



**Haines Borough  
Borough Assembly Meeting #35  
January 21, 2004  
MINUTES**

1. **CALL TO ORDER/PLEDGE TO FLAG**: Mayor Mike **CASE** called the meeting to order at 6:30 p.m. in the Assembly Chambers of the Municipal Building and led the pledge.
2. **ROLL CALL** **Present**: Mayor Mike **CASE** and Assembly Members Jerry **LAPP**, Stephanie **SCOTT**, Douglas **OLERUD**, Lucy **HARRELL**, and Debra **SCHNABEL**. **Absent**: Assembly Member Norm Smith.

**Staff Present**: Julie **COZZI**/Borough Clerk, Keith **BETTRIDGE**/Borough Manager, and CJ **JONES**/Museum Director.

**Visitors Present**: Christa **SADLER**/CVN, Todd **SEBENS**/KHNS, and Carolyn **WEISHAHN**.

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

M/S **OLERUD/LAPP** Motion to approve the Consent Agenda as printed.

M/S **SCHNABEL/HARRELL** Motion to amend by removing the minutes from the consent agenda and addressing separately.

The amendment motion carried unanimously.

The main motion, as amended, carried unanimously.

4. **APPROVAL OF MINUTES**: \*January 7, Regular Meeting

**SCHNABEL** asked that the mayor's comments in the minutes be changed to say that Mayor **CASE** agreed to contact DCED regarding the Assembly's desire to conduct an exit interview with Michelle **GLASS** (departing Tourism Director).

M/S **OLERUD/HARRELL** Motion to approve the minutes as amended.

The motion carried unanimously.

5. **PUBLIC COMMENTS**:

Regarding the General Use Zone and the heliport zones under consideration, Cary **WEISHAHN** asked how the planning commission and assembly plan to address the "flip side of the coin"--the general use area leftover.

**HARRELL** said the ordinances will all take affect at the same time; the things that will be permitted will be clearly stated and all others will not be permitted. Mayor **CASE** said that Title 18 includes a zoning use chart, and it would be appropriate for the planning commission to add in "heliports" to that chart. **SCHNABEL** recommended that the assembly give the planning commission direction regarding inclusion and exclusion clarity. Mayor **CASE** agreed that it would be appropriate. **SCOTT** said that the planning commission will need to work closely with the

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manager to get the right ordinance wording to make it all perfectly clear.

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

- **Borough Manager Evaluation** - Mayor **CASE** reminded the assembly that the evaluation will be discussed in executive session at the next regular meeting. He said the assembly will first meet together without the manager to come up with a unified group review to then discuss with him. **SCOTT** said that she is personally comfortable saying anything that is on her mind in the presence of the manager. Mayor **CASE** said that it is not so much a matter of comfort as it is that there are ratings the assembly needs to discuss and agree on. **HARRELL** said there could be both a majority opinion and a minority opinion provided to the manager, but it is important to come up with a group opinion. **SCOTT** asked if there is any vehicle in existence for the staff to participate and give input on the manager's performance. Mayor **CASE** said that there is not at this point and that the manager could always solicit it on his own. His experience is that it is not generally done in a formal way. **BETTRIDGE** said that he could see value in it.
  
- **Joint Meeting with the School Board** - February 4<sup>th</sup> is the date. The mayor said that a joint agenda will be created and that the meeting will most likely occur in a larger location. The presiding officer is undetermined. The clerk is researching the conduct of joint meetings.
  
- **Public Decorum** - Mayor **CASE** reminded everyone that all comments in the assembly chambers to one another and to the public must be respectful, both in words and in demeanor.
  
- **Union update** - He said that two meetings have occurred since the last assembly meeting, and both parties have signed off on 8 or 9 agreements, thus far. The remaining issues are not as easy, but progress is going forward.
  
- **DCED Workshop on the Manager Form of Government** - Mayor **CASE** said that he contacted Gina Shirey of DCED, as promised at the last meeting. She is available to come and has no preference for any particular day. He asked the assembly for their preferences. **SCHNABEL** asked if Vince Hansen would be qualified to speak to the new form of government, and the mayor said that it is a good idea and agreed to speak with him about it.

