latest Windows OS.

- **Website Sales:** We are getting another rash of on-line map sales. Someone posted it again.
- **Accounting:** Kris was bombarded with post conference bills and record keeping, in addition to regular accounting. She managed to get the majority of the Conference accounting done before she left to attend her mother's funeral.
- **Kris Training at Alaska State Museum Collections Move in Juneau** from October 21-25. This is an incredible opportunity for Kris to get hands on experience in the proper care and handling of museum objects during transfer from one location to another. All expenses are paid by a grant except for Kris's hours.

COLLECTIONS

- **Photo Collection:** Nancy continued imputing Sheldon Collection photographs into Past Perfect through August and Sept. , which make up the majority of our historic photos. Felix Mussik, summer intern, has proved to be excellent at the detail-oriented effort needed to digitally process our older photos. The "Fort William H. Seward / Port Chilkoot" category will be finished soon, and we'll move on to the half-complete "Haines" category.
- **Research:** The MA/AHS Conference generated a great many inquires and kept Nancy very busy hunting down obscure information. A dozen people made research appointments during August and September with several repeat visits. Several clans also checked out and returned clan trust items.

EDUCATION

- **The Museum's Annual Apple Activities** were held in September and well attended by various school groups from Preschool through 3rd grade and included homeschool kids and parents. Volunteers Kirstin Amann, John White and Bill Broste pitched in.
- **Walk and Talk** series began with a 3rd Grade trip to Moose Meadows near Chilkat State Park with Preston Kroes, Alaska State Park Ranger.
- **Saturday Stroll** (part of the Walk and Talk series) will occur each month, weather permitting. The first walk was held along River Road where Donna Catotti composed the piece currently on display in the Museum's Hakkinen Gallery. A visit to Pyramid Harbor to locate George Davidson geological marker is planned for Saturday, October 19th.
- **Tlingit Language Class** begins October 15, 2013 at 6:30pm. Joanne Elsie Spud resumes her role as teacher.

Chilkat Center for the Arts			
8/31/2013			
Contact	Function	Participants	Amount
	Dance Studio		
SEARHC	Yoga	82	135
Chorus Bishop	Seibukan Jujitsu	98	300
	Lobby		
SEARHC	Morning Muscles - No Classes in August	0	0
St Michael's	Sunday Services	65	300
Ellen Ferguson	Wedding reception	50	100
Julie Rae	Concert	30	75
DOWL HKM	DOT meeting	75	100
Jujutsu Event	special exhibition	80	150
	Conference Room		
FCCA	Board meeting	7	n/c
KHNS	Board meeting	7	n/c
	Auditorium		
KHNS	Concert Benefit	250	n/c
FCCA	Concert Benefit	175	350
	Kitchen		
Sarah J	August	1	250
Seibukan Jujutsu	Sushi To-go	1	45
Rainbow Glacier Tours	Evening use	1	120
	August Totals		
		892	1,925.00

Per General Manager adjusted to reflect a \$350 increase.

SHELDON MUSEUM AND CULTURAL CENTER, INC
Board of Trustees Meeting Minutes
Monday, October 7, 2013, 12:00 p.m. at the Sheldon Museum

CALL TO ORDER: 12:02 p.m. by Board President Jim Heaton

ATTENDANCE: BOARD – Jim Heaton, Michael Marks, Jim Shook, Bob Adkins, Lorrie Dudzik, Anastasia Wiley, John Hagen and Dave Pahl

STAFF - Blythe Carter

BOROUGH LIAISON - Not present

ADDITIONS TO THE AGENDA: None

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

APPROVAL OF MINUTES: M/S Michael & Anastasia - approved unanimously

STAFF REPORT: Preliminary profit of \$6118.51, but all bills are not in yet.

- Christina put in an extra 30.5 hours in planning for the Museums Alaska Conference.
- Jerrie Clarke took leave without pay to come to the Conference and put in two weeks at 8 hours/day for the Conference. She insisted that she wanted no reimbursement.
- M/S Dave & Jim S. to pay Christina \$604.51 for her extra time. Also to ask her for a written de-briefing of the Conference and her thoughts on SMCC. Passed unanimously
- M/S Anastasia & Michael to reimburse Jerrie \$400 for her Conference services. Passed unanimously.

OUR HEARTFELT THANKS TO BOTH CHRISTINA AND JERRIE FOR ALL THEIR EFFORTS ON BEHALF OF SMCC AND THE MUSEUMS ALASKA CONFERENCE.

NEW BUSINESS:

- Director Hiring Process - Jim S. requested that the Board go into executive session at 12:47
- Executive session ended at 1:48

Jim H. will arrange telephone interviews with the three finalists for next Tuesday, October 15, starting at noon. The three finalists are James Grof, Helen Alten, and Marnie Leist.

- Staffing for October – Kris will be gone for the next two weeks, so Blythe will be the only full time staff available. SMCC will be closed on Saturdays. SMCC office will be open from 10:00 a.m. until 4:00 p.m. M-F.
- M/S Michael & Jim S to hire Andrea Nelson as a 60-day emergency hire. Passed unanimously.
- M/S Jim S. & Anastasia to appoint Blythe as interim director retroactively as of 10/1/13 until our new director comes on board. Passed unanimously.

NEXT BOARD MEETING: Wednesday, October 16, 2013 at 12:00 noon

HIRING COMMITTEE MEETING: Tuesday, October 15, 2013 at 12:00 noon

DISCUSSION: Each Board member should have three questions for each of the finalists for the interviews on Tuesday.

MEETING ADJOURNED: at 2:13 p.m.

Respectfully submitted,

Bob Adkins, Secretary



**Haines Borough
Assembly Agenda Bill**

Agenda Bill No.: 13-379
Assembly Meeting Date: 11/12/13

Business Item Description:	Attachments:
Subject: Waive After-the-fact Fee - Fossman Chickens in Single Residential Zone	1. Resolution 13-11-514 2. Planning Commission Recommendation and Findings of Fact
Originator: Planning Commission	
Originating Department:	
Date Submitted: 9/12/13	

Full Title/Motion:
Motion: Adopt Resolution 13-11-514.

Administrative Recommendation:

Fiscal Impact:		
Expenditure Required	Amount Budgeted	Appropriation Required
\$	\$	\$ 0

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

Summary Statement:
Parcel # C-CEM-00-1500 is located within a single residential zone and animal husbandry requires a conditional use permit. In July 2013, staff discovered the property owner had six chickens without a conditional use permit and a \$250 after-the-fact fee was assessed, as required by HBC 18.30.070. The property owner appealed to the planning commission, and after hearing the appeal on 9/12, unanimously recommends the assembly waive the after-the-fact fee. They recommend this because 1) they determined the property owner did not intend to raise chickens on her property but was merely fostering them after a school project and actively trying to find homes for them, and 2) she no longer has chickens on her property, therefore she is not required to obtain a conditional use permit. Code says the planning commission may recommend that charges and fees be stayed. The assembly may stay them if it is in the best interest of the municipality to do so and special circumstances warrant.

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

Assembly Action:	
Workshop Date(s):	Public Hearing Date(s):
Meeting Date(s): 11/12/13	Tabled to Date:

A Resolution of the Haines Borough Assembly waiving the \$250.00 after-the-fact fee assessed for keeping chickens in a single residential zone without a conditional use permit on parcel # C-CEM-00-1500 belonging to Penny Fossman.

WHEREAS, parcel # C-CEM-00-1500 is located within a single residential zone and animal husbandry requires a conditional use permit (HBC 18.70.040); and

WHEREAS, HBC 18.20.020 defines "animal husbandry" as *the keeping of any animal except traditional household pets or those allowed under "agriculture, personal use," [and]...no form of horse, cow, goat, fowl or pig shall be considered a traditional household pet;* and

WHEREAS, in July of 2013, borough staff discovered the property owner had six chickens without a conditional use permit and a \$250 after-the-fact fee was assessed, as required by HBC 18.30.070; and

WHEREAS, the property owner Penny Fossman appealed the manager's enforcement decision to the planning commission; and

WHEREAS, on September 12, 2013, the planning commission heard the appeal and, based on the following findings, unanimously recommends the assembly waive the after-the-fact fee:

1. The Planning Commission determined Ms. Fossman did not intend to raise chickens on her property but was merely fostering them after a school project and actively trying to find homes for them; and
2. Ms. Fossman no longer has chickens on her property, therefore she is not required to obtain a conditional use permit; and

WHEREAS, HBC 18.30.070(D) says: "*[t]he planning commission may recommend to the assembly that charges and fees be stayed. The assembly may stay the fees under subsection (A) of this section if it is in the best interest of the municipality to do so and special circumstances warrant,*"

NOW, THEREFORE, BE IT RESOLVED that the Haines Borough Assembly accepts the recommendation of the planning commission and waives the after-the-fact fee of \$250 assessed for keeping chickens in a single residential zone without a conditional use permit on parcel # C-CEM-00-1500 belonging to Penny Fossman.

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

ATTEST:

Stephanie Scott, Mayor

Michelle Webb, Interim Borough Clerk



Haines Borough
PLANNING COMMISSION
RECORD OF DECISION

DATE: September 12, 2013

TO: Borough Assembly

FROM: The Haines Planning Commission

PLANNING COMMISSION DECISION:

Motion: Gonce moved to “recommend the Assembly stay the \$250 after-the-fact fee being assessed to Penny Fossman for having chickens on her property without a conditional use permit.” The motion passed unanimously.

RATIONALE: Haines Borough Code 18.70.040 allows the keeping of more than 3 hens upon approval of a conditional use permit in single residential zone. However, the Planning Commission determined that Penny Fossman did not intend to raise chickens on her property. She was merely fostering them after a school project and was actively trying to find homes for them. Also, she no longer has chickens on her property, so she is not required to obtain a conditional use permit.

SUBMITTED BY  (signature)
Rob Goldberg
Planning Commission Chair



HAINES BOROUGH, ALASKA
P.O. BOX 1209
HAINES, AK 99827
(907) 766-2231 FAX (907) 766-2716

FINDINGS OF FACT

Applicant: Penny Fossman

Location: 633 Mud Bay Road

Zoning: Single Residential

Nature of Request: Appeal of enforcement order requiring the payment of a \$250 after-the-fact fee for having chickens in single residential zone without a conditional use permit.

Public Hearing Date: September 12, 2013

Findings:

1. In mid July of 2013, while out doing site visits, the Borough Planning & Zoning Technician discovered 6 chickens have been kept on the above-listed property. The property is in single residential zone. Haines Borough Code 18.70.040 allows the keeping of more than 3 hens upon approval of a conditional use permit in single residential zone.
2. Due to the fact that unpermitted land use has been taken place, property owner Penny Fossman was assessed a \$250 after-the-fact fee, as required by Haines Borough code 18.30.070.
3. On August 2, 2013, Penny Fossman submitted a written appeal to the Planning Commission.
4. The Planning Commission determined that Penny Fossman did not intend to raise chickens on her property. She was merely fostering them after a school project and was actively trying to find homes for them. Also, she no longer has chickens on her property, so she is not required to obtain a conditional use permit.
5. Also, the Planning Commission is considering increasing the limit on the number of hens, and reducing the application fee for animal husbandry. A draft ordinance will be reviewed at the October 10th Planning Commission meeting.

Conclusion:

Gonce moved to “recommend the Assembly stay the \$250 after-the-fact fee being assessed to Penny Fossman for having chickens on her property without a conditional use permit.” The motion passed unanimously.

Respectfully Submitted:

A handwritten signature in black ink, appearing to read 'Xi Cui'.

Xi Cui “Tracy”
Haines Borough Planning & Zoning Technician III
(907)766-2231 ext. 23
xcui@haines.ak.us



**Haines Borough
Assembly Agenda Bill**

Agenda Bill No.: 13-380
Assembly Meeting Date: 11/12/13

Business Item Description:	Attachments:
Subject: Authorize Disposal of Surplus 1981 CAT 950 Loader	1. Resolution 13-11-515 2. Email from Public Works declaring surplus approx. value
Originator: Director of Public Facilities (Agenda Bill by Clerk's Office)	
Originating Department: Public Facilities	
Date Submitted: 11/1/13	

Full Title/Motion:
Motion: Adopt Resolution 13-11-515.

Administrative Recommendation:
The interim borough manager recommends adoption of this resolution.

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 assembly in August 2013 authorized the Borough Manager to contract with NC Machinery in the amount of \$219,792 for the purchase and delivery of a CAT 950H wheel loader. This loader replaced a 1981 CAT 950 loader that was a maintenance concern. The Director of Public Facilities has recommended that the 1981 CAT 950 loader is no longer needed for municipal purposes, and the Borough Manager concurs. The Public Works Superintendent has estimated this surplus loader's value at \$15,000. Borough Code 14.24.010 (Disposal of personal property) states the borough assembly shall, by resolution, determine which method or methods shall be used to dispose of personal property valued between \$1,000 and \$25,000. This resolution will authorize the Borough Manager to dispose of the surplus loader and determine which method or methods shall be used in its disposal.

Referral:

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

Assembly Action:

Workshop Date(s):	Public Hearing Date(s):
Meeting Date(s): 11/12/13	Tabled to Date:

A Resolution of the Haines Borough Assembly authorizing the Borough Manager to dispose of a surplus 1981 CAT 950 loader by any of the methods specified in Haines Borough Code 14.24.010 (Disposal of personal property).

WHEREAS, the Haines Borough Assembly on 8/27/13 authorized the Borough Manager to contract with NC Machinery in the amount of \$219,792 for the purchase and delivery of a CAT 950H wheel loader; and

WHEREAS, this loader replaced a 1981 CAT 950 loader that had become a maintenance concern; and

WHEREAS, the Director of Public Facilities has recommended that the 1981 CAT 950 loader is no longer needed for municipal purposes, and the Borough Manager concurs; and

WHEREAS, the Public Works Superintendent has estimated this surplus loader's value at \$15,000; and

WHEREAS, Haines Borough Code 14.24.010 (Disposal of personal property) states the borough assembly shall, by resolution, determine which method or methods shall be used to dispose of personal property valued between \$1,000 and \$25,000; and

WHEREAS, Haines Borough Code states personal property not authorized for abandonment, destruction, sale, or recycling by the manager and no longer needed for municipal purposes shall be disposed of in one or more of the following means: by public outcry auction to the highest bidder; by public sealed bid auction to the highest bidder; to the best qualified proposer who responds to a request for proposals to acquire the property; by sale or transfer to an educational, religious, charitable or nonprofit association or corporation providing service to residents of Haines; or by sale or transfer to the United States, the state of Alaska or an Alaska municipal corporation or any agency or department thereof,

NOW, THEREFORE, BE IT RESOLVED that the Haines Borough Assembly authorizes the Borough Manager to dispose of a surplus 1981 CAT 950 loader by any of the methods specified in Haines Borough Code 14.24.010 (Disposal of personal property).

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

Stephanie Scott, Borough Mayor

Attest:

Michelle Webb, Interim Borough Clerk

Michelle Webb

From: Ralph Borders
Sent: Friday, October 25, 2013 11:53 AM
To: Michelle Webb
Cc: Carlos Jimenez

Follow Up Flag: Follow up
Flag Status: Completed

Categories: Red Category

Public Works would like to declare our 1981 Cat 950 loader surplus approximate value \$15000 thanks ralph



**Haines Borough
Assembly Agenda Bill**

Agenda Bill No.: 13-381

Assembly Meeting Date: 11/12/13

Business Item Description:	Attachments:
Subject: Authorize Contract for Installation of a Harbor Pump-Out System	1. Resolution 13-11-516 2. Quote from Pacific Rim Mechanical
Originator: Harbormaster (Agenda Bill by Clerk's Office)	
Originating Department: Ports & Harbors	
Date Submitted: 11/1/13	

Full Title/Motion:
Motion: Adopt Resolution 13-11-516.

Administrative Recommendation:
The Director of Public Facilities, the PHAC, and the Harbormaster recommend adoption of this resolution.

Fiscal Impact:	Amount Budgeted	Appropriation Required
Expenditure Required \$ 19,500	\$ 19,500 (see below)	\$

Comprehensive Plan Consistency Review:	Consistent:
Comp Plan Policy Nos.: Objective 4B, Page 105	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

Summary Statement:
The Haines Boat Harbor is in need of a replacement harbor pump-out system. The Haines Borough has appropriated \$30,000 in grant and local sources, including an open grant with the Alaska Department of Fish and Game through the Clean Vessel Act (CVA), for the project. This CVA cooperative agreement (#10-125) expires in 2015 and the funds are to be used for a sewage pump-out. The Haines Borough Assembly on 4/9/2013 authorized the Borough Manager to purchase from EMP Industries a harbor pump-out system for \$15,420.94. The Director of Public Facilities requested quotes from three businesses for the installation of this harbor pump-out system. Pacific Rim Mechanical was the only respondent, submitting a quote of \$19,500. The Alaska Department of Fish and Game has agreed to contribute additional funding to cover the installation.

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

Assembly Action:	Public Hearing Date(s):
Workshop Date(s): Meeting Date(s): 11/12/13	Tabled to Date:

A Resolution of the Haines Borough Assembly authorizing the Borough Manager to contract with Pacific Rim Mechanical in the amount of \$19,500 for the installation of a harbor pump-out system.

WHEREAS, the Haines Boat Harbor is in need of a replacement harbor pump-out system; and

WHEREAS, the Haines Borough has appropriated \$30,000 in grant and local sources, including an open grant with the Alaska Department of Fish and Game through the Clean Vessel Act (CVA), for the project; and

WHEREAS, this CVA cooperative agreement (#10-125) expires in 2015 and the funds are to be used for a sewage pump-out; and

WHEREAS, the Haines Borough Assembly on 4/9/2013 authorized the Borough Manager to purchase from EMP Industries a harbor pump-out system for \$15,420.94; and

WHEREAS, the Director of Public Facilities requested quotes from three businesses for the installation of this harbor pump-out system; and

WHEREAS, Pacific Rim Mechanical was the only respondent, submitting a quote of \$19,500; and

WHEREAS, the Alaska Department of Fish and Game has agreed to contribute additional funding to cover the installation,

NOW, THEREFORE, BE IT RESOLVED that the Haines Borough Assembly authorizes the Borough Manager to contract with Pacific Rim Mechanical in the amount of \$19,500 for the installation of a harbor pump-out system.

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

Stephanie Scott, Borough Mayor

Attest:

Michelle Webb, Interim Borough Clerk

PacificRim

MECHANICAL LLC

RECEIVED Haines Borough
OCT 21 2013
Clerk's Office 12:45 PM

Proposal

PO Box # 669
Haines Alaska, 99827

Ph: 907-766-2086

Oct 21st, 2013

To: Haines Borough, Small Boat Harbor
Project: Sanisailor above ground sewer installation
Attention: Carlos / Phil

Pacific Rim Mechanical LLC proposes to furnish Labor, Materials, Travel and Supervision for the noted project:

Acknowledge addenda None

The scope of work shall consist of the following.

Installation of all dock piping from Sanisailor to PVC pipe exiting the embankment of the ice house. All work is to be done with "Hot dipped galvanized" fastening accessories and HDPE SDR 11 pipe and fittings. All pipe and fittings will be new. All existing pipe and hangers will be demolished. The system will be installed with flexible piping at the gang way to allow for tidal change and dock movement.

Inclusions: Div 15

- All above ground HDPE Plumbing
- All hot dipped galvanized fastening and hardware
- Demolition of existing piping and hangers
- Shop drawings, O&M's, Submittals
- Commissioning of project

[Recipient Name]

October 7, 2013

Page 2

- Field coordination and Project Management in accordance with the Project specifications and Project Drawings.

Exclusion

- All Electrical
- Debris disposal from job site to landfill
- All permits
- Bond

Total Lump Sum Base bid \$19,500.00

This proposal good for **60** days.

Phone (907) 868-3972/ Fax (907) 272-8389 E- mail: shawnjobrien@gmail.com



**Haines Borough
Assembly Agenda Bill**

Agenda Bill No.: 13-383

Assembly Meeting Date: 11/12/13

Business Item Description:	Attachments:
Subject: Authorize Contract for Disposal of Surplus Material from the Demolition of the Port Chilkoot Dock	1. Resolution 13-11-518 2. Request for Proposals 3. Community Waste Solutions Proposal 4. Acme Transfer Co. Proposal 5. Norman Hughes Proposal
Originator: Director of Public Facilities (Agenda Bill by Clerk's Office)	
Originating Department: Public Facilities	
Date Submitted: 11/4/13	

Full Title/Motion:
Motion: Adopt Resolution 13-383.

Administrative Recommendation:
The Director of Public Facilities recommends adoption of this resolution.

Fiscal Impact:

Expenditure Required	Amount Budgeted	Appropriation Required
\$ 40,000	\$ 40,000	\$

Comprehensive Plan Consistency Review:

Comp Plan Policy Nos. : Objective 15G, Pages 254-255	Consistent: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
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Summary Statement:

The Borough contracted with Pacific Pile & Marine, LP for the Port Chilkoot Dock and Letnikof Cove Harbor Renovations project. The Assembly authorized the Borough Manager to dispose of surplus material from the demolition by any of the methods specified in Haines Borough Code 14.24.010 (Disposal of personal property). An engineer earlier estimated the cost of shipping the material to Washington at about \$250,000. The Borough recently issued a request for proposals for the disposal and received three responses. Community Waste Solutions (CWS) quoted a price of \$40,000 to haul the remaining surplus material to its permitted waste site on FAA Road. CWS will allow the Borough and Borough-approved nonprofits to have future access to some of the material. The Borough has budgeted grant funds from the State of Alaska as well as Commercial Passenger Vessel Tax receipts for the Port Chilkoot Dock and trestle replacement. Some of the cost may be offset by surplus lumber sales to the public.

Referral:

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

Assembly Action:

Workshop Date(s):	Public Hearing Date(s):
Meeting Date(s): 11/12/13	Tabled to Date:

A Resolution of the Haines Borough Assembly authorizing the Borough Manager to contract with Community Waste Solutions in the amount of \$40,000 for the disposal of surplus material from the demolition of the Port Chilkoot Dock.

WHEREAS, the Haines Borough contracted with Pacific Pile & Marine, LP on 5/2/2013 for the Port Chilkoot Dock and Letnikof Cove Harbor Renovations project; and

WHEREAS, the project scope included demolition of areas of the Port Chilkoot Dock and trestle; and

WHEREAS, the Haines Borough Assembly on 10/8/2013 authorized the Borough Manager to dispose of surplus material from the demolition of the Port Chilkoot Dock by any of the methods specified in Haines Borough Code 14.24.010 (Disposal of personal property); and

WHEREAS, one of the assembly's approved methods for disposal was by award to the best qualified proposer who responds to a request for proposals to acquire the property; and

WHEREAS, the Haines Borough recently issued a request for proposals for the disposal of surplus material from the demolition of the Port Chilkoot Dock and received three responses; and

WHEREAS, Community Waste Solutions (CWS) quoted a price of \$40,000 to haul the remaining surplus material to its permitted waste site on FAA Road; and

WHEREAS, CWS can legally dispose of the waste in a Department of Environmental Conservation approved landfill; and

WHEREAS, CWS will allow the Borough and Borough-approved nonprofits to have future access to some of the material; and

WHEREAS, the Borough has budgeted grant funds from the State of Alaska as well as Commercial Passenger Vessel Tax receipts for the Port Chilkoot Dock and trestle replacement,

NOW, THEREFORE, BE IT RESOLVED that the Haines Borough Assembly authorizes the Borough Manager to contract with Community Waste Solutions in the amount of \$40,000 for the disposal of surplus material from the demolition of the Port Chilkoot Dock.

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

Stephanie Scott, Borough Mayor

Attest:

Michelle Webb, Interim Borough Clerk

HAINES BOROUGH PUBLIC NOTICE

REQUEST FOR PROPOSALS

PORT CHILKOOT DOCK DEMOLITION SURPLUS MATERIALS



The Haines Borough is requesting proposals for the disposal of surplus material from the demolition of the PC Dock. Deadline for Proposals is 4:00 p.m., Thurs, Oct 17, 2013.

A site/project review is required for any proposal and can be arranged by contacting Darsie Culbeck, the Executive Assistant to the Borough Manager, at (907) 766-2231 ext. 60 or dculbeck@haines.ak.us. The dock is currently being dismantled and material is being stored near the Public Safety Building, Haines, AK. It is estimated that demolition will be completed by January 30th, although a significant volume of material will be available before that.

Materials must be viewed with Borough staff prior to submitting a proposal. All transactions will be final and as-is. No cutting or processing of wood is allowed on site; wood must be taken as-is. A refundable deposit may be required until removal is complete. Proceeds revert to the Haines Borough General Fund.

Late submissions may be considered if an acceptable proposal is not received by the deadline. The Borough reserves the right to reject any and all proposals, to waive any irregularities in the proposal process, or to negotiate with proposers. Proposals must be received by the Clerk no later than 4:00 p.m., Thursday, October 17, 2013.

Proposals may be mailed, hand-delivered, emailed, or faxed to:

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

Questions should be directed to:

Darsie Culbeck, Executive Assistant to the Borough Manager
Phone: 907-766-2231 ext. 60
Email: dculbeck@haines.ak.us

Posted 10/14/13 – Julie Cozzi, MMC, Borough Clerk

Tom Hall
Community Waste Solutions
854 FAA Road
PO Box 575
Haines, Alaska 99827

October 24, 2013

Haines Borough Clerks Office
Darcie Culbeck
103 Third Avenue
P.O. Box 1209
Haines, Alaska 99827

Dear Haines Borough Clerks Office:

RE: Revised Request for proposal for the Port Chilkoot Dock Demolition Surplus Materials

CWS would like to thank you for the opportunity to resubmit our proposal for the Port Chilkoot Dock Demolition Surplus Materials.

PROPOSAL FOR EXSISTING STORED MATERIAL

CWS proposes to haul the remaining surplus materials from the current storage site to our permitted waste site located at 854 FAA Road after the award of proposal. All materials currently stored at the storage site designated by the Borough are to be dispersed as the Borough sees fit until the time the award is secured, November 12, 2013. Any materials left at the current storage site as of November 12, 2013 will be the property of Community Waste Solutions to be used at our discretion.

1. Borough would be required to provide operated forklift for loading and unloading of materials.
2. CWS is available to begin services anytime within three days after award of proposal.

PROPOSAL FOR OTHER DEMOLITION MATERIALS FROM PORT CHILKOOT DOCK

After the award of proposal has been made, all remaining materials left to be removed from the Port Chilkoot Demolition Site will be the property of Community Waste Solutions and will continue to be handled the same manner as materials currently being stored as best as possible (ends cut off and separation by type before delivery).

1. Borough would be required to provide transportation and operated forklift for loading and unloading of materials.
2. CWS is available to begin services anytime within three days of award of proposal.
3. With the Borough co-operation CWS would be prepared to allocate materials to Non-profit organizations at no cost.

BENEFITS

1. CWS has done the necessary research on the proper reuse and disposal of chemically treated wood products. Sandra Woods, Environmental Program Specialist of the Division of Environmental Health has sent us a document written by the Treated Wood Life Cycle, Management Coalition to help in determining the proper reuse and disposal. See Attached.

Haines Borough Clerks Office
October 24, 2013
Page 2

2. CWS is attaching a copy of our correspondence with Sandra Woods that verifies CWS is permitted and approved to accept demolition materials from the Port Chilkoot Dock
3. CWS's facility is permitted to dispose of chemically treated wood not deemed reusable due to state of decomposition and or destruction.

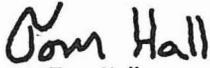
RFP

1. Price: All Inclusive lump sum \$40,000.00.

CWS is available to discuss our proposal and any further ideas or input you may have.

Phone: Office 766-2736 Tom's Cell: 907-973-2025

Sincerely,


Tom Hall
PRESIDENT

PROPOSAL FOR
DISPOSAL OF PORT CHILKOOT DOCK DEMOLITION MATERIALS

FROM: Acme Transfer Co. Inc.
Box 858
Haines, Ak. 99827
907-766-3826

Acme Transfer Co. Inc. hereby offers to dispose of the Port Chilkoot Dock Demolition Materials, stored near the Public Safety Building in Haines, Alaska.

Disposal is based on the following price per ton. This price includes loading and disposal of the Port Chilkoot Dock Demolition Materials stored near the Public Safety Building in Haines, Alaska.

LOADING AND DISPOSAL: \$355.00 PER TON

Loading and Disposal will be completed by January 31, 2014, weather permitting. Final Loading and disposal will be completed no later than June 1, 2014.


Paul A. L. Nelson President
Acme Transfer Co. Inc.

RECEIVED Haines Borough

OCT 17 2013
Clerk's office

received at 3:48 pm
Tolson

Darsie Culbeck

Subject: FW: Rfp for decking

Sorry I do not have your borough address. Please submit my rfp for decking 3x12, I propose \$ 2,000.00 for 2,000 lineal feet of decking. Can pickup at lot next to fire hall. Later in October, as I am halibut fishing the next week or so. Thank you, Norman hughes po 1136 , 907 723 4848

Sent from my iPhone

Sent from my iPhone



**Haines Borough
Assembly Agenda Bill**

Agenda Bill No.: 13-384

Assembly Meeting Date: 11/12/13

Business Item Description:	Attachments:
Subject: Authorize Professional Services Agreement for Wood Heat Design	1. Resolution 13-11-519 2. Qualifications from CTA Architects and Engineers 3. Alaska Energy Authority Grant Amendment
Originator: Executive Assistant (Agenda Bill by Clerk's Office)	
Originating Department: Administration	
Date Submitted: 11/5/13	

Full Title/Motion:
Motion: Adopt Resolution 13-11-519.

Administrative Recommendation:
The administration recommends adoption of this resolution.

Fiscal Impact:		
Expenditure Required	Amount Budgeted	Appropriation Required
\$ 33,000	\$ 35,000	\$

Comprehensive Plan Consistency Review:	
Comp Plan Policy Nos.: Objective 3M, Page 310 & Objective 15L5, Pages 329-330	Consistent: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

Summary Statement:
<p>The Haines Borough currently has \$35,000 remaining from a grant through the Alaska Energy Authority (AEA) for a Haines Central Wood Heating Feasibility Study. This grant expires on December 31, 2013. The AEA issued a grant amendment allowing the Borough to use grant funds for final design. The Borough recently issued a Request for Qualifications (RFQ) for interested parties to submit written qualifications to provide wood heat design services for the Borough. Three RFQs were received. The Administration recommends award to CTA Architects and Engineers, which will provide bid-ready design documents for biomass pellet boilers in a minimum of three buildings: the Chilkat Center, Haines School/Pool, and sewer treatment plant for an amount not-to-exceed \$33,000. Final design must meet State of Alaska requirements and include all necessary disciplines (Mechanical, Electrical, Architectural, & Structural). All work must be completed by 12/15/13, and final invoicing by 12/31/13.</p>

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

Assembly Action:	
Workshop Date(s):	Public Hearing Date(s):
Meeting Date(s): 11/12/13	Tabled to Date:

A Resolution of the Haines Borough Assembly authorizing the Borough Manager to enter into a professional services agreement with CTA Architects and Engineers for Wood Heat Design for an amount not-to-exceed \$33,000.

