Haines Borough
Borough Assembly Meeting #319
AGENDA

July 26, 2016 - 6:30 p.m. **Location: Assembly Chambers, Public Safety Bldg.**

Jan Hill,
Mayor

Margaret Friedenauer,
Assembly Member

Diana Lapham,
Assembly Member

Mike Case
Assembly Member

Tresham Gregg,
Assembly Member

George Campbell,
Assembly Member

Ron Jackson,
Assembly Member

Bill Seward
Borough Manager

Julie Cozzi, *MMC*
Borough Clerk

Krista Kielsmeier
Deputy Clerk

1. CALL TO ORDER / PLEDGE TO THE FLAG

2. ROLL CALL

3. APPROVAL OF AGENDA & CONSENT AGENDA

[The following Consent Agenda items are indicated by an asterisk (*****) and will be enacted by the motion to approve the agenda. There will be no separate discussion of these items unless an assembly member or other person so requests, in which event the asterisk will be removed and that item will be considered by the assembly on the regular agenda.]

Consent Agenda:

4 – Approve Assembly Meeting Minutes
8B – Accept Museum Report
8C – Accept Finance Director Report
8D – Accept Fire Department Report
8E – Accept Chilkat Center Report
9A – Accept Planning Commission Minutes and Meeting Summary
9B – Accept Museum Board Minutes
9C – Accept Mobile Commercial Business Committee Minutes
11B1 – Introduce Ordinance 16-07-440 and Schedule Public Hearings

*4. APPROVAL OF MINUTES – 7/12/16 Regular

5. PUBLIC COMMENTS - Sign-up is NOT required

[This is for any topics not scheduled for public hearing.]

Note: during this section of the agenda, the assembly will listen and take notes. No official action will be taken at this time. Instead, comments and requests may be referred for further consideration to the administration, a committee, or a future assembly agenda. Individuals offering citizen comment will not be permitted to make personal attacks.

6. MAYOR'S COMMENTS / REPORT

A. Public Oath of Office – Chief of Police Heath Scott

Note: HBC 2.62.010(B) requires an officer of the borough to take an oath "before entering upon the duties of the office." The oath was administered in the borough offices on July 18, his first day. It is readministered now for the sake of the public.

7. PUBLIC HEARINGS

A. Ordinance 16-06-437 – Second Hearing

An Ordinance of the Haines Borough amending Haines Borough Code Section 11.40.040 to change the Borough Election Day polling place opening time from 8:00 a.m. to 7:00 a.m. to match the State Election opening time.

This ordinance is recommended by the borough clerk and was introduced on 6/28/16. The first hearing was on 7/12. **Motion**: Adopt Ordinance 16-06-437.

B. Ordinance 16-06-438 – Second Hearing

An Ordinance of the Haines Borough authorizing Chilkat Valley Preschool, Inc. to lease an addition on the Senior Center Building.

This ordinance is recommended by the borough clerk and was introduced on 6/28/16. The first hearing was on 7/12. **Motion**: Adopt Ordinance 16-06-438.

C. Ordinance 16-07-439 – First Hearing

An Ordinance of the Haines Borough amending the Zoning Use Chart in Haines Borough Code Section 18.70.040 to allow multiple single-family residences as a conditional use in the light industrial / commercial zone.

This ordinance is recommended by the planning commission and was introduced on 7/12/16. The assembly already scheduled the second hearing for 8/9/16. No motion is needed now unless the second hearing date needs to change or some other action is desired such as amendments.

8. STAFF/FACILITY REPORTS

A. Borough Manager – *7/26/16 Report*

***B. Sheldon Museum** – *Report of June 2016*

***C. Finance Director** – *Property Tax Report*

***D. Fire Department** – *Report of June 2016*

***E. Chilkat Center** – *Facility Report of June 2016*

9. COMMITTEE/COMMISSION/BOARD REPORTS & APPROVED MINUTES

***A. Planning Commission** – *Minutes of 6/9/16 & Summary of 7/7/16 Meeting*

***B. Museum Board of Trustees** – *Minutes of 6/16/16*

***C. Mobile Commercial Business Committee** – *Summary of 7/11/16 Meeting*

D. Assembly Board Liaison Reports

E. Assembly Standing Committee Reports

10. UNFINISHED BUSINESS - None

11. NEW BUSINESS

A. Resolutions - None

B. Ordinances for Introduction

***1. <u>Ordinance 16-07-440</u>**

An Ordinance of the Haines Borough, providing for the addition or amendment of specific line items to the FY17 budget.

This ordinance is recommended by the borough manager. **<u>Motion</u>**: Introduce Ordinance 16-07-440 and set a first public hearing for 7/26/16 and a second public hearing for 8/9/16.

C. Other New Business - None

12. CORRESPONDENCE/REQUESTS

A. Notice of Alleged Safety or Health Hazards at Borough Administration Building – OSHA

This item also includes the borough manager's response to OSHA

13. SET MEETING DATES

A. Committee of the Whole – Strategic Planning Discussion

14. PUBLIC COMMENTS

15. ANNOUNCEMENTS/ASSEMBLY COMMENTS

16. ADJOURNMENT

Haines Borough
Borough Assembly Meeting #318
July 12, 2016
MINUTES

Draft

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

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

Staff Present: Bill **SEWARD**/Borough Manager, Julie **COZZI**/Borough Clerk, Brad **RYAN**/Director of Public Facilities, Jila **STUART**/Finance Director, Krista **KIELSMEIER**/Deputy Clerk, Leslie **ROSS**/Tourism Director, and Deborah **GRAVEL**/Library Tech, Helen **ALTEN**/Museum Director.

Visitors Present: Karen **GARCIA**/CVN, Jillian **ROGERS**/KHNS, Tony **HABRA**, Fred **GRAY**, Carol **TUYNMAN**, Sue **WATERHOUSE**, Don **TURNER** Jr., Evelyna **VIGNOLA**, Debra **SCHNABEL**, Paul **NELSON**, Mike **DENKER**, Scott **SUNDBERG**, Tim **HUBER**, Sean **GAFFNEY**, Kyle **GRAY**, Andy **HEDDEN**, Leonard **DUBBER**, Bill **MCCORD**, John **WINGE**, Suzy **BAKER**, Karen **HESS**, Robert **CHADWELL**, Peter **DWYER**, Tom **MORPHET**, Jean and Jerry **BALLANCO**, and others.

3. **APPROVAL OF AGENDA & CONSENT AGENDA**
The following Items were on the published consent agenda indicated by an asterisk (*****):

4 – Approve Assembly Meeting Minutes
8B – Accept Borough Clerk Report
9A – Accept Parks and Recreation Committee Minutes and Meeting Summary
11B1 – Introduce Ordinance 16-07-439 and Schedule Public Hearings

Motion: LAPHAM moved to "approve the agenda/consent agenda," and it was amended to discuss under the manager's report the recent no-trespass incident, plans for physical security modifications, and recent manager decisions. The motion carried unanimously.

* 4. **APPROVAL OF MINUTES** – 6/28/16
The motion adopted by approval of the consent agenda: "approve minutes of the 6/14/16 borough assembly meeting."

5. **PUBLIC COMMENTS**

MORPHET – Spoke against the proposed collective bargaining agreement. He suggested a delay for at least one meeting to give the public an opportunity to comment on it.

BAKER – Said she is against the wave barrier because of the appearance and the cost.

DWYER – Spoke in support of the harbor expansion project and congratulated the assembly for supporting it.

SCHNABEL – Said the public is aware of an incident that led the manager to consider physical security modifications to the borough administration building. She asked the assembly not to allow it to happen.

HESS – Asked the assembly not to put a question on the ballot to repeal the 1% tourism-economic development. This sales tax benefits everyone, not just the tourism industry. She added that she supports the harbor project, as well.

Jerry BALLANCO – Spoke against the proposed security measures. It would be insulting to be buzzed into the offices.

WATERHOUSE – Asked who the coastal management plan coordinator is for the borough; she has many questions she would like to get answers to.

CHADWELL – Spoke in support of maintaining the 1% sales tax dedicated to tourism/economic development.

NELSON – Said this assembly can unify and change the attitude in Haines by rescinding the harbor decision. The harbor expansion project should be postponed until the borough code and coastal management plan have been complied with.

GRAVEL – Spoke in favor of the harbor project. She believes the expanded harbor will enhance the waterfront rather than detract.

F. GRAY – Said from San Diego to Canada, he has seen many different ports, and ports are rarely, if ever, an instant gratification. The borough has the money now, and we have to spend the money now. He is in full support of the harbor project.

TUYNMAN – Believes we don't have that many differences regarding the harbor project. She supports everyone working together. In her opinion, some people seen as against the harbor just want more information.

DUBBER – Said there has been a lot of conflict in Haines, and he is concerned there are no peacemakers. We should consider how we can deescalate rather than instigate more strife. Buzzing in people at the office is a bad idea.

K. GRAY – Urged the assembly on behalf of the Chamber of Chamber to keep the 1% sales tax dedicated to tourism/economic development.

HEDDEN – Spoke in favor of maintaining the 1% tax. It is important to find out if there is enough support to put it on the ballot before just moving forward.

VIGNOLA – Understands it is too late for vote changing concerning the harbor project. She and many people support a harbor expansion but believe the design is too much.

SUNDBERG – Said he doesn't think there is citizen support for repealing the 1% tax. If there is, they should mount a citizen initiative petition. He did agree the tax proceeds should be reviewed and discussed. Regarding the Heliskiing report in the packet, the decline in skier day use should be noted. Both economic and natural forces have affected this.

TURNER – Supports the 1% tax. It spider webs out in the community more than is realized. He also supports the harbor project.

GAFFNEY – Spoke in support of the 1% sales tax. Without it, he believes we would see a substantial decrease in the visitor funds coming into the community. There is certainly room for additional economic development drivers, and the Tourism Advisory Board is looking at that.

6. MAYOR'S COMMENTS/REPORT

Mayor **HILL**: 1) announced Lori Lapeyri Smith has been appointed to the Mobile Commercial Business Committee, 2) thanked the borough clerk for putting together a list of topics currently with the assembly committees, and 3) introduced Tony **HABRA**, the new school superintendent. He said has made a commitment not to make any changes for the next six months; he plans to listen and learn.

7. PUBLIC HEARINGS

A. Ordinance 16-06-437 – First Hearing
An Ordinance of the Haines Borough amending Haines Borough Code Section 11.40.040 to change the Borough Election Day polling place opening time from 8:00 a.m. to 7:00 a.m. to match the State Election opening time.

Mayor **HILL** opened and closed the public hearing at 7:06 pm; there were no public comments.

Note: Since the assembly already scheduled the second hearing for 7/26/16, no motion was needed now unless the second hearing date needed to change or some other action was desired.

B. Ordinance 16-06-438 – First Hearing
An Ordinance of the Haines Borough authorizing Chilkat Valley Preschool, Inc. to lease an addition on the Senior Center Building.

Mayor **HILL** opened and closed the public hearing at 7:07 pm; there were no public comments.

Note: Since the assembly already scheduled the second hearing for 7/26/16, no motion was needed now unless the second hearing date needed to change or some other action was desired.

8. STAFF/FACILITY REPORTS

A. Borough Manager – *7/12/16 Report*

The manager summarized his written report and responded to a few questions from the assembly, including questions about the recent no-trespass incident and plans for physical security modifications.

Motion: **CAMPBELL** moved to "direct the manager to cease efforts to install any system to restrict or require any type of locking access that would prevent the public from doing their borough business," and the motion carried 4-2 with **CASE** and **LAPHAM** opposed.

1. **Report of 2016 Heliskiing Season**

*B. **Borough Clerk** – *Election Update*

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

*A. **Parks & Recreation Advisory Committee** – *Minutes of 5/18/16 & Summary of 6/22/16 Meeting*

B. **Assembly Board Liaison Reports**

FRIEDENAUER – Port & Harbor Advisory Committee and Public Safety Commission
LAPHAM – Tourism Advisory Board and Mobile Commercial Businesses Committee

C. **Assembly Standing Committee Reports**

1. **Finance Committee** – Report of 6/29/16 Meeting Included under Item 11C1

2. **Personnel Committee** – Report of 6/27/16 Meeting (possible reorganization of the police and fire departments, and possibility of making the Director of Public Facilities a Deputy Manager)

10. **UNFINISHED BUSINESS** - None

11. **NEW BUSINESS**

A. **Resolutions**

1. **Resolution 16-07-685**
A Resolution of the Haines Borough Assembly ratifying and adopting the Collective Bargaining Agreement between the Haines Borough and Public Employees Local 71.

There were no public comments.

Motion: **LAPHAM** moved to "adopt Resolution 16-07-685," and the motion carried 5-1 in a roll call vote with **CAMPBELL** opposed.

Note: there was some interest in postponing adoption to give more time for assembly review, but a consequence of not adopting it this evening is automatic ratification, according to Local 71. The assembly wants a full 30 days to review the agreement next time.

B. **Ordinances for Introduction**

*1. **Ordinance 16-07-439**
An Ordinance of the Haines Borough amending the Zoning Use Chart in Haines Borough Code Section 18.70.040 to allow multiple single-family residences as a conditional use in the light industrial/commercial zone.

The motion adopted by approval of the consent agenda: "introduce Ordinance 16-07-439 and set a first public hearing for 7/26/16 and a second public hearing for 8/9/16."

C. **Other New Business**

1. **1% Sales Tax Dedicated to Tourism & Economic Development** – Discussion Item

Note: on 6/29/16, the finance committee met to consider a citizen request to place a question on the 2016 borough election ballot to ask the voters whether or not to retain the 1% sales tax dedicated to tourism and economic development. During discussion, assembly members noted am apparent lack of public support for a change like this. Also, at this point there is not enough time to educate the public on the impacts. It was suggested it could still be put on a ballot through the citizen's initiative process. Additionally, there is assembly interest in working a periodic sales tax review into a strategic plan. The assembly does appreciate the citizen bringing to their attention the need for more economic development emphasis when allocating the tax proceeds.

No action was taken.

12. **CORRESPONDENCE/REQUESTS** - None

13. **SET MEETING DATES**

A. **Finance Committee – Monday, 8/8, 5:00pm -** Topics: Tax Incentive and Economic Stimulus

B. **Personnel Committee** – Chair Mike Case said the committee is waiting to schedule another meeting on the organization chart until Chief Scott has arrived and been on the job for at least a couple of weeks

C. **Commerce Committee** – Chair George Campbell said he will schedule meetings once he has reviewed his work schedule as well as the list of topics assigned to this committee.

14. PUBLIC COMMENTS

VIGNOLA – 1) Requested the composition of the Code Review Commission include a local attorney, if possible, and asked the assembly to change the harbor plan.

RYAN – Clarified there were no heliskiing spot check violations. There was one confirmed violation during the season that resulted from a complaint.

TUYNMAN – Thanked the assembly for voting for the collective bargaining agreement. It will help employee morale and a sense of security.

15. ANNOUNCEMENTS / ASSEMBLY COMMENTS

LAPHAM – Reminded there is a training for potential candidates for assembly on Monday, 7/25, 5:30pm.

CASE – 1) Reiterated his support for the manager and hopes those who are critical will make an effort to touch base with him, 2) believes it is a good collective bargaining agreement, and 3) said he is supportive of strategic planning, but it needs to be defined with a good facilitator.