**7. PUBLIC HEARINGS:**

**A. Ordinance 03-12-037 - (Second Hearing)**

**An ordinance of the Haines Borough appropriating a \$134,225 grant from the Alaska Division of Homeland Security to the**

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**Haines Borough Fire Department for first responder preparedness.**

Mayor **CASE** opened and closed the first hearing at 7:11; there were no comments.

M/S **OLERUD/LAPP** Motion to adopt Ordinance 03-12-037.

The Motion carried unanimously on a roll call vote.

**A. Ordinance 04-01-038 - (Second Hearing)**

**An ordinance of the Haines Borough Assembly amending Haines Borough Code Section 18.70.030, Subsection M - General Use Zoning District as adopted by ordinance 03-02-007 on 2/5/2003. #5-Conditional Uses, would be amended to extend the heliport special use zone designation deadline from December 2003 to February 29, 2004.**

Mayor **CASE** opened the public hearing at 7:14pm.

**WEISHAHN** requested that the deadline be extended beyond February 29, because she is concerned about "fuzzy and grey areas" that will come up. She wondered if the questions that are arising now could be answered by the end of February.

Mayor **CASE** closed the public hearing at 7:17pm.

M/S **OLERUD/HARRELL** Motion to adopt Ordinance 04-01-038.

**SCOTT** asked if the planning commission has indicated any concerns about time, and **HARRELL** responded that they believe the deadline is adequate and, in fact, don't want it going on too long. **SCHNABEL** said she feels comfortable with the deadline but wants the assembly to provide the planning commission with a list of questions to clarify. **LAPP** said he believes some of the "fuzzy and grey" areas **WEISHAHN** is concerned about will be dealt with during the Title 18 code review. **SCHNABEL** suggested that the following list be given to the planning commission for clarification:

- (1) Will helicopter landings and takeoffs (heliports) be allowed in a general use zone with conditional use permitting?
- (2) Define "heliport."
- (3) Provide parameters for conditional use permits.
- (4) Are helicopters allowable within an industrial zone?
- (5) Define "existing use."
- (6) Address "casual use."
- (7) Address issues of safety, noise, etc.

Mayor **CASE** said that Jim **STANFORD**, one of the planning commissioners, has received a number of irate calls, and recently received a threat of physical violence because of his stand on the heliport issue.

The motion to adopt Ordinance #04-01-038 carried unanimously on a roll call vote.

**A. Ordinances for Introduction**

**1. Ordinance #04-01-039**

**An ordinance of the Haines Borough Assembly reappropriating funds for the actual cost of a school condition survey not to exceed \$40,000.**

Mayor **CASE** opened and closed the public hearing at 7:33pm; there were no comments.

M/S **OLERUD/LAPP** Motion to set Ordinance 04-01-039 for its second public hearing at the next regular assembly meeting.

The motion carried unanimously.

**2. Ordinance #04-01-040**

**An ordinance of the Haines Borough reappropriating \$150,435 for purchase of a Case front-end loader for the Haines Borough Public Works Department.**

Mayor **CASE** opened and closed the public hearing at 7:35pm; there were no comments.

M/S **OLERUD/LAPP** Motion to set Ordinance 04-01-040 for its second public hearing at the next regular assembly meeting.

The motion carried unanimously.

**8. STAFF REPORTS:**

**A. Manager**

**BETRIDGE** referred the members to his written report and the other department reports. He asked for comments or questions.

- **Administrative Offices Remodel** - **SCHNABEL** said that she would like to build a case for going back to the USDA to request additional funding. She also suggested that the borough might be able to employ or contract with a grant writer such as Cecily Stearn. **OLERUD** said that while it is true that the USDA approved the original project, the borough has substantially changed the scope. He said that in his opinion "we need to bite the bullet and just come up with the money out of reserves." Mayor **CASE** pointed out that the grant amount was originally for the 3<sup>rd</sup> class borough to have offices for five employees. Since consolidation, the intent has significantly changed; the building will be staffed with twelve employees. **BETRIDGE** assured the assembly that he has been in constant contact with Renee Johnson of USDA and that Keith Perkins, also with USDA, is quite aware of the

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situation. **SCHNABEL** said she believes the USDA would have been willing to work with the borough on additional funding if they had been "appropriately approached." Mayor **CASE** stated that good documentation and communication have occurred regularly between the borough and the USDA.