WHEREAS, the Haines Borough currently has \$35,000 remaining from a grant through the Alaska Energy Authority (AEA) for a Haines Central Wood Heating Feasibility Study; and

WHEREAS, this grant expires on December 31, 2013; and

WHEREAS, the AEA issued a grant amendment allowing the Borough to use grant funds for final design; and

WHEREAS, the Borough recently issued a Request for Qualifications (RFQ) for interested individuals or businesses to submit written qualifications to provide wood heat design services for the Borough; and

WHEREAS, the Borough Administration has received and reviewed three proposals and recommends award to CTA Architects and Engineers; and

WHEREAS, CTA Architects and Engineers will provide bid-ready design documents for biomass pellet boilers in up to three buildings: the Chilkat Center, Haines School/Pool and sewer treatment plant; and

WHEREAS, final design must meet State of Alaska requirements and include all necessary disciplines (Mechanical, Electrical, Architectural, and Structural); and

WHEREAS, all work must be completed by December 15, 2013, and final invoicing by December 31, 2013; and

WHEREAS, the project will be funded with remaining AEA grant funds, and available funds are sufficient for this work,

NOW, THEREFORE, BE IT RESOLVED that the Haines Borough Assembly authorizes the Borough Manager to enter into a professional services agreement with CTA Architects and Engineers for Wood Heat Design for an amount not-to-exceed \$33,000.

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

Stephanie Scott, Borough Mayor

Attest:

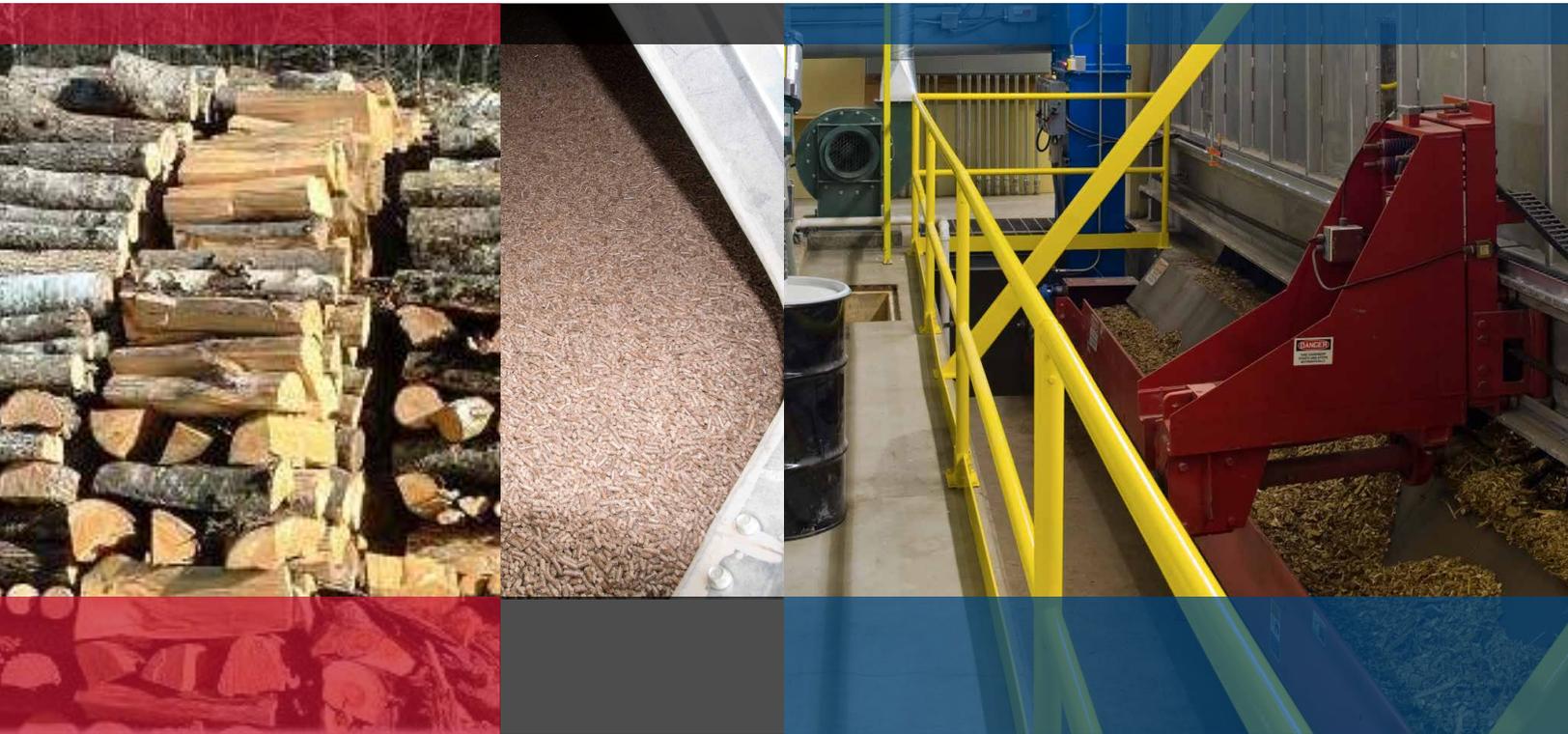
Michelle Webb, Interim Borough Clerk

REQUEST FOR STATEMENT OF QUALIFICATIONS

Haines Borough | Alaska

Wood Heat Design Services

November 5, 2013



ARCHITECTS ENGINEERS

**PIONEERING
ENVIRONMENTS**



ARCHITECTS ENGINEERS

November 5, 2013

Darsie Culbeck
Executive Assistant to the Manager
Haines Borough
103 Third Ave. S.
P.O. Box 1209
Haines, Alaska 99827

RE: **Response to Haines Borough Wood Heat Request for Qualifications**

Dear Darsie;

CTA Architects Engineers is pleased to submit this summary of qualifications for Architectural and Engineering services for integrating wood pellet fired boilers into the Chilkat Center, Haines School/Pool and the sewer treatment plant in Haines.

CTA has organized a team with recent and relevant experience in Alaska, prepared to face the challenges of your project and committed to the success of your project. We have completed over 25 woody biomass projects utilizing cordwood, wood pellets and chipped fuel. The boiler systems were selected depending upon the size of the facility, annual energy consumption, local fuel resources, and input from the owner. The facilities vary in size from small schools and community facilities in Holy Cross, Tetlin, Galena and Fort Yukon, to larger scale systems in Craig and Tok, Alaska as well as projects throughout Idaho, Montana, North Dakota and Oregon. We have designed systems with pellet boilers that were pre-assembled in a shipping container as well as fitting a pellet boiler into an existing space in the building and utilizing an exterior silo for pellet storage.

We have performed work in Southeast Alaska, including the wood chip boiler project in Craig, and several assessments in Craig and Ketchikan. CTA also assisted CE2 with their biomass feasibility study for Haines Borough in 2009, so we have some familiarity with the buildings proposed to be part of this project. We are currently working on other potential pellet boiler projects in Ketchikan.

CTA is committed to having construction documents for integrating the wood fired heating systems into the proposed buildings by December 15, 2013.

Thank you for the opportunity to provide you with our qualifications for this project. We would be honored to be selected as the design team. Please do not hesitate to contact me with any questions you may have about our proposal.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Nathan Ratz'.

Nathan Ratz, PE
CTA Architects Engineers

Overview of Firm

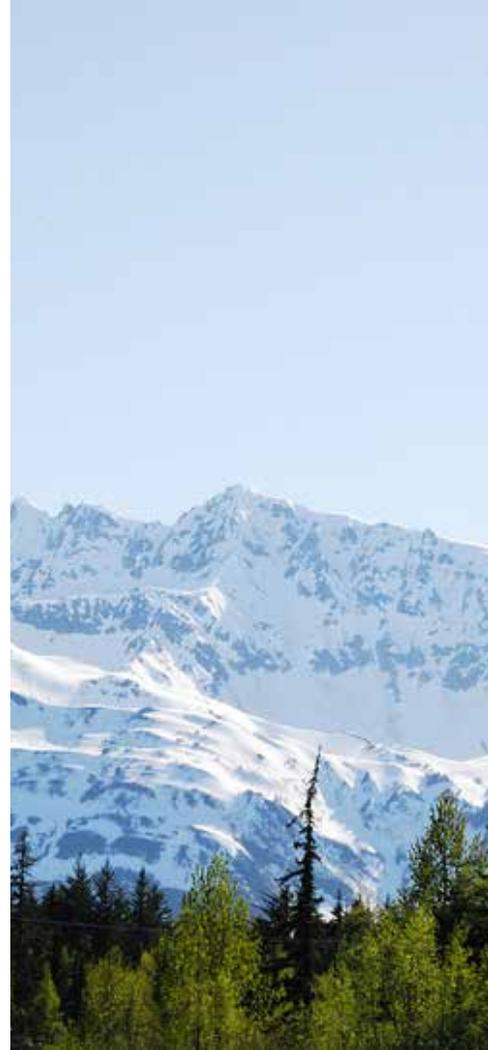
CTA is a full service architectural engineering firm of 340+ professionals working in 15 offices throughout the United States. CTA was established in Billings, Montana in 1938 by Ralph Cushing and Everett Terrell, one an architect, one an engineer. Even back then, they knew that the most effective and efficient way to provide professional planning services were to provide both architecture and engineering – integrated design.

Thus the core philosophy of the original CTA organization was centered on the integration of the design disciplines on our projects. We still sincerely believe in that tenet. As building design and engineering systems become more sophisticated, we continue to add specialists to our staff that allow us to provide a complete, integrated package of services to our clients. In recent years we have expanded our services to include biomass boiler systems.

CTA designs dozens of commercial boiler heating systems each year ranging from small boilers (100,000 Btu/hr) for residences or light commercial applications, to large boilers (20,000,000 Btu/hr or larger) for university and hospital boiler plants. We have experience with boilers in new construction and boiler replacements in existing boiler rooms and experience with steam and hot water boiler systems.

CTA has conducted preliminary assessments for integrating biomass heating systems for more than 300 buildings throughout the Western United States.

CTA has also designed 25 systems utilizing wood chips, hogged wood fuel, ground wood fuel and wood pellets for schools, health care facilities, college campuses and government buildings. Those systems include below grade, on grade, surge-bin and silo storage systems. The completed buildings have been constructed from concrete, concrete masonry units, metal studs and conventional metal building systems.



Professional Team

CTA's team includes:

Nathan Ratz | Project Manager, Lead Mechanical Engineer

Nathan has over 19 years of experience in HVAC and plumbing design for a variety of commercial, government, and educational projects. He has been the lead design engineer on the majority of CTA's biomass boiler projects including the US Forest Service Fuels for Schools demonstration project in Darby, MT, the Alaska Gateway School District combined heat and power facility in Tok, Alaska and cordwood boiler projects in Holy Cross, Galena, Fort Yukon and Tetlin. Nathan will be the main point of contact for this project and lead the design effort.

Alan Bronec | Principal in Charge, Electrical Engineer

Mr. Bronec is the electrical engineer for the majority of CTA's biomass heating projects with over twenty years of experience in electrical design and project management for a wide variety of medical, commercial, industrial, educational, retail, and institutional type projects both new and remodel. He has in-depth experience in the area of power generation and distribution, fire alarm systems, and power quality. As the manager of the Missoula office Alan assures that appropriate resources are allocated to each project team.

Nick Salmon | Architect & Senior Project Manager

Nick's 20 years of experience in the programming, development and management of complex projects includes long range planning, community planning, facility assessments, programming, design, construction administration and working in a team approach with clients, construction managers and design team members. His strong background in construction administration allows him to translate that knowledge into cost effective solutions to meet the needs of clients. Nick serves as co-leader of CTA's Education Market Sector, is a Recognized Educational Facility Planner and a LEED accredited professional. Nick will be the architect of record and provide quality control review.

Shane Jacobs | Assistant Project Manager, Architectural

Shane served as the assistant project manager for all three multi-purpose community services center projects in Holy Cross, Shageluk and Mentasta. His involvement included client communication, development of design details, as well as the coordination of the interdisciplinary design and construction team. Shane brings strong leadership and communication skills to the team keeping the focus on achieving the project goals. This includes meeting budgets, schedules, and fulfilling program requirements and effectively working with all team and community members. Shane will assist with architectural design as well as assist Nathan with managing the project.

Consulting Specialists

CTA has worked effectively with many Surveyors, Civil Engineers and Geotechnical Engineers throughout Alaska. We are prepared to recommend several consultants for your consideration and direct hire if and when the services of the surveyors and geotechnical consultants and civil engineers become necessary. CTA also has worked with firms that can provide air quality analysis and provide stack recommendations if desired by the Borough.



References

Piotr Kawka

University of Alaska-Fairbanks
Fairbanks, Alaska
907.590.3907

Devany Plentovich

Program Manager - Biomass/CHP
Alaska Energy Authority
813 W. Northern Lights Blvd.
Anchorage, AK 99503
907.771.3068

Scott MacManus

Executive Director
Alaska Gateway School District
Tok, Alaska
907. 883.5151 x 104

Angela Farr

Biomass Utilization Coordinator for Region 1
United States Forest Service State and Private Lands
Fuels For Schools Program
Missoula, Montana
406.329.3521

Tessiana Paul

Administrator
Holy Cross Village, Alaska
907. 476.7124

Rebecca Wulf

Tribal Administrator & T.F.Y.S
Shageluk I.R.A Tribal Council
Shageluk, Alaska
907.473.8239

Angie David

Administrator
Tribes of Mentasta Traditional Council
Mentasta, Alaska
907.291.2319



Experience and Qualifications

PAST PROJECTS SIMILAR IN SCOPE

Harney District Hospital | Burns, Oregon

Harney District Hospital is a 25 bed critical access hospital in east central Oregon. The CEO of the hospital had a background in the woods products industry and was a strong proponent in investigating the use of wood fired heat for the new 54,000 SF facility. A packaged pellet boiler system manufactured by Kob was found to be the best solution for the hospital. A 750,000 Btu/hr hot water boiler is installed in a shipping container along with all the pumps, piping, heat exchanger, and other hot water heating system components required for a fully functioning system. All devices that required power were also pre-wired. The packaged system arrived on site and had to be placed on a foundation, power was run to a single point power connection, a 20 ton pellet silo was erected and a flex auger connected to the boiler, and underground piping was run from the packaged system to the hospital boiler room. Heating hot water from Kob system is injected into the water source heat pump system used in the hospital and also heats domestic hot water. The system has been in operation since 2006.

Contact Information:

Jim Bishop, CEO
Harney District Hospital
(541) 573-8329
jbishop@harneydh.com



PAST PROJECTS SIMILAR IN SCOPE

Heyburn Elementary School | St. Maries, Idaho

The School District was successful in obtaining a USFS Woody Biomass Utilization grant. A new 600 MBH wood pellet boiler was installed in the original coal bin next to the existing boiler room below grade. A 30 ton silo was installed just outside and a flex auger runs from the silo through the original coal chute to the pellet boiler. The boiler produces steam and was connected to the existing school heating system. A newer addition was served by a stand along heating hot water system; however; this project also installed a heat exchanger and piping and pumps to allow the pellet boiler to also heat the addition. The entire facility is approximately 37,000 SF and the boiler has been operational since 2009.

Contact Information:

Joe Gilmore
Maintenance Director
St. Maries Joint School District 41
240 S. 11th Street
St. Maries, Idaho 83861
(208) 245-2579
jgilmore@sd41.org



PAST PROJECTS SIMILAR IN SCOPE

Alaska Gateway School District

The Alaska Gateway School District started with a goal to reduce their annual operating budget and help reduce their reliance on fuel oil and the locally generated electricity. Due to their semi-remote location in Tok, Alaska the cost of their public utilities were significant. Out of concern for the rising costs of fuel and their desire to be practical with their operating budget the Alaska Gateway School District developed an interest in alternative heating and power generation. The school district engaged the help of CTA to review the feasibility of the different system types available.

Project consists of a new 60'-0" x 90'-0" metal building that will house a biomass boiler and related equipment, a general storage area for their chipper and loader, and a fuel storage bunker. The biomass boiler system will be connected into the existing K-12 school building and integrated with its existing mechanical systems under the first phase of work and will be able to be expanded to provide heat to the two other buildings located on the Tok Campus in future phases of work. The new building and biomass boiler are also designed for the future integration of a electrical generation system that will use the steam generated from the biomass boiler to power a steam engine generator. The fuel storage bunker was designed to hold enough fuel to allow the school district to make it through the toughest portions of the Alaska winter without having to refill their fuel storage bunker.



Contact Information:

Scott MacManus, Project Manager

Alaska Gateway School District
P.O. Box 226
Tok, Alaska 99780-0226
907.883.5151 x 115
smacmanus@agsd.us

Todd Poage, Superintendent

Alaska Gateway School District
P.O. Box 226
Tok, Alaska 99780-0226
907.883.5151 x 102
tpoage@agsd.us



PAST PROJECTS SIMILAR IN SCOPE

Darby School District | Montana

After an extremely severe fire season in the Bitterroot Valley in 2000, the Fuels for Schools program was started by the US Forest Service in 2001 and Darby School District (Montana) was selected as the initial Fuels for Schools project and was also fully funded as a demonstration project. A new stand alone boiler plant was constructed which housed a wood fired 3.2 MMBtu/hr steam boiler and a below grade chip storage bunker. The boiler plant serves the three main buildings on campus: the high school, junior high school, and elementary school, a total of approximately 82,000 square feet. Underground steam and condensate piping was run from the boiler plant to the high school and junior high school boiler rooms. In the junior high school boiler room, a steam to hot water heat exchanger and pump was added and heating hot water piping was installed to provide hot water to the elementary school. The project was constructed in 2003 and started up in December of 2003.

Contact Information:

Rick Scheele, Maintenance Director

406-821-1309

406-360-8342 (cell)

rscheele@darby.k12.mt.us





BIOMASS EXPERIENCE

PROJECT EXPERIENCE

COMPLETED PROJECTS SYSTEM TYPES

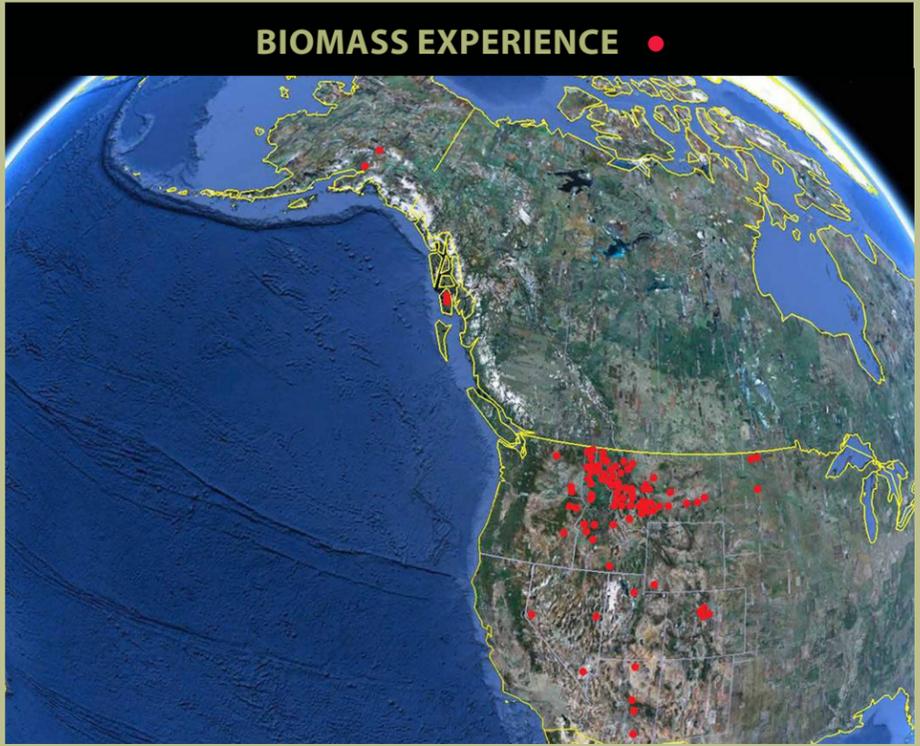
- Wood Pellet Boiler Systems
- Built-in-Place Green Chip Boiler Systems
- Surge Bin Green Chip Boiler Systems
- Turn Key Green Chip or Wood Pellet Systems
- Cordwood Boiler Systems
- Concrete Bunker Green Chip Systems
- Combined Heat/Power

BENEFITS

- Lower fuel costs
- Stability of fuel prices
- Use of local renewable energy source
- Can promote improved forest health and reduce wildfire danger
- Hands-on resource education in public schools
- Local job creation for fuel supply and system maintenance and operation

BIOMASS PROJECT GUIDANCE

- Focus on energy conservation first.
- Identify potential projects before they are designed or built to help reduce costs for biomass integration.
- Address and study limits for a co-generation system early in the project. (steam flows, staffing, sustainable fuel supply)
- Select a wood fired heating system vendor early in the project
- Educate team on the importance of fuel quality
- Prepare for start up problems (keep existing energy budget for two years)



SLASH PILE OF WASTE LUMBER

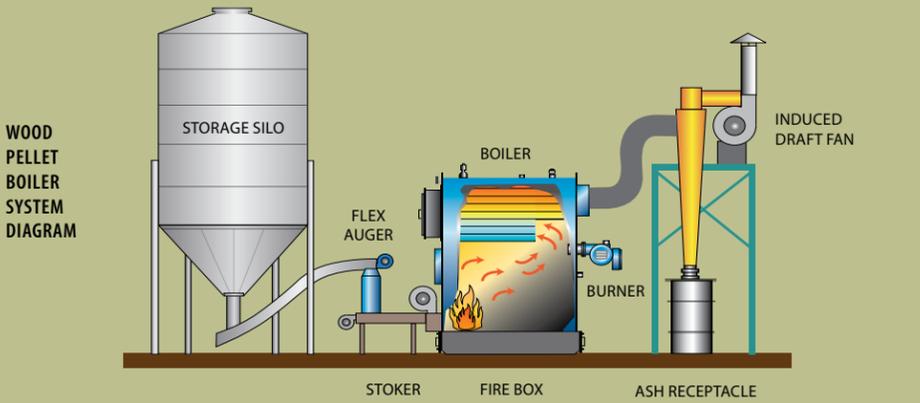


WOOD CHIP FUEL HANDLING



FIREBOX

MAKING WOOD WORK: LOCAL ENERGY SOLUTIONS



WOOD PELLET BOILER SYSTEM DIAGRAM



HARNEY DISTRICT HOSPITAL BOILER



ARCHITECTS ENGINEERS

WWW.CTAGROUP.COM
800.757.9522



BIOMASS EXPERIENCE

CTA's partnership with the USDA Forest Service Fuels for Schools program has led to the development of feasibility assessments for 120 facilities in Alaska, Arizona, Colorado, Idaho, Montana, Nevada, New Mexico, North Dakota, Oregon, Utah, Washington, and Wyoming. In addition to preliminary feasibility assessments, CTA has developed state-wide assessments for more than 112,000 boilers in Colorado, Michigan and Montana.

COMPLETED BIOMASS ASSESSMENTS

WWW.CTAGROUP.COM
800.757.9522

ALASKA

Alaska Gateway School District
Aleknagik City Hall
Aleknagik Health Clinic
Aleknagik Fire Dept Garage
Aleknagik Maintenance Garage
AVCP Lulu Heron Assisted Living
AVCP Office / Bunkhouse
AVCP Buildings A-E
AVCP 12-Unit Housing
AVCP Warehouse 1
AVCP Maintenance Facility
AVCP Headquarters
AVCP Tugkar Building
AVCP Lomack Building
Craig School District
City of Craig Pool
Craig City Hall
Craig Fire Hall
Craig Library
Craig Police Department
Craig City Gym
Craig Child Care Center
Craig Youth Center
Craig Old Clinic
Craig POWER building
Craig Tribal Association Building
Delta Greely School District
Haines Borough
Kenny Lake School District
Ketchikan High School
KIC Health Clinic
KIC SSEA Technology Education Ctr
KIC Old Administration Building
Manley Village Council Office
Manley Village Tribal Hall
Manley Village Health Clinic
Manley Village Washeteria
Manley Lakeview Lodge
Manley Village Generator Plant
Manley Village Express Maintenance Shop
Minto Health Center
Minto Community Hall
Minto Fire Station
Nenana School
Nenana School Warehouse
Nenana Water Plant
Nenana School Administration
Nenana School Living Center
Nenana Fire Department
Nenana Native Council Day Care
Nenana Meda Lord Senior Ctr
Shaan-Seet Office
Shaan-Seet Heated Storage
Shaan-Seet Modular Home
Shaan-Seet Hotel
Tetlin Community
Yukon-Koyukuk Elder Assisted Living Facility
UAF-Yukon Flats
USCG-Juneau
USCG-Ketchikan

ARIZONA

Arizona State Prison-Apache
Northland Pioneer College
Young School District
Round Valley Public Library

COLORADO

Alexander Dawson School
Cal-Wood Education Center
Delta School District
Conoco Philips-Boulder Facility
Celestial Seasonings Tea Co.
St. Malo Retreat Center

IDAHO

Benewah County Courthouse
Benewah County Hospital
Basin School District
Benewah County Federal Bldg
Bonners Ferry School District
Boundary County Courthouse
Boundary County Detention Center
Cascade Medical Center
Cascade School District
Council School District
Challis School District
Clearwater Valley Hospital
Grangeville Air Center
Idaho City Ranger District
Idaho State Hospital North
Idaho State Prison-Orofino
Kellogg School District
Mullan School District
Orofino School District
Pinehurst School District
Priest River School District
Saint Maries School District
Sandpoint School District
University of Idaho
USDA District Office-Sandpoint
Valley County Courthouse

MONTANA

Alberton School District
Babb Elementary School
Big Timber School District
Bonner School District
Boot Strap Ranch
Bozeman Middle School
Broadwater County Courthouse
Broadwater County Hospital
Browning High School
Central Montana Medical
Clark Fork Valley Hospital
Corvallis School District
Darby School District
Darby Shop Facility
Deer Lodge School District
Deer Lodge State Prison
Dillon School District
Drummond School District
Eureka School District
Flathead Community College
Forsyth School District
Fort Harrison Barracks
Fort Harrison VA Hospital
Frenchtown School District
Glacier High School
Hellgate Elementary School
High Altitude Training Cn
Hungry Horse Ranger Station
Libby Aquatic Center
Libby School District

Lincoln School District
Marcus Daly Hospital
Miles City Community College
Mineral Community Hospital
MT DNRC-Kalispell
MT DNRC-Missoula
MT Furniture Industries
MT School of Deaf & Blind
Philipsburg School District
Philipsburg District Heating
Polson School District
Powell Co. Medical Center
Rockin C's Ranch
Rockin NK Ranch
Rosebud Health Center
Rosebud School District
Saint Peters Hospital
Saint Regis School District
Seeley Lake High School
Special K Ranch
Stevensville School District
Superior School District
Swan Valley Youth Academy
Swan Valley Elementary
Trout Creek Elementary
Thompson Falls School District
Troy School District
Townsend School District
University of Montana-Western
USFS-West Yellowstone
Victor School District
White Sulphur Springs School
Whitehall School District

NEVADA

George Whittell High School
White Pine Elementary School
Middle Kyle Canyon

NEW MEXICO

Ramah Navajo Chapter

NORTH DAKOTA

Bismarck Public Works
University of ND-Bottineau
Saint Ann's Indian School

OREGON

Baker School District
Enterprise School District
Harney District Hospital
Wallowa School District

UTAH

Garfield County School District
Park City School District
South Summit School District

WASHINGTON

Dayton Hospital
Pascal Sherman Tribal School
Dayton School District
Stevens County Schools

WYOMING

Mountain View School District

COMPLETED BIOMASS PROJECTS

ALASKA

UAF-Yukon Flats
Tetlin Community
Elder Assisted Living Facility-Galena
Alaska Gateway School District-Tok
City of Craig

IDAHO

Council School District
Kellogg School District
University of Idaho
Saint Maries School District

MONTANA

Darby School District
Deer Lodge School District
Eureka School District
Glacier High School
Philipsburg School District
Troy School District
Thompson Falls School District
Townsend School District
Victor School District
University of Montana-Western

NEVADA

White Pine Elementary School

NORTH DAKOTA

Bismarck Public Works

OREGON

Enterprise School District
Harney District Hospital
Wallowa School District

STATEWIDE ASSESSMENTS

COLORADO

Statewide Boiler Assessment

MONTANA

Assessment: Potential for Expanding the Fuels for Schools Concept to Other Institutions and Industries (2004)
Biomass Boiler Market Assessment (2006)

MICHIGAN

Exploring Woody Biomass Retrofit Opportunities in Michigan Boiler Operations (2007)

IN DESIGN / CONSTRUCTION

MONTANA

Rockin C's Ranch

ALASKA

District Heat Loop, Mentasta
Community Center, Holy Cross
Community Center, Grayling

REFERENCES

Piotr Kawka
University of Alaska – Fairbanks
Fairbanks, Alaska
907.590.3907

Devany Plentovich
Program Manager – Biomass/CHP
Alaska Energy Authority
813 W. Northern Lights Blvd.
Anchorage, AK 99503
907.771.3068

Scott MacManus
Executive Director
Alaska Gateway School District
Tok, Alaska
907.883.5151 x 104

Angela Farr
Biomass Utilization Coordinator for Region 1
United States Forest Service State and Private Lands; Fuels For Schools Program
Missoula, Montana
406.329.3521

Tessiana Paul
Administrator
Holy Cross Village, Alaska
907.476.7124

Rebecca Wulf
Tribal Administrator & T.F.Y.S
Shageluk I.R.A Tribal Council
Shageluk, Alaska
907.473.8239

Angie David
Administrator
Tribes of Mentasta Traditional Council
Mentasta, Alaska
907.291.2319



Why should Haines Borough utilize CTA?

CTA provides an experienced and integrated design team of architects and engineers with expertise in biomass heating systems. Although our team is not located in Alaska, members of our team have designed and completed projects in Alaska in the past. Our team has worked on biomass projects in areas well beyond Montana and have been able to address the communication challenges associated with working in other regions of the country. We believe that experience matters. We are providing an experienced team that will not require on-the-job training to learn about the challenges of designing, procuring, installing and operating biomass heating systems. Our experience will provide both short-term and long-term benefits to Haines Borough.

Currently there are no large projects for CTA that overlap your schedule. We can commit to focusing on your project, on your schedule.

Other information deemed pertinent by the offeror.

Based upon our past experience with more than twenty biomass heating system projects in schools, hospitals and colleges we recommend that the operators of the system be involved in the project from the beginning, and that concerns about the operation of the system be addressed at each phase of the project including the start-up and commissioning of the system.

We recommend that the biomass heating system vendor be selected in advance of the completion of the project design in order to incorporate the specific configuration of the equipment selected and to address the 4-5 month lead time associated with the manufacture, delivery and assembly of wood-fired heating systems. This process has been successfully used with numerous projects in Montana, North Dakota, Idaho and Alaska. The biomass heating system vendor is typically selected based upon the combination of cost, delivery date, air quality, service and other factors.

We recommend that an air quality specialist be included in the design team to address any regulatory concerns with the Department of Natural Resources Division of Environmental Quality.



PERSONNEL RESUMES



PROFESSIONAL REGISTRATION

Mechanical Engineer / 1999
Licensed in: AK, CO, ID, MO, MT, OR, TX, UT, WA

AFFILIATIONS

American Society of Heating, Refrigeration and Air-Conditioning Engineers (ASHRAE)

EDUCATION

Bachelor of Science / 1993 / Engineering Science – Energy Option / Montana Tech

NATHAN RATZ PE

PROJECT MANAGER LEAD MECHANICAL ENGINEER

Nathan has over 19 years of experience in HVAC and plumbing design for a variety of commercial, government, and educational projects. He has worked on new construction, as well as remodel type projects. He has experience in air system design, hydronic system design, steam system design, D-W-V design, domestic water system design, and cost estimating. He has been the lead design engineer on the majority of CTA's biomass boiler projects including the US Forest Service Fuels for Schools demonstration project in Darby, MT and is now the biomass group leader at CTA.