FRIEDENAUER – Disclosed the recent email conversation about the harbor project between assembly members and **VIGNOLA**.

SEWARD – Thanked the assembly for giving him a chance to learn, and appreciates the public's patience.

16. ADJOURNMENT – 9:28 p.m.

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

_____
Janice Hill, Mayor

ATTEST:

_____
Julie Cozzi, MMC, Borough Clerk

7A

Haines Borough
Assembly Agenda Bill

Agenda Bill No.: 16-664
Assembly Meeting Date: 7/26/16

Business Item Description:	**Attachments:**
Subject: Change Poll Opening Time for Borough Elections from 8am to 7am to Match State Elections	1. Ordinance 16-06-437
Originator: Borough Clerk	
Originating Department:	
Date Submitted: 6/14/16	

Full Title/Motion:

Motion: Adopt Ordinance 16-06-437.

Administrative Recommendation:

Fiscal Impact:

Expenditure Required	Amount Budgeted	Appropriation Required	Projected Impact to Future Operating Budgets
$ Approx. $100	$ sufficient	$ 0	Approx. $100 more per Election

Comprehensive Plan Consistency Review:

Comp Plan Goals/Objectives:	Consistent: ■ Yes ☐ No

Summary Statement:

State of Alaska Elections have the polls open from 7:00am to 8:00pm. Polls for Haines Borough Elections open one hour later, 8:00am. In 2015, the clerk received a citizen complaint that it is not only confusing but is much less convenient for voters who must report to work at 8:00 in the morning.

The clerk proposes making this change. It should have minimal impact on the borough's finances and the borough's election workers are for the most part the same ones who work the state elections. This would seem to be a relatively simple change that would help some members of the voting public.

Referral:

Referred to: Referral Date:
Recommendation: Meeting Date:

Assembly Action:

Meeting Date(s): 6/28, 7/12, 7/26/16 Public Hearing Date(s): 7/12, 7/26/16
Postponed to Date:

HAINES BOROUGH, ALASKA
ORDINANCE No. 16-06-437 **Draft**

An Ordinance of the Haines Borough amending Haines Borough Code Section 11.40.040 to change the Borough Election Day polling place opening time from 8:00 a.m. to 7:00 a.m. to match the State Election opening time.

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 11.40.040 Section 11.40.040 of the Haines Borough Code is hereby amended as follows:

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

11.40.040 Dates and hours for elections.

A. General and Special Elections. General and special elections may be held as prescribed in HBC 11.08.010 and 11.12.020, respectively.

B. Polls – Opening and Closing. On election day, precinct polls shall open for voting at ~~8:00~~ **7:00** a.m. and shall remain open continuously until 8:00 p.m.~~; except on those election days when borough and state elections are held concurrently, in which case the precinct polls shall be open for voting at 7:00 a.m.~~ Immediately after the opening of the polls and before receiving any ballots, one of the judges of the election shall proclaim from the door of the polling place that the polls of such election are open. Thirty minutes before the closing of the polls, an election judge shall proclaim to any persons present the time remaining before the polls close. When the polls are closed that fact shall be similarly proclaimed and thereafter no ballot shall be accepted except those of qualified voters already present at the polls and waiting to vote when the polls are closed.

ADOPTED BY A DULY CONSTITUTED QUORUM OF THE HAINES BOROUGH ASSEMBLY THIS _____ DAY OF _____, 2016.

_____
Janice Hill, Mayor

ATTEST:

_____
Julie Cozzi, MMC, Borough Clerk

Date Introduced:	06/28/16
Date of First Public Hearing:	07/12/16
Date of Second Public Hearing:	07/26/16

7B

Haines Borough
Assembly Agenda Bill

Agenda Bill No.: 16-666
Assembly Meeting Date: 7/26/16

Business Item Description:	Attachments:
Subject: Authorize Lease of Senior Center Addition to the Chilkat Valley Preschool	1. Ordinance 16-06-438 2. Proposed Lease, drafted by the borough attorney 3. Management Agreement, effective 7/1/16
Originator: Director of Public Facilities	
Originating Department: Public Facilities	
Date Submitted: 6/17/16	

Full Title / Motion:

Motion: Adopt Ordinance 16-06-438.

Administrative Recommendation:

Fiscal Impact:

Expenditure Required	Amount Budgeted	Appropriation Required	Projected Impact to Future Operating Budgets
$0	$0	$0	TBD

Comprehensive Plan Consistency Review:

Comp Plan Goals/Objectives:	Consistent: ■ Yes ☐ No
Objective 17E(7), Page 294 Objective 18A(3), Page 299	

Summary Statement:

On 12/15/15, the assembly adopted Resolution 15-12-652 approving the concept of an addition on the Senior Center building for use by Chilkat Valley Preschool (CVP). CVP has entered into an agreement with Southeast Senior Services to share the borough-owned Senior Center building provided it is expanded. The planned addition would be approx. 1,400 sq. ft. added onto the back between the Senior Center and the playground & would have a separate entrance to the outside & the kitchen. On 1/26/16, the assembly passed a motion directing staff to work with CVP on a design & a management agreement. On 5/10/16, Resolution 16-05-674 was adopted supporting a Rasmuson Foundation grant application for the addition. A management agreement was executed on 5/10/16 to be effective beginning 7/1/16. CVP will pay all costs associated with construction of the addition that will be owned by the Haines Borough. This non-code ordinance will approve a long-term lease of the addition. The lease document was drafted by the borough attorney.

Referral:

Referred to: Referral Date:
Recommendation: Meeting Date:

Assembly Action:

Meeting Date(s): 6/28, 7/12, 7/26/16
Public Hearing Date(s): 7/12, 7/26/16
Postponed to Date:

HAINES BOROUGH, ALASKA
ORDINANCE No. 16-06-438 **Draft**

An Ordinance of the Haines Borough authorizing Chilkat Valley Preschool, Inc. to lease an addition on the Senior Center Building.

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

WHEREAS, the public interest is served by Chilkat Valley Preschool, Inc. (CVP) providing preschool services to assist with meeting the early education needs of the Haines Borough; and

WHEREAS, on December 15, 2015, the assembly adopted Resolution 15-12-652 approving the concept of an addition on the Senior Center building for use by CVP; and

WHEREAS, CVP has entered into an agreement with Southeast Senior Services to share the borough-owned Senior Center building provided it is expanded; and

WHEREAS, the planned addition would be approximately 1,400 square feet added onto the back between the Senior Center and the playground and would have a separate entrance to the outside and the kitchen.; and

WHEREAS, CVP will pay all costs associated with construction of the addition that will be owned by the Haines Borough; and

WHEREAS, on January 26, 2016, the assembly passed a motion directing staff to work with CVP on a design and a management agreement; and

WHEREAS, on May 10, 2016, Resolution 16-05-674 was adopted supporting a Rasmuson Foundation grant application for the addition; and

WHEREAS, the parties have executed a separate Memorandum of Agreement regarding management of the Senior Center building ("MOA") to be effective January 1, 2016; and

WHEREAS, the lease agreement stipulates CVP shall pay rent at the base rate of $1.00 per year and shall be responsible for 100% of all utilities and services associated with the leased addition; and

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

NOW THEREFORE BE IT ENACTED, to authorize the borough manager to execute a lease with Chilkat Valley Preschool, Inc. for use of the planned Senior Center building addition for the sole purpose of providing preschool services under the conditions of the attached lease agreement, and for a period of 30 years with renewal options.

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

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

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

ADOPTED BY A DULY CONSTITUTED QUORUM OF THE HAINES BOROUGH ASSEMBLY THIS ___ DAY OF _____, 2016.

_____
Janice Hill, Mayor

Attest:

_____
Julie Cozzi, MMC, Borough Clerk

Date Introduced:	06/28/16
Date of First Public Hearing:	07/12/16
Date of Second Public Hearing:	07/26/16

HAINES BOROUGH Draft
LEASE AGREEMENT

This Lease Agreement effective and adopted this ____ day of July 2016, and entered into by and between the **Haines Borough**, of P.O. Box 1209, Haines, Alaska 99827 ("Landlord") and **Chilkat Valley Preschool, Inc.** an Alaska non-profit corporation of P.O. Box 1165, Haines, Alaska 99827 ("Tenant" or "CVP").

Recitals

A. Landlord is the owner of the building and property known as the Haines Senior Center and having the physical address of 33 Mission Street, Haines, Alaska 99827 ("the Building").

B. Tenant has proposed to build and pay for an addition to the Building to house its preschool operation ("the Addition"). Landlord and Tenant have agreed to appoint co-project managers, one chosen by Landlord and one chosen by Tenant, to oversee their agreement for construction of the addition to the Building.

C. Landlord and Tenant have entered into a Memorandum of Agreement by which Tenant will manage the building including the CVP and the Haines Senior Center. The Memorandum of Agreement shall be incorporated into and made subject to this Lease.

D. To facilitate the mutual goals of Landlord and Tenant, the parties hereby enter into this Lease to document the terms and conditions under which Tenant will lease a portion of the Building.

1. Premises. Landlord hereby rents to Tenant the approximately 1400 square feet of commercial space included in the (2017) addition to the Building that Tenant shall build and pay for.

2. Term. The term of this Lease shall be for thirty (30) years, beginning on the first day of the month following substantial completion of the Addition or August 1, 2017, whichever is later and ending on July 31, 2047 , subject to renewal or earlier termination as described below.

3. Rent and Security Deposit. In consideration of Tenant's payment of the construction costs of the addition to the Building, Tenant shall pay rent to the Landlord at the base rate of $1.00 per year. By signature below Landlord acknowledges receipt of $30.00 as payment in full for rent during the initial term of the Lease. Landlord agrees to forego the advance collection of a security and cleaning deposit, but reserves its right to seek a full recovery of damages from Tenant in the event that the Premises are returned in a damaged or unclean condition, reasonable wear and tear excepted.

4. Renewal. Provided Tenant is not then in material breach of the terms of the Lease, Tenant shall have an option to renew the Lease for three additional periods of 30 years each on the terms then offered by Landlord. To secure this right, Tenant shall give notice of renewal to Borough Manager in writing not fewer than 90 days before the end of the then Term as set out in Section 2.

5. Parking. Landlord shall provide Tenant non-exclusive parking rights in the Building parking lot for Tenant's use during the term of this Lease, subject to the restrictions stated in Section 6. Tenant shall not park in or block, nor permit its employees or visitors to park in or block the driveway access to the Building.

6. Dangerous and Noxious Substances. Tenant shall not knowingly engage in or allow any activity, anywhere in the Building, by its own agents or anyone else, involving any hazardous and/or dangerous substance or conduct, including but not limited to flammable or toxic liquids, gases, paints, chemicals, or fumes; explosives; matches or lighters; or open or closed flames. Tenant shall not store any such item in any area of the Premises or adjacent to the Building, and shall not permit anyone else to do so. Tenant shall not store in or near the Building any item that could pose a danger to the Building or anyone in the Building, including but not limited to explosive, combustible, flammable, or noxious substances.

7. Storage Outside the Building. Tenant shall not store, nor permit anyone else to store, any item outside the Building or outside the Premises without pre-approval from the Landlord. Tenant's parking spaces shall be used only to park a motor vehicle that leaves the parking space at least once daily.

8. Utilities/Services. The Tenant shall be responsible for all utilities and services associated with the Premises (the 1,400 square foot addition) as follows:

Utilities	Paid By
Telephone & Internet Access	Tenant (100%)
Janitorial	Tenant (100%)
Electricity	Tenant (100%)
Heat	Tenant (100%)
Water/Sewer (50% for the single hookup)	Tenant (100%)
Snow Removal of Walkways & Egress	Tenant (100%)
Trash Collection	Tenant (100%)
Other Services/Utilities	Tenant (100%)

Special electrical wiring, plumbing and other requirements shall be undertaken at Tenant's sole expense and only with Borough Manager's prior written consent.

9. Use. The Premises (the 1,400 square foot addition) are leased to Tenant solely for the use and operation of a full-service, non-profit, preschool educational facility. No other use is permissible without Landlord's prior written consent. Tenant shall at all times comply with all applicable laws, ordinances and regulations of duly constituted authorities now or hereafter in effect, with respect to Tenant's conduct or use of the Premises or any other portion of the Building.

Tenant shall not allow any person to reside on the Premises. Nothing in this Article or in this Lease shall create any third-party beneficiary rights or relationship between Landlord and any other person. Tenant agrees to conduct its business at all times in good faith, and in a reputable manner. Tenant shall not conduct any going out of business or bankruptcy sale in the Premises without Borough Manager's expressed, written consent.

Tenant shall maintain any personal property in or about the Premises at Tenant's sole risk. Landlord assumes no responsibility for damage to Tenant's property or loss or theft of such property. Landlord reserves the right to close and keep locked all entrance and exit doors of the Building during such hours as Landlord may deem to be advisable for the adequate protection of the property.

10. Signs and decor. Tenant may display signs subject to HBC Chapter 18.90. Tenant shall decorate the Premises in a manner Landlord considers tasteful. Tenant is encouraged to seek Borough Manager's concurrence in any decorative scheme it considers before undertaking it. Without Borough Manager's advance concurrence, any such scheme is undertaken at Tenant's own risk.

11. Early Termination. Tenant may terminate its tenancy at any time during the term of the Lease by giving Landlord a 30-day written notice of termination. In the event of early termination by Tenant, Tenant forfeits any claim for reimbursement of construction costs incurred by Tenant in building the CVP addition to the Premises. Landlord may not terminate the Lease before the end of the term of the Lease except for a material violation or breach of the Lease by Tenant. Landlord shall give at least a 90-day written notice of its intent to terminate the lease but Tenant shall have the 90-day notice period to cure or contest the violation or breach of the Lease relied on by Landlord in its Notice of Early Termination.

12. Return of Premises. Tenant agrees to return the Premises in good order, condition and repair at the expiration or sooner termination of the Lease, excepting only reasonable wear and tear arising from normal use thereof. At such time, Tenant will surrender the Premises without further demand, in a neat and clean condition, and will deliver all keys to Landlord. Tenant agrees that holding over its occupancy at the expiration or sooner termination of this Lease will result in the creation of a month-to-month tenancy at the rental rate in effect at the time. Tenant shall have sixty (60) days after the termination of the Lease to remove Tenant's personal property from the Premises. Landlord shall have the option to treat as abandoned and retain or dispose of all personal property belonging to Tenant that Tenant fails to remove from the Premises within sixty (60) days of termination of the Lease, or Landlord may remove items and store them at Tenant's expense.

13. Maintenance, Alterations, and Moving. Before Tenant may make tenant improvements, it must comply with every applicable provision of this Lease, including but not limited to proof of insurance.

Subject to other provisions of this Lease, Landlord shall maintain all structural elements of the Building, as well as all mechanical systems, basic lighting systems and electrical systems serving the Building. The Landlord shall be responsible for major maintenance projects.

Landlord shall have the right to make changes, additions, and alterations to the Building. Landlord will use reasonable efforts to avoid disturbing Tenant's decorations or operations within the Premises in connection with such changes, additions, and alterations.

Tenant shall not make any alteration, addition, or improvement in the Premises without the consent of Borough Manager in writing, which consent shall not be unreasonably withheld. All such alterations, additions and improvements shall be at the sole cost and expense of Tenant, and shall be coordinated with Borough Manager. All alterations, additions and improvements shall remain when Tenant returns the Premises to Landlord, unless otherwise specified in Tenant's written request and consented to by Borough Manager.