The assembly members discussed concerns about the new offices not being ready for the Willard Street employees to move in as scheduled in two days. Of biggest concern were adequate restroom facilities, construction noise and fumes, and computer-damaging dust. **BETTRIDGE** stated that he received confirmation from the contractor that the facility will be ready for move in as scheduled but agreed to consider delaying the move, if necessary. He said that he would talk with Stickler about the assembly's concerns. All of the sheet rocking and painting are done. Carpeting and a little finish work construction and the bathrooms need to be done, but the contractor is way ahead of schedule. **OLERUD** pointed out that it has been the plan since last November that the move-in was going to happen in two phases and wondered "why the hubbub now on the night before the move?" The mayor charged the manager to check on the bathrooms, fumes, dust, and the possibility of extending the lease for two weeks, if necessary.

- **Police Report** - **HARRELL** asked why there is no mention of drug arrests. Mayor **CASE** said he believes it is usually the state that handles the drug arrests with the backup assistance of the borough police. **BETTRIDGE** offered to see if he can get some statistics from the state troopers. **SCHNABEL** took the opportunity to express concern about domestic violence and disputes in this area. She said she would really like to see the police department involved in reducing the incidents.
- **Economic Development/Tourism Report** - **SCHNABEL** asked for the assembly to write a letter officially acknowledging the excellent work of Michelle **GLASS** and commending her. She also expressed dissatisfaction with the economic development report and asked about the proper channel to address her issues. Mayor **CASE** responded that the most appropriate channel would be to go through the manager. **SCHNABEL** questioned the economic development director's involvement with the Chamber of Commerce on borough time and asked if it is sanctioned. Mayor **CASE** said he believes it is appropriate. He also suggested that although it is not a part of that position's job description, perhaps it should be. Regarding the Juneau access issue, **SCOTT** said that she believes the socio-economic impacts report should be a high priority and should be available to those people that are making the decision. Mayor **CASE** said that it might well be that the socio-economic and protected traffic findings did not support the decision so they went back for more. He has

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told them that the data they were using was flawed, so they have gone back to the McDowell Group for more; they are not ready yet. **SCOTT** asked if there is a local analysis. Mayor **CASE** said that the analysis is being conducted regionally at a considerable cost. **SCHNABEL** asked if the Haines Borough is going to take an official position on the road issue. Mayor **CASE** said that the borough has only officially asked for improved marine access. **SCHNABEL** said it is very serious issue and in her opinion to sit back and not have a position would be negligent. **OLERUD** asked to wait until the plan is revealed before the borough takes a position. Regarding the Kensington Mine, **SCHNABEL** suggested that the Haines Borough make an overture toward Coeur Alaska and said it is something that she would support. She offered the idea of petitioning to have our community recognized as a domicile and to have a wonderful looking brochure extolling the benefits of living in Haines. **LAPP** wholeheartedly agreed. **HARRELL** suggested including in the brochure information about the borough's port facilities that could be used as trans-shipment for trucked-in materials.

- **Museum Report** - **CJ JONES** gave an oral museum report to supplement the written one. She also showed the Haines Government School Yearbook from 1945-46 including photographs and text. Each individual student had an autobiography, and she read the one belonging to Fred Phillips.
- **Harbor Department** - **BETTRIDGE** announced that the assistant harbormaster has resigned. **SCHNABEL** asked for the reason, but **BETTRIDGE** said that the resignation letter did not specify a reason. **SCHNABEL** requested an exit interview.

#### **9. COMMITTEE/COMMISSION REPORTS:**

- **Personnel Committee** - **SCHNABEL** said that the committee considered, at the manager's request, a year round assistant harbormaster position. As an alternative, one idea discussed was to move staff from department to department during slack times and as needs come up---to think of the borough employees in a lateral way. The committee asked the manager to discuss the possibilities with department heads and to give some thought to how it could be integrated. **BETTRIDGE** said that he is also looking into the viability of hiring two seasonal assistant harbormasters.
- **Government Affairs Committee** - **SCOTT** reported that the committee discussed agenda and meeting packet preparation and the staff time required to make sure the assembly is informed enough to take action. The manager and the clerk are requesting an agenda deadline of one week and 1 day prior to a meeting. **SCOTT** also distributed a second draft of the proposed application and supplemental information sheet.