PIONEERING
ENVIRONMENTS

RELEVANT EXPERIENCE

Alaska Gateway School District, Tok, AK

5.0 MMBtu/hr hot water boiler in stand-alone boiler plant interconnected with main school building with future connections for two other buildings.

City of Craig Wood Fired Heating System, Craig, AK

4.0 MMBtu/hr hot water boiler in stand-alone plant interconnected to the city pool building and two schools.

Wood Boiler Heating System, Heyburn Elementary School, St. Maries, ID.

500 MBH steam boiler installed in original school coal bin with exterior pellet silo. Heat exchanger and pumps installed to serve school wing on hot water heat.

Biomass Heating System, Eureka Public Schools, Eureka, MT.

5.0 MMBtu/hr steam boiler in stand-alone boiler plant interconnected with three school buildings.

Biomass Heating System, Darby Public Schools, Darby, MT

3.2 MMBtu/hr steam boiler in stand-alone boiler plant interconnected with three school buildings.

Wood Fired Boiler, University of Montana – Western, Dillon, MT

13.0 MMBtu/hr steam boiler installed in existing campus central boiler plant.

Wood Fired Heating System, Central Park Center, Deer Lodge School District, Deer Lodge, MT.

1.5 MMBtu/hr hot water boiler integrated into a building utilizing a public pool.

Cord Wood Boiler Systems for community centers in Holy Cross, Mentasta, and Grayling Alaska.

University of Alaska – Fairbanks Biomass Heating Project, Cord Wood Boiler, Fort Yukon, AK

Cord Wood Boiler System for Tetlin School, Tetlin, AK

Wood Chip Biomass Boiler Systems for School Districts in Victor, Philipsburg, Kalispell and Thompson Falls, MT.

Wood Pellet Biomass Boiler Systems for School Districts in Troy, and Townsend, MT.



PROFESSIONAL REGISTRATION

1994 / Electrical Engineer

States of Registration: ID, MT, OR, CA, AZ, CO, UT, NV, TX, NE, WI, NM, AK, PA

AFFILIATIONS

National Council of Examiners for Engineering & Surveying (NCEES)

National Fire Protection Association (NFPA)

2006 LEED Accredited Professional

EDUCATION

Bachelor of Science, 1989, Electrical and Electronic Engineering Technology, Montana State University

ALAN BRONEC

PE, LEED AP

PRINCIPAL IN CHARGE ELECTRICAL ENGINEER

Mr. Bronec has over twenty years of experience in electrical design and project management for a wide variety of medical, commercial, industrial, educational, retail, and institutional type projects both new and remodel. He has in-depth experience in the area of power generation and distribution, fire alarm systems, and power quality.

RELEVANT EXPERIENCE

Alaska Gateway School District, Tok, AK;

New Biomass Fueled Boiler System.

Glacier High School, Kalispell, MT;

new high school for 1500 students, state of the art educational planning design, and bio-mass heating system.

Victor School District, Victor, MT;

New Biomass Fueled Boiler.

Darby School District, Darby, MT;

New Biomass Fueled Boiler System.

Philipsburg School District, Philipsburg, MT;

New Biomass Fueled Boiler.

University of Montana - Western, Dillon, MT;

New Biomass Fueled Boiler System.

Thompson Falls School District, Thompson Falls, MT;

New Biomass Fueled Boiler.

Troy School District, Troy, MT;

New Biomass Fueled Boiler System.

Frenchtown School District, Frenchtown, MT;

175,000 sf addition and remodel to existing high school.

Florence School District, Florence, MT;

District-wide master planning.

Corvallis School District, Corvallis, MT;

District-wide master planning with emphasis on new high school planning.

Hamilton High School, Hamilton, MT;

New 168,000 sf high school facility.

Boise Independent School District, Boise, ID;

Electrical Service and Distribution Upgrade in 17 Schools; Fire Alarm Upgrade in 27 Schools.

University of Montana, Missoula, MT;

MTEC Alternative Energy Project, New 10kW wind turbine and 2kW grid tie photovoltaic system.

Flathead County, Kalispell, MT;

new 12,000 sf Emergency Operations Center with 9-1-1-Call Center.

Goshen County 9-1-1 Emergency Operations Center,

Torrington, WY; 40,000 sf police station, court room and 9-1-1 EOC.



PIONEERING
ENVIRONMENTS



PROFESSIONAL REGISTRATION

Architect/ 1994/ MT 1877 /
ID AR-984948

AFFILIATIONS

Member of The Council of Educational
Facility Planners International (CEFPI)
Leadership in Energy & Environmental
Design (LEED Accredited Professional)

EDUCATION

Masters of Science in Architecture / 1989/
University of Cincinnati
Bachelor of Architecture/ 1987/ University of
Cincinnati

NICK SALMON

CEFPI, LEED AP

ARCHITECT SENIOR PROJECT MANAGER

Nick has more than 20 years of experience in the programming, development and management of complex projects. This experience includes: long range planning, community planning, facility assessments, programming, design, construction administration and working in a team approach with clients, construction managers and design team members. His strong background in construction administration allows him to translate that knowledge into cost effect solutions to meet the needs of clients. Nick serves as co-leader of CTA's Education Market Sector and is a LEED accredited professional. He has been the lead architect and project manager on the majority of CTA's biomass boiler projects.



PIONEERING
ENVIRONMENTS

RELEVANT EXPERIENCE

Biomass boiler projects for:

- Saint Maries School District, Deer Lodge School District, Craig School District, Townsend School District, University of Montana-Western, Glacier High School, Troy School District, Thompson Falls School District, Philipsburg School District, Victor School District & Darby School District

Fuels for Schools Biomass Feasibility Studies for

100 School Districts and Public Facilities in Alaska, Idaho, Montana, Nevada, North Dakota, Oregon & Washington.

Corvallis School District, Corvallis, Montana

- Design Development documents for a New Vocational Education Building & remodel; Master Plan

Sand Point Charter School, Sand Point, Idaho

Frenchtown School District, Addition and Renovation, MT

Educational Facility Planning Workshops & Presentations:

- Amsterdam, CEFPI- San Diego, CEFPI-Washington D.C. Corvallis, Dillon, Frenchtown, Helena, Kalispell, Livingston, Lolo, MET School-Newport, Missoula, Plains & Poplar.

University of Idaho Wood Storage Facility & Chilled Water Plant, Moscow, Idaho.

Missoula Friends (Quaker) Meeting Accessibility & Sustainability Project, Missoula, MT

Linderman Elementary School Facilities Assessment & Design, Polson, MT

Glacier High School Program Development & Schematic Design, Kalispell, MT

Rocky Mountain Research Station/College of Forestry & Conservation Co-Location Feasibility Study,

University of Montana, Missoula, MT

Eastern Washington University Space Utilization, Cheney, WA

University of Montana Chemistry Building Remodel Schematic, Missoula, MT



PROFESSIONAL REGISTRATION

Architect/ 2011 / Montana
2008 LEED Accredited Professional BD+C

AFFILIATIONS

American Institute of Architects (AIA)
National
American Institute of Architects (AIA)
Montana
National Council of Architectural Registration
Boards (NCARB)
AIA Montana Board Member, 2013-2020

EDUCATION

BA in Environmental Design |2006 | Montana
State University
March |2007 | Montana State University

SHANE JACOBS

AIA, LEED AP

ASSISTANT PROJECT MANAGER ARCHITECTURAL

Shane has been with CTA for eight years. He has experience in the design of fitness, financial, educational, commercial and planning projects. Shane's project responsibilities encompass designing, problem solving, graphics, coordinating disciplines, drafting, construction administration, and managing a budget and a schedule. He brings strong leadership and communication skills to the team; keeping the focus on understanding and achieving the client's expectations while coordinating with engineers, interior designers, landscape architects, contractors, and consultants throughout the design and construction process. Shane is sensitive to environmental issues with his approach to building design while achieving desired functionality and aesthetics.



PIONEERING
ENVIRONMENTS

RELEVANT EXPERIENCE

Multipurpose Community Service Center, Mentasta, AK

Multipurpose Community Service Center, Shageluk, AK

Multipurpose Community Service Center, Holy Cross, AK

Multipurpose Community Service Center, Grayling, AK

Alaskan Gateway School District, master planning and schematic design of a biomass boiler building

University of Montana, schematic design of campus biomass boiler addition to existing heating plant

Bitterroot Aquatic Center, preliminary design, Hamilton, MT

NIH/NIAID Rocky Mountain Laboratories, Building 31 office remodel, Hamilton, MT

Great Northern Spokane, McKinstry office, SIERR building historic renovation

Missoula County Airport Authority, Missoula, MT, preliminary design for delta expansion and security mezzanine

Washington Corporation, tenant improvement to corporate facility.

Avista Corporation Campus, tenant improvement to multiple facilities on campus, including the corporate office building.

Eastern Washington University, tenant improvement to Physical Education Classroom/ Office facility.

Frenchtown High School, new construction and renovation.

Galusha, Higgins, & Galusha, tenant improvement and new construction to corporate office facility.

Gold's Gym, Multiple Facilities; tenant improvement and ground-up

Frenchtown School District, new construction and renovation

Missoula County Public Schools, energy assessment

Lolo School District, new campus master planning and energy assessment

Corvallis School District, master planning and vo-ed schematic design.



Alaska Energy Authority
Grant Agreement
Amendment



Grant Agreement Number 2195372	CFDA# NA	Amount of Funds \$ 120,500
Project Code(s) 402036	PBO No/ Proposal No.	Period of Performance: From: August 20, 2008 To: December 31, 2013

Project Title
Haines Central Wood Heating Feasibility Study

GRANTEE			GRANTOR		
Name Haines Borough			Alaska Energy Authority		
Street/PO Box P.O. Box 1209			Street/PO Box 813 W. Northern Lights Blvd.		
City/State/Zip Haines, Alaska 99827			City/State/Zip Anchorage, AK 99503		
Contact Person Mark Earnest, Borough Manager			Contact Person Helen Traylor, Project Manager		
Phone 907-766-2231	Fax 907-766-2716	Email: mearnest@haines.ak.us	Phone 907-771-3908	Fax 907-771-3044	Email: htraylor@aidea.org

AMENDMENT 3
Extend Period of Performance to December 31, 2013
Change Authority Project Manager to Helen Traylor.
Appendix A #1, replace with the following:

1. Definitions

In this Grant Agreement, attachments and amendments:

- a) "Authority" means the Alaska Energy Authority, a public corporation of the State of Alaska.
- b) "Authority Project Manager" means the employee of the Authority responsible for assisting the Grantee with technical aspects of the Project and is one of the Grantor's contacts for the Grantee during all phases of the Project.
- c) "Authorized Representatives" means those individuals or entities authorized by an entity to act on its behalf, with delegated authority sufficient to accomplish the purposes for which action is needed.

Continued on the next page.

Grantee		Authority Project Manager		Executive Director or Designee	
Signature	Date	Signature	Date	Signature	Date
	12/06/2011		12/06/11		12/20/11
Printed Name and Title Mark Earnest, Borough Manager		Printed Name and Title Helen Traylor, Project Manager		Sara Fisher-Goad AEA Executive Director	



**Haines Borough
Assembly Agenda Bill**

Agenda Bill No.: 13-382
Assembly Meeting Date: 11/12/13

Business Item Description:	Attachments:
Subject: Authorize Contract for E-911 and Dispatch Services Project	1. Resolution 13-11-517 2. Bid Solicitation 3. Bid Results 4. Contractor Bids
Originator: Director of Public Facilities (Agenda Bill by Clerk's Office)	
Originating Department: Public Facilities	
Date Submitted: 11/4/13	

Full Title/Motion:
Motion: Adopt Resolution 13-11-517.

Administrative Recommendation:
The Interim Chief of Police and the Director of Public Facilities recommend adoption of this resolution.

Fiscal Impact:		
Expenditure Required	Amount Budgeted	Appropriation Required
\$ 487,319.30	\$ 378,900+	\$ 108,000

Comprehensive Plan Consistency Review:	
Comp Plan Policy Nos.: Objective 16C, Pages 331-332	Consistent: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

Summary Statement:
The Haines Borough dispatch center operates around an antiquated, 1970s model radio system that often fails to transmit. Haines is not currently served by Enhanced-911, which accesses multiple databases as calls are coming in to help dispatchers provide the best response. The Haines Borough recently re-issued a request for sealed bids from qualified, licensed contractors for the E-911 and Dispatch Services Project. The Haines Borough obtained two sealed bids: 1) Arcticom for \$487,319.30 and 2) REVL Communications & Systems for \$592,447.55. The Public Facilities Director recommends contract award to Arcticom. The Borough has at least \$378,900 available from grant and local sources for the project. The assembly will consider an amendment to the FY14 budget through Ordinance 13-10-351 to appropriate \$108,000 of additional funds for the project.

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

Assembly Action:	
Workshop Date(s):	Public Hearing Date(s):
Meeting Date(s): 11/12/13	Tabled to Date:

A Resolution of the Haines Borough Assembly authorizing the Borough Manager to enter into a construction contract with Arcticom for the E-911 and Dispatch Services Project for an amount not-to-exceed \$487,319.30.

WHEREAS, the Haines Borough dispatch center operates around an antiquated, 1970s model radio system that often fails to transmit; and

WHEREAS, Haines is not currently served by Enhanced-911, which accesses multiple databases as calls are coming in to help dispatchers provide the best response; and

WHEREAS, the Haines Borough recently issued a request for sealed bids from qualified, licensed contractors for the E-911 and Dispatch Services Project; and

WHEREAS, the Haines Borough obtained two sealed bids: 1) Arcticom for \$487,319.30 and 2) REVL Communications & Systems for \$592,447.55; and

WHEREAS, the Public Facilities Director recommends contract award to Arcticom; and

WHEREAS, the Borough has at least \$378,900 available from grant and local sources for the project; and

WHEREAS, the assembly will consider an amendment to the FY14 budget through Ordinance 13-10-351 to appropriate \$108,000 of additional funds for the project,

NOW, THEREFORE, BE IT RESOLVED BY THE HAINES BOROUGH ASSEMBLY:

Section 1. The borough manager is hereby authorized to contract with Arcticom for an amount not-to-exceed \$487,319.30; and

Section 2. Effective Date. On or before the date on which the contract Notice to Proceed is issued, non-code Ordinance 13-10-351 shall be adopted by the borough assembly appropriating sufficient funds for the contract.

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

Stephanie Scott, Borough Mayor

Attest:

Michelle Webb, Interim Borough Clerk

INVITATION TO BID

Dispatch and E-911 Systems Project

Issue Date: September 30, 2013



Bid Deadline: 2:00 p.m., Monday, October 21, 2013

NOTICE INVITING BIDS AND BIDDER INSTRUCTIONS

Dispatch and E-911 Systems Project

Issue Date: September 30, 2013

The Haines Borough is soliciting sealed bids from qualified and licensed contractors to perform the work for the **Dispatch and E-911 Systems** project.

RECEIPT OF BIDS / BID DEADLINE: Bids will be accepted until **2:00 p.m., Local Time, Monday, October 21, 2013** at the Office of the Borough Clerk in the Borough Administration Building in Haines, Alaska. Bids must be mailed or hand-delivered and will not be accepted by email or fax.

Submit Bids to:

<p><u>Physical Address:</u> Office of the Borough Clerk Borough Administration Building 103 Third Ave S. Haines, Alaska</p>	<p><u>Mailing Address:</u> Haines Borough Attn: Borough Clerk PO Box 1209 Haines, AK 99827</p>
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BID OPENING: The bid opening will be 2:30 p.m. on the same date in the Borough Administration Building conference room.

BID DOCUMENTS: A Bid packet including instructions, forms, specs, and drawings is available on the Haines Borough website: www.hainesalaska.gov/rfps for viewing and printing.

If prospective bidders request that borough staff print the documents, the cost will be 25 cents per standard 8½x11 page and 50 cents per 11x17 page. (Each side of a page counts as one.)

QUESTIONS:

For questions regarding viewing and printing:

Attn: Julie Cozzi, MMC, Borough Clerk
103 Third Ave / P.O. Box 1209, Haines, AK 99827
Phone: 907-766-2231 ext.31
Email: jcozzi@haines.ak.us

For technical questions:

Attn: Barry Begenyi
Begenyi Engineering, LLC
217 2nd Street, Suite 208, Juneau, Alaska 99801
Telephone: (907) 586-5900
Email: barry@begenyiengineering.com

All technical communications and questions must be submitted in writing to the Project Engineer, Barry Begenyi. All questions and responses will be posted to the Haines Borough website at www.hainesalaska.gov.

DESCRIPTION OF WORK: The work consists of replacement of the radio base station and repeater equipment, E-911 equipment, dispatch equipment and dispatch furniture. The project is located in Haines, Alaska.

PROJECT SCHEDULE: The Haines Borough anticipates the following project schedule:

Request for Bids issued	September 30, 2013
Receive and open bids	October 21, 2013 2:00pm Local Time
Borough Assembly Authorization	November 12, 2013
Notice of Intent to Award	November 13, 2013
Notice to Proceed	November 22, 2013 (approximate)
Project Completion	February 15, 2014 – E-911 June 30, 2014 – Dispatch (Radios)

REQUIRED BID SUBMITTALS: To be considered, all bidders must include the following at the time of the bid opening:

- One copy of the Bid Form signed in ink by an authorized representative of the business;
- Non-Collusion Affidavit;
- Copy of a current Alaska business license;
- Copy of a current Haines Borough business license;
- Copy of an Alaska contractor's certificate of registration;
- Acknowledgement of all addenda;
- A bid bond of at least five-percent of the amount of the bid or a certified check drawn to the Haines Borough in like amount. Checks and bid bonds will be returned to unsuccessful bidders; and
- Sealed in an envelope clearly labeled with the bidder's business name and "*Dispatch and E-911 Systems.*"

BID MODIFICATIONS: Any bidder may modify a Bid by mail, telegram, email, or fax (**Fax: 907-766-2716**) up to the scheduled closing time for receipt of Bids, provided that such modification is received by the Haines Borough prior to the time set for opening of Bids. Bidders are strongly advised to telephone the Haines Borough (**Telephone: 907-766-2231**) to confirm the successful and timely transmission of all Bid modifications. A bid modification should not reveal the Bid price but should provide the addition or subtraction or other modification so that the final prices will not be known by the Borough until the sealed Bid is opened. Modifications shall include both the modification of the unit bid price and the total modification of each item modified. The Borough shall not be responsible for its failure to receive modifications, whether such failure is caused by transmission line problems, fax device problems, operator error or otherwise.

Unauthorized conditions, limitations, or provisos attached to the Bid will render it informal and cause its rejection as being non-responsive. The completed bid forms shall be without interlineations, alterations, or erasures in the printed text. All changes shall be initialed by the person signing the Bid. Alternative Bids will not be considered unless called for.

DISCREPANCIES IN BIDS: In the event there is more than one pay item in a Bid Schedule, the Bidder shall furnish a price for all pay items in the schedule, and failure to do so may render the Bid non-responsive and cause its rejection. In the event there are unit price pay items in a Bid Schedule and the “amount” indicated for a unit price pay item does not equal the product of the unit price and quantity, the unit price shall govern and the amount will be corrected accordingly, and the Bidder shall be bound by said correction. In the event there is more than one pay item in the Bid Schedule and the total indicated for the schedule does not agree with the sum of the prices bid on the individual items, the prices bid on the individual items shall govern and the total for the schedule will be corrected accordingly, and the Bidder shall be bound by said correction.

WITHDRAWAL OF BID: The Bid may be withdrawn by the Bidder by means of a written request, signed by the Bidder or its properly authorized representative. Such written request must be delivered to the place stipulated in the Notice Inviting Bids for receipt of Bids prior to the scheduled closing time for receipt of Bids. Bids may not be withdrawn for sixty days following the date of opening.

QUALIFICATIONS OF BIDDERS: To demonstrate qualifications to perform the work, each Bidder must be prepared to submit evidence within 5 days after Bid opening, and upon the Borough’s written request, such as financial data, previous experience, and present commitments. Nothing indicated herein will prejudice the Borough’s right to seek additional pertinent information as evidence of Bidder’s qualifications for the work prior to contract award.

EXAMINATION OF BID DOCUMENTS AND SITE: It is each Bidder’s responsibility, before submitting a Bid, to:

1. Examine thoroughly the Bid Documents and other related data identified in the Bidding Documents (including “technical data” referred to below);
2. Inspect the site to become familiar with and satisfy Bidder as to the general, local, and site conditions that may affect cost, progress, performance, or furnishing of the work;
3. Consider federal, state, and local laws and regulations that may affect cost, progress, performance, or furnishing of the work;
4. Study and carefully correlate Bidder’s knowledge and observations with the Bid Documents and such other related data; and
5. Promptly notify, in writing, the Borough Clerk or Director of Public Facilities of all conflicts, errors, ambiguities, or discrepancies which Bidder has discovered in or between the Bid Documents and such other related documents.

The submission of a Bid will constitute an incontrovertible representation by Bidder that Bidder has complied with every requirement of this section; that without exception the Bid is premised upon performing and furnishing the work required by the bidding Documents and applying the specific means, methods, techniques, sequences, or procedures of construction (if any) that may be shown or indicated or expressly required by the Bidding Documents; that Bidder has given the Haines Borough written notice of all conflicts, errors, ambiguities, and discrepancies that Bidder has found.

OWNER'S RIGHTS RESERVED: The Haines Borough reserves the right to reject any or all Bids, to waive any informality in a Bid, and to make award to the lowest responsive, responsible Bidder as it may best serve the interests of the Borough.

RETURN OF BID BOND: Within 14 days after award of the contract, the Borough will return the Bid securities accompanying such Bids not considered in making the award. All other Bid securities will be held until the Agreement has been executed. They will then be returned to the respective Bidders whose Bids they accompanied.

GENERAL CONTRACT CONDITIONS

- **PRODUCT**: All Plans, original drawings, electronic files, specifications, reports, photographs, and other documents relative to a project which the respondent prepares or causes to be prepared in connection with services performed shall be delivered to and become the property of the Borough.
- **INSURANCE**: The professional services provider to whom a contract is awarded may be required to furnish to the borough evidence of insurance coverage(s) including general liability, professional liability, and workers compensation insurance, as appropriate.
- **INSURANCE NOT LIMITING CONTRACTOR'S LIABILITY**: The provisions of this contract requiring insurance shall not limit the liability of the Contractor or anyone acting on behalf of the Contractor.
- **INDEMNITY**: Contractor agrees to defend, indemnify and hold the Borough harmless from any and all claims, demands or liability for bodily injury or death of any person, or damage to property arising out of the Contractor's execution of the contractual duties of the Contractor, its agents, employees or assigns.
- **DAMAGE TO BUILDINGS OR EQUIPMENT**: Any problems, including building or equipment damage, caused by or discovered by the Contractor during the execution of the contractual duties of the Contractor should be reported immediately.
- **COMPLIANCE WITH LAWS**: The Contractor and all persons acting on behalf of the Contractor shall comply with all applicable laws and regulations of Federal, State or Local government agencies with respect to the activities of the Contractor or anyone acting on behalf of the Contractor. This includes minimum rates of pay for public improvement projects exceeding \$25,000.
- **LIENS AND ASSESSMENTS**: The Contractor agrees that it will pay all employment security contributions required to be paid as a result of any services performed for the Borough regardless of whether they are performed by the Contractor or someone engaged by the Contractor. The Contractor shall not allow any lien to be placed against the Borough by reason of non-payment of such contributions or any other reason, and shall indemnify the Borough against any such lien.
- **EXPENSES AND ATTORNEY'S FEES UPON DEFAULT**: Contractor agrees to pay all actual costs, expenses and actual attorney's fees incurred by the Borough upon an Event of Default.
- **DEFAULT**: The Contractor shall be declared in default of the contract if the Contractor fails to adequately perform the contract services. If, in the opinion of the Borough, the Contractor's services do not adequately fulfill the intent of the contract, the Borough Clerk shall notify the Contractor in writing of service deficiencies. If the Contractor fails to correct such deficiencies within ten days of receiving this written notice, or consistently fails to provide adequate services as documented in writing by the Borough, the contractor shall be in default of the contract and the Borough shall terminate the contract.
- **BILLING/PAYMENT**: Requests for payment for performed services shall be submitted to the Borough and will be processed for payment at the time of the next accounts payable check run.
- **INSURANCE**: Without limiting the Contractor's indemnification, the Contractor shall purchase at its own expense and maintain in force at all times during the performance of services under Contract the following policies of insurance. The Haines Borough shall be named as "additional insured." Where specific limits are shown, it is understood that they shall be the minimum acceptable limits. If the Contractor's policy contains higher limits, the Haines Borough shall be entitled to coverage to the extent of such higher limits. Failure to maintain insurance is a material breach and grounds for termination of the Contractor's services.

(a) Worker's Compensation Insurance: The Contractor shall provide and maintain, for all employees of the Contractor engaged in work under this Contract, Worker's Compensation Insurance as required by AS 23.30.045. The Contractor shall be responsible for Worker's Compensation Insurance for any subcontractor who directly or indirectly provides services under this Contract. If the Contractor does not have employees, this insurance requirement is waived.

(b) General Liability Insurance: The Contractor must maintain General Liability Insurance in an amount sufficient to cover any suit that may be brought against the Contractor. This amount must be at least five-hundred thousand dollars (\$500,000) combined single limit. The Contractor must assume all insurable risks and bear any loss or injury to property or persons occasioned by neglect or accident during the terms of this Contract, except for sole negligence on the part of the Borough.

(c) Comprehensive Automobile Liability Insurance: Covering all vehicles utilized in connection with this project with coverage limits not less than \$100,000 per person, \$300,000 per occurrence bodily injury, and \$50,000 Property damage.

- **PERFORMANCE AND PAYMENT BONDS**: Performance and payment bonds in the amount of the contract or a certified check to the Haines Borough in like amount are required by AS 36.25.010. Each bond shall be in the amount of 100% of the contract price, with a corporate or other surety approved by the Borough, will be required for the faithful performance of the contract. Attorneys-in-fact who sign bonds must file with each bond a certified and effected dated copy of the power of attorney.
- **CONDUCT OF THE WORK**: The conduct of the bid and the conduct of the Work will be governed by Haines Borough Code, the Contract Documents, and, where the contract documents are silent, the Standard General Conditions of the Construction Contract (available on the borough's website: www.hainesalaska.gov/rfps). Information obtained from an officer, agent or employee of the Borough or any other person shall not affect the risk or obligations assumed by the Contractor or relieve the contractor from fulfilling any of the conditions of the contract.
- **RATES OF PAY AND REPORTING PAYROLL**: This project is governed by Alaska Statute Title 36, Public Contracts. The Contractor is required to compensate employees in accordance with Alaska Department of Labor & Workforce Development Wage and Hour Administration Pamphlet No. 600 (available on the borough's website: www.hainesalaska.gov/rfps). The Contractor is required to report and certify payroll in accordance with instructions contained in the Pamphlet.



Haines Borough

Bid Opening Record

Project: E-911 and Dispatch Services Project

Location: Borough Clerk's Office

Bid Deadline: 12:00pm AST, 10/25/13

Date/Time: 1:15pm, 10/25/13

Bidder	Base BID	Add. Alternate No. 1	Combined Bid (Base + Add. Alt.)	Comments
Revl Communications	\$592,447.55	\$0	\$592,447.55	
Arcticom	\$487,319.30	\$0	\$487,319.30	Apparent Low Bid

Present: Julie Cozzi, Interim Borough Manager
Carlos Jimenez, Director of Public Facilities
Michelle Webb, Interim Borough Clerk
Scott Bradford, Fire Chief



October 25, 2013

Office of the Borough Clerk
Ms. Julie Cozzi and Mr. Barry Begenyi
Borough Administration Building
103 Third Avenue South
Haines, Alaska 99827

Reference: Dispatch and E-911 Systems Project

Enclosures: Bid Form
Non-Collusion Affidavit
Current Alaska Business License
Haines Borough Business License (Application In Process)
Bid Bond Documentation

Dear Ms. Cozzi and Mr. Begenyi:

Bering Straits Information Technology (BSIT), doing business as ARCTICOM, a fully owned subsidiary of Bering Straits Native Corporation (BSNC), is pleased to submit our proposal to support the Dispatch and E-911 Systems Project. In accordance with the instructions in the invitation to bid, we are providing the above referenced enclosures for your review. Additionally, we have thoroughly reviewed the solicitation, including all addenda. We accept all of the terms and conditions contained therein; taking no exceptions. Our offer remains valid for 90 days.

BSIT/ARTICOM is pleased to have the opportunity to serve Haines Borough for this important effort. You may contact me about any aspect of our offer via telephone at (907) 230-3510 or via email at bhellenga@beringstraits.com.

Sincerely,

Bruce Hellenga
Operations Manager

BASE BID (Price in Digits):

Item	Description	Material Cost	Labor Cost	Total
MOBILIZATION	Furnish all labor, equipment and material for mobilization of resources for the project.	59,539.12	56,705.00	116,244.12
DISPATCH DEMOLITION	Furnish all labor, equipment and material for demolition of existing systems and equipment as described in these Contract Documents.	115.00	4784.00	4899.00
REPEATER STATION DEMOLITION	Furnish all labor, equipment and material for demolition of existing systems and equipment as described in these Contract Documents.	57.50	897.00	954.50
E-911 EQUIPMENT	Furnish all labor, equipment and material for installation of the E-911 telephone equipment as described in these Contract Documents. The Work shall include the equipment illustrated in Detail 2 – Telephone Single Line Diagram, Drawing E401.	93,583.10	8261.40	101,844.50
DISPATCH EQUIPMENT	Furnish all labor, equipment and material for installation of the dispatch equipment as described in these Contract Documents. The Work shall include the following equipment illustrated in Detail 1 – Dispatch and Base Station Single Line Diagram, Drawing E401: Common controller, common controller power supply, phone couplers, and dispatch stations.	81,142.78	8261.40	89,404.18
BASE STATION RADIO EQUIPMENT	Furnish all labor, equipment and material for installation of the base station radio equipment as described in these Contract Documents. The Work shall include all the equipment illustrated in Detail 1 – Dispatch and Base Station Single Line Diagram, Drawing E401, that is not bid under the DISPATCH EQUIPMENT bid item, above.	35,987.58	13,801.00	49,770.58
DISPATCH FURNITURE	Furnish all labor, equipment and material for installation of the dispatch furniture as described in these Contract Documents.	30,727.90	4538.00	35,265.90
PUBLIC SAFETY BUILDING IMPROVEMENTS	Furnish all labor, equipment and material for improvements to the building infrastructure to support new equipment installation as described in these Contract Documents. The Work shall include line voltage feeders and branch circuits, cable trays, and grounding improvements.	8,556.24	6040.35	14,596.59
REPEATER STATION RADIO EQUIPMENT	Furnish all labor, equipment and material for installation of the radio equipment as described in these Contract Documents. The Work shall include the equipment illustrated in Detail 3, Drawing E701.	33,522.62	25,382.37	59,904.99
REPEATER STATION SHELTER AND SITE IMPROVEMENTS	Furnish all labor, equipment and material for improvements to the shelter and site to support new equipment installation as described in these Contract Documents. The Work shall include the meter center, panelboards, TVSS, feeders, branch circuits, heater, lighting, wiring devices, cable trays, grounding, and waveguide bridge.	6,889.57	7536.37	14,425.94

Total BASE BID (Price in Digits): \$487,319.30

BIDDER (Company Name): BSIT/ARCTICOM

ADDITIVE ALTERNATE NO. 1 (Price in Digits):

Item	Description	Material Cost	Labor Cost	Total
ADDITIVE ALTERNATE NO. 1	Furnish all labor, equipment and material for enhanced dispatch furniture as described in these Contract Documents.	0	0	0

Total BASE BID (Price in Digits): \$487,319.30

Total ADDITIVE ALTERNATE NO. 1 (Price in Digits): \$0

DATE: 10/25/2013

BIDDER (Company Name): BSIT/ARCTICOM



Kelly Michael Layman

Vice President

Marsh & McLennan Agency, LLC
1031 West 4th Avenue, Suite 400
PO Box 107502 (99510-7502)
Anchorage, AK 99501
907 257 6344 Fax 907 677 0390
Kelly.Layman@marshmc.com
www.marshmc.com

Bid Bond Transmittal Memo

October 22, 2013

Bruce Hellenga
Bering Straits Information Technology, LLC DBA Arcticom
4600 DeBarr Road, Ste. 200
Anchorage, AK 99508

Project: **Dispatch and E-911 Systems Project**
Bid Date: **October 25, 2013**
Approx Price: **\$600,000**
Bond Rates: **First \$500,000 @ \$15.84/thousand**
Next \$2,000,000 @ \$9.57/thousand

Dear Bruce,

Enclosed you will find the Bid Bond you requested on the referenced project. We have prepared this bond based upon the information you have submitted to us.

BEFORE SUBMITTING, PLEASE CHECK THE BOND CAREFULLY to be sure that it complies with the bid specifications; particularly the project description, number, correct date, signatures, and seals. Also be sure the proper Power of Attorney is attached and the bid bond amount is correct. Please notify us of the bid results as soon as they are available.

Thank you for using Marsh & McLennan Agency, LLC. for your surety needs. Good luck on your proposal!

Sincerely,

Kelly Michael Layman
Vice President

KML/gbl
Enclosure



HAINES BOROUGH
Dispatch and E-911 Systems Project
BID BOND

KNOW ALL MEN BY THESE PRESENTS, that we, the undersigned

Bering Straits Information Technology, LLC DBA Arcticom as Principal and

Liberty Mutual Insurance Company as Surety,

are hereby held and firmly bound unto the HAINES BOROUGH, as OWNER, in the penal sum of Five Percent of Bid Amount Dollars (\$ 5%) for the payment of which, well and truly to be made, we hereby jointly and severally bind ourselves, our heirs, executors, administrators, successors and assigns.

Signed this 25th day of October, **2013**.

The condition of the above obligation is such that whereas the Principal has submitted to the HAINES BOROUGH, ALASKA a certain BID, attached hereto and hereby made a part hereof to enter into a contract in writing, for:

Dispatch and E-911 Systems Project

NOW, THEREFORE

- (a) If said BID shall be rejected, or
- (b) If said BID shall be accepted and the Principal shall

execute and deliver a contract in the Form of Contract attachment hereto (properly completed in accordance with said BID) and shall furnish a BOND for faithful performance of said contract, and for the payment of all persons performing labor furnishing materials or equipment in connection therewith, and shall in all other respects perform the agreement created by the acceptance of said BID, then this obligation shall be void, otherwise the same shall remain in force and effect; it being expressly understood and agreed that the liability of the Surety of any and all claims hereunder shall in no event, exceed the penal amount of this obligation as herein stated.

The Surety, for value received, hereby stipulates and agrees that the obligations of said Surety and its BOND shall be in no way impaired or affected by an extension of the time within which the OWNER may accept such BID; and said Surety does hereby waive notice of any such extension.

IN WITNESS WHEREOF, the Principal and the Surety have hereunto set their hands and seals, and such of them as are corporations have caused their corporate seals to be hereto affixed and these presents to be signed by their proper officers, and day and year first set forth above. *Note: Surety companies executing BONDS must appear on the Treasury Department's most current list and be authorized to transact business in Alaska.*

Bering Straits Information Technology, LLC DBA Arcticom

Principal

BY: 

(SEAL)

Liberty Mutual Insurance Company

Surety

BY: 

Kelly Michael Layman, Attorney-in-Fact

(SEAL)

THIS POWER OF ATTORNEY IS NOT VALID UNLESS IT IS PRINTED ON RED BACKGROUND.

This Power of Attorney limits the acts of those named herein, and they have no authority to bind the Company except in the manner and to the extent herein stated.

Certificate No. 6128037

American Fire and Casualty Company
The Ohio Casualty Insurance Company

Liberty Mutual Insurance Company
West American Insurance Company

POWER OF ATTORNEY

KNOWN ALL PERSONS BY THESE PRESENTS: That American Fire & Casualty Company and The Ohio Casualty Insurance Company are corporations duly organized under the laws of the State of New Hampshire, that Liberty Mutual Insurance Company is a corporation duly organized under the laws of the State of Massachusetts, and West American Insurance Company is a corporation duly organized under the laws of the State of Indiana (herein collectively called the "Companies"), pursuant to and by authority herein set forth, does hereby name, constitute and appoint, Glen Lopez; James K. Brady; Jay A. Miley; Katie Booher; Kelly Michael Layman; Kirk C. Leadbetter; Kristy M. Konte

all of the city of ANCHORAGE, state of AK each individually if there be more than one named, its true and lawful attorney-in-fact to make, execute, seal, acknowledge and deliver, for and on its behalf as surety and as its act and deed, any and all undertakings, bonds, recognizances and other surety obligations, in pursuance of these presents and shall be as binding upon the Companies as if they have been duly signed by the president and attested by the secretary of the Companies in their own proper persons.

IN WITNESS WHEREOF, this Power of Attorney has been subscribed by an authorized officer or official of the Companies and the corporate seals of the Companies have been affixed thereto this 16th day of May, 2013.

American Fire and Casualty Company
The Ohio Casualty Insurance Company
Liberty Mutual Insurance Company
West American Insurance Company

By: Gregory W. Davenport
Gregory W. Davenport, Assistant Secretary

STATE OF WASHINGTON ss
COUNTY OF KING

On this 16th day of May, 2013, before me personally appeared Gregory W. Davenport, who acknowledged himself to be the Assistant Secretary of American Fire and Casualty Company, Liberty Mutual Insurance Company, The Ohio Casualty Company, and West American Insurance Company, and that he, as such, being authorized so to do, execute the foregoing instrument for the purposes therein contained by signing on behalf of the corporations by himself as a duly authorized officer.

IN WITNESS WHEREOF, I have hereunto subscribed my name and affixed my notarial seal at Seattle, Washington, on the day and year first above written.



By: KD Riley
KD Riley, Notary Public

This Power of Attorney is made and executed pursuant to and by authority of the following By-laws and Authorizations of American Fire and Casualty Company, The Ohio Casualty Insurance Company, Liberty Mutual Insurance Company, and West American Insurance Company which resolutions are now in full force and effect reading as follows:

ARTICLE IV – OFFICERS – Section 12. Power of Attorney. Any officer or other official of the Corporation authorized for that purpose in writing by the Chairman or the President, and subject to such limitation as the Chairman or the President may prescribe, shall appoint such attorneys-in-fact, as may be necessary to act in behalf of the Corporation to make, execute, seal, acknowledge and deliver as surety any and all undertakings, bonds, recognizances and other surety obligations. Such attorneys-in-fact, subject to the limitations set forth in their respective powers of attorney, shall have full power to bind the Corporation by their signature and execution of any such instruments and to attach thereto the seal of the Corporation. When so executed, such instruments shall be as binding as if signed by the President and attested to by the Secretary. Any power or authority granted to any representative or attorney-in-fact under the provisions of this article may be revoked at any time by the Board, the Chairman, the President or by the officer or officers granting such power or authority.

ARTICLE XIII – Execution of Contracts – SECTION 5. Surety Bonds and Undertakings. Any officer of the Company authorized for that purpose in writing by the chairman or the president, and subject to such limitations as the chairman or the president may prescribe, shall appoint such attorneys-in-fact, as may be necessary to act in behalf of the Company to make, execute, seal, acknowledge and deliver as surety any and all undertakings, bonds, recognizances and other surety obligations. Such attorneys-in-fact subject to the limitations set forth in their respective powers of attorney, shall have full power to bind the Company by their signature and execution of any such instruments and to attach thereto the seal of the Company. When so executed such instruments shall be as binding as if signed by the president and attested by the secretary.

Certificate of Designation – The President of the Company, acting pursuant to the Bylaws of the Company, authorizes Gregory W. Davenport, Assistant Secretary to appoint such attorneys-in-fact as may be necessary to act on behalf of the Company to make, execute, seal, acknowledge and deliver as surety any and all undertakings, bonds, recognizances and other surety obligations.

Authorization – By unanimous consent of the Company's Board of Directors, the Company consents that facsimile or mechanically reproduced signature of any assistant secretary of the Company, wherever appearing upon a certified copy of any power of attorney issued by the Company in connection with surety bonds, shall be valid and binding upon the Company with the same force and effect as though manually affixed.

I, David M. Carey, the undersigned, Assistant Secretary, of American Fire and Casualty Company, The Ohio Casualty Insurance Company, Liberty Mutual Insurance Company, and West American Insurance Company do hereby certify that the original power of attorney of which the foregoing is a full, true and correct copy of the Power of Attorney executed by said Companies, is in full force and effect and has not been revoked.

IN TESTIMONY WHEREOF, I have hereunto set my hand and affixed the seals of said Companies this 25th day of October, 2013.

By: David M. Carey
David M. Carey, Assistant Secretary



Not valid for mortgage, note, loan, letter of credit, currency rate, interest rate or residual value guarantees.

To confirm the validity of this Power of Attorney call 1-610-832-8240 between 9:00 am and 4:30 pm EST on any business day

HAINES BOROUGH
E-911 and Dispatch Services Project

ADDENDUM TO THE CONTRACT

Addendum No:	2	Current Bid Opening Date: October 25, 2013 at 12:00 P.M.
Pages This Addendum:	Two (2)	
Previous Addenda:	2	Previous Bid Opening Date: October 25, 2013 at 12:00 P.M.

To: All Planholders of Record

October 21, 2013

The following items of the contract are modified as herein indicated. All other items remain the same. This addendum has been issued and is posted online. Refer to the Haines Borough website at: <http://www.hainesalaska.gov/rfps>

ADDENDUM NO. 2

NOTICE INVITING BIDS: Change bid opening date to **Friday, October 25, 2013 at 12:00 P.M. (noon)** at all relevant locations within this section.

SPECIFICATIONS:

Item No. 1: Section 274133 – Radio Dispatch and E-911 Telephone Systems. Add paragraph 2.2, F as follows: “Integrator 9-1-1: Computer Telephony Integration application for PC-based capability.”

END OF ADDENDUM NO. 2

Accepted 10/22/13


ADDENDUM TO THE CONTRACT
for the
Dispatch and E-911 Systems Project

ADDENDUM NO: ONE
PREVIOUS ADDENDA: NONE

DATE ADDENDUM ISSUED: October 16, 2013

The following items of the contract are modified as herein indicated. All other items remain the same. This addendum has been issued and is posted online. Refer to the Haines Borough website at: <http://www.hainesalaska.gov/rfps>

SPECIFICATIONS:

Item No. 1: Notice Inviting Bids and Bidder Instructions: Under the Project Schedule, Delete the February 15, 2014 completion date for the E-911 system. The entire project will be constructed with one completion date, June 30, 2014.

DRAWINGS:

- Item No. 1: Drawing E401, Revise sheet note 1 as follows: "UPS: APC Smart-UPS RT 6000VA, 208V with 208V to 120V step-down transformer, 5 minutes of run time at full load, configure output connections with 20A1P circuit breakers for each branch circuit indicated on the drawings."
- Item No. 2: Drawing E401, Add sheet note 2 as follows: "Provide new antennas and coax cables for receive-only channels; Marine, FAA, and Public Works."
- Item No. 3: Drawing E701, Add sheet note 3 as follows: "Provide 2-hours of battery run time at full load."
- Item No. 4: Drawing E701, Detail 2: Delete exhaust fan bonding conductor.
- Item No. 5: Drawing E702, Add sheet note 1 as follows: "The drawings illustrate cast-in-place concrete construction at the foundations. Pre-cast concrete construction may be provided at the contractor's option. Pre-cast construction shall have the same size concrete as shown and include an oversized pipe sleeve for a field splice of the steel post with pins; full length steel pipe post in the pre-cast; or a field, complete penetration weld splice of the steel post with galvanizing repair using hot zinc stick and brush applied cold galvanizing paint top coat."

Accepted  10/22/13

HAINES BOROUGH
Dispatch and E-911 Systems Project

NON-COLLUSION AFFIDAVIT

UNITED STATES OF AMERICA)

STATE OF ALASKA)

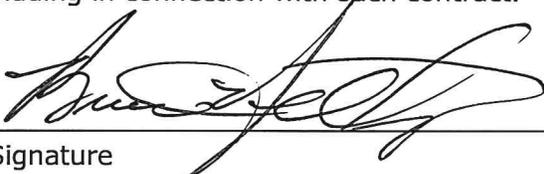
I, Bruce Hellenga of Bering Straits Information Technology, dba Arcticom,
(Printed Name of Person Signing) (Printed Name of Business)

being duly sworn, so depose and state:

That I, or the firm, association or corporation of which I am a member, a BIDDER on the contract to be awarded, by the Assembly of the HAINES BOROUGH for the contract services designated as:

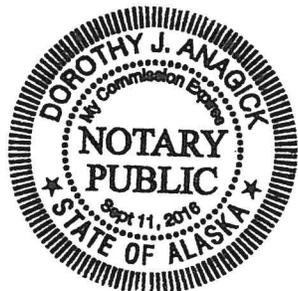
Dispatch and E-911 Systems Project

Located in Haines, Alaska, have not, either or indirectly, entered into any agreement, participate in any collusion, or otherwise taken any action in restraint of free competitive bidding in connection with such contract.


Signature

10/21/2013
Date

Subscribed and sworn to this 22nd day of October, 2013.



Notary Public 
My Commission Expires: 9/11/16

Alaska Department of Commerce, Community, and Economic Development

Division of Corporations, Business and Professional Licensing
P.O. Box 110806, Juneau, Alaska 99811-0806

This is to certify that

ARCTICOM

4600 DEBARR ROAD ANCHORAGE AK 99508

owned by

BERING STRAITS INFORMATION TECHNOLOGY, LLC

is licensed by the department to conduct business for the period

October 07, 2013 through December 31, 2015
for the following line of business:

42 - Trade



This license shall not be taken as permission to do business in the state without having complied with the other requirements of the laws of the State or of the United States.

This license must be posted in a conspicuous place at the business location. It is not transferable or assignable.

Susan K. Bell
Commissioner

HAINES BOROUGH
P.O. BOX 1209
HAINES, ALASKA 99827

PHONE: 907-766-2231
FAX: 907-766-2716

HAINES BOROUGH BUSINESS REGISTRATION APPLICATION

This registration is required of all "sellers" doing business within the Haines Borough who:

- (1) Perform services, whether in conjunction with the sale of goods or not; does not include services rendered by an employee to an employer.
- (2) Are making sales to a buyer or consumer within the Borough.
- (3) Maintains any office, distribution, sales house, warehouse or any other place of business, or solicits business or receives order through any agent, sales person or other type of representation within the borough.
- (4) Renting or leasing property, either real or personal.
- (5) Are Itinerant business persons.

No individual or entity may engage in business in the Haines Borough without first having been issued a Haines Borough Business license (HBC 5.02.010). This application form must be filed with the Haines Borough office before engaging in any retail sales, rent collection or performance of services. A "Seller" is defined as "every person making sales to a buyer or consumer, renting or leasing property, either real or personal, or performing services for consideration" (HBC 3.80.020).

BUSINESS NAME: BERING STRAITS INFORMATION TECHNOLOGY LLC/DbA Arcticom

OWNER/OPERATOR: BERING STRAITS NATIVE CORPORATION

DESIGNATED AGENT (if applicable) _____

PHYSICAL LOCATION: _____ **MAILING ADDRESS:** _____
_____ 4600 DEBARR RD. SUITE 200
_____ ANCHORAGE, AK 99508

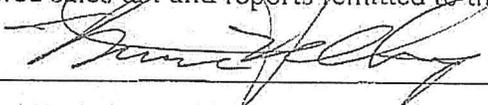
PHONE: (Business) 907-563-3788 **(Home):** 907-230-3510

CHECK WITH THE PLANNING & ZONING DEPT. AT 766-2231 EXT. 23 REGARDING POSSIBLE ZONING REQUIREMENTS.

ALASKA BUSINESS LICENSE #: 721702

LINE OF BUSINESS: TECHNICAL SERVICES **STATE ACTIVITY CODE:** 54

FEE: A fifty (\$50.00) dollar payment is required at the time of registration, which is valid for two years; the remainder of the calendar year in which you apply and all of the following year. Thereafter, a registration renewal fee of \$50.00 dollars will be required bi-annually by March 1st following the year of expiration. New registrations shall be automatically mailed to businesses that are current in remitting the registration fee, sales tax and reports through December of the previous year. An Itinerant Merchant is required to deposit a \$250.00 cash bond with the Borough Clerk. This bond will be refunded upon submission of the required sales tax and reports remitted to the Haines Borough Tax Office.

SIGNATURE:  **DATE:** 10-21-13

.....
FOR OFFICE USE ONLY:
Issued By: _____ AMOUNT PAID: _____ CHECK: _____
Registration #: _____ DATE PAID: _____ CASH: _____

HAINES BOROUGH
Dispatch and E-911 Systems Project

BID SCHEDULE

Bering Straits Information Technology,
Bid of Bering Straits Information Technology, dba Arcticom (hereinafter called *Bidder*), doing business as (underline one) a corporation, partnership or individual, to the Haines Borough (hereinafter called *Borough*). The Bidder agrees to furnish to the Haines Borough all information and data that may be requested to give evidence that the undersigned is properly qualified to carry out the obligations of the Contract Documents.

The undersigned Bidder agrees, if this bid is accepted, to furnish all tools, equipment, supplies, manufactured articles, labor, materials, services and incidentals, and to perform all work necessary to complete the work required under the Invitation to Bid by the completion dates and to accept as full payment the Contract Price stated on this Bid Form, and in the manner stipulated by the Request for Bids, subject to any negotiated changes in the work that might increase or decrease the contract amount. The Borough reserves the right to reject any and all bids and negotiate with the responsible bidder submitting the lowest bid amount.

Bidder accepts all of the terms and conditions of the Request for Bids and, if this bid is accepted, will furnish, within ten calendar days after the Notice of Intent to Award letter, the following documents required by borough code for this project:

1. Contract document or Agreement;
2. [Proof of insurance: general liability, auto insurance, worker's compensation];
3. Any overdue unpaid debts owed the borough must be current prior to award;
4. Payment and Performance bonds, if applicable; and
5. Subcontractor report, if applicable.

Bidder acknowledges receipt of the following addenda: Addendum #. 1 Initials: MB Addendum #. 2 Initials: MB

BIDDER INFORMATION:

Principal Contact: Mr. Bruce Hellenga
Business Name: Bering Straits Information Technology (BSIT), dba Arcticom
Business Physical Address: 4600 Debarr Road, Anchorage, Alaska 99508
Business Mailing Address, if different: _____
Phone: 907-334-8312 Fax: 907-563-2742 Email: bhellenga@beringstraits.com



Bidder's Authorized Signature

Bruce Hellenga

Printed Name

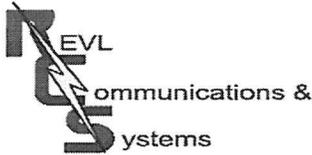
10/21/2013

Date

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650 W 58th Ave Suite J
Anchorage, AK 99518
Phone: (907) 563-8302
Fax: (907) 561-4720

Section A: Executive Summary / General Information

4.3 Letter of transmittal

4.3.1 Understanding of the Project

REVL is an Alaskan company that understands the priority-sensitive nature of Public Safety call taking and dispatching of assets in smaller regional Alaskan communities, and that unique challenges are faced on a daily basis to keep the community safe. These challenges are met with resources that are sometimes limited. So when the opportunity to upgrade the tools, with which your community communicates in critical situations, we at REVL look forward to the opportunity to provide a solution, such as the Proposed Zetron 3200 E-911 solution, and Zetron 4000 series Console & adjoining narrow band LMR equipment. We have provided dispatch related systems to a host of communities around the state and invite you to contact and of the parties listed in 4.4.1 for their opinion of our solutions and level of effort and support

Sincerely,

Seth Burris , Vice President

A handwritten signature in black ink, appearing to be 'Seth Burris', is written over a horizontal line. The signature is stylized and cursive.

4.3.2 Persons Authorized to Make Representations for REVL Communications and Systems

Ed Russell - President

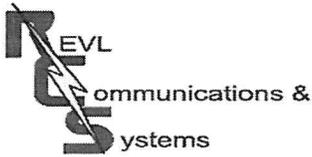
REVL Communications & Systems
650 West 58th Ave. Suite J Anchorage, AK 99518
907-563-8302 / Fax: 907-561-4720

Seth Burris – Vice President

REVL Communications & Systems
650 West 58th Ave. Suite J Anchorage, AK 99518
907-563-8302 / Fax: 907-561-4720 / Cell: 907-830-9068

Tim Horttor - Systems Engineer

REVL Communications & Systems
650 West 58th Ave. Suite J Anchorage, AK 99518
907-563-8302 / Fax: 907-561-4720 / Cell: 907-351-5848



650 W 58th Ave Suite J
Anchorage, AK 99518
Phone: (907) 563-8302
Fax: (907) 561-4720

4.4 Experience

REVL Communications and Systems (REVL) is an Alaska company uniquely qualified to install and maintain large radio communications networks in Alaska. REVL has a long history in Alaska going back more than 25 years servicing a wide variety of telecommunications needs. REVL has worked extensively in the Bush and remote Alaska's harsh environments consulting, designing, managing, installing and maintaining telecommunications systems. REVL Communications experienced management and staff is well aware of the singular challenges Alaska creates for telecommunications systems, servicing systems from Prudhoe Bay to Ketchikan and from Cordova to Attu. REVL has the personnel, experience and track record to demonstrate that we are up to those challenges.

4.4.1 References

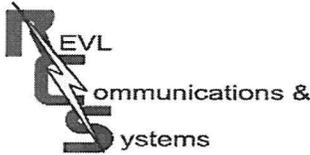
City of Hoonah
Kelly Swihart– Director of Public safety
907-945-3655

Services Performed: Beginning in 2010 REVL won a contract to provide a complete communication system upgrade, to included an RoIP Networked single position communication console and instant recall recorder, P25 Digital repeater, P25 digital base station, as well as complete change out of all Existing PD, FD, EMS Portable and mobile radios for narrow band P25 compliant subscribers. This effort included an overhaul to programming, talk groups, and interoperable planning.
Project completed.

USDA Forest Service – Chugach National Forest
William Claar – Communications Lead, Reg-10, Alaska
907-743-9559

Services Performed: REVL won a contract in 2011, to replace existing VoIP remotely controlled dispatch consoles, network terminal equipment, as well as interface to upgraded Daniels P25 Digital Repeaters and cut over all console equipment for the Anchorage dispatch center and the Kenai Lake dispatch location on the Forest service IP Network. Project Completed.

USDA Forest Service – Tongass National Forest
William Claar – Communications Lead, Reg-10, Alaska
907-743-9559



650 W 58th Ave Suite J
Anchorage, AK 99518
Phone: (907) 563-8302
Fax: (907) 561-4720

Services Preformed: REVL won a subcontract in 2012, to replace existing VoIP remotely controlled dispatch consoles, network terminal equipment, as well as interface to upgraded Daniels P25 Digital Repeaters and cut over all console equipment for 5 southeast dispatch locations: Yakutat, Sitka, Petersburg, Juneau, and Ketchikan on the Forest service IP Network. This project was on a tightly coordinated and implemented schedule to allow for maximum efficiency of man power and travel/freight budgeting Project Completed ahead of schedule, with no Federal project cost over runs.

City of Nome Police Dept.
John Papasodora – Chief
907-443-5262

Services Provided: As an existing customer, REVL provided a 6 position VoIP networked communication console system, with instant recall recording as well as Digital Voice logging recording for the newly constructed Police Dept HQ and call center in 2010. During installation and cut over emergency call taking and dispatch capabilities were maintained throughout so that public safety communications were not interrupted. Most recently in 2012, REVL Narrow band reprogrammed the City police and fire subscriber units, and coordinated FCC narrowband compliance of the Police dept. FRN and Call signs for compliance. Project complete

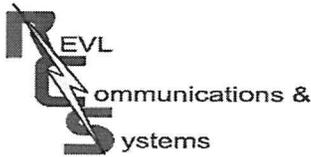
City and Borough of Juneau Police Dept.
Cory Dodd – Electronics Supervisor for JPD/Capitol City Fire & Rescue
907-500-0629

Services Provided: REVL Won an RFP to provide the City and Borough of Juneau an upgraded communication system to allow for City First responders to reliably communicate with Dispatch and borough agencies in and around Juneau's unique and challenging topographic coverage area. This was able to be accomplished by installing multiple receiver site in the city and at remote locations in the area and interfacing multiple transmitter sites through a "voted" dispatch communications system. This allows a radio in the field to hit multiple receive sites and have the best audio "voted" to be transmitted through to dispatch and other radio users. Installations took place at 2 TX sites and 6 RX , as well as interface of the voting comparator at the Police dispatch center.

SECTION B: Response to Terms and Conditions

4.4.2 Terms & Conditions REVL Communications & Systems has reviewed, understands and accepts the city's terms and conditions for this RFP.

SECTION C: Hardware Requirements



650 W 58th Ave Suite J
Anchorage, AK 99518
Phone: (907) 563-8302
Fax: (907) 561-4720

4.4.3 Hardware Requirements

Hardware requirements and specifications for the proposed Zetron 3200 E-911 system, series 4000 Dispatch console are found in Att. 1. & Att.2

SECTION D: Installation and Training plan

4.5 Project Manager and Critical Contacts

The main point of Contact for Project Management is:

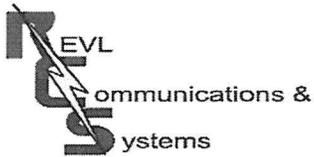
Mr. Tim Horttor
Systems Engineer
REVL Communications and Systems
650 West 58th Ave., STE J
Anchorage, Alaska 99518
Telephone 907-563-8302
Fax 907-561-4720
E-mail: t.horttor@revlinc.net

Mr. Horttor will be the project lead and be principal point of contact for project management. He has been employed at REVL for 9 years and has led the majority of all major projects in that time period. A 23 year Coast Guard career in Communications allows Tim a clear view of what critical communications takes to be maintained and it's value to our customers best interest. The provided references in section 4.4.1 are all familiar with REVL and Tim's work as a Project Manager. (See. ATT 3. For RESUME)

4.6 Key Project Staff

Mr. Brian Hilts
Lead Technician
REVL Communications and Systems
650 West 58th Ave., STE J
Anchorage, Alaska 99518
Telephone 907-563-8302
Fax 907-561-4720
E-mail: revltech@revlinc.net

Mr. Hilts will be lead technician on the effort. And has 26 years of experience at REVL as a Technical Resource for all vendor products offered.



650 W 58th Ave Suite J
Anchorage, AK 99518
Phone: (907) 563-8302
Fax: (907) 561-4720

4.7 available resources

Our staff, as a long time Zetron Dealer/partner, has a wealth of resources at our disposal for a project such as the City's SOW. All personnel have their own Communication Service monitor, and set of installation tools and diagnostic equipment to affect proper installation of the products proposed.

4.8 Vendor Locations

REVL Communications main offices are located in Anchorage, with an additional location in the Fairbanks area. Roughly 600 miles separate our closest office from Haines. In person meetings will have to be coordinated. Any contractual issues/scheduling conflicts and other can normally be engaged in via Telephone, e-mail, Skype or other technically sound medium that now is a part of industry standard, that promotes efficiency and cost oversight.

4.9 Training Methodology and approach

REVL will host a 2 day Zetron factory level based operator training on-site at the Police Dept. for the Dispatch Staff, Admin, and support personnel to familiarize them with the proper use and scenario based capabilities of the Zetron 3200 System, along with manuals and records for future reference. See 4.10 for Schedule.

Training for the Zetron 4020 and Eventide VLR will also be instituted by REVL with an emphasis on operator functionality and trouble shooting and technical scenario based upkeep.

4.10 Implementation Schedule

1. Assuming Award is made per published schedule, mutually beneficial negotiations can be coordinated for the dates for initial tasking items and order in which they can be efficiently be executed .
2. Nominal ARO for proposed Equipment : Base line components, hardware, will be 8 weeks to REVL Facility for staging.
3. All equipment will be staged/FAT (Factory Acceptance Test) to ensure no damage during shipping to Alaska at REVL Anchorage the following week.
4. Staged equipment will be shipped to City of Haines. (Staged Equipment will be invoiced at that point)

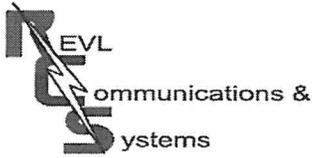
5. After confirmation of receipt of all Equipment by Haines POC, REVL Technical personnel will Travel to Haines, and begin the installation tasks immediately.
6. Subsequent task items per negotiated schedule will follow in a predictable and efficient manner to keep reliable communications up and effective during this multi staged project.
7. Following the E-911 installation , REVL Zetron team will transition to E-911 PSAP ops training. to familiarize personnel with the features and functionalities pursuant to maximizing the solutions capabilities.
8. After completion of final tasking items on schedule, Final on site meeting will be held to ensure all stakeholders are satisfied with REVL services provided. Final Installation labor/ training & peripheral services will be verified - identified for completion. All documentation for solution components/manuals will be identified- verified for completion.

SECTION E: Support Services

5.0 Software Support – maintenance/contingency support

Zetron has a stable a reliable platform in its 3200 E-911 system & 4000 series dispatch console, that has been proven in public safety industry for years. The INTEGRATOR E-911 software suite has very infrequent updates, if any at all, that will only apply to maintenance not advanced or new features. Any available update notifications will be sent to REVL System Engineering staff and provided to the City of Haines immediately - free of charge. Thus no periodic vendor costs will be necessary for updates. No enhanced or newer versions of software are in the product pipeline for this product at this time, or for the foreseeable future.

Zetron warrants the system hardware for 1 year standard, an extended warranty of an additional 4 years can be purchased for \$ 20,000 as additional option for the Dispatch console portion. For REVL based contingency/major outage support, priority call out will constitute a 24 hr. response time from Anchorage at a preferred rate of \$95 hr. per technician, \$75 hr. travel, Minimum 24 hrs per priority call out. Airfare/ Lodging/ meals additional.



650 W 58th Ave Suite J
Anchorage, AK 99518
Phone: (907) 563-8302
Fax: (907) 561-4720

additional.

SECTION G: Exception List

1. REVL Takes exception to the fact that no final acceptance plans are available at this time. REVL suggests that the manufacture provided acceptance plans be adopted by owner for verification of proper operation of equipment per task, as stated in the bid, prior to invoicing of completed task.

2. REVL Takes exception to the proposed Implementation schedule that the owner has stipulated. The major components and installation of the Dispatch area coupled with the E-911 call taking installation components and furniture do not allow for a staged installation of one task (E-911 telephone), then a 4 month duration before the implementation of Dispatch /Radios.

The E-911 call taking would be done on existing furniture, then when dispatch demolition task is preformed all E-911 call taking new equipment would have to be moved and partially ad-hoc re-installed temporarily, then re-installing permanently, thus greatly compromising the overall quality of the solution and creating a level of duplication of effort .

REVL takes exception to Per task Billing application. To clarify REVL submits that each tasking item ie. example (Base station Equipment) will be delivered to owner pre-staged at REVL facility, prior to shipment to owner ready to install. As such, REVL proposes all major components(per listed task) delivered to owner's location be allowed to be invoiced upon shipment at Net 30 terms with installation labor costs to be billed upon completion and testing verified by owner technical representative.

REVL takes exception to the additive alternate No. 1 request for enhanced fully ergonomic dispatch furniture. We have partnered with Zetron for dispatch furniture that is OEM spec.ed for the specified system parameters, any augmentation by a 3rd party furniture manufacture, may produce inconsistency in efficient use of desk space or unforeseen incompatibilities with the equipment in the given floor plan. Therefore we will not be providing an offering for that line item.

BASE BID (Price in Digits):

Item	Description	Material Cost	Labor Cost	Total
MOBILIZATION	Furnish all labor, equipment and material for mobilization of resources for the project.	35,946.47	13,719.92	49,666.39
DISPATCH DEMOLITION	Furnish all labor, equipment and material for demolition of existing systems and equipment as described in these Contract Documents.		19,830.74	19,830.74
REPEATER STATION DEMOLITION	Furnish all labor, equipment and material for demolition of existing systems and equipment as described in these Contract Documents.		8,187.28	8,187.28
E-911 EQUIPMENT	Furnish all labor, equipment and material for installation of the E-911 telephone equipment as described in these Contract Documents. The Work shall include the equipment illustrated in Detail 2 – Telephone Single Line Diagram, Drawing E401.	117,794.82	19,384.40	135,179.22
DISPATCH EQUIPMENT	Furnish all labor, equipment and material for installation of the dispatch equipment as described in these Contract Documents. The Work shall include the following equipment illustrated in Detail 1 – Dispatch and Base Station Single Line Diagram, Drawing E401: Common controller, common controller power supply, phone couplers, and dispatch stations.	76,973.07	17,045.80	91,018.87
BASE STATION RADIO EQUIPMENT	Furnish all labor, equipment and material for installation of the base station radio equipment as described in these Contract Documents. The Work shall include all the equipment illustrated in Detail 1 – Dispatch and Base Station Single Line Diagram, Drawing E401, that is not bid under the DISPATCH EQUIPMENT bid item, above.	46,976.97	9,742.32	56,719.29
DISPATCH FURNITURE	Furnish all labor, equipment and material for installation of the dispatch furniture as described in these Contract Documents.	22,088.46	2,314.96	24,403.42
PUBLIC SAFETY BUILDING IMPROVEMENTS	Furnish all labor, equipment and material for improvements to the building infrastructure to support new equipment installation as described in these Contract Documents. The Work shall include line voltage feeders and branch circuits, cable trays, and grounding improvements.	37,800	88,006.58	125,806.58
REPEATER STATION RADIO EQUIPMENT	Furnish all labor, equipment and material for installation of the radio equipment as described in these Contract Documents. The Work shall include the equipment illustrated in Detail 3, Drawing E701.	33,472.85	8,187.28	41,660.13
REPEATER STATION SHELTER AND SITE IMPROVEMENTS	Furnish all labor, equipment and material for improvements to the shelter and site to support new equipment installation as described in these Contract Documents. The Work shall include the meter center, panelboards, TVSS, feeders, branch circuits, heater, lighting, wiring devices, cable trays, grounding, and waveguide bridge.	8,805.43	33,170.20	41,975.63

Total BASE BID (Price in Digits): 592,447.55

BIDDER (Company Name): REVL, Inc. dba REVL Communications & Systems

ADDITIVE ALTERNATE NO. 1 (Price in Digits):

Item	Description	Material Cost	Labor Cost	Total
ADDITIVE ALTERNATE NO. 1	Furnish all labor, equipment and material for enhanced dispatch furniture as described in these Contract Documents.			<i>Ø</i>

Total BASE BID (Price in Digits): 592,447.55

Total ADDITIVE ALTERNATE NO. 1 (Price in Digits): *Ø*

DATE: 10-22-13

BIDDER (Company Name): REVL, Inc. dba REVL Communications & Systems

HAINES BOROUGH
Dispatch and E-911 Systems Project

BID SCHEDULE

Bid of REVL, Inc dba REVL Communications & Systems (hereinafter called *Bidder*), doing business as (underline one) a corporation, partnership or individual, to the Haines Borough (hereinafter called *Borough*). The Bidder agrees to furnish to the Haines Borough all information and data that may be requested to give evidence that the undersigned is properly qualified to carry out the obligations of the Contract Documents.

The undersigned Bidder agrees, if this bid is accepted, to furnish all tools, equipment, supplies, manufactured articles, labor, materials, services and incidentals, and to perform all work necessary to complete the work required under the Invitation to Bid by the completion dates and to accept as full payment the Contract Price stated on this Bid Form, and in the manner stipulated by the Request for Bids, subject to any negotiated changes in the work that might increase or decrease the contract amount. The Borough reserves the right to reject any and all bids and negotiate with the responsible bidder submitting the lowest bid amount.

Bidder accepts all of the terms and conditions of the Request for Bids and, if this bid is accepted, will furnish, within ten calendar days after the Notice of Intent to Award letter, the following documents required by borough code for this project:

1. Contract document or Agreement;
2. [Proof of insurance: general liability, auto insurance, worker's compensation];
3. Any overdue unpaid debts owed the borough must be current prior to award;
4. Payment and Performance bonds, if applicable; and
5. Subcontractor report, if applicable.

Bidder acknowledges receipt of the following addenda: Addendum #. 1 Initials: S.B. Addendum #. 2 Initials: S.B.

BIDDER INFORMATION:

Principal Contact: Seth Burris
Business Name: REVL, Inc dba REVL Communications & Systems
Business Physical Address: 650 West 58th Ave. Ste J Anchorage, AK 99518
Business Mailing Address, if different: _____
Phone: 563-8302 Fax: 561-4720 Email: revlsale@revlinc.net



Bidder's Authorized Signature

Seth Burris

Printed Name

10-20-13

Date



HAINES BOROUGH, ALASKA
P.O. BOX 1209, HAINES, ALASKA 99827
Administration 907.766.2231 ♦ (fax) 907.766.2716
Tourism 907.766.2234 ♦ (fax) 907.766.3155
Police Dept. 907.766.2121 ♦ (fax) 907.766.2190
Fire Dept. 907.766.2115 ♦ (fax) 907.766.3373

October 16, 2013

TO ALL PLAN HOLDERS OF RECORD
E-911 AND DISPATCH SERVICES PROJECT

The following addendum was issued today. Please acknowledge receipt of the addendum on your bid documents. Thank you.

Sincerely,

A handwritten signature in cursive script that reads "Julie Cozzi".

Julie Cozzi, MMC
Interim Borough Manager

A handwritten signature in cursive script that reads "acknowledged by" followed by a signature, and the date "10-16-13" written below it.

A handwritten signature in cursive script, likely the name of the person who acknowledged the addendum.

HAINES BOROUGH
E-911 and Dispatch Services Project

ADDENDUM TO THE CONTRACT

Addendum No:	1	Current Bid Opening Date:
		October 25, 2013 at 12:00 P.M.
Pages This Addendum:	One (1)	
Previous Addenda:	1	Previous Bid Opening Date:
		October 21, 2013 at 2:00 P.M.

To: All Planholders of Record

October 16, 2013

The following items of the contract are modified as herein indicated. All other items remain the same. This addendum has been issued and is posted online. Refer to the Haines Borough website at: <http://www.hainesalaska.gov/rfps>

ADDENDUM NO. 1

NOTICE INVITING BIDS: Change bid opening date to **Friday, October 25, 2013 at 12:00 P.M. (noon)** at all relevant locations within this section.

SPECIFICATIONS:

Item No. 1: Notice Inviting Bids and Bidder Instructions: Under the Project Schedule, Delete the February 15, 2014 completion date for the E-911 system. The entire project will be constructed with one completion date, June 30, 2014.

DRAWINGS:

Item No. 1: Drawing E401, Revise sheet note 1 as follows: "UPS: APC Smart-UPS RT 6000VA, 208V with 208V to 120V step-down transformer, 5 minutes of run time at full load, configure output connections with 20A 1P circuit breakers for each branch circuit indicated on the drawings."

Item No. 2: Drawing E401, Add sheet note 2 as follows: "Provide new antennas and coax cables for receive-only channels; Marine, FAA, and Public Works."

Item No. 3: Drawing E701, Add sheet note 3 as follows: "Provide 2-hours of battery run time at full load."

Item No. 4: Drawing E701, Detail 2: Delete exhaust fan bonding conductor.

Item No. 5: Drawing E702, Add sheet note 1 as follows: "The drawings illustrate cast-in-place concrete construction at the foundations. Pre-cast concrete construction may be provided at the contractor's option. Pre-cast construction shall have the same size concrete as shown and include an oversized pipe sleeve for a field splice of the steel post with pins; full length steel pipe post in the pre-cast; or a field, complete penetration weld splice of the steel post with galvanizing repair using hot zinc stick and brush applied cold galvanizing paint top coat."

END OF ADDENDUM NO. 1



HAINES BOROUGH, ALASKA
P.O. BOX 1209, HAINES, ALASKA 99827
Administration 907.766.2231 ♦ (fax) 907.766.2716
Tourism 907.766.2234 ♦ (fax) 907.766.3155
Police Dept. 907.766.2121 ♦ (fax) 907.766.2190
Fire Dept. 907.766.2115 ♦ (fax) 907.766.3373

October 21, 2013

TO ALL PLAN HOLDERS OF RECORD
E-911 AND DISPATCH SERVICES PROJECT

The following addendum was issued today. Please acknowledge receipt of the addendum on your bid documents. Thank you.

Sincerely,

A handwritten signature in cursive script that reads "Julie Cozzi".

Julie Cozzi, MMC
Interim Borough Manager

acknowledged

10-21-13

A handwritten signature in cursive script, likely belonging to the recipient of the addendum.

HAINES BOROUGH
E-911 and Dispatch Services Project

ADDENDUM TO THE CONTRACT

Addendum No:	2	Current Bid Opening Date:
Pages This Addendum:	Two (2)	October 25, 2013 at 12:00 P.M.
Previous Addenda:	2	Previous Bid Opening Date:
		October 25, 2013 at 12:00 P.M.

To: All Planholders of Record

October 21, 2013

The following items of the contract are modified as herein indicated. All other items remain the same. This addendum has been issued and is posted online. Refer to the Haines Borough website at: <http://www.hainesalaska.gov/rfps>

ADDENDUM NO. 2

NOTICE INVITING BIDS: Change bid opening date to **Friday, October 25, 2013 at 12:00 P.M. (noon)** at all relevant locations within this section.

SPECIFICATIONS:

Item No. 1: Section 274133 – Radio Dispatch and E-911 Telephone Systems. Add paragraph 2.2, F as follows: “Integrator 9-1-1: Computer Telephony Integration application for PC-based capability.”

END OF ADDENDUM NO. 2

HAINES BOROUGH
Dispatch and E-911 Systems Project

NON-COLLUSION AFFIDAVIT

UNITED STATES OF AMERICA)

STATE OF ALASKA)

I, Seth Burris of REVL, Inc dba. REVL Communications & systems
(Printed Name of Person Signing) (Printed Name of Business)

being duly sworn, so depose and state:

That I, or the firm, association or corporation of which I am a member, a BIDDER on the contract to be awarded, by the Assembly of the HAINES BOROUGH for the contract services designated as:

Dispatch and E-911 Systems Project

Located in Haines, Alaska, have not, either or indirectly, entered into any agreement, participate in any collusion, or otherwise taken any action in restraint of free competitive bidding in connection with such contract.

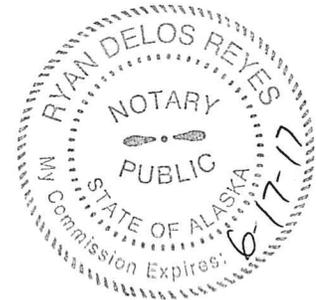
[Signature]
Signature

10-16-13
Date

Subscribed and sworn to this 16th day of October, 2013.

Notary Public [Signature]

My Commission Expires: 6/17/2017



Alaska Business License #

192958

Alaska Department of Commerce, Community, and Economic Development

Division of Corporations, Business and Professional Licensing
P.O. Box 110806, Juneau, Alaska 99811-0806

This is to certify that

REVL COMMUNICATIONS & SYSTEMS

650 W 58TH AVE STE J ANCHORAGE AK 99518

owned by

REVL, INC

is licensed by the department to conduct business for the period

October 02, 2013 through December 31, 2015
for the following line of business:

23 - Construction

This license shall not be taken as permission to do business in the state without having complied with the other requirements of the laws of the State or of the United States.
This license must be posted in a conspicuous place at the business location.
It is not transferable or assignable.

Susan K. Bell
Commissioner



2013

HAINES BOROUGH BUSINESS LICENSE

Expires March 1, 2014

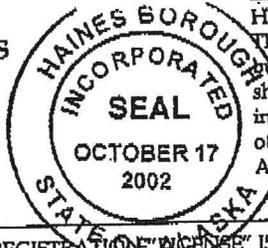
This is to certify that the business named below has made application to do business in the Haines Borough, Alaska covering the calendar year January 1 to December 31, 2013, or fraction thereof.

HBC Section 5.02.010

This license must be posted in a conspicuous place at the business location.
It is not transferable or assignable.

Account # 1774

REVL INC.
D/B/A REVL COMMUNICATIONS
& SYSTEMS
650 W. 58TH AVE. #J
ANCHORAGE, ALASKA 99518



Juli Cozzi
Haines Borough Clerk

This license will automatically be renewed if business is current in all reports. This license shall not be taken as permission to do business in the state without having complied with the other requirements of the laws of the State of Alaska or of the United States.

NOTE: BUSINESS REGISTRATION FEE IS RENEWED YEARLY;
REGISTRATION FEE IS BIENNIAL

Fax
907-561-4720

No. 20258

Effective: 12/31/2011

Expires: 12/31/2013

STATE OF ALASKA

DEPARTMENT OF COMMERCE, COMMUNITY & ECONOMIC DEVELOPMENT
Division of Corporations, Business and Professional Licensing
P.O. Box 110806, Juneau, Alaska 99811-0806

Certifies that

REVL COMMUNICATIONS & SYSTEMS

Is a Registered
Specialty Contractor

Specialties: Communications
Electrical

Commissioner: Susan K. Bell

HAINES BOROUGH
Dispatch and E-911 Systems Project

BID BOND

KNOW ALL MEN BY THESE PRESENTS, that we, the undersigned

REVL Communications & Systems as Principal and

Liberty Mutual Insurance Company as Surety,

are hereby held and firmly bound unto the HAINES BOROUGH, as OWNER, in the penal sum of Twenty-nine thousand six hundred twenty Dollars (\$ 29,622.38) for the payment of which, well and truly to be made, we hereby jointly and severally bind ourselves, our heirs, executors, administrators, successors and assigns.

Signed this 23 day of October, 2013.

The condition of the above obligation is such that whereas the Principal has submitted to the HAINES BOROUGH, ALASKA a certain BID, attached hereto and hereby made a part hereof to enter into a contract in writing, for:

Dispatch and E-911 Systems Project

NOW, THEREFORE

- (a) If said BID shall be rejected, or
- (b) If said BID shall be accepted and the Principal shall

execute and deliver a contract in the Form of Contract attachment hereto (properly completed in accordance with said BID) and shall furnish a BOND for faithful performance of said contract, and for the payment of all persons performing labor furnishing materials or equipment in connection therewith, and shall in all other respects perform the agreement created by the acceptance of said BID, then this obligation shall be void, otherwise the same shall remain in force and effect; it being expressly understood and agreed that the liability of the Surety of any and all claims hereunder shall in no event, exceed the penal amount of this obligation as herein stated.

The Surety, for value received, hereby stipulates and agrees that the obligations of said Surety and its BOND shall be in no way impaired or affected by an extension of the time within which the OWNER may accept such BID; and said Surety does hereby waive notice of any such extension.

IN WITNESS WHEREOF, the Principal and the Surety have hereunto set their hands and seals, and such of them as are corporations have caused their corporate seals to be hereto affixed and these presents to be signed by their proper officers, and day and year first set forth above. *Note: Surety companies executing BONDS must appear on the Treasury Department's most current list and be authorized to transact business in Alaska.*

REVL Communications & Systems

Principal

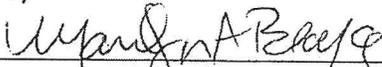
(SEAL)

BY: 

Liberty Mutual Insurance Company

Surety

(SEAL)

BY: 

Marilyn A. Blake, Attorney-in-fact

THIS POWER OF ATTORNEY IS NOT VALID UNLESS IT IS PRINTED ON RED BACKGROUND.

This Power of Attorney limits the acts of those named herein, and they have no authority to bind the Company except in the manner and to the extent herein stated.

5466659

Certificate No. _____

American Fire and Casualty Company
The Ohio Casualty Insurance Company
West American Insurance Company

Liberty Mutual Insurance Company
Peerless Insurance Company

POWER OF ATTORNEY

KNOWN ALL PERSONS BY THESE PRESENTS: That American Fire & Casualty Company and The Ohio Casualty Insurance Company are corporations duly organized under the laws of the State of Ohio, that Liberty Mutual Insurance Company is a corporation duly organized under the laws of the State of Massachusetts, that Peerless Insurance Company is a corporation duly organized under the laws of the State of New Hampshire, and West American Insurance Company is a corporation duly organized under the laws of the State of Indiana (herein collectively called the "Companies"), pursuant to and by authority herein set forth, does hereby name, constitute and appoint, **CHERYL L. CONDEE; MARILYN A. BLAKE; PETER J. ELLIOTT**

all of the city of GREENBELT, state of MD, each individually if there be more than one named, its true and lawful attorney-in-fact to make, execute, seal, acknowledge and deliver, for and on its behalf as surety and as its act and deed, any and all undertakings, bonds, recognizances and other surety obligations, in pursuance of these presents and shall be as binding upon the Companies as if they have been duly signed by the president and attested by the secretary of the Companies in their own proper persons.

IN WITNESS WHEREOF, this Power of Attorney has been subscribed by an authorized officer or official of the Companies and the corporate seals of the Companies have been affixed thereto this 12th day of JULY, 2012.



American Fire and Casualty Company
The Ohio Casualty Insurance Company
Liberty Mutual Insurance Company
Peerless Insurance Company
West American Insurance Company

By: Gregory W. Davenport
Gregory W. Davenport, Assistant Secretary

STATE OF WASHINGTON ss
COUNTY OF KING

On this 12th day of JULY, 2012, before me personally appeared Gregory W. Davenport, who acknowledged himself to be the Assistant Secretary of American Fire and Casualty Company, Liberty Mutual Insurance Company, The Ohio Casualty Company, Peerless Insurance Company and West American Insurance Company, and that he, as such, being authorized so to do, execute the foregoing instrument for the purposes therein contained by signing on behalf of the corporations by himself as a duly authorized officer.

IN WITNESS WHEREOF, I have hereunto subscribed my name and affixed my notarial seal at Seattle, Washington, on the day and year first above written.



By: KD Riley
KD Riley, Notary Public

This Power of Attorney is made and executed pursuant to and by authority of the following By-laws and Authorizations of American Fire and Casualty Company, The Ohio Casualty Insurance Company, Liberty Mutual Insurance Company, West American Insurance Company and Peerless Insurance Company, which resolutions are now in full force and effect reading as follows:

ARTICLE IV – OFFICERS – Section 12. Power of Attorney. Any officer or other official of the Corporation authorized for that purpose in writing by the Chairman or the President, and subject to such limitation as the Chairman or the President may prescribe, shall appoint such attorneys-in-fact, as may be necessary to act in behalf of the Corporation to make, execute, seal, acknowledge and deliver as surety any and all undertakings, bonds, recognizances and other surety obligations. Such attorneys-in-fact, subject to the limitations set forth in their respective powers of attorney, shall have full power to bind the Corporation by their signature and execution of any such instruments and to attach thereto the seal of the Corporation. When so executed, such instruments shall be as binding as if signed by the President and attested to by the Secretary. Any power or authority granted to any representative or attorney-in-fact under the provisions of this article may be revoked at any time by the Board, the Chairman, the President or by the officer or officers granting such power or authority.

ARTICLE XIII – Execution of Contracts – SECTION 5. Surety Bonds and Undertakings. Any officer of the Company authorized for that purpose in writing by the chairman or the president, and subject to such limitations as the chairman or the president may prescribe, shall appoint such attorneys-in-fact, as may be necessary to act in behalf of the Company to make, execute, seal, acknowledge and deliver as surety any and all undertakings, bonds, recognizances and other surety obligations. Such attorneys-in-fact subject to the limitations set forth in their respective powers of attorney, shall have full power to bind the Company by their signature and execution of any such instruments and to attach thereto the seal of the Company. When so executed such instruments shall be as binding as if signed by the president and attested by the secretary.

Certificate of Designation – The President of the Company, acting pursuant to the Bylaws of the Company, authorizes Gregory W. Davenport, Assistant Secretary to appoint such attorney-in-fact as may be necessary to act on behalf of the Company to make, execute, seal, acknowledge and deliver as surety any and all undertakings, bonds, recognizances and other surety obligations.

Authorization – By unanimous consent of the Company's Board of Directors, the Company consents that facsimile or mechanically reproduced signature of any assistant secretary of the Company, wherever appearing upon a certified copy of any power of attorney issued by the Company in connection with surety bonds, shall be valid and binding upon the Company with the same force and effect as though manually affixed.

I, David M. Carey, the undersigned, Assistant Secretary, of American Fire and Casualty Company, The Ohio Casualty Insurance Company, Liberty Mutual Insurance Company, West American Insurance Company and Peerless Insurance Company do hereby certify that the original power of attorney of which the foregoing is a full, true and correct copy of the Power of Attorney executed by said Companies, is in full force and effect and has not been revoked.

IN TESTIMONY WHEREOF, I have hereunto set my hand and affixed the seals of said Companies this 23 day of October, 2013.



By: David M. Carey
David M. Carey, Assistant Secretary

Not valid for mortgage, no loan, letter of credit, bank deposit, residual value guarantees, currency rate, interest rate

To confirm the validity of this Power of Attorney call 1-610-832-8240 between 9:00 am and 4:30 pm EST on any business day.



VICTORIA M. STARACE
BOND MANAGER III

10045 Red Run blvd, Ste 370
Owings Mills, MD 21117
D.L. 410-581-3147
800-582-6681 Ext. 7893147
Facsimile: 866-548-6577

October 23, 2013

Office of the Borough Clerk
Borough Administration Building
103 Third Ave., S
Haines, Alaska

Reference: Invitation bid for Dispatch and E-911 Systems Project-Haines Borough

Please allow this letter to confirm that Liberty Mutual Insurance Company and/or the Ohio Casualty Insurance Company a division of Liberty Mutual Group-Liberty Mutual Insurance Company is currently handling the bond needs of **Revl Communications & Systems (RCS)** out of Anchorage, Alaska. Currently, Liberty Mutual Group is an A.M. Best "A" rated company.

Given the company's financial strength and credit worthiness, we are willing to entertain the above bid request and performance and payment bond based on the reference project above for RCS.

Please be advised that RCS is in good standing with Liberty Mutual and Ohio Casualty. Should RCS be a successful bidder, the surety will favorably consider performance and payment bonds, provided RCS accepts an award of the contract and makes an application to us on or about the time the work is to commence and we are satisfied with the prevailing underwriting conditions, including but not limited to acceptable contract terms and job specifications, acceptable bond forms, and confirmation of financing.

If you have any questions or require further clarification of the above, please feel free to contact our office at (410) 581-3147.

Sincerely,

Victoria M. Starace

Bond Manager III

Liberty SuretyFirst-A Division of Liberty Mutual



**Haines Borough
Assembly Agenda Bill**

Agenda Bill No.: 13-385

Assembly Meeting Date: 11/12/13

Business Item Description:	Attachments:
Subject: Authorize Contract for the Purchase of a Freightliner Flatbed Truck	1. Resolution 13-11-520 2. E-mail from Borough Mechanic-Operator
Originator: Director of Public Facilities (Agenda Bill by Clerk's Office)	
Originating Department: Public Facilities	
Date Submitted: 11/6/13	

Full Title/Motion:
Motion: Adopt Resolution 13-11-520.

Administrative Recommendation:
The administration recommends adoption of this resolution.

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

Comprehensive Plan Consistency Review:
Comp Plan Policy Nos. : _____ Consistent: Yes No

Summary Statement:
The Haines Borough is in need of replacing a 1968 flatbed truck. The Haines Borough Assembly appropriated \$25,000 in the FY13 budget's Capital Improvement Projects (CIP) fund for a Public Works flatbed truck. The assembly on 10/8/13 adopted a motor vehicle registration tax (Ordinance 12-10-308). Berry Brothers Towing & Transport has provided a quote of \$50,000 for the purchase of a Freightliner flatbed truck. The Public Facilities Director recommends purchase be contingent on an on-site inspection by the Borough Mechanic-Operator to assess the condition of this used vehicle. The administration anticipates \$5,750 in shipping costs, including expenses for the mechanic's travel. The mechanic also will pick up supplies for other vehicles, at an estimated savings of \$1,000. The assembly will consider an amendment to the FY14 budget through Ordinance 13-10-351 to appropriate \$25,000 of areawide general funds for the truck purchase. Travel costs will be paid for out of contingency funds.

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

Assembly Action:
Workshop Date(s): _____ Public Hearing Date(s): _____
Meeting Date(s): 11/12/13 Tabled to Date: _____

A Resolution of the Haines Borough Assembly authorizing the Borough Manager to contract with Berry Brothers Towing & Transport for an amount not-to-exceed \$50,000 for the purchase of a Freightliner flatbed truck.

WHEREAS, the Haines Borough is in need of replacing a 1968 flatbed truck; and

WHEREAS, the Haines Borough Assembly appropriated \$25,000 in the FY13 budget's Capital Improvement Projects (CIP) fund for a Public Works flatbed truck; and

WHEREAS, the assembly on 10/8/13 adopted a motor vehicle registration tax (Ordinance 12-10-308); and

WHEREAS, Berry Brothers Towing & Transport has provided a quote of \$50,000 for the purchase of a Freightliner flatbed truck; and

WHEREAS, the Public Facilities Director recommends the purchase be contingent on an on-site inspection by the Borough Mechanic-Operator to assess the condition of this used vehicle; and

WHEREAS, the assembly will consider an amendment to the FY14 budget through Ordinance 13-10-351 to appropriate \$25,000 of areawide general funds for the purchase,

NOW, THEREFORE, BE IT RESOLVED BY THE HAINES BOROUGH ASSEMBLY:

Section 1. The borough manager is hereby authorized to contract with Berry Brothers Towing & Transport for an amount not-to-exceed \$50,000; and

Section 2. Effective Date. On or before the date on which the contract Notice to Proceed is issued, non-code Ordinance 13-10-351 shall be adopted by the borough assembly appropriating sufficient funds for the contract.

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

Stephanie Scott, Borough Mayor

Attest:

Michelle Webb, Interim Borough Clerk

Krista Kielsmeier

From: Carlos Jimenez
Sent: Wednesday, November 06, 2013 7:45 AM
To: Krista Kielsmeier
Cc: Michelle Webb
Subject: needs resolution ASAP
Attachments: frht Drivers side.jpg; Frht Pass side.jpg

The truck is a 2006 FREIGHTLINER model M2, vin#1FVACXCS46HW25629, (odometer reading 55,000), Allison Auto Push Button Trans, 260 HP turbo 6 cylinder Mercedes motor, 33,000 gvw rating, Air Brakes, Air Ride Rear Suspension, Engine Brake, a/c, air seat, am/fm/cd, power windows/locks/mirrors, heated mirrors, cruise, dual chrome steps, aluminum fuel tanks, aluminum wheels with 11R22.5 tires, vertical exhaust stack, visor and chrome bumper/grille. 1992 CENTURY model 26 ft. steel two car carrier with wheel lift, 20,000 lb. deck, safety chains and straps, winch, Whelen strobe light bar with tow lights, arrow stick, stationary rack, (4) 48" steel tool boxes with stainless steel doors, 1/4 fenders and v-chain.

Cost:
\$50,000 purchase price
2800 Ferry
900 Air fair
700 fuel
500 Lodging
350 meals
500 mis.
\$55,750 Delivered

We plan on picking up a loader tire and wheel, snow tire and wheels for at least to other vehicles with a saving of around a thousand dollars. We may also purchase some metal and asphalt brushes.

Let me know if there is anything else?

Regards,
Jonathan Sheets
Haines Borough Mechanic
mechanic@haines.ak.us
Offic 907-766-2282
Fax 907-766-2284

Carlos Jimenez
Director of Public Facilities
Haines Borough
Office: 907-766-2257
Cell: 314-0648





**Haines Borough
Assembly Agenda Bill**

Agenda Bill No.: 13-390
Assembly Meeting Date: 11/12/13

Business Item Description:	Attachments:
Subject: Excursion Inlet Land Conveyance to State of Alaska DNR	1. Ordinance 13-11-355
Originator: Borough Attorney	
Originating Department: Administration	
Date Submitted: 11/6/13	

Full Title/Motion:
Motion: Introduce Ordinance 13-11-355 and set a first public hearing for 12/10/13.

Administrative Recommendation:
The Borough Attorney and Finance Director recommend this ordinance.

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 Borough Attorney is currently in negotiation with the State of Alaska Division of Natural Resources regarding a piece of land in Excursion Inlet. Introduction of this ordinance will allow the administration to continue legal negotiations to hopefully reach a mutually agreeable outcome. This item is eligible for executive session. However, executive session would only be needed if there were questions that could not be answered at the time of this meeting before the ordinance's introduction.

Referral:

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

Assembly Action:

Workshop Date(s):	Public Hearing Date(s):
Meeting Date(s): 11/12/13	Tabled to Date:

A NON-CODE ORDINANCE APPROVING THE CONVEYANCE TO THE STATE OF ALASKA, DEPARTMENT OF NATURAL RESOURCES ("DNR") OF LOT 7, BLOCK B EXCURSION INLET SOUTH SUBDIVISION PLAT NO. 81-58 JUNEAU RECORDING DISTRICT FIRST JUDICIAL DISTRICT STATE OF ALASKA

BE IT ENACTED BY THE HAINES BOROUGH ASSEMBLY:

Section 1. Classification. This ordinance is for the specific purpose of approving a conveyance of the interest Lot 7, Block B Excursion Inlet South Subdivision Plat No. 81-58 Juneau Recording District First Judicial District State of Alaska ("the Property") acquired by the Haines Borough in a tax foreclosure to DNR and shall not become a part of the Haines Borough Code.

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

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

Section 4. Purpose. This ordinance authorizes the manager to conclude arrangements for the conveyance of the Borough's interest in the Property as a means to resolve a dispute with the State of Alaska as to the Borough's claim of ownership of the Property.

Section 5. Authority. This ordinance is adopted under the authority granted the Assembly by HBC 14.20.010, HBC 14.20.020 and HBC 14.20.100 to approve the disposal of real property by negotiation.

Section 6. Authorization and Approval. The Borough Manager is hereby authorized to complete the process of transfer of the Borough's interest in the Property to DNR by quitclaim deed upon terms and conditions to be attached hereto.

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

ATTEST:

Stephanie Scott, Mayor

Michelle L. Webb, Interim Borough Clerk

Date Introduced: 11/12/13
Date of First Public Hearing: ___/___/___
Date of Second Public Hearing: ___/___/___



**Haines Borough
Assembly Agenda Bill**

Agenda Bill No.: 13-391
Assembly Meeting Date: 11/12/13

Business Item Description:	Attachments:
Subject: Amend Haines Borough Code Title 2 Regarding Group Review of Membership Applications	1. Ordinance 13-11-356 2. Memo from Mayor
Originator:	
Originating Department:	
Date Submitted: 11/7/13	

Full Title/Motion:
Motion: Introduce Ordinance 13-11-356 and set a first public hearing for 12/10/13.

Administrative Recommendation:
The Mayor and Interim Borough Manager recommend this ordinance.

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 Mayor has proposed this ordinance to clarify the procedures for appointment of new members to committees, boards, and commissions. This ordinance would remove the group review of a membership applications before mayoral appointment and assembly confirmation.

Referral:

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

Assembly Action:

Workshop Date(s):	Public Hearing Date(s):
Meeting Date(s): 11/12/13	Tabled to Date:

AN ORDINANCE OF THE HAINES BOROUGH AMENDING HAINES BOROUGH CODE TITLE 2 SECTION 2.60.055 TO REMOVE THE REVIEW OF MEMBERSHIP APPLICATIONS BY THE COMMITTEE, BOARD OR COMMISSION WHEN FILLING VACANCIES.

NOW, THEREFORE, BE IT ENACTED BY THE HAINES BOROUGH ASSEMBLY:

Section 1. Classification. This ordinance is of a general and permanent nature and if adopted with or without 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 2.60.055. Section 2.60.055 of the Haines Borough Code is hereby amended to read as follows:

NOTE: **Bolded/UNDERLINED** ITEMS ARE ADDITIONS TO THE CURRENT LANGUAGE
~~STRIKETHROUGH~~ ITEMS ARE DELETIONS

2.60.055 Filling vacancies.

In the event of a vacancy on a committee, board or commission, either at the end of the board member's regular term, or if the seat is vacated for some other reason, the borough clerk shall advertise for replacement board member(s) by posting in three public places a request for letters of interest to be submitted to the clerk's office. Such advertisement shall be placed for a minimum of two weeks, ~~after which time the applications shall be transmitted to the appropriate person or board for review and recommendation to the mayor.~~ The mayor shall appoint all committee, board and commission members subject to confirmation of the assembly.

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

ATTEST:

Stephanie Scott, Mayor

Michelle Webb, Interim Borough Clerk

Date Introduced: 11/12/13
Date of First Public Hearing: ___/___/___
Date of Second Public Hearing: ___/___/___

Memorandum

Haines Borough
Office of the Mayor
103 Third Avenue S.
Haines, Alaska 99827
sscott@haines.ak.us

November 4, 2013

To: Haines Borough Assembly members

Cc: Julie Cozzi, Interim Manager
Michelle Webb, Acting Borough Clerk;

From: Stephanie Scott, Mayor, Haines Borough

Re: Appointment of advisory committee members: by the mayor or by the committee?

I have struggled with the policy in code that requires a committee to recommend, to the mayor, the individual to fill a vacancy. This policy seems to have a few flaws: 1) it could result in the perpetuation of a like-minded group, that might work very well together, but not necessarily reflect the diverse community; 2) it requires an existing group to pass judgment on a member whose term has expired and who desires to continue. At best, this is awkward; 3) it does not provide for a difference of opinion between the mayor and the committee; and 4) it is confusing. Is the appointment a mayoral appointment confirmed by the Assembly; or a committee recommendation that the mayor asks the Assembly to confirm?

I propose that you take the committee out of the process of appointing its members. Oversight, guidance, consultation regarding mayoral appointments comes in the form of assembly approval of all appointments. A wise mayor will consult with all parties prior to bringing an appointment to the Assembly. In line with that policy, I propose the following change to HBC 2.60.055:

Ordinance 13-11-xxx

An Ordinance of the Haines Borough Amending Section 2.60.055 Filling Vacancies to Remove the Review of Applicants by the Committee or Commission

2.60.055 Filling vacancies.

In the event of a vacancy on a committee, board or commission, either at the end of the board member's regular term, or if the seat is vacated for some other reason, the borough clerk shall advertise for replacement board member(s) by posting in three public places a request for letters of interest to be submitted to the clerk's office.

Such advertisement shall be placed for a minimum of two weeks, ~~after which time the applications shall be transmitted to the appropriate person or board for review and recommendation to the mayor.~~ The mayor shall appoint all committee, board and commission members subject to confirmation of the assembly.

11C1

Fred Einspruch
Post Office Box 56
Haines, AK 99827

Julie Cozzi
Borough Clerk, Haines Borough
Post Office Box 56
Haines, Alaska 99827

RECEIVED Haines Borough

SEP 06 2013

Clerk's Office

September 6th 2013

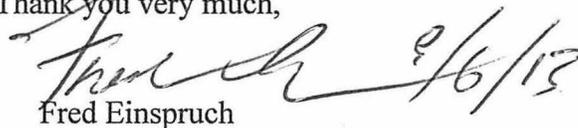
Subject: Appeal of After the fact fine

Dear Clerk Cozzi,

This letter is notice of my appeal to the planning commission the imposition of an after the fact violation land use permit violation.

Please schedule my appeal at the next planning commission meeting.

Thank you very much,

 9/6/13

Fred Einspruch



Haines Borough
PLANNING COMMISSION
RECORD OF DECISION

DATE: October 10, 2013

TO: Borough Assembly

FROM: The Haines Planning Commission

PLANNING COMMISSION DECISION:

Motion: Venables moved to “recommend the Assembly stay the \$250 after-the-fact fee being assessed to Fred Einspruch for constructing a carport without a land use permit.” The motion failed 0-5 with **Goldberg, Heinmiller, Turner, Venables, and Hedden** opposed.

RATIONALE: Einspruch did not attend or call in to the meeting. He requested a postponement. However, the Borough Clerk does not have authority to grant or deny requests for postponement, and the Planning Commission does not have authority to grant a postponement either. At the meeting, the Commissioners questioned Borough staff and were told that Einspruch did not have a valid land use permit before starting his carport project. (Please see more information in attached documents.)

SUBMITTED BY  (signature)
Rob Goldberg
Planning Commission Chair



HAINES BOROUGH, ALASKA
P.O. BOX 1209

HAINES, AK 99827
(907) 766-2231 FAX (907) 766-2716

Narrative

Applicant: Fred Einspruch

Location: 4-STR-02-42A0; 1019 Small Tract Road

- On August 8, 2013, property owner Mr. Einspruch submitted a land use permit application with the required \$50 application fee to the Borough. (see attachment #1)
- In reviewing the application, Haines Borough staff determined that the application is incomplete and does not meet the submission requirements. (see attachment #2)
- On August 20, 2013, Mr. Einspruch completed and re-submitted his application to the Borough. (see attachment #3)
- While out doing site visit on August 26, 2013, the Borough staff discovered the construction has started. (see attachment #4)
- Due to the fact that unpermitted site work has taken place prior to approval of the required land use permit, Mr. Einspruch is being assessed a \$250 after-the-fact fee, as required by HBC 18.30.070. An enforcement letter was sent out by the Borough Planning & Zoning Technician on August 27, 2013. (see attachment #5)
- On September 6, 2013, Mr. Einspruch filed an appeal of enforcement order of August 27, 2013. (see attachment #6)

Respectfully Submitted:

A handwritten signature in black ink, appearing to read "Xi Cui".

Xi Cui "Tracy"
Haines Borough Planning & Zoning Technician III
(907)766-2231 ext. 23
xcui@haines.ak.us



Haines Borough

Planning and Zoning
 103 Third Ave. S., Haines, Alaska, 99827
 Telephone: (907) 766-2231 * Fax: (907) 766-2716

APPLICATION FOR LAND USE PERMIT

Permit#: _____

Date: _____

I. Property Owner/Agent		Owner's Contractor(If Any)	
Name: <u>FRED EINSBRUCH</u>		Name: _____	
Mailing Address: <u>Post office Box 56</u>		Haines Borough Business License #: _____	
Contact Phone: Day _____ Night <u>907-314-0627</u>		Alaska Business License #: _____	
Fax: _____		Contractor's License #: _____	
E-mail: _____		Mailing Address: _____	
		Contact Phone: Day _____ Night _____	
		Fax: _____	
		E-mail: _____	
II. Property Information			
Size of Property: <u>2.52 Acres</u>			
Property Tax #: <u>C-STR-02-42A0-R</u>			
Street Address: <u>R 59E</u>			
Legal Description: Lot (s) <u>42</u> Block <u>T315</u> Subdivision <u>Bencie</u>			
OR			
Parcel/Tract _____ Section _____ Township _____ Range _____			
[Attach additional page if necessary.]			
Zoning: <input type="checkbox"/> Waterfront <input type="checkbox"/> Single Residential <input type="checkbox"/> Rural Residential <input type="checkbox"/> Significant Structures Area			
<input checked="" type="checkbox"/> Rural Mixed Use <input type="checkbox"/> Multiple Residential <input type="checkbox"/> Heavy Industrial <input type="checkbox"/> Waterfront Industrial			
<input type="checkbox"/> Commercial <input type="checkbox"/> Industrial Light Commercial <input type="checkbox"/> Recreational <input type="checkbox"/> Mud Bay Zoning District			
<input type="checkbox"/> Lutak Zoning District <input type="checkbox"/> General Use			
III. Description of Work			
Type of Application (Check all that apply)	Project Description (Check all that apply)	Water Supply Existing or Proposed	Sewage Disposal Existing or Proposed
<input checked="" type="checkbox"/> Residential	<input type="checkbox"/> Single Family Dwelling	<input type="checkbox"/> None	<input type="checkbox"/> None
<input type="checkbox"/> Commercial	<input type="checkbox"/> Change of Use	<input type="checkbox"/> Community well	<input type="checkbox"/> Septic Tank
_____ sq. ft.	<input type="checkbox"/> Multi-Family Dwelling	<input type="checkbox"/> Private well	<input type="checkbox"/> Holding Tank
_____ seating	Total # of Units _____	<input type="checkbox"/> Public Water System	<input type="checkbox"/> Public Sewer System
capacity if eating/drinking establishment	<input type="checkbox"/> Cabin	<input type="checkbox"/> Other _____	<input type="checkbox"/> Pit Privy
<input type="checkbox"/> Industrial	<input type="checkbox"/> Addition		<input type="checkbox"/> Other _____
<input type="checkbox"/> Church	<input type="checkbox"/> Accessory Structure		
<input type="checkbox"/> Other	<input checked="" type="checkbox"/> Other <u>Car Port</u>		

Valuation of Work: <i>work is Highly Valued</i>
Written Explanation: <i>18' x 36' Carport etc.</i>
Attach the following documents to the permit application: <input type="checkbox"/> Site plan (see Attachment A) showing lot lines, bearings and distances, buildings, setbacks, streets, etc.

IV. FEE

A non-refundable fee of \$50 must accompany this application. Checks must be made payable to the HAINES BOROUGH.

IV. CERTIFICATION

I hereby certify that I am the owner or duly authorized owner's agent, that I have read this application and that all information is correct. I further certify that I have read, understand and will comply with all of the provisions and permit requirements outlined hereon. I also certify that the site plan submitted is a complete and accurate plan showing any and all existing and proposed structures on the subject property. All contract work on this project will be done by a contractor holding valid licenses issued by the State of Alaska and the Haines Borough. **I am aware that if I begin construction prior to receiving permit approval, I will be assessed a \$250.00 "After-the-Fact" fee.**

Owner or Agent

Date

PROVISIONS: The applicant is advised that issuance of this permit will not relieve responsibility of the owner or owner's agents to comply with the provisions of all laws and ordinances, including federal, state and local jurisdictions, which regulate construction and performance of construction, or with any private deed restrictions.

Office Use Only Below This Line

<input type="checkbox"/> Applicant Notified Application is Complete and Accepted _____					
		(Date)	(Notified via)	(Initials)	
Non-Refundable Building Permit Fee \$ <i>50.00</i>		Information/Documentation			
Receipt No. <i>02201</i>		Req'd		Rec'd	
Received By: <i>Tolson</i>		<input type="checkbox"/>		<input type="checkbox"/> State Fire Marshal	
Date: <i>8/9/13</i>		<input type="checkbox"/>		<input type="checkbox"/> State DEC	
		<input type="checkbox"/>		<input type="checkbox"/> Variance/Conditional Use Permit	
		<input type="checkbox"/>		<input type="checkbox"/> Sign Permit	
Zoning	Bldg. Height	Lot Coverage %	Const. Type	Occupancy	# Stories
This application meets all applicable Borough policies and a permit is issued, conditional on the substantial completion of construction within two years and the following special requirements:					
Borough Manager			Date		

Notice of Right to Appeal: All decisions of the Borough Manager are appealable per HBC 18.30.050

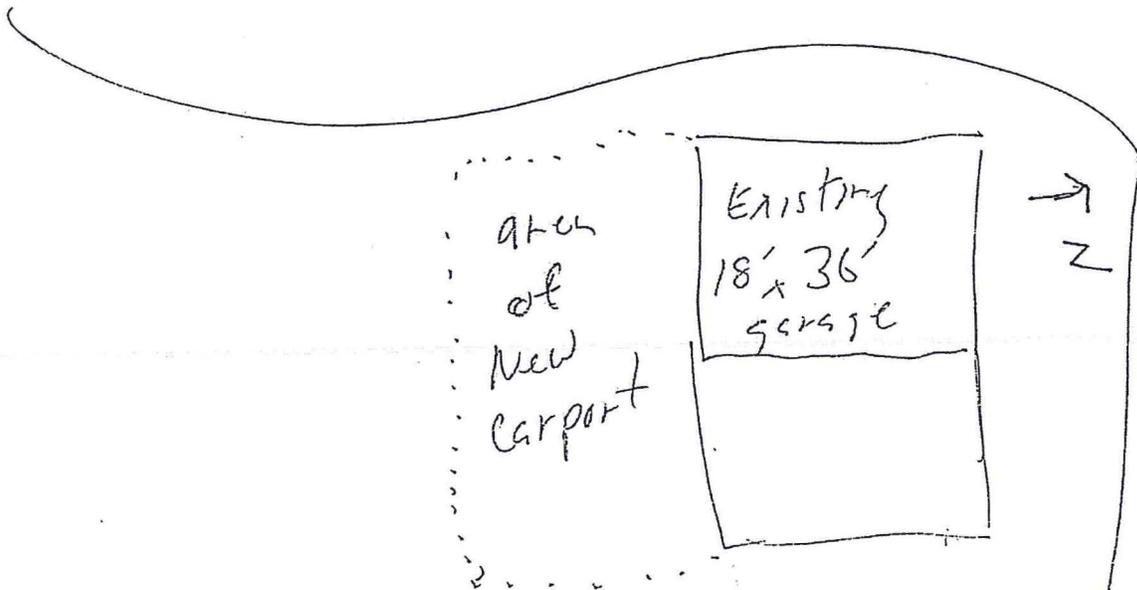
INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED

ATTACHMENT A

SITE PLAN REQUIREMENTS

1. Drawing showing dimensions, including elevations, of lot on which activity/construction is planned.
2. Existing streets, alleys, sidewalks, driveways, easements, including widths.
3. Existing buildings/structures on the property, their location, dimension and proximity to lot lines or other structures. (Measured from closest point on structure to other lot lines, structures, etc.)
4. Proposed construction—including location, dimensions, and proximity to lot lines or other structures. (Measured from closest point on structure to other lot lines, structures, etc.)
5. Existing and proposed non-building improvements, including surface water drainage plan, driveway placement, culvert(s), off street parking (location and dimensions), on-site water and/or wastewater handling systems.
6. Shore lines, steep slopes, or other evidence of natural hazards.
7. If zero lot line construction proposed, show plan for handling snowdrop onto adjoining properties.

It is strongly recommended that an as-built survey be performed prior to submittal of the application.



Attached to the existing Building.

Attachment # 2



HAINES BOROUGH, ALASKA
P.O. BOX 1209
HAINES, AK 99827
(907) 766-2231 FAX (907) 766-2716

August 9, 2013

Fred Einspruch
PO Box 56
Haines, AK 99827

Re: Incomplete Land Use Permit Application
C-STR-02-42A0, 1019 Small Tract Road

Dear Mr. Einspruch,

Thanks for submitting your land use permit application to construct an 18' by 36' carport on the above-listed property. In reviewing your application Haines Borough staff has determined that the application is incomplete and does not meet the submission requirements as follows:

Per HBC 18.40.030(A), (3). Elevation drawing and site plan, drawn to scale, and including any streets, alleys, pedestrian improvements, driveways, existing buildings and other structures, proposed improvements, shorelines, slopes, other evidence of natural hazards, parking areas, utility connections, landscaping, signs (location, size and wording), and other pertinent data the manager may deem relevant to the permitting process. If documentation of property boundaries is inadequate to ascertain with certainty their location relative to proposed buildings, the manager may require a property survey or partial survey by a registered land surveyor prior to approval. In addition, an as-built drawing completed by a registered land surveyor may be required upon completion of construction. In addition to the print version, an electronic drawing compatible with borough software shall be submitted. (4). The owner of the property shall sign the permit application, providing the owner's mailing address, e-mail address, date submitted and contact phone number. (5). If a developer, engineer, surveyor or any other agent for the owner will be involved with the project, the names of the parties shall be provided with mailing addresses, e-mail addresses and phone numbers.

Please submit an application that addresses all of the concerns of HBC 18.40.030(A) and the applicable general criteria of 18.60.010. Once the Borough has been provided with a complete application, staff will review the information to approve your land use permit. If you have any questions on the matter please contact the Borough.

Sincerely,

Xi Cui "Tracy"
Haines Borough Planning and Zoning Tech
xcui@haines.ak.us
(907) 766-2231 Ext 23



Haines Borough
 Planning and Zoning
 103 Third Ave. S., Haines, Alaska, 99827
 Telephone: (907) 766-2231 * Fax: (907) 766-2716

APPLICATION FOR LAND USE PERMIT

Permit#: _____
 Date: _____

I. Property Owner/Agent		Owner's Contractor (If Any)	
Name: <u>MED EINSBRUCH</u>		Name: _____	
Mailing Address: <u>Post office Box 56</u>		Haines Borough Business License #: _____	
Contact Phone: Day _____ Night <u>907-314-0627</u>		Alaska Business License #: _____	
Fax: _____		Contractor's License #: _____	
E-mail: _____		Mailing Address: _____	
		Contact Phone: Day _____ Night _____	
		Fax: _____	
		E-mail: _____	
II. Property Information			
Size of Property: <u>2.52 ACRES</u>			
Property Tax #: <u>C-STR-02-42A0-R</u>			
Street Address: _____			
Legal Description: Lot (s) <u>42</u> Block <u>T315</u> Subdivision <u>BENGIE</u>			
OR			
Parcel/Tract _____ Section _____ Township _____ Range _____			
[Attach additional page if necessary.]			
Zoning: <input type="checkbox"/> Waterfront <input type="checkbox"/> Single Residential <input type="checkbox"/> Rural Residential <input type="checkbox"/> Significant Structures Area			
<input checked="" type="checkbox"/> Rural Mixed Use <input type="checkbox"/> Multiple Residential <input type="checkbox"/> Heavy Industrial <input type="checkbox"/> Waterfront Industrial			
<input type="checkbox"/> Commercial <input type="checkbox"/> Industrial Light Commercial <input type="checkbox"/> Recreational <input type="checkbox"/> Mud Bay Zoning District			
<input type="checkbox"/> Lutak Zoning District <input type="checkbox"/> General Use			
III. Description of Work			
Type of Application (Check all that apply)	Project Description (Check all that apply)	Water Supply Existing or Proposed	Sewage Disposal Existing or Proposed
<input checked="" type="checkbox"/> Residential	<input type="checkbox"/> Single Family Dwelling	<input checked="" type="checkbox"/> None	<input type="checkbox"/> None
<input type="checkbox"/> Commercial	<input type="checkbox"/> Change of Use	<input type="checkbox"/> Community well	<input type="checkbox"/> Septic Tank
_____ sq. ft.	<input type="checkbox"/> Multi-Family Dwelling	<input type="checkbox"/> Private well	<input type="checkbox"/> Holding Tank
_____ seating	Total # of Units _____	<input type="checkbox"/> Public Water System	<input type="checkbox"/> Public Sewer System
capacity if eating/drinking establishment	<input type="checkbox"/> Cabin	<input type="checkbox"/> Other _____	<input type="checkbox"/> Pit Privy
<input type="checkbox"/> Industrial	<input type="checkbox"/> Addition		<input type="checkbox"/> Other _____
<input type="checkbox"/> Church	<input type="checkbox"/> Accessory Structure		
<input type="checkbox"/> Other _____	<input checked="" type="checkbox"/> Other <u>Car Port</u>		

Valuation of Work: <i>work is Highly Valued (\$17,500)</i>
Written Explanation: <i>18' x 36' Carport</i>
Attach the following documents to the permit application: <input type="checkbox"/> Site plan (see Attachment A) showing lot lines, bearings and distances, buildings, setbacks, streets, etc.

IV. FEE

A non-refundable fee of \$50 must accompany this application. Checks must be made payable to the HAINES BOROUGH.

IV. CERTIFICATION

I hereby certify that I am the owner or duly authorized owner's agent, that I have read this application and that all information is correct. I further certify that I have read, understand and will comply with all of the provisions and permit requirements outlined hereon. I also certify that the site plan submitted is a complete and accurate plan showing any and all existing and proposed structures on the subject property. All contract work on this project will be done by a contractor holding valid licenses issued by the State of Alaska and the Haines Borough. **I am aware that if I begin construction prior to receiving permit approval, I will be assessed a \$250.00 "After-the-Fact" fee.**

Borough Code licensing regarding permit conditions still applies. Conf 8/20/13

All information furnished is true to the best of my knowledge
8/17/2013
 Owner or Agent _____ Date _____

PROVISIONS: The applicant is advised that issuance of this permit will not relieve responsibility of the owner or owner's agents to comply with the provisions of all laws and ordinances, including federal, state and local jurisdictions, which regulate construction and performance of construction, or with any private deed restrictions.

Office Use Only Below This Line

<input checked="" type="checkbox"/> Applicant Notified Application is Complete and Accepted <i>08/20/2013</i> In Office <i>XX</i>					
Non-Refundable Building Permit Fee: \$ <i>50.00</i>		Information/Documentation			
Receipt No. <i>02201</i>		Req'd	Rec'd		
Received By: <i>Tolson</i>		<input type="checkbox"/>	<input type="checkbox"/> State Fire Marshal		
Date: <i>8/9/13</i>		<input type="checkbox"/>	<input type="checkbox"/> State DEC		
		<input type="checkbox"/>	<input type="checkbox"/> Variance/Conditional Use Permit		
		<input type="checkbox"/>	<input type="checkbox"/> Sign Permit		
Zoning	Bldg. Height	Lot Coverage %	Const. Type	Occupancy	# Stories
This application meets all applicable Borough policies and a permit is issued, conditional on the substantial completion of construction within two years and the following special requirements:					
Borough Manager <i>Mark Ernest</i>			Date <i>8/20/13</i>		

Notice of Right to Appeal: All decisions of the Borough Manager are appealable per HBC 18.30.050

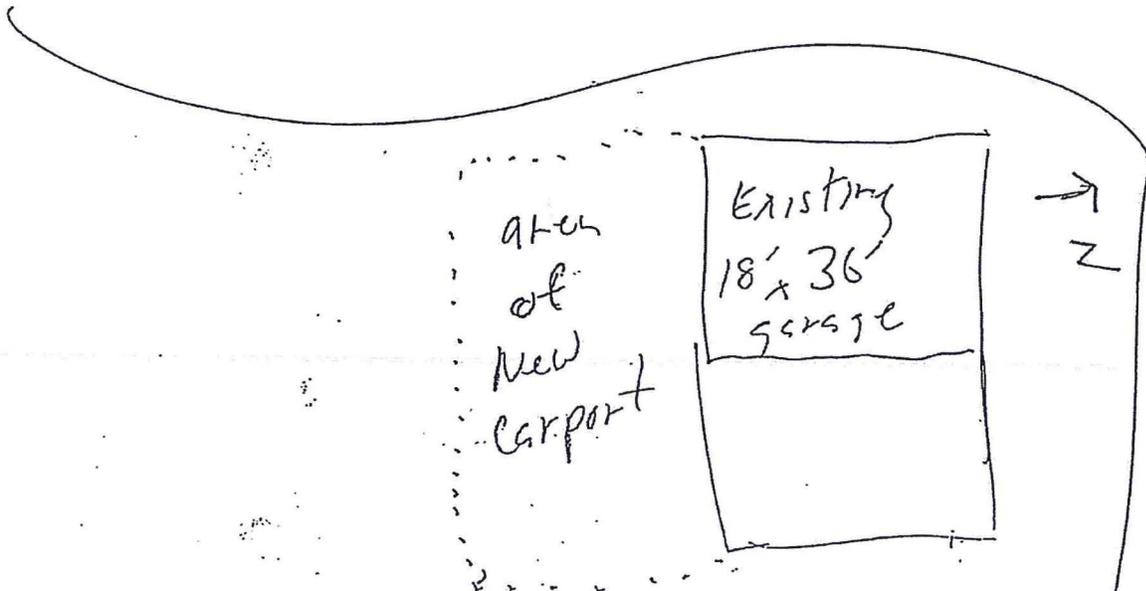
INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED

ATTACHMENT A

SITE PLAN REQUIREMENTS

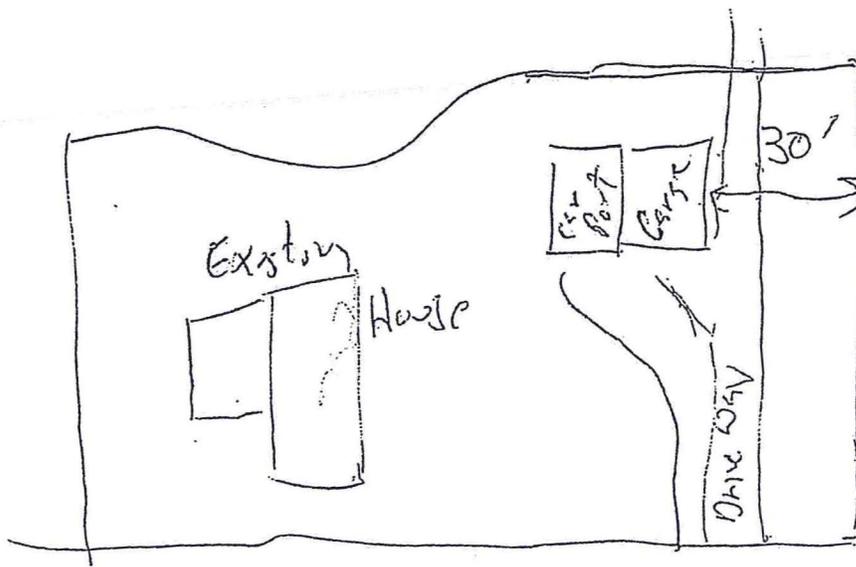
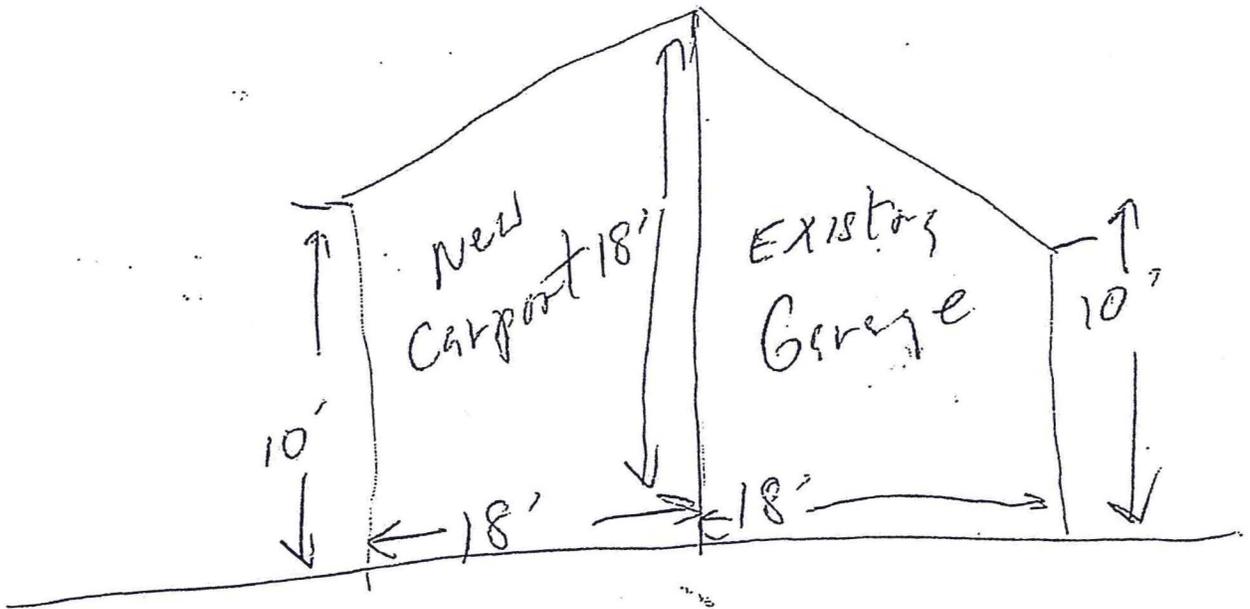
1. Drawing showing dimensions, including elevations, of lot on which activity/construction is planned.
2. Existing streets, alleys, sidewalks, driveways, easements, including widths.
3. Existing buildings/structures on the property, their location, dimension and proximity to lot lines or other structures. (Measured from closest point on structure to other lot lines, structures, etc.)
4. Proposed construction—including location, dimensions, and proximity to lot lines or other structures. (Measured from closest point on structure to other lot lines, structures, etc.)
5. Existing and proposed non-building improvements, including surface water drainage plan, driveway placement, culvert(s), off street parking (location and dimensions), on-site water and/or wastewater handling systems.
6. Shore lines, steep slopes, or other evidence of natural hazards.
7. If zero lot line construction proposed, show plan for handling snowdrop onto adjoining properties.

It is strongly recommended that an as-built survey be performed prior to submittal of the application.

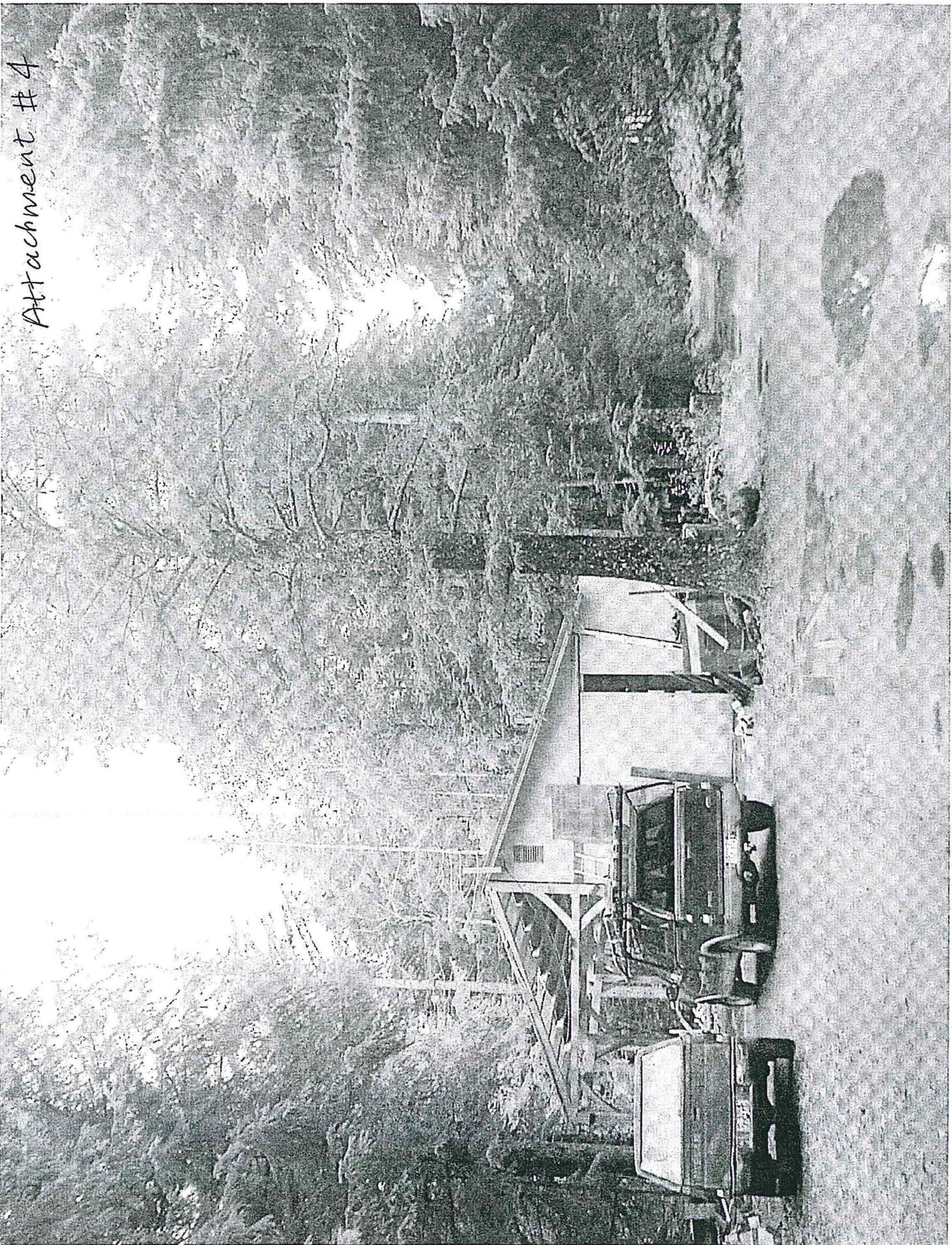


Attached to the existing Building.

Elevation Plan



Snake Tracts Road



Attachment #4

Attachment # 5



HAINES BOROUGH, ALASKA
P.O. BOX 1209
HAINES, AK 99827
(907) 766-2231 FAX (907) 766-2716

August 27, 2013

Fred Einspruch
PO Box 56
Haines, AK 99827

Re: Unpermitted Land Use Violation
C-STR-02-42A0, 1019 Small Tract Road

Dear Mr. Einspruch:

Thank you for submitting a land use application to construct a carport on the above-listed property on August 20, 2013. While out doing site visit, the Borough staff discovered the construction has started. Due to the fact that unpermitted site work has taken place prior to approval of the required land use permit, you are being assessed a \$250 after-the-fact fee, as required by Haines Borough code 18.30.070. Upon receiving the required \$250 fee, the Borough will approve your land use permit.

Per HBC 18.30.050, you have the right to appeal this decision to the Planning Commission. To do so, a written appeal must be submitted to the Borough Clerk within ten calendar days of the date of this letter. If you have any questions on the matter, please contact the Borough.

Sincerely,

Xi Cui "Tracy"
Haines Borough Planning & Zoning Technician III
xcui@haines.ak.us
(907) 766-2231 Ext. 23

Attachment # 6

Fred Einspruch
Post Office Box 56
Haines, AK 99827

Julie Cozzi
Borough Clerk, Haines Borough
Post Office Box 56
Haines, Alaska 99827

RECEIVED Haines Borough

SEP 06 2013

Clerk's Office

September 6th 2013

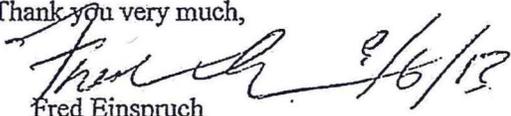
Subject: Appeal of After the fact fine

Dear Clerk Cozzi,

This letter is notice of my appeal to the planning commission the imposition of an after the fact violation land use permit violation.

Please schedule my appeal at the next planning commission meeting.

Thank you very much,


Fred Einspruch

Haines Borough Application for Board Appointment

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

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

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

Name: JUDY L EREKSON
 Residence Address: HISTORIC #13 FT. SEWARD DR.
 Mailing Address: PO BOX 572
 Business Phone: 907-766-6734 Home Phone: 907-766-2162
 Fax: 907-766-6794 Email: jerekson@hbsd or judysclothing@hotmail.com

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

Judy L Erikson
 Signature of Applicant 11/5/2013
 Date

PLEASE BRIEFLY DESCRIBE YOUR QUALIFICATIONS (You may attach a resume):
Experienced Board Director - past experience includes Sheldon Museum, School Board, currently on LCB - KHNS Board - Foster parent, current Business Manager of the Haines Borough School District

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

Memorandum

Haines Borough
Office of the Mayor
103 Third Avenue S.
Haines, Alaska 99827
sscott@haines.ak.us
Voice (907) 766-2231 ext. 30

November 4, 2013

To: Assembly

Cc: Julie Cozzi, Interim Manager; Michelle Webb, Acting Clerk

From: Stephanie Scott, Mayor, Haines Borough

Subject: Assembly Committee and ad hoc Committee Assignments, 2013-12; Appointment of Deputy Mayor; Recommendation for Staff Support for Assembly Standing Committees; and Assembly liaisons to Advisory Boards

Assembly Standing and Ad Hoc Committee Appointments and the Appointment of Assembly Member Lapp as Deputy Mayor

After consultation with members of the Assembly, I request that you move to confirm the following Assembly member appointments to Standing, Ad Hoc, and Advisory Committees and the appointment of Jerry Lapp as Deputy Mayor:

2013-14 Assembly Standing Committee membership

Finance: Jerry Lapp, Chair; Joanne Waterman, Debra Schnabel

Commerce: Debra Schnabel, Chair; Jerry Lapp, George Campbell

Personnel: Joanne Waterman, Chair; Diana Lapham, Dave Berry

Government Affairs and Services: Dave Berry, Chair, George Campbell, Diana Lapham

2013-14 Ad Hoc and Advisory Committee membership

Haines Port Development Steering Committee (ad hoc) Debra Schnabel.
Joanne Waterman

Facilities Master Plan Steering Committee (ad hoc) Dave Berry, Diana Lapham

Chilkat Bald Eagle Preserve Advisory Committee: George Campbell

Members to the Port Development Steering Committee, the Facilities Master Plan Committee, and the Chilkat Bald Eagle Advisory Committee have full voting privileges and are counted as part of a quorum for that committee.

I note that our two newest members have been assigned to GAS – a committee that deals with a wide range of topics usually of high interest to the community. I believe that our elder statesman will be able to provide guidance. I also note that given interest in the topics that come before this committee, unassigned assembly members often attend. I hope you will continue to do so because your presence will be supportive and helpful. As an ex-officio member of all committees, I myself have rarely missed a GAS meeting.

Thank you so much for your willingness to do this important work in addition to the work you do for each Assembly meeting. It is my hope and expectation that work at the committee level will help the Assembly work both effectively and efficiently. To that end, please consider the following appeal:

Assembly Standing Committee Staff Support.

Standing committee meetings are the perfect places for the community and the members of the Assembly to work side-by-side, exploring concerns, crafting solution; but for committees to function at this level, they need staff support. Support is needed for process for process (posting the agenda, providing copies of relevant documents, taking minutes) and implementation (development of the ordinance or policy statement that the committee produces for presentation to the Assembly). Please support increasing the functionality of Assembly Standing Committees, by moving to request the Interim Manager to allocate staff time to their support. I note that every single advisory board and ad hoc committee has formal or informal staff support.

Assembly Liaisons to Advisory Committees

Please read the email ⁱ at the end of this document, that I sent to all Advisory Boards and Commissions October 30. The referenced training will take place in January when members are appointed to fill expiring terms and officers have been elected.

I have received responses from 6 of the 8 advisory boards – either their chairs or staff or both. Two are resoundingly in favor of retiring the Assembly liaison position and communicating with the Assembly directly (Chilkat Center Advisory Board and Public Safety Commission chairs); and 4 recognize that Assembly member liaison attendance has been sporadic, but when it happens, it “feels” good and can be helpful. The Chair of the Planning Commission suggests that service as a liaison be considered optional.

Given the feedback, here is what I would like to do. I will make the assignments, but I will indicate to the Advisory Boards that the liaison is the “point of contact” for the Advisory Board. I will also reformat the Action Request form that has been instituted but rarely used to include a line for the liaison to “sign off” simply to indicate that the liaison has been made aware of the request. The liaison’s signature does not indicate approval. It is in the category of “attestation,” similar to the Clerk’s signature on our ordinances and resolutions. There are 8 advisory Boards, so two members have double assignments.

2013-14 Assembly liaison to Advisory Boards

Planning Commission: Debra Schnabel
Ports and Harbors: Joanne Waterman
Public Safety: Dave Berry
Library: Diana Lapham
Museum: George Campbell
Tourism: Jerry Lapp
Parks & Recreation: George Campbell
Chilkat Center: Diana Lapham

ⁱ October 30, 2013

Dear Board, Committee, and Commission Chairs,

After every election, the Assembly shifts a bit; new committee assignments are made. I am thinking about retiring the practice of assigning each member of the Assembly as official liaison to one or more advisory board. I have noticed a couple of things: 1) each advisory board or commission has borough staff attached as ex-officio members (though Kay Clements is not a borough employee directly, she assists the Chilkat Center board as requested by the Borough in her capacity as manager of the Chilkat Center) and these staff are all bar none, excellent communicators; and 2) I haven't checked out all the minutes, but my sense is that Assembly members, with the best of intentions, have trouble scheduling their advisory board responsibilities. I think this is frustrating for the boards as well as for the members of the Assembly. To be very fair to the Assembly, I do have to say that each member is assigned to two standing Assembly committees, each of which may meet more than once a month; must attend two Assembly meetings a month; and attend as well numerous work sessions depending on the item of the day (budget, union negotiations, manager hire, etc. etc.). I believe we may have handed the six members of the Assembly a little larger piece of the pie than they can effectively chew - or swallow.

What do you think? Would you object strenuously to trying to do without an official Assembly member liaison for this coming year? Would you be willing to give a try communicating through your staff support person; through your minutes and reports; and by issuing special invitations to individual assembly members to come to your most critical meetings? Please let me know your thoughts either by email individually (don't hit "reply all" or we risk entering the world of a serial electronic meeting, which is against the open meetings act); or give me a call, probably at home is best (766-2718), but you can definitely leave a message at the office and I will get back to you.

I do propose that we have a short training session as soon as possible for Chairs so that everyone is on the same page with respect to procedures (including the opportunity to actively take up your place, in person as well as in writing, on the Assembly Agenda: #9 Boards, Commission, Committee Reports).



St. Vincent de Paul Society
Juneau, Alaska

svdpjuneau.org

Mindy Voigt, President

Ida Barnack

Terry Elder

Barbara Bechtold

Robert Rehfeld

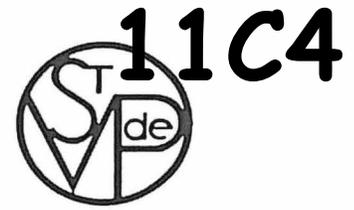
Anna Marg Rear

Peggy Morris

Theresa Harris

Charles Van Kirk

*We provide material and
spiritual charity and work
for social justice for all
people.*



St. Vincent de Paul Society
Diocesan Council of Southeast Alaska, Inc.

8617 Teal St., Juneau, Alaska 99801
st.vincentdepaul.juneau@gci.net

(907) 789-5535 phone
(907) 789-2557 fax

Mark Earnest
City Manager
Borough Administration Building
103 Third Avenue S.
P.O. Box 1209
Haines, AK 99827

Dear Mr. Earnest,

This letter is to provide the Local Government Notification Form (included) required by Alaska Housing Finance Corporation's GOAL Program, to which St. Vincent de Paul Society is applying. The intention of St. Vincent de Paul and partner GMD Development is to acquire and rehabilitate the 32 rental units of Dusty Trails Apartments, located at 270 S. Second Street in Haines.

AHFC requests you submit your comments, if interested, directly to Daniel Delfino and provide a copy to St. Vincent's.

A requirement of our application is to provide a copy of the attached notice with a "received date" stamped and signed confirming the date the CBJ received the notice. Please return a scanned copy of the notice with stamped verification to me at jensvdp@gmail.com.

On behalf of St. Vincent de Paul Society, thank you for your time and efforts in supporting our application to maintain quality affordable housing for some of Haines' most vulnerable residents.

Sincerely,

Jennifer LaRoe
Director of Housing and Development

encl.



LOCAL GOVERNMENT NOTIFICATION FORM

To: Mark Earnest (Chief Executive Officer) of Haines Borough
(community).

As a condition of the Alaska Housing Finance Corporation's GOAL Program we are required to notify you of our intent to apply for funding to develop affordable housing in your community and offer you an opportunity to comment on our development plans. We are applying for grant and/or federal tax credits to develop a project described below:

Name of Development: Dusty Trails Apartments

Location of Property: 270 S. Second Street, Haines, AK 99827 (use site address, or if not available, generally describe location in relationship to known landmarks in the community.)

Number of Units: 32

Development Type: acquisition/rehab (acquisition/rehab or new construction)

Owner Information: AK Preservation Dusty Limited Partnership (name)

8617 Teal Street (address)

Juneau, AK 99801

(907)789-5535 (phone)

(907)789-2557 (fax)

st.vincentdepaul.juneau@gci.net (email)

Please submit your comments directly to Alaska Housing Finance Corporation no later than November 15, 2013 at: 4:30 p.m.

Daniel Delfino
Alaska Housing Finance Corporation
P.O. Box 101020
Anchorage, Alaska 99510
907-330-8273
907-338-2585 FAX
ddelfino@ahfc.us

RECEIVED Haines Borough

OCT 31 2013

Clerk's Office

and send a copy to the owner address listed above.

From: [Jen LaRoe](#)
To: [Krista Kielsmeier](#);
Subject: Dusty Trails proposed project
Date: Tuesday, November 05, 2013 3:15:33 PM

Hello Krista,

Here is a bit more information on the proposed work to be done to Dusty Trails in the event of grant award.

The Renovation Scope of Work of the consolidated project is substantial and will target accessibility issues, health and safety measures, energy efficiency, code upgrades and modernization of units. The exterior renovation scope will include the installation of Low E Dual glazed windows, new insulation, new roofing, siding, drainage improvements, flat work repairs, new sidewalks, and exterior lighting. The interior renovation scope will include new plumbing/lighting fixtures, new bath cabinets, new kitchen cabinets, new flooring, and new Energy Star appliances

Hope this helps. Thank you for your assistance.

Jennifer LaRoe
Director of Housing and Development
St. Vincent de Paul Society
Juneau, AK
(907)500-2676



**Haines Borough
Assembly Agenda Bill**

Agenda Bill No.: 13-387
Assembly Meeting Date: 11/12/13

Business Item Description:	Attachments:
Subject: Rebate on Vehicle Registration Fees	1. Email from Assembly Member Schnabel
Originator: Assembly Member Debra Schnabel	
Originating Department: Assembly	
Date Submitted: 11/6/13	

Full Title/Motion:
Motion: Refer the examination of Motor Vehicle Registration Tax in conjunction with Commercial Passenger/Tour Vehicles fees to the Commerce Committee.

Administrative Recommendation:

Fiscal Impact:

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

Comprehensive Plan Consistency Review:

Comp Plan Policy Nos.: Objective 3I, page 109	Consistent: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
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Summary Statement:
The Haines Borough Assembly approved a motor vehicle registration tax (Ordinance 12-10-308) on 10/08/13. Assembly member Schnabel has requested that the issue of Motor Vehicle Registration Tax and Commercial Passenger/Tour Vehicles fees be examined by the Commerce Committee. She has suggested the committee discuss the Borough charging two fees on the same vehicle, one to register the vehicle for a commercial tour or passenger vehicle (per HBC 5.20 and HBC 5.04.130) , and one another for the new Motor Vehicle Registration Tax. The Commerce Committee may recommend a possible Motor Vehicle Tax exemption/rebate/waiver.

Referral:

Sent to: Recommendation:	Date: Refer to:	Meeting Date:
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Assembly Action:

Workshop Date(s): Meeting Date(s): 11/12/13	Public Hearing Date(s): Tabled to Date:
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Michelle Webb

From: Debra Schnabel [debra.schnabel@gmail.com]
Sent: Wednesday, November 06, 2013 10:32 AM
To: Michelle Webb
Subject: Fwd: Tax Rebates for tour/commercial vehicles

Categories: Agenda Business, Red Category

Michelle, the Mayor has approved inclusion of the topic REBATE ON VEHICLE REGISTRATION FEE for the Assembly's meeting on November 12.

The topic needs hearing/discussion/recommendation by the Commerce Committee. If on the agenda, I would move it directly to the CC. This email includes an introduction to the topic for inclusion in the packet.

Thanks.

To: Haines Borough Assembly
Fr: Debra Schnabel, Chair, Commerce Committee

Re: Registration Fee Rebates for vehicles registered and paid for tour/commercial use.

Reasoning: Under our current program for managing local tours, the Borough collects fees for each vehicle that a tour operator registers for use under a tour permit. Whether the fee schedule identifies the purpose of the fee other than administrative costs, I don't know, and neither do I know at this point whether the fees collected are paying for whatever cost are associated with the program. That needs to be known. Often, a tour operator will register its entire fleet to insure that a vehicle is permitted if needed, and the vehicle doesn't run much in the season.

The vehicle registration fee that we are imposing to support the "junk car" program is unrelated to tourism, but nonetheless, from a commercial operator's point of view, the borough is charging a fee on the same vehicle twice.

I think there is merit in recognizing the financial burden imposed on a tour operator by these borough programs, and would encourage a discussion of whether we want to ease that burden, and if so, how. Allowing a rebate of fees paid on one program or the other, waivers and/or exemptions are alternatives to a rebate. .

I'd like to discuss the idea with the Commerce Committee and admin, finance and tourism staff.

Thanks.

--

Debra
[\(907\) 766-2827](tel:(907)766-2827)
[\(907\) 314-0788](tel:(907)314-0788)

The practice of peace and reconciliation is one of the most vital and artistic of human actions. - Tich Nhat Hanh



**Haines Borough
Assembly Agenda Bill**

Agenda Bill No.: 13-388
Assembly Meeting Date: 11/12/13

Business Item Description:	Attachments:
Subject: Review of Election Practices and Code	1. Mayor memo
Originator: Mayor Stephanie Scott	
Originating Department: Assembly	
Date Submitted: 10/23/13	

Full Title/Motion:
Motion: Refer the review of election practices and code to the Governmental Affairs and Services Committee.

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:
Mayor Scott recommends the Government Affairs and Services Committee review election practices and Title 2 election code as a result of the October 2013 election, election contest, and resulting investigation. Please see the attached memo for a list of suggested items for review.

Referral:

Sent to: Governmental Affairs and Services Committee	Date: 11/12/13
Recommendation:	Refer to: Meeting Date:

Assembly Action:

Workshop Date(s):	Public Hearing Date(s):
Meeting Date(s): 11/12/13	Tabled to Date:

Memorandum

Haines Borough
Office of the Mayor
103 Third Avenue S.
Haines, Alaska 99827
sscott@haines.ak.us
Voice (907) 766-2231 ext. 30

November 6, 2013

To: Haines Borough Assembly members

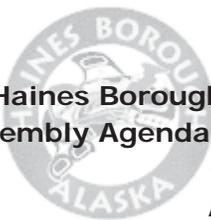
Cc: Julie Cozzi, Interim Manager;
Jila Stuart, Finance Director;
Michelle Webb, Acting Clerk

From: Stephanie Scott, Mayor, Haines Borough

Subject: Election Reform to be taken up by the Government Affairs and Services Committee

I recommend that the Government Affairs and Services Committee review election practices and code that have come to our attention as a result of our experience with the October 2013 election. Practices and code to review include, but need not be limited to:

- programming of the Accuvote machines for future elections;
- policy regarding training of poll workers;
- policy regarding frequency of oversight of polls by Borough Election Official on Election Day (if include in code, 2.68.360);
- HBC changes to “vote for” instructions on ballots (2.68.200 (D));
- HBC changes to conditions for contest (2.68.530);
- HBC changes to determination of costs for contest (2.68.550);
- HBC changes to contest investigation procedures (2.68.540) such as:
 - composition of investigative team
 - adequacy of public notification for contest investigations
 - adequacy of time between the publication of a report of the contest investigation and action required by decision makers`
- HBC change to Title 2, extracting election procedures from Administration and Personnel and establishing a new Title 11 so that election procedures stand out on their own;
- HBC change to minimize the time between the last day a candidate can declare and the date of election in order to heighten consciousness of the candidacy declaration period (2.68.140)



**Haines Borough
Assembly Agenda Bill**

Agenda Bill No.: 13-346

Assembly Meeting Date: 11/12/13

Business Item Description:		Attachments:
Subject: Tourism Economic Impact Study		1. 10/2/13 Memo from the Tourism Director 2. Updated Proposal from McDowell Group 3. 7/26/13 Memo from the Tourism Director with first proposal from McDowell Group
Originator: Tourism Advisory Board		
Originating Department: Tourism		
Date Submitted: 10/2/13; originally 8/19/13		

Full Title/Motion:
Discussion may lead to assembly action.

Administrative Recommendation:

Fiscal Impact:

Expenditure Required	Amount Budgeted	Appropriation Required
\$ 49,000	\$	\$ 49,000

Comprehensive Plan Consistency Review:

Comp Plan Policy Nos.: Objective 3D, Page 106	Consistent: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
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Summary Statement:
The Tourism Advisory Board requested a Tourism Impact Study, specifically one summer study and one for winter. The TAB would like to see both studies, if at all possible. The assembly discussed this on 8/27/13 and decided that those assembly members who could would attend the TAB meeting to ask questions and discuss a possible revision to the proposed scope. McDowell Group submitted a revised proposal for consideration.

Referral:

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

Assembly Action:

Workshop Date(s):	Public Hearing Date(s):
Meeting Date(s): 8/27, 11/12/13	Tabled to Date:

MEMORANDUM

Haines Convention & Visitors Bureau

PO Box 530

Haines, AK 99827

(907) 766-2234 / (907) 766-3155 fax

www.haines.ak.us email: hcvb@haines.ak.us

To: Mark Earnest, Borough Manager
From: Tanya Carlson, Tourism Director
Date: October 2, 2013
RE: **Tourism Economic Impact Study**

Attached is an updated proposal from McDowell Group to conduct an Economic Impact Study and Market Assessment on Haines tourism. Comments from the August Assembly meeting and TAB meeting were brought to McDowell Group to make adjustments to the original proposal. It was requested, however, not to lose any of the Economic Impact Study that was originally proposed but rather to add some requested items.

Reference was made to a prior study conducted in 2002 titled "Haines Tourism Management Plan." This study was not an Economic Impact Study. It did look at the base layer of economics being a general estimate of how much visitors spent per person but did not delve any deeper. An actual Economic Impact Study or Analysis has not been conducted for Haines Tourism. The purpose of a full economic impact study is to answer the question of - What is the contribution of tourism activity to the economy of Haines? We generally say and agree that tourism is an important industry to our community but never have the hard data as to what extent. If Haines loses its Wednesday ship how much, exactly, will that affect our community? An economic impact analysis traces the flows of spending associated with tourism activity in a region to identify changes in sales, tax revenues, income, and jobs due to tourism activity. The principal methods here are visitor spending surveys (already conducted in 2011 Alaska Visitor Statistics Program (AVSP)), analysis of secondary data from government economic statistics, economic base models, input-output models and multipliers.

Tourism has a variety of economic impacts. Tourists contribute to sales, profits, jobs, tax revenues, and income in an area. The most direct effects occur within the primary tourism sectors --lodging, restaurants, transportation, amusements, and retail trade. Through secondary effects, tourism affects most sectors of the economy. An economic impact analysis of tourism activity normally focuses on changes in sales, income, and employment in a region resulting from tourism activity.

A simple tourism impact scenario; let's say Haines attracts an additional 100 tourists, each spending \$100 per day. That's \$10,000 in new spending per day in the area. If sustained over a 100 day season, the region would accumulate a million dollars in new sales. The million dollars in spending would be distributed to lodging, restaurant, amusement and retail trade sectors in proportion to how the visitor spends the \$100. Perhaps 30% of the million dollars would leak out of the region immediately to cover the costs of goods purchased by tourists that are not made in the local area (only the retail margins for such items should normally be included as direct sales effects). The remaining \$700,000 in direct sales might yield \$350,000 in income within tourism industries and support 20 direct tourism jobs. Tourism industries are labor and income intensive, translating a high proportion of sales into income and corresponding jobs.

The tourism industry, in turn, buys goods and services from other businesses in the area, and pays out most of the \$350,000 in income as wages and salaries to its employees. This creates secondary economic effects in the region. The study might use a sales multiplier of 2.0 to indicate that each dollar of direct sales generates another dollar in

secondary sales in this region. Through multiplier effects, the \$700,000 in direct sales produces \$1.4 million in total sales. These secondary sales create additional income and employment, resulting in a total impact on the region of \$1.4 million in sales, \$650,000 in income and 35 jobs. While hypothetical, the numbers used here are fairly typical of what one might find in a tourism economic impact study. A more complete study might identify which sectors receive the direct and secondary effects and possibly identify differences in spending and impacts of distinct subgroups of tourists (market segments). One can also estimate the tax effects of this spending by applying local tax rates to the appropriate changes in sales or income.

Pertaining to how this data can be used once received, it can be utilized:

- To evaluate the effects of policies and actions which affect tourism activity either directly or indirectly. Tourism depends on many factors at both origins and destinations that are frequently outside the direct control of the tourism industry itself. Economic impact studies provide information to help decision makers better understand the consequences of various actions on the tourism industry as well as on other sectors of the economy.
- To compare the economic impacts of alternative resource allocation, policy, management or development proposals. Economic impact analyses are commonly used to assess the relative merits of distinct alternatives. The economic contribution of expanded tourism offerings may be compared for example with alternatives such as resource extraction activities (mining, timber harvesting) or manufacturing. Impacts of alternative tourism development proposals may also be evaluated, e.g., tourism strategies that emphasize outdoor recreation, camping development or a meeting/convention planner.
- To evaluate the economic impacts of changes in tourism demand. Population changes, changes in the competitive position of the region, marketing activity or changing consumer tastes and preferences can alter levels of tourism activity, spending, and associated economic activity. An economic impact study can estimate the magnitude and nature of these impacts.

Economic Impact Studies, in many towns, are conducted on a regular basis to assist in making community decisions that could impact an economic sector, see how an industry is doing and aid in making many decisions within an industry for growth.

Although much information can be obtained through government agencies, the borough would still need to hire/contract someone to gather this data and put it together. The visitor statistics, however, have to be taken from the recent AVSP. The cost to extract the Haines data from the AVSP starts at \$10,000 for a community. TAB and the Tourism Department feel that it would be better to have an outside third party conduct this survey. McDowell Group specializes in this kind of data and they do many tourism surveys throughout the state. This would keep the survey impartial.

The new proposal costs more due to the added layer as requested, which is the Market Assessment. As outlined in the McDowell Group proposal, the Market Assessment will include:

The market assessment will incorporate findings from the visitor volume and visitor spending analysis, along with results of the business survey, to describe each of Haines' visitor markets and sub-markets in terms of volume, characteristics, and future outlook. Additional sources will include interviews with visitor industry experts including representatives of both large and small cruise ship lines, trade publications, and U.S. Travel Association. The market assessment will include recommended strategies for growing visitation to Haines, and which markets are more (or less) promising.

TAB supports the Economic Impact Study whether the Assembly prefers the original or updated proposal. Ideally, however, TAB would like to spend less money and prefers the original proposal for that purpose.

September 17, 2013

Tanya Carlson
Director of Tourism
Haines Borough
Via Email: tcarlson@haines.ak.us

Dear Tanya,

Please consider this letter McDowell Group's proposal to prepare a *Haines Visitor Industry Economic Impact Study and Market Assessment*.

The visitor industry is a challenging one to measure, reaching into a wide variety of economic sectors, including transportation, lodging, and retail, among others. Properly measuring the economic impacts of the visitor industry requires a thoughtful and well-grounded analysis. McDowell Group is the state's leader in measuring visitor industry impacts, having completed four statewide studies in addition to over a dozen that measured impacts on a local and regional basis.

Haines Borough is also interested in learning more about its various visitor markets beyond just economic impacts. The second part of the study would include an assessment of Haines' main visitor markets: market size, characteristics, and future outlook. The assessment will include recommendations on how to capture more of each type of visitor. The study will serve as a useful update to the *Haines Tourism Management Plan*, conducted by McDowell Group for the City of Haines in 2002, and will draw upon findings of the *Haines Cruise Passenger Survey*, conducted by McDowell Group for Haines Convention and Visitors Bureau in 2012.

Methodology

The economic impact and market assessment will refer to the year-long period of October 2012 through September 2013. While the economic impact analysis will address the following five main markets, the market assessment will address both the main markets and sub-markets. All of these markets refer to non-Alaska residents with the exception of Special Events and Meeting/Conference.

- **Cruise Market**
 - Direct Large Cruise Ship Passengers
 - Large Cruise Ship Passengers from Skagway
 - Small Cruise Ship Passengers
- **Highway/Ferry Market**
 - Yukon Residents
 - RV Visitors
- **Air Market**
 - Adventure Visitors
- **Special Events** (Brewfest, State Fair, Chilkat Bike Relay)
- **Fall/Winter**
 - Meeting/Conference
 - Heli-Skiing

The economic impact analysis and market assessment will exclude Alaska residents who visit Haines for reasons other than conferences and special events. While Haines certainly attracts its share of these visitors, they represent a very small portion of the total market, and they are unlikely to play a part in any marketing efforts. Further, there is little to no available data on these visitors.

Visitor Volume

Traffic estimates in total and by market will largely be based on data gathered in 2011-12 for the *Alaska Visitor Statistics Program (AVSP VI)*, adjusted to reflect 2012-13 traffic volumes by transportation mode. Additional sources will include border crossing data, Cruise Line Agencies of Alaska, the Alaska Marine Highway System, fast ferry operators, Bureau of Transportation Statistics, Yukon Visitor Exit Survey 2012, AVSP biannual visitor volume updates, the survey of Haines visitor industry businesses, and Haines CVB, among others.

Visitor Spending

Total visitor spending will be estimated based on visitor traffic and average per-person spending. Non-resident spending estimates will be derived from AVSP survey data. These estimates will be adjusted to the 2012-13 study period based on inflation rates, the 2012 survey of Haines fast ferry passengers, and information gathered in the Haines business survey. For purposes of the economic impact analysis, tour commissions accruing directly to cruise lines will be excluded from visitor spending estimates.

Business Survey

A telephone survey will be conducted with approximately 50 visitor industry-related businesses in Haines. The survey will ask for employment (peak and average), the percentage of employment attributable to the visitor industry, and the percentage change in visitor volume and sales from 2011-12 to 2012-13. For the purposes of market assessment, the survey will also ask businesses about the specific visitor markets they serve, and recent trends. Businesses may also be asked about their preferences for future marketing by HCVB. We will ask for assistance from the Borough on identifying businesses with a majority of sales attributable to the visitor industry.

Economic Impacts

McDowell Group maintains an Excel-based visitor industry economic impact model for assessing the effects of non-resident visitor industry-related spending in Alaska. Estimates of direct visitor industry employment and payroll will be derived from visitor industry spending estimates, and verified using employment and payroll data from the Alaska Department of Labor and Workforce Development and U.S. Bureau of Economic Analysis.

The model incorporates employment and payroll multipliers to estimate indirect and induced impacts associated with non-resident visitation to Alaska. Indirect effects include those jobs and income created as a result of visitor industry businesses purchasing goods and services in support of their business operations. Induced affects are those that result from visitor industry workers spending their payroll dollars in the local economy. Multipliers vary from place to place; Haines-specific multipliers will be developed for purposes of this project.

The report will present non-resident visitor industry-related employment and payroll for the study period, both direct and total (including direct, indirect and induced impacts).

The measurement of economic impacts from the two predominantly Alaska resident markets (conferences and special events) will require treatment separate from the analysis of non-resident impacts. For these two markets, we will estimate overall visitor volume, spending, and total local

income generated (direct, indirect and induced). We will not attempt to measure employment associated with special events (an analysis requiring research beyond the scope of this study).

Borough Revenues

The report will present dockage/moorage fees paid by cruise lines and fast ferry operators to the Haines Borough, as well as payments made by cruise lines to the State of Alaska that accrue to Haines (from the Commercial Passenger Excise Tax). Visitor-related sales tax revenues will be estimated by applying sales tax rates to visitor spending estimates. Bed tax revenues stemming from out-of-state visitors will also be estimated. All taxes will be described in the context of total taxes collected. For instance, the report will estimate the percentage of total sales tax revenues attributable to the visitor industry.

Market Assessment and Recommendations

The market assessment will incorporate findings from the visitor volume and visitor spending analysis, along with results of the business survey, to describe each of Haines' visitor markets and sub-markets in terms of volume, characteristics, and future outlook. Additional sources will include interviews with visitor industry experts including representatives of both large and small cruise ship lines, trade publications, and U.S. Travel Association. The market assessment will include recommended strategies for growing visitation to Haines, and which markets are more (or less) promising.

Optional Study Supplement: Survey of Skagway Fast Ferry Passengers

The Haines Borough has expressed interest in an in-depth assessment of the fast-ferry market out of Skagway. The only way to accurately assess this market would be an intercept survey of Skagway visitors, including cruisers, ferry travelers, and other visitors to Skagway. The survey would assess awareness and perceptions of Haines as a place to visit, interest in visiting Haines, perceived or real barriers to visiting Haines, and other relevant information. Results of the survey would be used to determine market awareness, pent-up demand and future outlook within this market. McDowell Group would survey a random sample of Skagway visitors over the course of the 2014 summer season. Detailed sample and logistical planning would be required before we can commit to a target sample size that provides statistically representative results.

Proposed Budget and Timeline

We propose a budget of \$49,000 for the economic impact analysis and market assessment. The budget includes ten bound copies of the final report and an electronic PDF version. A McDowell Group study team member will travel to Haines to deliver a PowerPoint presentation of the report's major findings.

Work will commence in October 2013 with the business survey and visitor traffic data collection. We expect to have a draft prepared by January 31, 2014.

The proposed budget for the supplemental survey of Skagway fast ferry passengers is approximately \$22,000. If the Borough is interested in pursuing this option, we would prepare a separate proposal with additional details.

About the McDowell Group

McDowell Group is Alaska's most experienced research and consulting firm. From our offices in Anchorage and Juneau, we have studied Alaska industries and issues in well over 2,000 projects since 1972. While we have expertise in all areas of the state's economy and industries, tourism has

been a particularly important part of our practice. We have produced over 400 tourism-related projects including community tourism development plans, market research surveys, tourism marketing plans, feasibility studies for dozens of private tourism developments, and several handbooks on how to develop tourism in Alaska communities.

We are the leading analysts of visitor industry impacts in the state, having completed four statewide studies in addition to over a dozen regional, community, and industry-specific studies. Our visitor industry impact clients include the Alaska Department of Commerce, Community, and Economic Development (DCCED); Alaska Cruise Association; Juneau Convention and Visitors Bureau; Ketchikan Visitors Bureau; Alaska Hospitality Alliance; Sitka Charter Boat Owners Association; Alaska Wilderness League; and Huna Totem, among others. McDowell Group conducted the most recent *Alaska Visitor Statistics Program* for DCCED, which will serve as a major source for this study.

McDowell Group also has a long history of serving Haines' interests, most recently with a survey of cruise ship and fast ferry passengers for the Haines Borough in summer 2012. We worked with Sheinberg Associates on their 2011 comprehensive planning efforts for the Borough. We conducted an extensive study of the visitor industry in 2002, which included economic impact analysis and a business survey similar to the one proposed here. We also worked with MRV Architects on a 2009 downtown transportation plan.

We appreciate your interest in our professional services. We look forward to talking with you further about this project.

Sincerely,

/s/ Heather Haugland

Heather Haugland
Project Manager

MEMORANDUM

Haines Convention & Visitors Bureau

PO Box 530

Haines, AK 99827

(907) 766-2234 / (907) 766-3155 fax

www.haines.ak.us email: hcvb@haines.ak.us

To: Mark Earnest, Borough Manager
From: Tanya Carlson, Tourism Director
Date: July 26, 2013
RE: Tourism Economic Impact Study

Attached is a proposal from McDowell Group to conduct an Economic Impact Study on Haines tourism. The survey would look at the economic effects on the Haines community regarding direct dollars spent by visitors. It would then delve deeper to look at the number of people employed in the Haines tourism industry, how much fuel and supplies businesses purchase locally, average salaries paid to workers, etc.

This study is broken into two parts. One will look at the summer 2013 tourism season and the other will look at the economic impact of winter tourism for Haines using data from 2013 – 2014 season.

Despite some studies that have been conducted in the past nothing has looked specifically at the economic impact of tourism as a whole in the Haines community and definitely not the winter season. Sales tax only gives one piece of the entire picture to fully understand how many dollars come into the community because of tourism.

A key purpose of an economic impact study is to measure the economic return to residents. We as a borough invest tax dollars in the tourism industry either via the Southeast Alaska State Fair contributions, parks and trail improvements, capital improvement projects or even to advertise for visitors to come to our community. It is clear that the return to residents is likely to be substantial. The task of an economic impact study is to estimate the magnitude of that return to the community and what it would mean if it disappeared.



February 6, 2013

Tanya Carlson
Director of Tourism
Haines Borough
Via Email: tcarlson@haines.ak.us

Dear Tanya,

Please consider this letter McDowell Group's proposal to prepare a study of the *Economic Impacts of the Visitor Industry in Haines*. There would be two phases to the study: summer 2013 (May to September) and fall/winter 2013-14 (October to April).

The visitor industry is a challenging one to measure, reaching into a wide variety of economic sectors, including transportation, lodging, and retail, among others. Properly measuring the economic impacts of the visitor industry requires a thoughtful and well-grounded analysis. McDowell Group is the state's leader in measuring visitor industry impacts, having completed four statewide studies in addition to over a dozen that measured impacts on a local and regional basis.

Methodology

This study will measure employment and income impacts from out-of-state visitors to Haines for the two study periods. To the extent possible, results will be broken out for the heli-skiing market (in the fall/winter report).

Visitor Volume

Out-of-state visitor volume for each study period will be presented for the major transportation modes of cruise ship, air, and highway/ferry. Traffic estimates will be based on data gathered in 2011-12 for the *Alaska Visitor Statistics Program (AVSP VI)*, adjusted to reflect 2013-14 traffic volumes by transportation mode. Sources will include border crossing data, Cruise Line Agencies of Alaska, the Alaska Marine Highway System, fast ferry operators, Bureau of Transportation Statistics, Yukon Visitor Exit Survey 2012, and AVSP biannual visitor volume updates.

Visitor Spending

Total visitor spending will be estimated based on visitor traffic and average per-person spending. Spending estimates will be derived from AVSP survey data. These estimates will be adjusted to the 2013-14 study period based on inflation rates and information gathered in a survey of Haines visitor industry businesses (see below). For purposes of the economic impact analysis, tour commissions accruing directly to cruise lines will be excluded from visitor spending estimates.

Business Survey

At the close of each study period, a telephone and/or email survey will be conducted with visitor industry businesses in Haines. The survey will ask for employment (peak and average), the percentage of employment attributable to the visitor industry, and the percentage change in visitor volume and sales from 2011-12 to 2013-14.

Survey results will be categorized by sector (lodging, transportation, etc.). We will ask for assistance from the Borough on identifying businesses with a majority of sales attributable to the visitor industry. Our proposed budget includes surveying approximately 25 local visitor-affected businesses.

Economic Impacts

McDowell Group maintains an Excel-based visitor industry economic impact model for assessing the effects of visitor industry-related spending in Alaska. Estimates of direct visitor industry employment and payroll will be derived from visitor industry spending estimates, and verified using employment and payroll data from the Alaska Department of Labor and Workforce Development and U.S. Bureau of Economic Analysis.

The model incorporates employment and payroll multipliers to estimate indirect and induced impacts. Indirect effects include those jobs and income created as a result of visitor industry businesses purchasing goods and services in support of their business operations. Induced effects are those that result from visitor industry workers spending their payroll dollars in the local economy. Multipliers vary from place to place; Haines-specific multipliers will be developed for purposes of this project.

The report will present visitor industry-related employment and payroll for each study period, both direct and total (including direct, indirect and induced impacts). Employment will be estimated in total and by economic sector.

Borough Revenues

The report will present dockage/moorage fees paid by cruise lines and fast ferry operators to the Haines Borough, as well as payments made by cruise lines to the State of Alaska that accrue to Haines (from the Commercial Passenger Excise Tax). Visitor-related sales tax revenues will be estimated by applying sales tax rates to visitor spending estimates. Bed tax revenues stemming from out-of-state visitors will also be estimated. All taxes will be described in the context of total taxes collected. For instance, the report will estimate the percentage of total sales tax revenues attributable to the visitor industry.

Proposed Budget and Timeline

We propose a budget of \$19,400 for the summer study, and a budget of \$10,500 for the fall/winter study. (The fall/winter period is less complex due to the lower number of out-of-state visitors and limited range of visitor activities.) The budget includes ten bound copies of the final report and an electronic PDF version.

The study addressing summer 2013 impacts will be conducted in October and November 2013, with a draft delivered by December 1. The report on fall/winter 2013-14 will be conducted in May and June 2014, with a draft delivered by July 1.

About the McDowell Group

McDowell Group is Alaska's most experienced research and consulting firm. From our offices in Anchorage and Juneau, we have studied Alaska industries and issues in well over 2,000 projects since 1972. While we have expertise in all areas of the state's economy and industries, tourism has been a particularly important part of our practice. We have produced over 400 tourism-related projects including community tourism development plans, market research surveys, tourism

marketing plans, feasibility studies for dozens of private tourism developments, and several handbooks on how to develop tourism in Alaska communities.

We are the leading analysts of visitor industry impacts in the state, having completed four statewide studies in addition to over a dozen regional, community, and industry-specific studies. Our visitor industry impact clients include the Alaska Department of Commerce, Community, and Economic Development (DCCED); Alaska Cruise Association; Juneau Convention and Visitors Bureau; Ketchikan Visitors Bureau; Alaska Hospitality Alliance; Sitka Charter Boat Owners Association; Alaska Wilderness League; and Huna Totem, among others. McDowell Group conducted the most recent *Alaska Visitor Statistics Program* for DCCED, which will serve as a major source for this study.

McDowell Group also has a long history of serving Haines' interests, most recently with a survey of cruise ship and fast ferry passengers for the Haines Borough in summer 2012. We worked with Sheinberg Associates on their 2011 comprehensive planning efforts for the Borough. We conducted an extensive study of the visitor industry in 2002, which included economic impact analysis and a business survey similar to the one proposed here. We also worked with MRV Architects on a 2009 downtown transportation plan.

We appreciate your interest in our professional services. We look forward to talking with you further about this project.

Sincerely,

/s/ Heather Haugland

Heather Haugland
Project Manager



**Haines Borough
Assembly Agenda Bill**

Agenda Bill No.: 13-389
Assembly Meeting Date: 11/12/13

Business Item Description:	Attachments:
Subject: Haines Borough Manager Recruitment	1. E-mail from David Sosa regarding travel to Haines 2. E-mail withdrawing application of Jim Pascale 2. Northern Solstice Advisors Proposal
Originator: Borough Assembly	
Originating Department:	
Date Submitted: 11/5/13	

Full Title/Motion:
Motion: Authorize David Sosa travel to Haines for an on-site interview.

Administrative Recommendation:

Fiscal Impact:

Expenditure Required	Amount Budgeted	Appropriation Required
\$ Various	\$ Yes	\$

Comprehensive Plan Consistency Review:

Comp Plan Policy Nos.:	Consistent: <input type="checkbox"/> Yes <input type="checkbox"/> No
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Summary Statement:
On 8/14, the assembly accepted the Borough Manager's resignation, effective 10/15/13. On 8/19, the assembly met as a Committee-of-the-Whole (COW) to discuss the recruitment process. On 10/9 a COW was held to review applications. The assembly met as a COW on 10/29 to interview four candidates for the Borough Manager position via Skype. Jim Pascale has since withdrawn his application for the position. The assembly met again as a Committee-of-the-Whole on 11/4 to discuss the interviews and manager candidates. The COW recommendation is to authorize travel to for David Sosa to Haines. Mr. Sosa has been in contact with the Mayor about his availability to travel. This agenda item also includes a proposal from Northern Solstice Advisors for professional consulting services. The Mayor requested this proposal to assist the assembly in identifying the attributes they want in a manager.

Referral:

Sent to: Committee-of-the-Whole	Date:
Recommendation:	Refer to: Meeting Date: 8/19,10/9 &29,11/4

Assembly Action:

Workshop Date(s):	Public Hearing Date(s):
Meeting Date(s): 8/27/13 and 11/12/13	Tabled to Date:

Michelle Webb

From: Stephanie Scott
Sent: Wednesday, November 06, 2013 8:01 AM
To: Michelle Webb
Subject: Fwd: Haines Borough Manager

Follow Up Flag: Follow up
Flag Status: Flagged

Categories: Agenda Business, Red Category

David Sosa's first reply to my letter and my letter:

S

Stephanie Scott
Mayor, Haines Borough
907-766-2231 ext.30

Begin forwarded message:

From: David Sosa <dandtsosa@gmail.com>
Date: November 5, 2013, 9:54:26 AM AKST
To: Stephanie Scott <sscott@haines.ak.us>
Subject: Re: Haines Borough Manager

Mayor Scott,

Thank you for this notice and your comments. I would welcome an opportunity to continue our discussion in person and hope that the meeting on 12 Nov confirms the recommendation of the 4 Nov meeting. I will discuss timelines with my family and my supervisor and send a follow-up note later today with some recommended timeframes.

As I stated in earlier correspondence, I am excited by this opportunity but also understand the concerns you raised with respect to timeline and transferability of my past experience to a municipal setting. The opportunity to meet face to face and conduct some in depth discussions should provide clarity and help us reach a decision on my suitability to Haines and the Borough's suitability to my professional capability and personal/family desires.

Respectfully,

David B. Sosa

On Tue, Nov 5, 2013 at 12:55 PM, Stephanie Scott <sscott@haines.ak.us> wrote:

Dear Mr. Sosa,

I have been asked to let you know that the Haines Borough Assembly will meet on November 12 to discuss a motion to invite you to Haines for an in-person interview as soon as possible. This was an informal decision of 4 members of the Assembly meeting in a Committee of the Whole (work session) Nov. 4. Perhaps you could give some thought to scheduling a visit and let me know some travel windows that will work for you prior to our meeting.

Your presentation, your thorough examination of relevant borough documents, your clear demonstration of well honed communication strategies and skill, and your management experience coupled with the fact that you have actually been to Haines contribute to our sense that you are our leading candidate for manager. I do want to share with you two concerns in order of significance: the timing of your availability and the transferability of your management experience in the military to municipal management. Should you be our choice for manager and we be your choice of a community to manage, we may need to do some creative thinking about timing. Hopefully you will agree to continue with the interview process and if so, we can talk about skill transferability in that context.

Sincerely,

Stephanie

Stephanie Scott
Mayor, Haines Borough
[907-766-2231 ext.30](tel:907-766-2231)

On Nov 3, 2013, at 1:25 PM, "David Sosa" <dandtsosa@gmail.com> wrote:

> Ms. Webb,

>

> After my interview last week I sent Mayor Scott an e-mail thanking the assembly for the opportunity to interview. I am also following up with the attached thank you letter which I request be provided to the Mayor and the Assembly.

>

> Sincerely,

>

> David B. Sosa

> <SosaDB_ThankYouLetter_Signed.pdf>

137 Reservoir Rd.
Hopewell, NJ 08525
November 3, 2013

Mayor Stephanie Scott and Borough Assembly members
Borough Administration Building
103 Third Avenue S.
P.O. Box 1209
Haines, AK 99827

Subject: Haines Borough Manager position

Dear Mayor Scott and Borough Assembly Members,

Thank you very much for taking the time to consider me as your next Borough Manager. After careful consideration I believe Haines and I would not be a good fit for one another. Therefore, I am withdrawing my candidacy.

I wish you the best of luck in finding the best candidate for the job.

Regards,

Jim Pascale



November 4, 2013

Ms. Stephanie Stone
Mayor of Haines Borough
Haines, Alaska 99827

Dear Stephanie,

Thank you for reaching out to us for assistance relative to the ongoing selection process for your City Manager position. This correspondence outlines the complete scope of work that we discussed to include objectives, requirements, deliverables, and estimated fees.

OBJECTIVE

The overarching objective of this particular project is to assist the assembly with building consensus around the ideal City Manager of the Haines Borough and will include the following:

Targeted Profile & Sourcing Strategy (\$1,000 plus travel expenses*)

- Facilitate a conversation with the assembly to build consensus around ideal candidate
- Provide documentation of discussion to include a detailed candidate profile
- Tailor existing job description to attract ideal applicants
- Recommend targeted websites, job boards, and associations to use for advertising
- Generate a list of tailored phone screening questions that match profile

Assembly Requirements

- Agree to spend 1.5-2.0 hours on discussion and be available for follow-up conversations, as needed
- Agree to be open and transparent about needs of Haines Borough
- Agree to discuss strengths and weaknesses of current incumbent
- Agree to listen and to participate
- Agree to be respectful and considerate of other perspectives

*We will be in Haines on 11/15 so no travel expenses would apply if the meeting occurred on that date.

Additionally, we can be engaged for \$2,000/month until the position is filled, with a \$5,000 completion bonus:

- All items outlined above
- Coordinate all postings
- Identify passive candidates
- Phone screen initial applicants
- Coordinate assembly interviews

We welcome this opportunity to partner with you and look forward to hearing how we can remain involved.

Kind regards,

Charla Brown

Chad Brown

HAINES BOROUGH MANAGER INTERVIEW GUIDE

WARM UP

1. Tell us about yourself.
2. Why are you interested in our community?
3. Have you considered employment in Alaska before?
4. Why are you on the job market?
5. How did you find out about this job opportunity?

COMPETENCY #1: MUNICIPALITY ADMINISTRATION

1. Describe your experience with land use planning and administration.
2. Describe your experience with contract administration on large capital budgets and procurement.
3. Explain your past experience with utilities to include budgeting and oversight.
4. Explain your involvement with bond issues, local improvement districts and contracts.
5. What experience do you have with economic development?
6. Tell us about a successful economic development project and your role in its success.
7. Describe your experience dealing with federal and state agencies.
8. Describe your experience obtaining grants. What agencies would you approach for grants? What kind of grants do you think would benefit us?
9. What experience do you have in developing and implementing policies and programs that further the goal of green and sustainable communities?
10. Describe the most challenging budgeting situation you have encountered and how you reacted.
11. Describe your experience with annual budget preparation. What cost saving programs and projects have you initiated and how successful were they?

COMPETENCY #2: ELECTED OFFICIALS

1. In the past, how have you kept elected officials informed?
2. What information do you typically like to provide to the governing body concerning day-to-day operations and on-going projects?
3. What kind of direction have you needed before from elected officials? What have you done when the direction wasn't clear on how they wanted the staff to precede on a particular issue?
4. Please give us an example of when an elected official suggested that you could improve your performance. How did you respond and what did you do?
5. Tell us about your most challenging experience with an elected officials or a governing body?

COMPETENCY #3: STAKEHOLDER MANAGEMENT

1. Tell us who your stakeholders have been in the past.
2. Please describe your experience in working with business organizations, the Chamber of Commerce, downtown associations, and similar entities within a community.
3. Give us an example of a time when a resident has walked into City offices and wanted to meet with you about an issue that concerns him/her without an appointment. What did you do exactly?
4. How have you built relationships with the community? Give specific examples.
5. How many community meetings have you attended in the last six months? What was the last one you attended and why did you go?
6. Identify the similarities between our community and the previous communities you have served.
7. Identify the similarities between our community and the previous communities you have served.

COMPETENCY #4: PERSONNEL MANAGEMENT

1. Describe your general experience in human resources administration including the development of personnel policies, recruiting, appointment, and performance reviews.
2. What have you done when an employee was not doing his/her job in a satisfactory manner?
3. Have you fired people? How did you handle it? How did you feel about it in retrospect?
4. How many people reported to you in your most recent job? How did you keep them informed of the community's priorities? What do you intend to do differently if you are appointed here?
5. How have you kept general employees informed of elected officials' priorities?
6. Tell us about a difficult employee situation and how you handled it.

COMPETENCY #5: PLANNING & DECISION MAKING

1. What system do you use to set goals and objectives? How have you monitored progress?
2. Please describe your experience with strategic planning. How have you approached the short and long range planning processes in the past?
3. Describe a calculated risk that you have had to take and explain the outcome.
4. What kind of decisions did you make in your last job?
5. What kinds of decisions have typically been difficult for you to make throughout your career?
6. Describe a decision you made that was unpopular and how you handled implementing it.

COMPETENCY #6: CONFLICT RESOLUTION

1. What have you done before when your views on handling a situation differed from those of the governing body as a whole?
2. What have you done when an elected official disagrees with your perspective or direction?
3. Give us an example of when you have told your elected officials what they needed to hear rather than what they wanted to hear.
4. Give an example of a time you built consensus on an elected body when it was deeply divided.
5. Describe a situation where you have had to “step up and lead” relative to a controversial issue.
6. Describe a situation where you had to build a team to solve a problem.
7. When you have encountered resistance to change, how did you handle that push back?
8. Tell us about a time that you were uncomfortable with a change that you did not support.

COMPETENCY #7: INTEGRITY

1. Have you taken a course or had any training in business ethics?
2. Describe an ethical issue that you have had to deal with in your career and how you handled it.
3. Describe an incident in which you played a role that embarrassed your government or caused it difficulty. What did you learn from it?
4. Have you gone above and beyond the call of duty? If so, how?

WRAP UP

1. Are you interviewing elsewhere?
2. When would you be available to start work?
3. Is there anything else that we have not discussed today that you would like for us to know?
4. Are there any questions you would like to ask us?

ILLEGAL QUESTIONS

- Political affiliation, political views, voting history, religious beliefs, or religious practices
- A candidate’s race, age, national origin or ancestry
- A candidate’s family and whether or not they would be willing/able to join them in the new City
- A candidate’s desire to have children or raise a family
- Pregnancy and other gender related issues
- Marital status or personal and private relationships
- Potentially controversial issues of race, gender, sexual orientation, or ethnicity
- Any obvious physical or mental impairment of the candidate
- A candidate’s medical history
- Past workers compensation claims or use of sick leave
- Health of a candidate’s family members
- A candidate’s frequency of illegal drug use/addiction or alcoholism/frequency of consumption

CHARLA A. BROWN, M.S., PH.D.
TALENT MANAGEMENT, CHANGE MANAGEMENT,
AND ORGANIZATIONAL CULTURE PROFESSIONAL

Dr. Charla Brown
Assistant Professor of
Human Resource Management
University of Alaska Southeast
11120 Glacier Hwy.
435.729.0771 cell

Charla Brown, Ph.D. brings over eighteen years of business and managerial experience to organizations and executives. Charla's expertise is in the area of organizational culture, specifically in its identification, enhancement, promotion, and maintenance. She enjoys aligning internal and external programs and processes, including recruitment and rewards, with prominent aspects of organizational culture.

Charla has 18 years experience in the field of human resources across a variety of industries. Her Fortune 500 experience includes working in management at Continental Airlines, Devon Energy, and Enron. She was also the Director of Human Resources at Backcountry.com, a major high-end online retailer, where she reported directly to the CEO. For a period of four years, the company experienced massive hyper growth during which time Charla carefully managed recruiting and the organization's culture as the company grew from 100 to 1,000 employees over four years. During her tenure, Backcountry.com received the American Psychological Association's Psychologically Healthy Workplace Award for Large Businesses in 2006 and the Alfred P. Sloan Honorable Mention for Business Excellence in Workplace Flexibility 2008.

Additional experiences include extensive global exposure and a consultative approach to human resources. She successfully garnered \$1.5M in incentives from the State of Utah for Backcountry.com by partnering with the Economic Development Corporation of Utah on the company's anticipated growth. She also participated in M&A activity for Enron Australia and Liberty Media's acquisition of Backcountry.com in 2007. Charla enjoys interacting with all staff levels including front-line employees, professionals, management, and executives and she consistently demonstrates the ability to engage in authentic communication while fostering an ongoing environment of trust and collaboration.

Charla is currently the principle consultant at Northern Solstice Advisors and has engaged clients on projects related to talent management, recruiting, organizational culture studies, and subject matter expertise related to training and performance management. She received her doctoral degree from Brigham Young University and both her M.S. and B.A. from Lamar University in Texas. Charla is currently an Assistant Professor of Human Resource Management at the University of Alaska Southeast and teaches courses in the BBA program focused on strategic human resources, organizational effectiveness, corporate responsibility, and management.



HAINES BOROUGH, ALASKA
P.O. BOX 1209 • HAINES, ALASKA 99827
Administration 907.766.2231 • (fax) 907.766.2716
 Tourism 907.766.2234 • (fax) 907.766.3155
 Police Dept. 907.766.2121 • (fax) 907.766.2128
 Fire Dept. 907.766.2155 • (fax) 907.766.3373

November 5, 2013

Richard Leary
 Alaska Marine Highway System, Business Development Manager
Richard.Leary@Alaska.Gov

Dear Mr. Leary,

On behalf of the community of Haines, the Haines Borough Assembly requests a waiver of the no overnight public parking policy at the Haines AMHS terminal. We request that Haines travelers be permitted to park their vehicles over night in the visitor parking lot or in a location designated by the Haines AMHS staff. There needs to be sufficient space to accommodate as many as 20 vehicles. The Haines AMHS terminal is located 10 miles from the center of town. Town center would be the site of the closest public parking. However, Haines is composed of settlements 17 miles from the AMHS terminal to the south; and as far as 26, 33, and 42 miles to the north. The inability to have ready access to one's vehicle would be especially burdensome to ferry travelers who have depended for decades on being able to drive themselves home- often in the middle of the night – rather than disturb families and friends with pleas for transport. Haines does not have a public transportation system; Haines does have one independent taxi cab company.

Thank you for consideration of our request for a waiver from AMHS terminal no overnight parking policy based on the remoteness of the location of the Haines AMHS terminal from centers of population; and the lack of public transportation.

Sincerely,

Stephanie Scott
 Mayor, Haines Borough

Cc: Edith Von Stauffenberg, Manager, AMHS Terminal, Haines



CUSTOMER SERVICE POLICY/PROCEDURE

P&P No. 1-43	Effective Date: October 1, 2013
Supersedes No. New	October 2008
Prepared By: Business Development Manager	
Approved By: General Manager	

SUBJECT:
Terminal Parking

I. PURPOSE

To establish policy and procedure for the administration of public parking for AMHS customers at AMHS terminals

II. POLICY

It is the AMHS's general policy that there is no overnight public parking at AMHS Terminals. AMHS will consider issuing waivers for individual communities to allow customer vehicle parking, as long as the vehicles are unoccupied, on a case by case basis. AMHS will consider the following in granting waivers:

1. Terminal liability issues
2. Disruption of AMHS Terminal operations
3. Terminal safety and security concerns
4. Readily available public parking in close proximity to AMHS terminal
5. Public transportation available in requesting community
6. Impact on AMHS ridership if denied

Factors affecting decisions:

1. Terminal Liability Issues: AMHS can be liable for damage to vehicles parked on AMHS property. Standing liability potentials to the State such as damage to State property, fuel spills and other forms of damage are issues to be considered.
2. Disruption of AMHS Terminal Operations: Each Terminal layout is unique and mid to long term parking can hamper staging and vessel loading which impact schedules. Winter weather conditions can cause unique problems in heavy snow locations.
3. Terminal safety and security concerns: Unattended terminals can create safety concerns to customers and their property. From a security perspective AMHS manned terminals are regulated and operate under an approved facility security plan. As long as non AMHS employees can be denied access to "secured areas" during unattended terminal hours parking can be evaluated.
4. If there is readily available parking available to the public in close proximity to the Terminal AMHS will factor this in to waiver considerations.
5. If there is readily available public transportation to and from the terminal AMHS will factor this in to waiver considerations.
6. If the denial of a waiver causes significant revenue reductions AMHS will consider a waiver.

III. ORGANIZATIONS AFFECTED

Terminals, Vessels, Customer Service Agents, Management

IV. REFERENCES

None

V. DEFINITIONS

AMHS Terminals the 32 terminals owned and/or operated by AMHS through-out the system. This includes both attended and unattended facilities.

AMHS Customers Those passengers (vehicles & shippers), currently traveling on AMHS vessels

VI. RESPONSIBILITIES

A. Business Development Manager, (BDM)

1. Will handle waiver requests and gather all relevant facts for consideration from requesting public entity.
2. Will work with AMHS Terminal Operations and Marketing to evaluate relevant factors and prepare a statement of facts for the General Manager's consideration.
3. The BDM will relay the AMHS decision to the point of contact for the public entity

B. General Manager

1. Renders decision based upon analysis (statement of facts) developed by the BDM.

VII. PROCEDURE

A. The interested public entity will notify the AMHS via email to the "BDM" who can be reached at: Richard.Leary@Alaska.Gov

1. This email message will identify the following:
 - a. Public entity requesting waiver
 - b. Public entity contact
 - c. Requested parking location
 - d. Pertinent information supporting waiver request-policy impact on traveling public

B. The "BDM" will coordinate with Terminal operations and Marketing to determine the feasibility of the request based upon policy factors being considered. The "BDM" will develop a statement of facts and communicate pertinent facts to the General Manager (GM) of AMHS and the GM will render a decision. This decision will be communicated to the identified public entity contact as quickly as possible.

VIII. ANNUAL REVIEW DATE / LEAD REVIEW

This P&P will be distributed to the Business Development Manager for review on April 1, 2014.