14. Cleaning. Tenant will keep the Premises in a clean, sanitary and safe condition at all times. Tenant is responsible for disposing of all trash, empty boxes, and other disposable material.

15. Insurance. During the term of this lease and any and all renewals or extensions hereof, Tenant shall keep in full force and effect a comprehensive commercial liability insurance policy, including public liability and property damage, covering all of Tenant's activities with respect to the leased Premises in an amount not less than Five-Hundred Thousand Dollars ($500,000.00), with Landlord named as an additional insured under the policy. Tenant shall also insure, and Landlord shall bear no responsibility for loss or damage to, Tenant's personal property and trade fixtures in the leased Premises in an amount equal to the replacement cost of such property and trade fixtures. Tenant shall provide Landlord with appropriate Certificates of Insurance showing compliance with this paragraph.

During the term of this lease and any and all renewals or extensions hereof, Landlord shall keep the Premises insured against damage and destruction by fire, vandalism and other perils in an amount equal to the replacement value of the building.

16. Indemnification. Tenant shall defend, indemnify and hold Landlord and Landlord's agents, officers, affiliates, and employees harmless against any and all claims, demands, liability, causes of action, suits, or judgments including expenses and legal fees incurred in connection with such matters, for death or injuries to persons or for loss of or damage to property arising out of or in connection with the use and occupancy of the Premises by Tenant or by Tenant's agents, employees, or invitees.

17. Liens. Tenant shall keep the Premises and the Building free from any lien arising out of any work performed, material furnished or obligation incurred by Tenant. If a mechanic's lien is filed, Tenant shall immediately cause the same to be discharged, but Tenant shall have the right to contest any such lien. If Tenant shall fail to cause such lien to be discharged within 30 days after being notified of the filing thereof and before judgment or sale thereunder, then Landlord may discharge the same, and the amount so paid by Landlord and all costs and expenses incurred by Landlord in procuring the discharge of such lien, including reasonable attorneys' fees, shall immediately be due and payable by Tenant to Landlord. Nothing contained in this lease shall be construed as consent on the part of Landlord to subject Landlord's interest in the Premises or the Building to any lien.

18. Inspection by Landlord. Tenant permits Landlord to enter the Premises to inspect it, to enforce or carry out any provision of this Lease, to perform required maintenance or repairs, or to make additions, alterations, or modifications. In the event of an emergency, Landlord may enter without prior notice, but will notify the tenant immediately. In the event that no emergency exists, Landlord will give Tenant 24 hours' notice before entering during non-business hours. In exercising its rights under this paragraph, Landlord shall make a reasonable effort not to interfere with Tenant's operations or disturb Tenant's quiet use and enjoyment of the Premises.

19. Default. The occurrence of any one or more of the following events shall constitute a material default and breach of this Lease by Tenant:

a. failure to observe or perform any of the covenants, conditions, rules, or any other nonfinancial provisions of this Lease, where the failure shall continue for a period of 30 days after Tenant's receipt of written notice of the failure from Landlord; and/or

b. filing of a petition in insolvency or bankruptcy, or a statement of insolvency.

In the event of any default by Tenant under this Lease, in addition to any other remedy, Landlord shall also have the right, with or without terminating this Lease, to re-enter and re-let the Premises. Tenant hereby agrees to pay Landlord the cost of recovering possession of the Premises, including attorney's fees, paralegal fees, and costs; the expenses of re-letting; and any other costs or damages arising out of Tenant's default. Tenant hereby waives all rights of notice to quit in the event of any abandonment of the Premises.

20. Miscellaneous.

a. Entire Agreement. This Lease, along with its exhibits, shall constitute the entire agreement between the parties. Any prior understanding or representation of any kind preceding the date of this Lease shall not be binding upon either party.

b. Timeliness. Time is of the essence of this Lease.

c. Construction. Tenant has had the opportunity to have legal counsel review this Lease on its behalf. The rule of construction that ambiguity is construed against the drafter will not apply.

d. Signatures. This Lease may be signed in counterparts, and a facsimile signature is as valid as an original.

e. Notices. Any notice, request, or other communication required or permitted to be given or made under this Lease shall be made when hand delivered, or mailed, by registered or certified mail, and addressed as follows:

If to Landlord:

Haines Borough
P.O. Box 1209
Haines, AK 99827
Phone: 907-766-2231

If to Tenant:

Chilkat Valley Preschool
P.O. Box 1165
Haines, AK 99827
Phone: 907-766-3213

IN WITNESS WHEREOF, the parties have executed this Lease the day and year first above written.

Haines Borough
By: William E. Seward
Title: Borough Manager

Signature: _____
Signature Date: _____

Chilkat Valley Preschool, Inc.
By: Lexie Dewitt
Title: President

Signature: _____
Signature Date: _____

MEMORANDUM OF AGREEMENT

This Agreement is made this 1st day of July, 2016 between the CHILKAT VALLEY PRESCHOOL (hereinafter referred to as CVP) of Haines, Alaska and the HAINES BOROUGH (hereinafter referred to as the BOROUGH).

The purpose of this agreement is to provide for the utilization and maintenance of the Haines Senior Center to expand use of the building.

The BOROUGH will continue to own the building and CVP shall manage it according to the following provisions:

1. CVP shall schedule all rentals of the building and collect all fees;
2. At the end of each quarter, CVP shall retain 25 percent of all rental fees collected and return ~~80~~ 75 percent of the fees to the BOROUGH; TSR
3. CVP shall be responsible for ensuring the building is clean and supplied with essential toiletries;
4. CVP shall be responsible for ensuring walkways and the drive-through drop-off are clear of snow;
5. CVP shall be responsible for ensuring the grease trap is cleaned daily by users of the kitchen;
6. CVP shall immediately notify the borough of maintenance items;
7. The BOROUGH shall provide snow plowing for the roads and parking lots adjacent to the Senior Center;
8. The BOROUGH shall pay for utilities;
9. The BOROUGH shall provide major maintenance.

RECEIVED HAINES BOROUGH
JUN 21 2016
CLERK'S OFFICE

Duration of Agreement:

Either party may terminate this Agreement with or without cause and without breach at any time upon at least sixty days written notice to the other of the intention to terminate.

Agreed to this 10 day of May, 2016.

Signature for the HAINES BOROUGH

Brad A Ryan Interim Borough Manager

Printed Name and Title

Alissa

Signature for the CHILKAT VALLEY PRESCHOOL

Alissa Henry board president

Printed Name and Title

Lisa Deuitt board president as of 6/1/16

7C

Haines Borough
Assembly Agenda Bill

Agenda Bill No.: 16-669
Assembly Meeting Date: 7/26/16

Business Item Description:	Attachments:
Subject: Multiple Single Residential as a Conditional Use in the Light Industrial/Commercial Zone	1. Ordinance 16-07-439 2. Planning Commission Recommendation
Originator: Planning Commission	
Originating Department:	
Date Submitted: 7/1/16	

Full Title / Motion:

The assembly already scheduled the second hearing on this ordinance draft for 8/9/16. No motion is needed now unless the second hearing date needs to change or some other action is desired such as amendments.

Administrative Recommendation:

Fiscal Impact:

Expenditure Required	Amount Budgeted	Appropriation Required	Projected Impact to Future Operating Budgets
$ n/a	$ n/a	$ n/a	n/a

Comprehensive Plan Consistency Review:

Comp Plan Goals/Objectives:	
Page 60; Goal 5 Page 199	Consistent: ■ Yes ☐ No

Summary Statement:

This ordinance is recommended by the planning commission. A citizen proposed to replace the aging mobile homes in his mobile home park with new small homes built on site. That mobile home park is in the Light Industrial/Commercial Zone (LIC), and currently code does not allow construction of multiple single-family residences in that zone. The commission discussed this topic during a public meeting on 6/9/16.

The planning commission believes the net result and impact to the neighbors is the same whether mobile homes or constructed homes. They recommend the assembly amend the zoning use chart to allow multiple single-family residences as a conditional use in LIC zone. It is the commission's opinion that this small code change will improve the quality of housing in Haines.

Referral:

Referred to: Referral Date:
Recommendation: Meeting Date:

Assembly Action:

Meeting Date(s): 7/12, 7/26/16 Public Hearing Date(s): 7/26, 8/9/16
Postponed to Date:

HAINES BOROUGH, ALASKA
ORDINANCE No. 16-07-439 **Draft**

An Ordinance of the Haines Borough amending the Zoning Use Chart in Haines Borough Code Section 18.70.040 to allow multiple single-family residences as a conditional use in the light industrial/commercial 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 is effective upon adoption.

Section 4. Amendment of Section 18.70.040 Section 18.70.040 of the Haines Borough Code is hereby amended, as follows, to allow multiple single-family residences as a conditional use in light industrial/commercial zone:

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

18.70.040 Zoning use chart

The following chart summarizes the uses allowed and the standards of review for each use, townsite planning/zoning district and the zones therein. In the commercial and industrial zones, more than one building housing a permissible principal use may be developed on a single lot; provided, that each building and use shall comply with all applicable requirements of this title. Additional requirements may be applicable to developments within some zones. See the definitions in Chapter 18.20 HBC for descriptions of each use.

ZONING USE CHART
TOWNSITE PLANNING/ZONING DISTRICT

UBR = Use-By-Right CU = Conditional Use

NA = Not Allowed GFA = Gross Floor Area

= Permit Required

= Permit Not Required

Under General Classification, uses in UPPER CASE are primary and uses in lower case are secondary.

GENERAL CLASSIFICATION →	INDUSTRIAL USES			COMMERCIAL/ Residential Uses			RESIDENTIAL USES ONLY	RESIDENTIAL/ Commercial Uses				RECREATIONAL USE
Specific Zoning Districts →	Heavy Industrial	Light Industrial/ Commercial	Waterfront Industrial	Commercial	Waterfront	Significant Structures Area	Single Residential	Multiple Residential	Rural Residential	Rural Mixed Use	Multiple Use	Recreational
USES ↓	I/H	I/L/C	I/W	C	W	SSA	SR	MR	RR	RMU	MU	REC
Multiple Single-Family Residences	NA	~~NA~~ **CU**	NA	CU	CU	NA	NA	CU	CU	CU	CU	NA

ADOPTED BY A DULY CONSTITUTED QUORUM OF THE HAINES BOROUGH ASSEMBLY THIS _____ DAY OF _____, 2016.

_____
Janice Hill, Mayor

ATTEST:

_____
Julie Cozzi, MMC, Borough Clerk

Date Introduced: 07/12/16
Date of First Public Hearing: 07/26/16
Date of Second Public Hearing: 08/09/16

Haines Borough
BOROUGH ASSEMBLY
ACTION REQUEST

DATE: 6/9/16

TO: Haines Borough Assembly

FROM: Haines Borough Planning Commission

RE: Construction of Multiple Single-Family Residences in LIC Zone in HBC 18.70.040

PLANNING COMMISSION ACTION:

M/S Lende moved to "recommend the Assembly adopt the proposed draft ordinance to amend Haines Borough Code 18.70.040". The motion carried unanimously.

RATIONALE:

Mr. Leonard Dubber proposed to replace the aging mobile homes in his Spruce Grove Mobile Home Park with new small homes built on site. However, currently the code does not allow construction of multiple single-family residences in the Light Industrial Commercial Zone. The topic was discussed on 6/9/16. Construction of multiple residences on one lot is allowed as a conditional use in many other zones in the Borough. There are existing structures that are already for residential use in LIC zone. The current code allows Mr. Dubber to have mobile homes in Spruce Grove but not single-family homes, even though the net result and impact to the neighbors is the same. In light of the discussion, the commission believed that multiple single-family residences should be considered. They agreed to change the zoning use chart to allow multiple single-family residences as a conditional use in LIC zone. This is a small code change that will improve the quality of housing in Haines.

PLANNING COMMISSION REQUEST:

- For the Borough Assembly to amend HBC 18.70.040 to read:

ZONING USE CHART

TOWNSITE PLANNING/ZONING DISTRICT

UBR = Use-By-Right CU = Conditional Use

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= Permit Required

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Specific Zoning Districts →	Heavy Industrial	Light Industrial/ Commercial	Waterfront Industrial	Commercial	Waterfront	Significant Structures Area	Single Residential	Multiple Residential	Rural Residential	Rural Mixed Use	Multiple Use	Recreational
USES ↓	I/H	I/L/C	I/W	C	W	SSA	SR	MR	RR	RMU	MU	REC
Multiple Single-Family Residences	NA	~~NA~~ CU	NA	CU	CU	NA	NA	CU	CU	CU	CU	NA

SUBMITTED BY _____

Rob Goldberg, Planning Commission Chair

Report
from the
Borough Manager

Date: 7/26/16

To: Mayor and Borough Assembly

From: William E. Seward, Borough Manager

Re: **Manager's Report**

ROADS

- Assisting DOT by facilitating second town hall meeting between DOT and the residents of Mud Bay. The next town hall is scheduled for Friday, July 29, 5-6:30 pm in the Haines Public Library.
    - DOT is hopeful the residents of Mud Bay will formulate their solution to comply with the right-of-way.

FACILITIES/PUBLIC WORKS

- Transmission replacement completed on HVFD fire truck.
- Repaired water system leak on Oslund Road.
- Public Works assisted Water & Sewer with flushing water supply system.
- Extend culvert at Piedad plant and filled in gully.
- Swept streets for the bike route portion of the 1st Annual AKtive Triathlon on Saturday, July 16.

TOURISM

- 48th Annual State Fair scheduled for 28-31 July (Thur-Sun).

FIRE/EMS

- Fire Chief instituted a burn ban during the period of July 18-19 (Mon.-Tue.), due to water supply limitation impacting our fire hydrant lines.
- Our primary water tender support T5 is back in service as of 7/15.
- HVFD responded and suppressed a small fire near the Chilkat state park boat ramp on 7/17. The fire origin was identified as the edge of a well-worn trail adjacent to the tree line on the beach. It was not apparent that a campfire was the source as no sign of a fire pit existed. Ignition was deduced to most likely be human caused. Quick response limited the extent of forest impacts to less than .5 acres.
- The FD hiring committee is reviewing applications and beginning the process to develop the interview list from the current qualified applicants. I (Fire Chief) am happy to report that we have several well qualified individuals on this initial list of applicants and feel that we should be able to fill both positions. We will continue receiving applications until I have a recommendation from my hiring committee.

POLICE

- Developing new policies for Reserve Officer and Chaplain Programs; 90% complete.
- New dispatcher Max Jusi scheduled to conclude 2-month dispatcher/communications training on 1 August 2016.

- New Dispatcher Misty Boman has been approved for hire as a Special Emergency Dispatcher, Training to start 19 July 2016
- Chief Scott was sworn in on Monday 18 July 2016 – Chief Scott will work closely for the next two weeks with Sgt. Dryden in support of responsibilities handoff.
- Assisted Facilities with distributing Boil Water Notices (flyers) to the affected residents of Small Tracts, FAA, Tower Rd., and Highland Estates.

HARBOR

- Currently in the process of drafting a Request for Proposal (RFP) for Architecture and Engineering services for Lutak Dock capital improvement project. Borough Manager will forward the RFP to the Ports & Harbor Advisory Committee for concurrence and ask for their assistance to develop a freight and fuel contingency plan.
- The state Weights and Measures is coming this week to check our fuel meters.
- We have been doing a little work on our net float to make the racks removable.
- Ramp float for Excursion Inlet was successfully installed.

Pool

- The Aktive Triathlon took place on July 16th. This event brought in 34 swimmers with an additional 20+ volunteers/participants for a total of 54 persons attending.
- Swim lessons conclude on July 22nd. The June/July lesson program brought in 30 participants.
- Skagway Recreation group finishes up with their last visit on Wednesday July 20th. This brought in an additional 100 patron visits for the facility.
- Due to 3 staff members leaving town earlier than expected we are short staffed. The cashier and lifeguarding positions are open and being advertised.
- We are currently experiencing some minor difficulties with the Bactalk system readings and as of Monday July 18th, the system is not responding. All systems are being monitored manually.
- A facility tour took place with Borough Manager Bill Seward on Monday July 18th.

WATER/SEWER

- The Director of Public Facilities implemented a water restriction due to low water tank levels during the period of 18 – 19 July (Mon-Tue).
    - The shortage of water was a result of an unknown blockage in the Lily Lake line.
    - Crystal Cathedrals water system was turned on to supply water, but was unable to meet our consumption rate of 350K gpd.
    - Discoloration of the water was being reported by some of our customers because of the sediment from the bottom of the water tanks. Some residents reported no water.
    - Piedad Springs Water Source was operational, but unusable pending a DEC water sample test.
    - A Boil Water Notice was implemented due to low to no water pressure for the areas of Small Tracts, FAA, Tower Rd., and Highland Estates.
    - A Public Notice was posted to the borough's Facebook page, webpage and broadcasted/posted on the KHNS radio/website.
    - Non-Essential Water Restriction was lifted on July 20, 2016, at 8:25 a.m.
    - The Boil Water Notice was lifted on July 20, 2016, at 4 p.m.

Library

- The library will be receiving $6,900 through the Public Library Assistance grant for FY17. These funds will be used to assist with collection development, supplies, and travel to the Alaska Library Association conference.
- The Summer Reading Program Finale is scheduled for August 3 beginning at 11am. It will include puppet shows, music, stories, and a cook-out. Thanks to Holly Davis and the Friends of the Library for helping make this a success.

- From August 13-16, the library is partnering with the Chilkoot Indian Association, AmeriCorps, American Bald Eagle Foundation, Takshanuk Watershed Council and the Alaska Department of Fish and Game to offer *Harvest Camp* for youth ages 12-18. The Camp will give youth a chance to learn how to preserve fish and berries, make fishing lures and go fishing; go birding, and learn drumming and dancing skills. The day camp will conclude with an Elder appreciation night.
- The library will be closed on Saturday July 30th for the fair.

TOURISM

- The 2017 DRAFT Cruise Ship Schedule is out, putting Haines already at an increase from 2016. This schedule does not yet accommodate for the small ship traffic which we predict will be the same or greater than 2016 (Small ships should produce 28 stops and approximately 2000 passengers in 2016). For the 2017 season we currently have 41 stops with an estimated 44,113 passengers – without the small ships this is still an increase from 2016. 3 of these new stops are with a 2600 passenger Princess ship, and 6 stops from the elite Seabourn cruise line. These numbers are still in working format. We do attribute the addition of Seabourn and the additional Princess stops to the initiative and marketing efforts during our ship visits.

- The Visitor Center is still receiving higher than average number of walk in traffic.

- Working with Spawn Ideas and James Alborough to implement the Online Marketing Audit. We have seen a great increase in traffic with just a few recommended changes to our search words and other behind the scene tricks to Search Engine Optimization (SEO) and Search Engine Marketing (SEM). I have been working with a few local volunteers to increase our presence on Instagram, Twitter and to eventually start a YouTube video contest.

- We are preparing for the fair and the large numbers of visitors that will be in town. We held a planning meeting with Fair organizers and borough staff to make sure we have covered bathrooms, garbage, parking, safety and camping. The Visitor Center will be running a shuttle during the week to get ferry travelers to town. We look forward to a busy four days.

- The Tourism Director attended the Destination Marketing West Leadership conference in Tucson, meeting with peers in tourism of the western states. It was a good brainstorm of marketing, budget, staffing, and other current issues in the visitor industry.

Haines Sheldon Museum
Director's Report: June 2016

June Visitor count: 1,794 people
June Volunteer hours: 221.50 hours (21 people)
Adult Programs: 3, attended by 172
Children's Programs: 1 camp, attended by 12 for 5 days (total of 60).
Collections Cataloged: 636 # Collections Updated: 1,441
Research Requests: 6 (12 hours)
June Cash Deposits: $4,537.39
June Sales (Admissions and Store): $10,346.52

Education, Public Programs, Events and Staff Training

- First Friday: Museum open 5-7, attended by 27
- June 12, 2016, 7:30 p.m.: Tlingit Tattoo Revival presentation, attended by 17
- June 13-17, 2016: Summer Camp, grades K-2, H2Oh My!, 12 children
- June 17, 2016, 5-7 p.m.: Six Week Spotlight: Mud Bay Artists Opening, attended by 86
- June 21 and June 22, 6-9 p.m.: JaFang Lu, Studio Incaminati instructor, painting Heather Lende's portrait at the ANB Hall (not the museum as originally scheduled). 21 people each evening.

Marketing

- Created and distributed July 2016 e-newsletter.
- *What's Up Yukon* ad designed and submitted.
- $1 off coupons handed out at the dock on cruise ship days.
- Gave tours to Go West Tours and a Canadian University group (6/5, 6/16, 6/17, 6/21)
- Attached "Haines 50" banners to two sides of the museum.

Administration:

- Paid **Sales tax** of $118.20 for month of May.
- Prepared new hire paperwork for new museum assistant Aly Zeiger and intern Olivia Havens
- Created invitation for Volunteer Appreciation Party.
- Re-filed eagle permit.
- Installed wireless access point to improve WIFI performance on cruise ship days – equipment did not work and will be returned.
- Started working on written Square procedures.
- Helen Alten on leave for 12 days in June.

Fundraising:

- **Gaming Permit/Quilt Raffle:** Need to complete board signatures on bank accounts to activate gaming account and finish permit application.
- Completed and submitted **National Historical Publications and Records Commission Grant** for just under $200,000 to fund an archivist and museum assistant for 18 months.
- **Museum Store:** Rearranged store, painted wall by bathrooms, and put up hanging display for clothing built by Bob Adkins. Selling a good amount from $10- $5 basket sale on jewelry. Started offering a great deal on items that have been around forever. Started with some CDs

- sold all of them for $5 each. Discussed and declined new merchandise with Juneau artist MK MacNaughton and Native artists from the lower 48.

- **Totem Trot:** Prepared list of businesses for potential Totem Trot sponsorship. Developed sponsorship levels and a sponsorship form. Handed out sponsorship folders to board members. Created marketing plan for the Totem Trot. Finalized design for Totem Trot T-shirt. Researched pricing for t-shirts. Created a Facebook event to advertise on social media. Asked Jim Shook for 14 more sandwich boards to mark the route between the totem. Began an advertising sign outlining what the money raised from the totem trot will go towards.

Exhibits:

- **New Children's Room:** Organized a detailed budget and agenda for the room. Repainted the storage cabinets and moved educational and craft supplies into the newly painted and labeled cupboards. Researched paper flooring and priced materials. Fixed torn drywall and primed it for painting. Removed the last of the extra furniture from the room and got donations for it from the community members who took it. Double checked that our permit allowed us to move our eagles around the building, and it does. Moved wood shelves into the storage shed. Diane Sly painted the floor, installed a plywood wall to block the Halon tanks, and started painting a mountain mural on the wall.
- **Sixweek Spotlight:** Assisted installing Mud Bay Artist Exhibit. Helped find creative solutions for pedestals. Created and printed window and door banners and postcards. Show opened June 17.
- Finished a small archives exhibit on the **Alaska Indian Arts** material.

Collections and Archives

- **Reference Requests:** Assisted Lucy Fowler of the University of Pennsylvania in a large research request about Louis and Florence Shotridge, tattoo artists Nakkita Trimble and Nahaan (clans, Haines House), scanned July 4th image for CVN, images for an Audubon Alaska publication.
- Purchased **Heather Lende Portrait** from JaFang Lu. (Spawned idea of an exhibit with Arts Confluence of portraits and oral histories of Haines individuals.)
- Two **Schnabel Family photo albums** were scanned and stored in the digital photo server.
- Updated collections procedures and PastPerfect **procedures**.
- Amy Lowery created an end of internship report about ongoing collections projects.
- **Gate valve:** still at the maintenance yard awaiting placement on museum hillside**.**
- **Alaska Indian Arts Acquisition:**
    - Cataloged AIA photos and entered basic information into PastPerfect. So far, 548 AIA photos are in PastPerfect. The next step is to have Lee Heinmiller come to the museum and identify the people, the date, and the project the AIA artists are working on. He should be recorded so the stories associated with the photos are part of the collection.
    - Sorted books from the last trip to AIA into four categories. Helen to go through them.
    - Scanned and printed copies of pages in the Sotheby's catalogs that showed Chilkat items. These pages were added to 1972.089.0048 in the library.
- **Archives Move Project**: Amy Lowery finalized the Archives Move Project. She finished making boxes for fragile books, integrating reference materials into the library, and replacing oral history materials that had been separated out by CJ.

- **KHNS History Talks,** 8:45-9 a.m. every other Tuesday morning**:** 6/7: Haines 50: #10, 11, 16, 6/21: Haines 50: #12, 13

Upcoming Activities

- July 1, 2016: First Friday and Good-bye party for intern Amy Lowery
- July 11-15, 2016: Summer Camp, grades 3-5, Night
- July 18-22, 2016: Summer Camp, preschool
- July 23, 2016: Volunteer Appreciation Luncheon
- August 5, 2016, 5-7 pm: Lyn Fabio's Art Opening and First Friday
- August 12, 2016: Totem Trot Pasta Dinner
- August 13, 2016: Totem Trot Fundraiser

HAINES BOROUGH
Summary of 2016 (FY17) Property Tax

District	Total Assessed Value	CPE Exempt (Optional)	Senior & Vet Exempt (Mandatory)	TotalTaxable Value	Mill Rate	Total Tax	CPE Exempt Tax Value	Sr/Vet Exempt Tax Value
F.D. #1	$ 45,733,700		($4,261,920)	$41,471,780	8.09	$ 335,507		$ 34,479
F.D. #1 +Letnikof RMSA	8,945,800		($450,000)	$8,495,800	9.26	78,671		4,167
F.D. #3	31,071,900		($3,129,100)	$27,942,800	8.17	228,293		25,565
F.D. #3 +HDT RMSA	3,510,200		($150,000)	$3,360,200	8.79	29,536		1,319
F.D. #3 +EagleVista RMSA	2,424,900		($300,000)	$2,124,900	12.29	26,115		3,687
F.D. #3 +Riverview RMSA	1,690,500		($19,500)	$1,671,000	9.07	15,156		177
BOROUGH (REMOTE)	26,734,400		($464,700)	$26,269,700	7.25	190,455		3,369
BOROUGH +HDT RMSA	7,726,200		($21,500)	$7,704,700	7.87	60,636		169
TOWNSITE	214,384,000	($6,798,300)	($24,562,410)	$183,023,290	10.47	1,916,254	$71,178	257,168
TOTAL BOROUGH	$ 342,221,600	($6,798,300)	($33,359,130)	$302,064,170		$ 2,880,623	$71,178	$ 330,100

Totals from 2016 Tax Bills Compared to FY17 Budget

		FY17 Budgeted Property Tax Revenue	2016 Tax Bills
01-01-09-4011	Property Tax Revenue -General Fund	$ 1,800,000	$ 1,798,798
01-09-49-4025	Property Tax - Letnikof RMSA	10,000	9,940
01-09-52-4031	Property Tax - Riverview RMSA	1,500	1,504
01-09-54-4025	Property Tax - Historic Dalton Trail	8,000	8,178
01-09-55-4025	Property Tax - Eagle Vista RMSA	8,000	7,437
02-01-09-4011	Property Tax Revenue -Townsite	436,000	435,595
25-01-00-4021	Property Tax -Fire District #1	195,500	195,712
25-02-00-4021	Property Tax -Fire District #3	32,408	32,291
75-01-00-4021	Property Tax -Library Bond	14,100	14,100
76-01-00-4021	Property Tax -2005 School Construction	350,683	350,683
76-02-00-4021	Property Tax -2015 School Renovations	26,385	26,385
		$ 2,882,576	$ 2,880,623

Community Purpose Optional Exemption Comparison

(From 2015 Alaska Taxable Table 6B Summary of Optional Exemptions)

	CPE Exemptions	Total Assessed Value
Haines Borough 2016	**$6,798,300**	**$ 342,221,600**

Municipalities (2015)	**Community Purpose (2015)** AS 29.45.050(b)(1)(A)	**Local Assessed Value**
Anchorage (Municipality of)	$19,551,084	$34,567,424,395
Bristol Bay Borough	$0	$333,088,966
Cordova	$0	$168,654,400
Craig	$2,560,000	$99,498,360
Dillingham	$0	$186,098,152
Eagle	$0	$9,412,922
Fairbanks North Star Borough	$21,191,629	$7,682,268,107
Juneau (City & Borough)	$20,959,389	$4,502,882,232
Kenai Peninsula Borough	$82,642,900	$6,048,228,558
Ketchikan Gateway Borough	$5,133,400	$1,404,520,848
Kodiak Island Borough	$3,670,700	$1,202,877,172
Matanuska-Susitna Borough	$20,822,900	$8,398,998,882
Nenana	$0	$17,967,578
Nome	$0	$271,121,617
North Slope Borough	$11,315,900	$679,935,566
Pelican	$0	$9,071,574
Petersburg Borough	$0	$320,638,124
Sitka (City & Borough)	$19,590,302	$1,010,407,802
Skagway (Municipality of)	$0	$327,487,352
Unalaska	$0	$545,145,000
Valdez	$2,931,520	$259,800,074
Whittier	$0	$77,275,972
Wrangell (City & Borough)	$0	$135,544,229
Yakutat (City & Borough)	$0	$45,416,827

June 2016 Haines Vol. Fire Dept. Monthly Report

The HVFD responded to two (19 responders /19.49 hours) fire callouts in June. The first was for a vehicle fire and the second was for an unattended camp fire. Fire callouts for 2016 total 14. The HVFD responded to 32 (91 responders/ 167.01 hours) ambulance calls in June. Calls included an allergic reaction, a breathing problem, an altered mental status, a back pain, a nausea/vomiting, two falls, three seizures, four medical transports, fourteen MedEvacs and three were cancelled enroute. Ambulance callouts for 2016 total 158. There were no SAR callouts in June.

The first joint meeting (11 Fire & 6 EMS, 3 hrs) was a business meeting followed by vehicle extrication training. Led by Brian Clay, fire response teams practiced using extrication tools on vehicles at Big Foot Auto. The ambulance responders practiced patient removal from vehicles using a KED at the firehall with and then went to Big Foot to work with the fire volunteers on extricating patients from a bus. The ambulance training at the joint meeting was led by Al Badgley and Thom Andriesen. The EMS training meeting (11 volunteers, 2 hrs) was run reviews with Physician sponsor Dr. Dave McCandless. The fire training (10 volunteers, 2 hrs) was forward lays using Engine 1 led by Brian Clay.

Thank you to Chuck Mitman, Brian Clay and Jacob Malone for standing by for the Kluane Bike Race. Another issue on the horizon is that ISO (Fire Insurance Rating) is coming in July to evaluate our department.

Hose testing time is here, and we've tested about 4,000 feet of hose so far. This accounts for about 20% of our total hoses. Thank you so much to HVFD volunteers Lyle Huff, Noah Vaden, Dru Neason, Amber Long and especially Darwin Feakes as well as Leslee Downer for the hose testing help. We still have a lot of hose to test, so please help when you can. We will continue to send out emails and make announcements on the radio when we're conducting testing.

The HVFD is currently advertising for a second paid firefighter/EMT, which means that we are short staffed. Please stop by and find out how you can be of service to our department

Volunteer Hours for June 2016

HVFD Fire 68 HVFD Ambulance 267 SAR

Volunteer Hours HVFD for 2016

HVFD Fire 969 HVFD Ambulance 1702 SAR

Total Volunteer Hours HVFD for 2016 2671 Hours

Respectfully Submitted,

Jenn Walsh

Firefighter/EMT

8E

Chilkat Center for the Arts

A Community Facility Operated by the Haines Borough
(907) 766-3573
facsimile (907) 766-3574
E-mail business@khns.org

Facility Administration Report
June 2016

Usage:

Chilkat Center in June was fairly slow with many of the classes taking time off or reducing amount of classes for summer. We had a few local meetings and a movie.

The Youth Theater started their classes and have been practicing all month long. Their work will culminate in performances July 22 and 23.

The Arts Confluence installed an artwork by Debi Knight-Kennedy in the foyer of the CCA. John Carlson built a beautiful custom case to showcase the work.

Upcoming uses in July: Girl's Rock Camp Monday thru Friday, 7/25-7/29

Maintenance*:*
The borough replaced the front doors to the Chilkat Center with a pair of sturdy metal doors and a combination lock – one less key to track.

Submitted by Facilities Manager, Kay Clements, for June 2016

	Chilkat Center for the Arts		
	6/30/2016		
Contact	**Function**	**Participants**	**Amount**
	Dance Studio		
Chorus Bishop	HIATUS FOR SUMMER	0	$0.00
Marilyn Harrold	Tai Chi	38	$195.00
	Lobby		
Well and Fit - Marnie Hartmann	HIATUS FOR SUMMER	0	$0.00
St Michael's - Anne Boyce	Sunday Services	75	$300.00
Well and Fit - Judy Ewald	HIATUS FOR SUMMER	0	$0.00
Mandy Ramsey	Yoga	46	$60.00
Alaska Nature Tours	lunch		$105.00
Lynn Canal Conservation	Movie	30	$75.00
Rainbow Glacier Tours	meeting		$30.00
	Conference Room		
KHNS	Board Meeting	7	n/c
FCCA	Board Meeting	8	n/c
	Auditorium/ Basement		
LCCP	Youth Theater Conservatory	50	$1,500.00
	MISC		
	June Totals	**254**	**$2,265.00**

9A

Haines Borough
Planning Commission Meeting
June 9, 2016
MINUTES

Approved

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

2. **ROLL CALL – Present:** Chairman Rob **Goldberg**, and Commissioners Lee **Heinmiller**, Brenda **Josephson,** Larry **Geise**, Don **Turner** III, Heather **Lende** and Rob **Miller.**

   Staff Present: Brad **Ryan**/Interim Manager, Jan **Hill**/Mayor, and Tracy **Cui**, Planning and Zoning Technician III.

   Also Present: Diana **Lapham/**Liaison**,** Emily **Files/**KHNS, Paul **Nelson**, Carol **Tuynman**, Joe **Parnell**, Darsie **Culbeck**, Mike **Wilson**, Sean **Brownell**, and others.

3. **APPROVAL OF AGENDA**

   Motion: **Turner** moved to "approve the agenda." **Heinmiller** seconded it. The motion carried unanimously.

4. **APPROVAL OF MINUTES** – May 12, 2016 Regular Meeting Minutes.

   Miller suggested including "Josephson's verbiage" under Item 10B1.
   Motion: **Heinmiller** moved to "approve the May 12, 2016 minutes as amended," and **Geise** seconded it. The motion carried unanimously.
   Chairman **Goldberg** and Commissioner **Miller** will meet with **Cui** tomorrow at 10 a.m. in the Borough office to go over the height ordinance.

5. **PUBLIC COMMENTS**

   Parnell expressed his concerns about the harbor expansion project. He thinks the plan misrepresents the truth.

6. **CHAIRMAN'S REPORT—None**

7. **STAFF REPORTS**

   A. **Planning & Zoning Staff Report**

      Cui reported monthly permits and citizen complaints.
      Lende asked about the sign permit issued to Jehovah's Witnesses. The question was raised if it is acceptable to put up a commercial sign in publicly owned right-of-ways to advertise a business. **Ryan** said he would like to consult with the Borough attorney.

8. **PUBLIC HEARINGS**

   A. **Mike Wilson - Heliport Conditional Use Proposal**

      Goldberg opened the public hearing at 6:47 p.m.

      Wilson and **Brownell** briefly introduced their proposal. **Brownell** stated the proposed site is a perfect spot for helicopters. **Culbeck**, **Miller** and **Geise** all agreed.

Tuynman said she is not against the proposal, but she is in favor of using the airport as much as possible for helicopter use.

Goldberg closed the public hearing at 6:55 p.m.

Lende asked about the differences between charter and tour. **Brownell** said conducting tours will require a tour permit from the Borough.

Goldberg pointed out comments from the local residents shall be considered. He is concerned about the charters. He does not think that having an unlimited number of charters is going to be acceptable for these residents. He recommended the developer communicate with the neighbors and come up with a plan to mitigate the potential impacts.

Brownell said the proposed site will bring less impact to the residents and wildlife compared to other heliports.

Turner said the commission went through the eight criteria and determined that the proposal met these eight criteria last winter. Personally, he will have a hard time saying the proposal does not meet the eight criteria five months later. He does not think there will be an increasing charter business because helicopter operation is expensive. Also, he pointed out the helicopters are not compatible at the airport. Helicopter operation is quite different from the airplane operation.

Miller suggested adding a time term limit on the permit. **Geise** disagreed.

Lende said the proposal is not compatible with the comprehensive plan. **Turner** said the proposed site is in the general use zone, which is the least restrictive zone of the Haines Borough.

Brownell said they have one of two FAA-approved helipads in the Borough.

Motion: **Josephson** moved to "approve Wilson's heliport conditional use proposal," and **Miller** seconded.

Lende said she would like to issue the permit with a stipulation of no commercial helicopter tour operations. **Josephson** pointed out that the Borough has Title 5 which restrains the commercial tour operations.

Goldberg stated he is hesitant to issue the permit without conditions.

Primary Amendment: **Lende** moved to "issue the permit for a period of two years and operation hours of 8 a.m. to 8 p.m.," and **Miller** seconded it. The primary amendment failed 1-6 with **Goldberg**, **Geise**, **Josephson**, **Heinmiller**, **Turner** and **Miller** opposed.

Secondary Amendment: **Miller** moved to "issue the permit for a period of three years," and **Lende** seconded it. The secondary amendment passed 4-3 with **Geise**, **Josephson** and **Turner** opposed.

More discussion ensued.

The main motion passed 6-1 with **Lende** opposed.

Chairman Goldberg called a five-minute recess.

9. UNFINISHED BUSINESS—None

10. NEW BUSINESS

A. Historic District/Building Review—None

B. Haines Borough Code Amendments—None

1. **Reviewing Process for Capital Improvement Projects in HBC 18.30.040**

   The commission agreed with the manager's recommendation, and modified the original ordinance to incorporate **Goldberg**'s ideas. This code change adds two sentences to the existing code. Projects will have to come for a review and a public hearing at the conceptual stage. The commission may then decide if the project warrants further review.

   Motion: **Lende** moved to "recommend the Assembly adopt the draft ordinance," and **Geise** seconded. The motion carried unanimously.

2. **Refining Definitions of Mobile Home and Modular Home in HBC 18.20.020**

   Mr. Leonard Dubber proposed to replace the aging mobile homes in his Spruce Grove Mobile Home Park with new small homes built on site. However, currently the code does not allow construction of multiple single-family residences in the Light Industrial Commercial Zone. Construction of multiple residences on one lot is allowed as a conditional use in many other zones in the Borough. There are existing structures that are already for residential use in LIC zone. The current code allows Mr. Dubber to have mobile homes in Spruce Grove but not single-family homes, even though the net result and impact to the neighbors is the same. In light of the discussion, the commission believed that multiple single-family residences should be considered. They agreed to change the zoning use chart to allow multiple single-family residences as a conditional use in LIC zone. This is a small code change that will improve the quality of housing in Haines.

   Motion: **Lende** moved to "recommend the Assembly adopt the draft ordinance," and **Josephson** seconded. The motion carried unanimously.

3. **Classifying "Borough Parks" in HBC 18.70.040**

   Commissioners **Goldberg** and **Lende** will work with Burl Sheldon from the Parks and Recreation Advisory Committee to write a section in Borough Code that defines and regulates activities in Borough parks.

4. **Building Height Ordinance**

   The commission looked at the regulations in other towns in Alaska and will bring the matter back up for discussion in October.

C. Project Updates—None

D. Other New Business

1. **Parking Issues at Fort Seward**

   A discussion of parking issues in Fort Seward occurred, but no action was taken.

2. **Request for a Platting Action to Reserve a Potential Conflict**

   The commission discussed the potential for conflict among uses along First Avenue South. The commission rejected a suggestion that the right of way be vacated. No action was taken. Plans for the new preschool building were reviewed to general approval by the commissioners.

3. **Consideration of Vacating One Portion of 5th Ave. Right-of-Way**

   Commissioners discussed a site for the new wood chip boiler for the school. It was decided that vacating a portion of the Fifth Avenue right of way and placing the boiler there was not a good idea. The idea of purchasing a portion of the Elks property or the Alascom property was discussed.

11. COMMISSION COMMENTS—None

12. CORRESPONDENCE—None

13. SET MEETING DATES

A. Regular Meeting — **Thursday, July 7, 2016 6:30 p.m.**

14. ADJOURNMENT– 10:05 p.m.

Kathy Friedle

From: Rob Goldberg [artstudioalaska@yahoo.com]
Sent: Thursday, July 07, 2016 11:49 PM
To: Julie Cozzi; Kathy Friedle; William Seward; Jan Hill
Subject: Re: July PC Meeting Summary

Meeting Summary of the Haines Borough Planning Commission

July, 2016

10 B 1 - Allowing Accessory Apartments in the Light Industrial Commercial Zone

The commission took no action on the request to change the code to allow two apartments to be built above what is now a car wash. The code does allow one apartment as part of a commercial or industrial building for the owner, or for security purposes. The commissioners were hesitant to allow residential uses in the LIC zone as it can lead to conflicts.

10 B 2 - Removing the Haines Coastal Management Plan (HCMP) from Chapter 18.110

After much discussion, the commission decided to take no action, leaving the references to the HCMP in code intact. Commissioners felt that even without the enforcement power that was given to the HCMP by state statutes, the plan still had enough merit to be useful. It is likely that parts of the HCMP will be incorporated into the comprehensive plan at the next revision.

The commission does request that the Borough Manager seek an opinion from the Borough Attorney as to whether the HCMP is enforceable as law now that the state statutes that empowered it have been repealed. Assembly Member Margaret Friedenauer showed me a reference from the Federal Register which stated that any federal enforcement powers the HCMP may have had disappeared when the state statutes were repealed.

10 D 1 - Classification of Lot 8A For Sale

Public testimony was taken. The two parties interested in purchasing the property were heard, and much discussion ensued. Opinions were expressed both pro and con. A motion was made to "Recommend to the Assembly to Classify Lot 8A for sale contingent upon an approved investment plan within three years." The motion failed on a vote of 2 yes and 4 no.

Rob Goldberg
Chairman, Haines Borough Planning Commission

Rob Goldberg and Donna Catotti
Catotti and Goldberg Art Studio
PO Box 1154 Haines, AK 99827 USA

HAINES BOROUGH ALASKA

(X) REGULAR MEETING

( ) SPECIAL MEETING

( ) TAB ( ) PHAC ( ) LIBRARY ( ) PSC ( ) PRAC
( ) CCAB ( ) MUSEUM (X) PLANNING COM.
( ) Other_____
Please Check Appropriate Box

Committee Meeting Summary

Date 7/07/16 Time of Meeting 6:30 pm Location Assembly Chambers

Committee Members Present: Chair Person: Rob Goldberg

Brenda Josephson, Heather Lende, Lee Heinmiller, Donny Turner, Rob Miller, Larry Geise (called in)

Person Filling out form: Kathryn Friedle

Topics of Discussion:

10B1. Allowing Accessory Apartments in LIC
10B2. Remove Haines Coastal Zone Mgmt. Plan
10D1. Classification of Borough Lands for Sale
•
•

Action Taken: (Include any motions made and the vote)

10B1. Unanimous: No changes - No Action taken
10B2. " " " " " - Attorney Opinion
10D1. Motion to Table and Motion to Sell Lot 8A - Failed
•
•

Next Meeting Date: 8/11/16 * NOTE: This Summary should NOT replace Minutes or Requests for Assembly Action

Revised 02/16/16

9B

Approved

SHELDON MUSEUM AND CULTURAL CENTER, INC.
Board of Trustees Meeting
June 16, 2016 at 2:00 p.m. at the Sheldon Museum

CALL TO ORDER - 2:00pm by Jim Shook, president

Present - Lorrie Dudzik, Diana Lapham, Helen Alten, Jim Shook, Gregg Richmond, Diana Kelm, Tim Ackerman, Bill Seward, John Carlson, Michael Marks

Excused - Kelleen Adams, Anastasia Wiley

Absent - none

Additions to agenda - none

Approval of agenda - Diana/Tim M/S to approve agenda. Approved unanimously.

Approval of Minutes

- May 10, 2016 - Diana/Helen M/S to approve the minutes minus the line regarding Diana's request. Approved. One abstention by Gregg.

Public Comments

- Diana L mentioned upcoming assembly topics. Borough budget has been finalized.
- Bill asked us to consider the top three challenges facing the museum.

Staff/Board Reports

- Museum Director - Helen has just finished writing a $200,000 archives grant, because our archives system needs to be upgraded. The grant would pay the salaries of one archivist and one assistant. Further discussion on revenue will be covered next month. Summer Camp is going well.
- President's Report - Jim will be resigning as president soon.
- Treasurer's Report - Bank wants us to open a new gambling account. Paperwork is ready for signatures. Helen and Michael are qualified gaming overseers. Pull tabs are a lucrative possibility for revenue.

Upcoming Events

- Mud Bay Artists Opening: June 17, 2016, 5-7 pm
- Volunteer Appreciation Dinner: July 19, 2016 5-7 pm
- Lyn Fabio's Art in Gut Opening: August 5, 2016, 5-7 pm
- Totem Trot Dinner: August 12, 2016
- Totem Trot Fundraiser: August 13, 2016

Business

- Collections Management Policy – approve updates - Michael/Gregg M/S to approve updates. Approved unanimously.

- Deaccessions – approve list - Lorrie/John M/S to deaccession the list. Approved unanimously. Helen will inform us of the method of disposal.
- Membership meeting will be combined with volunteer appreciation on July 19 from 5 to 7.
- Totem Trot – Fundraising Tasks - We received packets containing sponsorship lists and asking tips. Helen will email a flyer that can be distributed to potential sponsors. Michael/Gregg M/S to order t-shirts immediately. Approved unanimously. Helen will email us the levels of sponsorship.

Board Comments/Discussion - none

Next meeting - July 12, 2016 2:00pm

Adjournment - 4:10pm John/Tim M/S to adjourn. Approved unanimously.

Respectfully submitted,

Lorrie Dudzik

5:30 pm Meeting Adjourn. 6:20 pm.

9C

HAINES BOROUGH ALASKA

☒ REGULAR MEETING

◯ SPECIAL MEETING

◯ TAB ◯ PHAC ◯ LIBRARY ◯ PSC ◯ PRAC
◯ CCAB ◯ MUSEUM ◯ PLANNING COM.
☒ Other AD Hoc - Comm. Mobile Vehicles

Please Check Appropriate Box

Committee Meeting Summary

Date 7/11/16 Time of Meeting 530p Location Assembly Chambers

Committee Members Present: Nelle Greene (Surgent) Chair Person: Joint
Diana Lapham.

Person Filling out form: Diana Lapham.

Topics of Discussion: Mobile Commercial vehicles

- Doug Olerud & the scooter guy in the
- audience. They urged "Less is more" open
- Haines up for business. We have seen with other businesses that this is how they can get
- a start in the business community.
- The general feeling was that don't penalize the food
- & retail trucks. Let's free enterprise
  Allow the zone map to determine where they can be

Action Taken: (Include any motions made and the vote)

- No Action - No motions as committee was missing 3 members.
-
- But we agreed to look @ code for business
- and have some slight amendments to
- incorporate the food & retail trucks

Next Meeting Date: TBA * NOTE: This Summary should NOT replace Minutes or Requests for Assembly Action

Revised 02/16/16

11B1

Haines Borough
Assembly Agenda Bill

Agenda Bill No.: 16-671
Assembly Meeting Date: 7/26/16

Business Item Description:	Attachments:
Subject: FY17 Budget Amendment Ordinance #1	1. Ordinance 16-07-440 2. Budget Amendment Worksheet 3. FY17 Payroll after CBA Ratification
Originator: Borough Manager	
Originating Department: Administration	
Date Submitted: 7/15/16	

Full Title / Motion:

Motion: Introduce Ordinance 16-07-440 and set a first public hearing for 7/26/16 and a second public hearing for 8/9/16.

Administrative Recommendation:

The borough manager recommends these budget amendments.

Fiscal Impact:

Expenditure Required	Amount Budgeted	Appropriation Required	Projected Impact to Future Operating Budgets
$ see ordinance	$ see ordinance	$ see ordinance	

Comprehensive Plan Consistency Review:

Comp Plan Goals/Objectives:	Consistent: ■ Yes ☐ No

Summary Statement:

Proposed amendments to the FY17 Budget: 1) reflect changes resulting from staff turnover and the terms of the recently-ratified collective bargaining agreement, 2) appropriate relocation expenses for the new police chief, 3) appropriate funds to donate to Southeast Conference for the AMHS strategic planning project, and 4) reflect revenue shortfall resulting from the governor's veto affecting the school debt reimbursement program.

See the ordinance for more detail.

The finance committee will review the ordinance on 8/8/16 and will provide recommendations during the 8/9/16 assembly meeting.

Referral:

Referred to: Staff referred to Finance Committee
Referral Date:
Recommendation: Committee to provide by first hearing on 8/9/16
Meeting Date: 8/8/16

Assembly Action:

Meeting Date(s): 7/26/16
Public Hearing Date(s):
Postponed to Date:

HAINES BOROUGH, ALASKA
ORDINANCE No. 16-07-440 **Draft**

AN ORDINANCE OF THE HAINES BOROUGH, PROVIDING FOR THE ADDITION OR AMENDMENT OF SPECIFIC LINE ITEMS TO THE FY17 BUDGET.

BE IT ENACTED BY THE HAINES BOROUGH ASSEMBLY:

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

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

Section 3. Appropriation. This appropriation is hereby authorized as part of the budget for the fiscal year July 1, 2016 through June 30, 2017.

Section 4. Purpose. To provide for the addition or amendment of specific line items to the FY17 budget as follows:

(1) To adjust budgeted wages, burden, and health insurance to reflect turnover in several positions as wells as the terms of the recently negotiated 3-year Collective Bargaining Agreement with Public Employees Local 71. An updated FY17 payroll spreadsheet is provided in the Assembly Meeting packet.

		Current FY17 Budget	Proposed FY17 Budget	Fund Balance Increase / (Decrease)*
01-01-10-6110	Salary & Wages – Administration	$280,338	$266,985	13,353
01-01-10-6115	Employee Burden – Admin.	85,370	81,377	3,993
01-01-10-6140	Health Insurance - Admin.	62,640	63,264	(624)
01-01-15-6110	Salary & Wages – Finance	197,329	201,154	(3,825)
01-01-15-6115	Employee Burden – Finance	60,781	61,928	(1,147)
01-01-15-6140	Health Insurance - Finance	62,640	63,264	(624)
01-01-17-6110	Salary & Wages – Assmt / Lands	161,186	153,302	7,884
01-01-17-6115	Employee Burden– Assmt / Lands	46,744	44,088	2,656
01-01-17-6140	Health Insurance – Assmt / Lands	46,980	47,448	(468)
01-02-50-6110	Salary & Wages – Dispatch	209,139	217,305	(8,166)
01-02-50-6115	Employee Burden – Dispatch	64,838	67,289	(2,451)
01-02-50-6140	Health Insurance – Dispatch	78,300	79,080	(780)
01-04-20-6110	Salary & Wages – Facilities	209,448	212,472	(3,024)
01-04-20-6115	Employee Burden – Facilities	69,323	70,340	(1,017)
01-04-20-6140	Health Insurance – Facilities	54,810	55,356	(546)
01-14-00-6110	Salary & Wages – Library	243,971	248,646	(4,675)
01-14-00-6115	Employee Burden – Library	68,500	70,659	(2,159)
01-14-00-6140	Health Insurance – Library	41,636	42,091	(455)
01-15-00-6110	Salary & Wages – Museum	122,224	125,178	(2,954)
01-15-00-6115	Employee Burden – Museum	36,992	37,878	(886)
01-15-00-6140	Health Insurance – Museum	31,320	31,632	(312)
01-16-05-6110	Salary & Wages – Parks	14,628	14,996	(368)
01-16-05-6115	Employee Burden – Parks	5,137	5,266	(129)

01-16-10-6110	Salary & Wages – CYD	10,660	11,180	(520)
01-16-10-6115	Employee Burden – CYD	959	1,006	(47)
01-16-15-6110	Salary & Wages – Pool	88,334	92,377	(4,043)
01-16-15-6115	Employee Burden – Pool	24,458	25,504	(1,046)
01-16-15-6140	Health Insurance – Pool	15,660	15,816	(156)
02-02-00-6110	Salary & Wages – Police	271,501	286,049	(14,548)
02-02-00-6115	Employee Burden – Police	90,559	95,280	(4,721)
02-02-00-6140	Health Insurance – Police	62,640	63,264	(624)
02-04-00-6110	Salary & Wages – Public Works	222,327	232,784	(10,457)
02-04-00-6115	Employee Burden – PW	75,595	76,586	(991)
02-04-00-6140	Health Insurance – Public Works	62,640	63,264	(624)
23-02-00-6110	Salary & Wages – Tourism	111,252	116,180	(4,928)
23-02-00-6115	Employee Burden – Tourism	34,404	35,910	(1,506)
23-02-00-6140	Health Insurance – Tourism	31,320	31,632	(312)
25-01-00-6110	Salary & Wages – Fire/Amb.	100,704	108,614	(7,910)
25-01-00-6115	Employee Burden – Fire/Amb.	33,990	36,550	(2,560)
25-01-00-6140	Health Insurance – Fire/Amb.	31,320	31,632	(312)
90-01-00-6110	Salary & Wages – Water	84,352	86,975	(2,623)
90-01-00-6115	Employee Burden – Water	27,958	28,813	(855)
90-01-00-6140	Health Insurance – Water	23,490	23,724	(234)
91-01-00-6110	Salary & Wages – Sewer	50,869	53,144	(2,275)
91-01-00-6115	Employee Burden – Sewer	16,945	17,685	(740)
91-01-00-6140	Health Insurance – Sewer	15,660	15,816	(156)
92-01-00-6110	Salary & Wages – Harbor	140,709	143,943	(3,234)
92-01-00-6115	Employee Burden – Harbor	48,856	49,948	(1,092)
92-01-00-6140	Health Insurance – Harbor	$ 37,845	$ 38,222	(377)
			Total increase to FY17 payroll expenditures	$ (73,615)

(2) To appropriate $15,000 of Townsite general funds for relocation expense for the new police chief.

		Current FY17 Budget	Proposed FY17 Budget	Fund Balance Increase / (Decrease)*
02-02-00-7334	Travel & Per Diem – Police	$8,500	$23,500	($15,000)

(3) To appropriate $10,000 of Economic Development sales tax funds for the Alaska Marine Highway System Reform Project.

		Current FY17 Budget	Proposed FY17 Budget	Fund Balance Increase / (Decrease)*
23-03-00-7312	Professional & Contractual Svc (AMHS System Reform)	$0	$10,000	($10,000)

(4) To remove $225,207 of State Revenue for the school debt reimbursement program. This revenue shortfall resulted from the Governor's recent veto. This amendment also shifts Areawide property tax from the general fund (01) to the debt service fund (76) in order to cover the shortfall.				
		Current FY17 Budget	Proposed FY17 Budget	Fund Balance Increase / (Decrease)*
76-01-00-4389	State Revenue – 2005 School Bond	$837,791	$628,343	($209,448)
76-02-00-4389	State Revenue – 2015 School Bond	$63,035	47,276	(15,759)
01-01-09-4011	Property Tax Revenue-Areawide GF	$1,800,000	1,574,793	(225,207)
76-01-00-4021	Property Tax Rev. - 2005 School Bond	$350,683	560,131	209,448
76-02-00-4021	Property Tax Rev. - 2015 School Bond	$26,385	42,144	15,759
Total reduced school debt reimbursement revenue resulting from Governor's veto				($225,207)

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

ADOPTED BY A DULY CONSTITUTED QUORUM OF THE HAINES BOROUGH ASSEMBLY THIS _____ DAY OF _____, 2016.

_____
Janice Hill, Mayor

ATTEST:

_____
Julie Cozzi, MMC, Borough Clerk

Date Introduced: 07/26/16
Date of First Public Hearing: __/__/__
Date of Second Public Hearing: __/__/__

HAINES BOROUGH

Proposed Amendments to the FY17 Budget - Ordinance #16-07-440

	Areawide General	Townsite General	Economic Development	Fire Service Areas	School Bond	Water Fund*	Sewer Fund*	Harbor Fund*	
FUND	01	02	23	25	76	90	91	92	
Budgeted Fund/(Cash) Balance as of 06/30/2016 $	2,839,793	1,470,356	416,698	37,449	9,384	189,422	671,888	395,119	
FY17 Adopted BUDGET Excess Revenue Over (Under) Expense	(207,808)	(78,922)	(109,432)	(2,818)	(9,000)	12,044	(274,770)	80,935	Totals
Proposed Amendments:									
1. Changes to payroll	(12,536)	(31,965)	(6,746)	(10,782)		(3,712)	(3,171)	(4,703)	(73,615)
2. Relocation expense for new hire		(15,000)							(15,000)
3. AMHS Reform Project			(10,000)						(10,000)
4. School Debt Reimbursement funding cut	(225,207)				-	-			(225,207)
									-
									-
									-
PROPOSED Excess Revenue Over (Under) CASH Expense	(445,551)	(125,887)	(126,178)	(13,600)	(9,000)	8,332	(277,941)	76,232	(323,822)
Proposed Fund Balance 06/30/2017 $	2,394,242	1,344,469	290,520	23,849	384	197,754	393,947	471,351	(323,822)
Annual Operating Budget	4,993,688	1,086,273							
Projected Fund Balance as % of Operating Budget	48%	124%							

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

FY17 *PROPOSED New CBA* PAYROLL

HAINES BOROUGH

Position	Current Employee	Straight Time Hours	Over-time Hours	Standby Hours	Hourly Rate	Gross Earnings	PERS	SBS	Medicare	Alaska ESD	Worker's Comp	Union Health Insurance	Total Costs
Administration													
Borough Manager	Bill Seward	2,080	0	0	45.67	95,000	20,900	5,824	1,378	n/a	396	15,816	139,313
Borough Clerk	Julie Cozzi	2,080	0	0	36.86	76,669	16,867	4,700	1,112	397	320	15,816	115,880
Executive Assistant	TBD	2,080	0	0	22.00	45,760	10,067	2,805	664	397	191	15,816	75,700
Deputy Clerk	Krista Kielsmeier	2,080	0	0	20.70	43,056	9,472	2,639	624	431	180	15,816	72,218
Office Assistant	Donna Lambert	520	0	0	12.50	6,500	1,430	398	94	65	27	n/a	8,515
	Totals	**8,840**	**0**	**0**		**266,985**	**58,737**	**16,366**	**3,871**	**1,290**	**1,114**	**63,264**	**411,626**
Assembly													
Mayor	Jan Hill	0	0	0	0.00	15,000	3,300	920	218	n/a	63	n/a	19,500
Deputy Mayor Member B	Diana Lapham	0	0	0	0.00	3,525	n/a	216	51	n/a	15	n/a	3,807
Assembly Member A	Margaret Friedenauer	0	0	0	0.00	3,525	n/a	216	51	n/a	15	n/a	3,807
Assembly Member C	Mike Case	0	0	0	0.00	3,525	n/a	216	51	n/a	15	n/a	3,807
Assembly Member D	Tresham Gregg	0	0	0	0.00	3,525	n/a	216	51	n/a	15	n/a	3,807
Assembly Member E	George Campbell	0	0	0	0.00	3,525	n/a	216	51	n/a	15	n/a	3,807
Assembly Member F	Ron Jackson	0	0	0	0.00	3,525	n/a	216	51	n/a	15	n/a	3,807
	Totals	**0**	**0**	**0**		**36,150**	**3,300**	**2,216**	**524**		**151**	**-**	**42,341**
Assessment / Land Management													
Assessor	Dean Olsen	2080	0	0	27.55	57,308	12,608	3,513	831	397	239	15,816	90,711
Planner I	TBD	1970	0	0	20.20	39,794	8,755	2,439	577	397	166	14,498	66,626
Planner II (leave pay out)	Xi Cui (Tracy)	110	0	0	26.00	2,860	n/a	175	41	397	12	1,318	4,804
Administrative Assistant	Kathy Friedle	2080	0	0	19.20	39,936	8,786	2,448	579	397	167	15,816	68,129
Temp Admin. Assistant	TBD	520	0	0	17.70	9,204	n/a	564	133	92	38	n/a	10,032
Planning Commissioner A		0	0	0	0.00	600	n/a	37	9	n/a	3	n/a	648
Planning Commissioner B		0	0	0	0.00	600	n/a	37	9	n/a	3	n/a	648
Planning Commissioner C		0	0	0	0.00	600	n/a	37	9	n/a	3	n/a	648
Planning Commissioner D		0	0	0	0.00	600	n/a	37	9	n/a	3	n/a	648
Planning Commissioner E		0	0	0	0.00	600	n/a	37	9	n/a	3	n/a	648
Planning Commissioner F		0	0	0	0.00	600	n/a	37	9	n/a	3	n/a	648
Planning Commissioner G		0	0	0	0.00	600	n/a	37	9	n/a	3	n/a	648
	Totals	**6,760**	**-**	**-**		**153,302**	**30,148**	**9,397**	**2,223**	**1,680**	**639**	**47,448**	**244,838**
Community Youth Development													
CYD Coordinator	Al Giddings	650	0	0	17.2	11180	n/a	685	162	112	47	n/a	12,186
	Totals	**650**	**0**	**0**		**11,180**	**-**	**685**	**162**	**112**	**47**	**-**	**12,186**
Dispatch													
Dispatcher A	Jane Clark	2080	100	0	21.20	47,276	10,401	2,898	686	397	214	15,816	77,687
Dispatcher B Supervisor	Celeste Grimes	2080	100	0	20.70	46,161	10,155	2,830	669	397	208	15,816	76,237
Dispatcher C	Sierra Hinkle	2080	100	0	18.20	40,586	8,929	2,488	588	406	182	15,816	68,995
Dispatcher D	Linda Waldo	2080	100	0	17.70	39,471	8,684	2,420	572	395	177	15,816	67,534
Dispatcher E	Maxwell Jusi	2080	100	0	16.70	37,241	8,193	2,283	540	372	177	15,816	64,622
Shift Differential	Swing Shift	2920	0	0	0.75	2,190	482	134	32	22	7	n/a	2,867
Shift Differential	Grave Yard	2920	0	0	1.50	4,380	964	268	64	44	14	n/a	5,733
	Totals	**10,400**	**500**	**0**		**217,305**	**47,807**	**13,321**	**3,151**	**2,033**	**978**	**79,080**	**363,674**

FY17 *PROPOSED New CBA* PAYROLL

HAINES BOROUGH

Position	Current Employee	Straight Time Hours	Over-time Hours	Standby Hours	Hourly Rate	Gross Earnings	PERS	SBS	Medicare	Alaska ESD	Worker's Comp	Union Health Insurance	Total Costs
Elections													
Precinct Chairman	To be determined	18	0	0	12.50	225	n/a	n/a	n/a	n/a	1	n/a	226
Precinct Chairman	To be determined	18	0	0	12.50	225	n/a	n/a	n/a	n/a	1	n/a	226
Election Worker	To be determined	18	0	0	11.00	198	n/a	n/a	n/a	n/a	1	n/a	199
Election Worker	To be determined	15	0	0	11.00	165	n/a	n/a	n/a	n/a	1	n/a	166
Election Worker	To be determined	15	0	0	11.00	165	n/a	n/a	n/a	n/a	1	n/a	166
Election Worker	To be determined	15	0	0	11.00	165	n/a	n/a	n/a	n/a	1	n/a	166
Election Worker	To be determined	15	0	0	11.00	165	n/a	n/a	n/a	n/a	1	n/a	166
Election Worker	To be determined	15	0	0	11.00	165	n/a	n/a	n/a	n/a	1	n/a	166
Election Worker	To be determined	15	0	0	11.00	165	n/a	n/a	n/a	n/a	1	n/a	166
	Totals	**159**	**0**	**0**		**1,803**					**8**		**1,811**
Finance													
Chief Fiscal Officer	Jila Stuart	1,924	0	0	31.83	61,234	13,471	3,754	888	397	255	15,816	95,815
Accounts Receivable Clerk	Tina Olsen	2,080	20	0	20.70	43,677	9,609	2,677	633	397	182	15,816	72,992
Payroll/Accounts Payable	Cathy Keller	2,080	20	0	25.70	54,227	11,930	3,324	786	397	226	15,816	86,707
Sales Tax Clerk	Jessie Badger	2,080	0	0	20.20	42,016	9,244	2,576	609	397	175	15,816	70,833
	Totals	**8,164**	**40**	**0**		**201,154**	**44,254**	**12,331**	**2,917**	**1,588**	**839**	**63,264**	**326,346**
Fire													
EMT / Firefighter	Jennifer Walsh	2,184	12	0	21.20	46,682	10,270	2,862	677	397	2,935	15,816	79,639
EMT / Firefighter	TBD	2,184	12	0	20.70	45,581	10,028	2,794	661	397	2,866	15,816	78,143
Fire Chief	Greg Palmieri	0	0	0	0.00	6,000	n/a	368	87	n/a	377	n/a	6,832
Seasonal PT EMT	TBD	500	0	0	20.70	10,350	n/a	634	150	397	651	n/a	12,182
	Totals	**4,868**	**24**	**0**		**108,614**	**20,298**	**6,658**	**1,575**	**1,191**	**6,828**	**31,632**	**176,796**
Harbors													
Harbormaster	Shawn Bell	2,080	330	0	26.25	67,574	14,866	4,142	980	397	3,389	15,816	107,165
Assistant Harbormaster	Gabe Thomas	2,080	10	0	18.70	39,177	8,619	2,402	568	397	1,965	15,816	68,943
Seasonal Assistant	Mark Allen	1,040	0	0	18.80	19,552	4,301	1,199	284	397	981	6,590	33,303
Port Security Officer	Henry Pollan	700	0	0	17.30	12,110	2,664	742	176	121	607	n/a	16,421
Port Security Officer	TBD	350	0	0	15.80	5,530	n/a	339	80	55	277	n/a	6,282
	Totals	**6,250**	**340**	**0**		**143,943**	**30,451**	**8,824**	**2,087**	**1,367**	**7,219**	**38,222**	**232,113**
Information Technology													
IT Technician	Erik Baldwin Stevens	156	0	0	23.2	3,619	796	222	52	36	15	1,357	6,098
	Totals	**156**	**0**	**0**		**3,619**	**796**	**222**	**52**	**36**	**15**	**1,357**	**6,098**

FY17 *PROPOSED New CBA* PAYROLL

HAINES BOROUGH

Position	Current Employee	Straight Time Hours	Over-time Hours	Standby Hours	Hourly Rate	Gross Earnings	PERS	SBS	Medicare	Alaska ESD	Worker's Comp	Union Health Insurance	Total Costs
Library													
Library Director	Patricia Brown	2,080	188	0	29.25	69,089	15,199	4,235	1,002	397	288	15,816	106,026
Library Aide/Technician	Lisa Blank	621	0	0	18.00	11,169	n/a	685	162	112	47	-	12,174
Assistant Librarian	Rebecca Heaton	1,560	0	0	23.70	36,972	8,134	2,266	536	370	154	15,816	64,248
Library Aide/Administration	Deborah Gravel	520	0	0	15.50	8,060	n/a	494	117	81	34	-	8,785
Library Tech II	Elizabeth Jurgeleit	754	0	0	15.50	11,687	n/a	716	169	117	49	-	12,738
Library Janitor	Dale Sanne	910	0	0	18.50	16,835	3,704	1,032	244	168	752	-	22,735
Library Tech II	Jedidiah Blum-Evitts	1,350	0	0	16.00	21,600	4,752	1,324	313	216	90	-	28,295
Technology Coordinator	Erik Baldwin Stevens	1,248	0	0	23.20	28,954	6,370	1,775	420	290	121	10,459	48,387
Education Coordinator	Jessie Morgan	1,131	0	0	18.20	20,584	4,529	1,262	298	206	86	-	26,965
Children/Youth Svcs Coord	Holly Davis	1,092	0	0	21.70	23,696	5,213	1,453	344	237	99	-	31,042
Library Aide	TBD	-	0	0	11.50	-	n/a	-	-	-	-	-	-
Library Grants													
Technology Coordinator	Erik Baldwin Stevens	416	0	0	23.20	9,651	2,123	592	140	97	40	3,915	16,558
Program Coordinator	Jessie Morgan	377	0	0	18.20	6,861	1,510	421	99	69	29	-	8,988
Cultural Coordinator	TBD Range G	130	0	0	16.70	2,171	n/a	133	31	22	9	-	2,366
Library Page	TBD Range A	300	0	0	10.00	3,000	n/a	184	44	30	13	-	3,270
	Totals	**12,489**	**188**	**0**	**302**	**270,329**	**51,533**	**16,571**	**3,920**	**2,409**	**1,809**	**46,006**	**392,578**
Museum													
Museum Director	Helen Alten	2080	0	0	27.25	56,680	12,470	3,474	822	397	236	15,816	89,895
Operations Faciliator	Madeline Witek	1970	0	0	17.2	33,884	7,454	2,077	491	339	141	15,816	60,203
Museum Assistant	Sarah Zeiger	1000	0	0	15	15,000	3,300	920	218	150	63	n/a	19,650
Museum Assistant	Donna Lambert	737	0	0	15.5	11,424	2,513	700	166	114	48	n/a	14,964
Museum Aide	J. St. Clair	347	0	0	11.5	3,991	878	245	58	40	17	n/a	5,227
Janitor	David Dzenawagis	300	0	0	14	4,200	n/a	257	61	42	188	n/a	4,748
Museum Grants													
Tlingit Language Instructor	Elsie Spud	140	0	0	17.2	2,408	n/a	148	35	24	108	n/a	2,722
Grant Funded Intern		1040	0	0	10	10,400	n/a	638	151	104	464	n/a	11,757
Grant Funded Intern		340	0	0	10	3,400	n/a	208	49	34	152	n/a	3,844
Grant Funded Coordinator (Temporary)		2080	0	0	16.7	34,736	n/a	2,129	504	347	1,551	15,660	54,928
	Totals	**10,034**	**0**	**0**		**176,122**	**26,615**	**10,796**	**2,554**	**1,591**	**2,967**	**47,292**	**267,938**
Parks													
Parks Laborer II	Kyle Klinger	920	0	0	16.3	14,996	3,299	919	217	150	680	n/a	20,262
	Totals	**920**	**0**	**0**		**14,996**	**3,299**	**919**	**217**	**150**	**680**	**-**	**20,262**
Police													
Chief of Police	TBD	2,080	0	0	45.67	95,000	20,900	5,824	1,378	397	3,015	15,816	142,329
Police Sergeant	Joshua Dryden	2,080	100	265	27.75	64,466	14,183	3,952	935	397	2,046	15,816	101,794
Police Officer	Brayton Long	2,080	100	265	25.75	60,006	13,201	3,678	870	397	1,904	15,816	95,874
Police Officer II	Chris Brown	2,080	100	265	25.75	60,006	13,201	3,678	870	397	1,904	15,816	95,874
PD Shift Differential	Swing Shift	2,920	0	0	0.75	2,190	482	134	32	0	70	n/a	2,907
PD Shift Differential	Grave Yard	2,920	0	0	1.50	4,380	964	268	64	0	139	n/a	5,815
	Totals	**8,320**	**300**	**795**		**286,049**	**62,931**	**17,535**	**4,148**	**1,588**	**9,079**	**63,264**	**444,593**

FY17 *PROPOSED New CBA* PAYROLL

HAINES BOROUGH

Position	Current Employee	Straight Time Hours	Over-time Hours	Standby Hours	Hourly Rate	Gross Earnings	PERS	SBS	Medicare	Alaska ESD	Worker's Comp	Union Health Insurance	Total Costs
Pool													
Pool Manager	RaeAnne Galasso	1976	0	0	22.20	43,867	9,651	2,689	636	397	1,959	15,816	75,015
Pool Custodian	Milosz Rybinski	520	0	0	14.50	7,540	n/a	462	109	75	337	n/a	8,524
Lifeguard Step 1	Various	936	0	0	12.50	11,700	n/a	717	170	117	522	n/a	13,226
Lifeguard Step 2	Various	832	0	0	13.00	10,816	n/a	663	157	108	483	n/a	12,227
Instructor	Various	70	0	0	14.00	982	n/a	60	14	10	44	n/a	1,110
Assistant Manager	Maggie Martin	1040	0	0	16.8	17,472	3,844	1,071	253	175	780	n/a	23,595
	Totals	**5,374**	**0**	**0**		**92,377**	**13,495**	**5,663**	**1,339**	**882**	**4,125**	**15,816**	**133,697**
Public Facilities													
Public Facilities Director	Brad Ryan	2,080	0	0	40.00	83,200	18,304	5,100	1,206	397	347	15,816	124,371
Facility Maint. Tech II	Eddie Bryant	2,080	0	0	28.50	59,280	13,042	3,634	860	397	2,647	15,816	95,675
Facility Maint. Tech II	Andus Hale	2,080	0	0	25.00	52,000	11,440	3,188	754	397	2,322	15,816	85,917
Laborer II	Allan Jobbins	1,040	0	0	17.30	17,992	3,958	1,103	261	180	803	7,908	32,205
	Totals	**7,280**	**0**	**0**		**212,472**	**46,744**	**13,025**	**3,081**	**1,371**	**6,120**	**55,356**	**338,168**
Public Works													
Public Works Superintender	TBD	2,080	65	0	24.75	53,893	11,856	3,304	781	397	2,445	14,498	87,175
One month plus lv payout	Ralph Borders	590	0	0	31.75	18,733	1,211	1,148	272	397	850	1,318	23,928
Mechanic/Operator II	Will Hickman	2,080	65	0	24.00	53,220	11,497	3,262	772	397	2,415	15,816	87,379
Equipment Operator	Ted Cheney	2,080	65	0	20.70	45,074	9,916	2,763	654	397	2,045	15,816	76,665
Equipment Operator	John Spencer	2,080	65	0	24.70	53,784	11,833	3,297	780	397	2,440	15,816	88,347
Seasonal Operator	Roger Ingledue	200	0	0	20.70	4,140	n/a	254	60	41	188	n/a	4,683
Seasonal Operator	Ryan Cook	200	0	0	19.70	3,940	n/a	242	57	39	179	n/a	4,457
	Totals	**9,310**	**260**	**0**		**232,784**	**46,314**	**14,270**	**3,375**	**2,066**	**10,561**	**63,264**	**372,634**
Tourism Promotion													
Tourism Director	Leslie Ross	2080	0	0	24	49,920	10,982	3,060	724	397	208	15,816	81,108
Information Coordinator	Tammy Piper	2080	0	0	18.5	38,480	8,466	2,359	558	385	161	15,816	66,224
Tourism Information Asst.	Linda Moyer	1205	0	0	16	19,280	4,242	1,182	280	193	80	n/a	25,256
Staff Aide - Seasonal	Malcolm Kanahele	680	0	0	12.5	8,500	1,870	521	123	85	35	n/a	11,135
	Totals	**6,045**	**0**	**0**		**116,180**	**25,560**	**7,122**	**1,685**	**1,060**	**485**	**31,632**	**183,722**
Water/Sewer													
Water/Sewer Operator	Scott Bradford	2,080	50	20	31.25	67,539	14,859	4,140	979	397	1,937	15,816	105,667
Laborer II	Allan Jobbins	1,040	50	30	17.30	19,436	4,276	1,191	282	194	558	7,908	33,845
Asst. Water/Sewer Operator	Dennis Durr	2,080	100	30	23.70	53,144	11,692	3,258	771	397	1,568	15,816	86,644
	Totals	**5,200**	**200**	**80**		**140,118**	**30,826**	**8,589**	**2,032**	**988**	**4,063**	**39,540**	**226,156**
COMBINED TOTALS		**111,219**	**1,852**	**875**		**2,685,481**	**543,107**	**164,509**	**38,913**	**21,402**	**57,726**	**686,437**	**4,197,575**

THE STATE of ALASKA

GOVERNOR BILL WALKER

Department of Labor and Workforce Development

Labor Standards and Safety
Occupational Safety and Health

1251 Muldoon Road Suite 109
Anchorage, AK 99504
Main: 907.269.4940
Toll free: 800.770.4940
Fax: 907.269.4950 / 907.269.3723

July 19, 2016

Haines Borough
Haines Borough Administration Building
ATTN: Management
103 Third Avenue S.
Haines, AK 99827

Dear Haines Borough Management,

On **7/13/2016**, the Division of Labor Standards and Safety, Occupational Safety and Health section received a notice of health hazards located at: Haines Borough Administration Building located at 103 Third Avenue S., Haines AK 99827.

The specific nature of the alleged hazards are as follows: several instances of workplace violence due to visitors harrassing, intimidating, and other threatening disruptive behavior towards employees.

We have not determined whether the hazards, as alleged, exist at your workplace; and we are not conducting an inspection at this time. However, since allegations of violations have been made, you should investigate the alleged condition (s) and make any necessary corrections or modifications by **7/26/16**. Please advise me in writing of your findings and of the action(s) you have taken, as well as photograph(s) of the corrected condition.

In your response please provide a list of all employees who work in the Haines Borough Administration Building and their job titles, all internal reports of incidents/injuries involving workplace violence (from January 2016-present), all workers compensation forms of injuries sustained by employees from workplace violence (from January 2016-present), a copy of the workplace violence program for Haines Borough, a copy of the workplace violence training program, workplace violence training records for employees who work at Haines Borough Administration Building, and a list of precautions/protective measures taken to prevent or minimize workplace violence. Please also advise of where employees receive workplace violence training (on-site or list the specific third party trainer).

The complainant involved has been advised of this preliminary response to the complaint of hazards and has been furnished a copy of this letter. Alaska Statute AS 18.60.089 provides that "No employer shall discharge or in any manner discriminate against any employee because such employee has filed any complain or because of the exercise by such employee on behalf of himself or others of any right afforded by this Act."

This letter is not a citation or a notification of proposed penalty which, according to the law, may be issued only after an inspection or investigation of the workplace. If we do not receive a response from you by **7/26/16** indicating that the appropriate action has been taken or that no hazard exists and why, an inspection may be conducted.

In addition, AKOSH's policy is to select for inspection a random sample of cases where we have received letters in which employers have indicated satisfactory corrective action to ensure that the employer has actually taken the action asserted in his letter.

Finally, any action taken by you in this matter will not automatically remove your workplace from the possibility of an unannounced inspection by duly authorized representatives of OSHA in accordance with routine scheduling procedures currently in effect. You are requested to post a copy of this letter and your response where it will be readily accessible for review by all of your employees.

If you have any questions concerning this matter, please contact the office at the address in the letterhead. Your personal support and interest in the safety and health of your employees is appreciated.

Sincerely,

Ron Anderson

Ron Anderson
Acting Chief of Enforcement, AKOSH

cc: **CFN 1114364**

Notice of Alleged Safety or Health Hazards

		Complaint Number	1114364
Establishment Name	HAINES BOROUGH		
Site Address	103 Third Avenue S. Haines, AK 99827		
	Site Phone 907-766-2231	Site FAX	907-766-2716
Mailing Address	PO Box 1209 Haines, AK 99827		
Management Official		Telephone	
Type of Business			
Primary SIC		Primary NAICS	

HAZARD DESCRIPTION/LOCATION. Describe briefly the hazard(s) which you believe exist. Include the approximate number of employees exposed to or threatened by each hazard. Specify the particular building or worksite where the alleged violation exists.

(1) Several incidents of workplace violence due to visitors harassing, intimidating, and other threatening disruptive behavior towards employees.

LOCATION: Haines Borough Administration Building

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

July 21, 2016

Ron Anderson
Acting Chief of Enforcement
Alaska Occupational Safety and Health
1251 Muldoon Road Suite 109
Anchorage, AK 99504

Re. Notice of Alleged Safety or Heath Hazards - Complaint Number 1114364

Dear Mr. Anderson:

On July 19, 2016, my office received the above-referenced notice of alleged workplace hazards. As you know, I spoke with you by phone today to explain the course of events concerning this situation, and this is a follow-up written response.

On June 29, an incident occurred between two citizens and an employee that the employee perceived as a threat that made her feel very uncomfortable. After that was brought to my attention, I enlisted the police department's help in issuing an oral no-trespass directive that was in place for two days until this employee, who was moving from the area, was no longer working at the Borough Administration Building.

My first day as Haines Borough Manager was June 20, and that incident prompted other employees to inform me of recent and past disturbances involving the safety and wellbeing of staff in this building. I am very concerned and quite aware of the 29 USC § 654 General Duty Clause, so I began meeting with staff to entertain ideas to enhance physical security in this workplace. I also engaged Public Facilities staff to develop options for structural modifications to facilitate employee safety and customer service, including physical barriers and a reception area.

On July 12, this matter was brought to the attention of the Haines Borough Assembly. During discussion, a majority of the assembly expressed a desire to maintain the status quo of very open public access to employees in the Borough Administration Building. They passed the following motion 4-2: "direct the manager to cease efforts to install any system to restrict or require any type of locking access that would prevent the public from doing their borough business."

In light of the assembly's directive to discontinue efforts to physically modify this worksite, I have drafted an administrative Workplace Violence Policy that will be instituted along with an accompanying employee training program. That draft is enclosed with this letter.

Please let me know if you have questions.

Sincerely,

William E. Seward
Borough Manager

Enclosure

HAINES BOROUGH Alaska

Borough Policy

Workplace Violence Program

Table of Contents

I. Purpose

II. Definitions

III. Responsibilities

IV. Training

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VI. Appendix A – Types of Workplace Violence

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I. Purpose

The Haines Borough will take all reasonable steps to provide a safe and secure work environment for all employees. The Borough has a **"zero tolerance"** for incidents of workplace violence and will not tolerate acts of Workplace Violence as defined below. Harassment, intimidation, assaults, stalking, or other violence, including threats of violence, direct or implied, by or against its employees, is prohibited. For Borough employees, violation of this policy may lead to disciplinary action up to and including termination from employment. Violations of this policy may also be reported to law enforcement authorities, as appropriate, or may subject violators to other legal action.

II. Definitions

Workplace Violence is defined as those incidents of violence that occur outside of normal job expectations or are not generally expected as part of regular staff duties. Incidents of violence my include but are not limited to physical or verbal threats in person, by letter or note, telephone, facsimile, or electronic mail; intimidation, harassment to include sexual harassment, attempted robbery, robbery, and destruction of Borough property. All threats are presumed to constitute a statement of intent to harm. For purposes of this program, a verbal threat is defined as any language communication. Serious incidents of workplace violence include but are not limited to physical assault, rape, murder, bomb threats, or incidents involving the use of a weapon. Generally, workplace violence is categorized into four types: violence by strangers, violence by service recipients, violence by co-workers, and violence by personal relations. (See Appendix A). Incidents of workplace violence may occur either at or away from the workplace. The determining factors in assessing whether an incident constitutes workplace violence are: the individuals involved; the relationship of the action to the workplace; and the location of the incident.

III. Responsibilities

All Borough employees' are expected to adhere to this workplace violence policy and are expected to treat each other with courtesy and respect. All Borough employees' have the responsibility to be familiar with our workplace violence policy and be proactive in the prevention of workplace violence.

The Chief of Police will conduct annual workplace violence assessment to identify the risk factors in the work environment and work practices. The assessments shall include inspecting the workplace, conducting surveys, and analyzing safety records. These assessments will be used to eliminate or reduce potential hazards, while also creating appropriate administrative and engineering controls. However, engineering controls shall not include the installation of any system that restricts or requires any type of locking mechanism that would prevent the

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public from doing their borough business pursuant to motion passed by the Borough Assembly on July 12, 2016.

IV. Training

The Haines Borough will provide relevant training and education on the following:

- Incident reporting and documentation procedures
- Procedures for filing a police report
- Workplace Violence Awareness
- De-escalation strategies

Training curriculums may be subject to change as necessary. Training will be offered to employees on an annual basis.

VI. Reporting Procedures

Borough employees or supervisors who witness or experience an occurrence or suspected occurrence of workplace violence must report the incident to their immediate supervisor or other appropriate manager. The supervisor chain will determine whether police involvement is necessary. Conversely, if the employee feels that they are in immediate physical danger, they may call the police. Police can be called from any Borough building by dialing 911. After notifying the appropriate authorities, employees shall immediately report all serious incidents of workplace violence to their supervisor. (See Appendix B)

Employees will be guaranteed that any incidents will be promptly and confidentially investigated and acted upon. There will be no retaliation against an employee who makes a good faith report of potential violence, or actual violence. If questions arise, contact your supervisor.

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Appendix A

Types of Workplace Violence

There are four types of workplace violence identified by the Occupational Safety and Health Administration in which workplace violence incidents are categorized.

Violence by Strangers

In this type of incident a stranger commits the violence. This stranger has no legitimate personal or business relationship to the worker or workplace and enters the workplace, usually on the pretence of being a customer, to commit a crime or other violent act. Also, workers may be victimized by strangers outside the "traditional" workplace, but while acting within the course and scope of their employment.

Violence by Borough Service Recipients

In these incidents, the violence is committed by someone who receives a service provided by the Borough. The violence can be committed in the workplace or outside the "traditional" workplace with service providers, while performing a job related function. This type involves people who are not known to be inherently violent, but are situationally violent. Something in the situation induces an otherwise non-violent customer or visitor to become violent. Typically, provoking situations are those, which are frustrating to the customer, such as denial of needed or desired services or delays in receiving such services.

Violence by Co-workers

In co-worker incidents, the perpetrator has an employment relationship with the workplace. The perpetrator can be a current or former employee, a prospective employee, a current or former supervisor, manager, or contractor. Co-worker violence that occurs outside the workplace, which resulted or arose from the employment relationship, is also included in this category. This type can again be divided into two types; 1) Violence between supervisors and subordinates, 2) Violence between worker at the same level.

Violence by Personal Relations

In personal relationship incidents, the violence is committed by someone who has a personal relationship with the worker, such as a current or former spouse or partner, a relative or friend. Also included in this category is the perpetrator who has a personal dispute with the worker and enters the workplace to harass, threaten, injure or kill. Such incidents are referred to as domestic violence in the workplace.

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Appendix B - Workplace Violence Report Form

I. HAINES BOROUGH Workplace Violence Report

1. Department | 2. FT/PT | 3. EMPLOYEE ID #

4. NAME (Last) (First) (M.I.)

PART I : EMPLOYEE IDENTIFICATION

WHO

5. JOB TITLE | 6. DATE OF BIRTH / / | 7. SEX ❑ 1-MALE ❑ 2-FEMALE

8. WORK ADDRESS (Street) | 9. ZIP CODE | 10. HOME PHONE ( ) | 11. WORK PHONE ( )

12. SUPERVISOR | 13. PHONE # | 14. WORK ASSIGNMENT ❑ ROUTINE ❑ NON-ROUTINE

15. WITNESSES: Last First MI Phone # Job Title (If Applicable)

WITNESS#1: _____(_____)_____

WITNESS#2: _____(_____)_____

WITNESS#3: _____(_____)_____

PERPETRATOR INFORMATION

16. NAME (Last) (First) (M.I) | 17. DATE OF BIRTH / / | 18. SEX ❑ 1-MALE ❑ 2-FEMALE

19. EMPLOYEE RELATION
❑ 1-CO-WORKER ❑ 3-CLIENT ❑ 6- SIGNIFICANT OTHER ❑ 9- OTHER
❑ 2- SUPERVISOR ❑ 4-PUBLIC/STRANGER ❑ 7- FAMILY MEMBER (Specify)
❑ 5- SPOUSE ❑ 8- FRIEND/ACQUAINTANCE
SS# or Driver's License #

20. ADDRESS | 21. ZIP CODE | 22. PHONE ( ) | 23. OCCUPATION

24. CASE HISTORY INFORMATION (If Applicable)

WHEN

25. DATE OF INCIDENT / /20___ | 26. TIME OF INCIDENT A.M. P.M. | 27. DATE INCIDENT REPORTED A.M. P.M. | 28. TIME INCIDENT REPORTED / /20___ | 29. USUAL / NORMAL WORK HOURS A.M. P.M.

30. ROTATING SHIFT 1- YES 2-NO | 31. OVERTIME 1-YES 2. NO | 32. SHIFT WORK 1-YES 2-NO | 33. DATE OF HIRE / /

WHERE

NOTE COMPLETE ONLY ONE SECTION:

34. ❑ INSIDE | 35. ADDRESS / BUILDING NAME | 36. EXACT LOCATION AT ADDRESS (Floor, Area, etc.)

37. ❑ OUTSIDE | 38. LOCATION /INTERSECTION

PART II: DESCRIPTION OF INCIDENT (*Use additional sheets if necessary)*

WHAT AND HOW

39. INCIDENT TYPE 1 -ASSAULT 2- NEAR-MISS 3-THREAT 4-HARASSMENT SPECIFY: 5-OTHER | 40. IOD 1-YES 2-NO

41. WEAPON ❑ 1- YES ❑ 2- NO | 42. TYPE / DESCRIPTION OF WEAPON: | 43. POLICE CONTACTED ❑ 1- YES ❑ 2- NO | 44. PROTECTIVE ORDER / COURT DATE 1- YES 2- NO / /

45. EVIDENCE OF THREAT/ASSAULT/HARASSMENT? 1-YES 2-NO SPECIFY

46. DESCRIBE INCIDENT IN DETAIL: *WHAT, HOW, WHY;* THREAT (S) OR VIOLENT ACT (S) CONDUCTED BY THE ALLEGED PERPETRATOR PRIOR TO THIS INCIDENT? WHAT SPECIFIC LANGUAGE WAS USED IN THE ASSAULT OR THREAT? (Use additional paper if necessary).

47. WORK ASSIGNEMENT: PLEASE CHECK THE **MOST APPROPIATE** CATEGORY
❑ A. Routine/Normal ❑ B. Non-Routine/Special Assignment
❑ C. Emergency Response/Assignment ❑ D. Other

48. EMPLOYEE SIGNATURE | 49. DATE / /20

Appendix B - Workplace Violence Report Form

PART III: FUNDAMENTAL CAUSE AND CORRECTIVE ACTION / TO BE COMPLETED BY SUPERVISOR	
50. DISCUSS POSSIBLE FUNDAMENTAL CAUSE (S) OF INCIDENT:	
51. LIST OR DESCRIBE **ALL** RECOMMENDED CORRECTIVE ACTIONS:	52. DATE RECOMMENDATIONS IMPLEMENTED / /20

PART IV: SIGNATURE AND DATE	
53. SUPERVISOR SIGNATURE	54. DATE / /20