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**SCOTT** offered kudos to **COZZI** for an "excellent tool" that will help the community provide input into the government process. **SCHNABEL** agreed that "it is wonderful" but asked that it be reformatted into a tri-fold brochure and distributed to various locations in the community, including the library and the post office.

## **10. OLD BUSINESS:**

### **A. School District Funding**

**SCOTT** recommended that the assembly ask the school district to present their budget to them. **HARRELL** said she would like the district to prioritize any "extra" items on the budget. Mayor **CASE** asked if anyone wants to put the district's request for additional FY04 funds on an agenda for specific approval. **SCOTT** said "we don't have an extra \$60,000." **LAPP** said he is opposed to giving the school district additional money. It is his understanding that the district has money in reserves and got some additional money from the state for extra students. **SCOTT** said she believes the additional money from the state went into the legal reserve fund. Mayor **CASE** reminded the assembly that this issue will undoubtedly be on the joint meeting agenda. No action was taken.

### **B. Solar Aquatics Wastewater Update**

**SCHNABEL** announced that a committee has been assembled to discuss the wastewater treatment system and will have their first meeting on Thursday, January 22 at 11:00am.

## **11. NEW BUSINESS:**

### **A. Bid(s) and Expenditure(s) Approval**

#### **1. IT/Computer Support Services contract award**

**BETTRIDGE** explained that a recent Request for Proposals resulted in three submission, 1 local business and 2 out-of-town. He and the clerk reviewed them and are recommending that the contract be offered to the local business, TDNC, which is also the apparent low bidder. The owner of the company is Todd Rafferty. The assembly asked to see copies of the proposals prior to making their decision. **OLERUD** requested that documentation be provided as a matter of course for all bid and RFP approval requests in the future. The approval was put on hold until after the executive session so that the clerk could prepare proposal copies.

M/S **OLERUD/LAPP** Motion to go into executive session to discuss the Local 71 Union.

The motion carried unanimously.

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The Executive Session lasted 52 minutes [in at 9:05 and out at 9:57].

M/S **LAPP/HARRELL** Motion to reconvene the regular meeting.

The motion carried unanimously.

**The discussion regarding the IT/Computer Support Services contract award was resumed.**

The assembly individually reviewed the three proposals. **LAPP** asked about the longevity of the recommended business. **BETTRIDGE** said that Todd Rafferty's plan is to remain in the area and has been working for Ice Communications for a few years and has a lot of local experience.

M/S **OLERUD/LAPP** Motion to approve the manager's recommendation and offer the contract to Todd Rafferty, dba TDNC.

The motion carried unanimously on a roll call vote.

**12. SET COMMITTEE MEETING DATES:**

Finance Committee meetings will occur on Friday, January 30 at 4:00 pm and every Tuesday at 4:00pm until further notice.

**13. ANNOUNCEMENTS/ASSEMBLY COMMENTS:**

**OLERUD** expressed concern about "common sense snow-plowing" and requested an explanation regarding Public Works' system. He said that the biggest volume of snow seems to get piled up where most of the driveways are. He also said that the sanding is not consistent and cited the following examples: (1)sand going up a steep road but none coming down, and (2)lots of sand by the coffee shops but very little by the pre-school.

**HARRELL** said that she was very interested in the presentation about the wastewater treatment solar idea, but after talking with Lynda Walker of Haines Sanitation, is concerned about ramifications for their system. **SCHNABEL** said that Walker has been invited to be a part of the upcoming committee meeting.

**SCOTT** said she did not realize that the assembly had approved a policy that the Visitor Center can deny locals a vacation planner if they request one. **LAPP** said that it was the former City Council that approved that policy. Mayor **CASE** said that his understanding is that it was at the request of the Chilkat Valley News. **OLERUD** said he believes the intent was to avoid just handing them out to locals, as a general rule, because of the expense and the fact that they are intended to be used as a tool to lure people to Haines. Mayor **CASE** asked the assembly if they would prefer the locals be given a limited quantity. **SCOTT** said she would prefer it to be an open policy that is monitored for problems. She does not believe there will be any. Mayor **CASE** suggested **SCOTT** draft a different policy.

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**14. ADJOURNMENT :**

M/S **OLERUD/LAPP** Motion to adjourn.

Motion carried unanimously.

The meeting was adjourned at 10:25 p.m.

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Mike Case, Borough Mayor

ATTEST:

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Julie Cozzi, Borough Clerk

S E A L: