Haines Borough
Borough Assembly Meeting #304
AGENDA

December 1, 2015 - 6:30 p.m. **Location: Assembly Chambers, Public Safety Bldg.**

Jan Hill,
Mayor

Margaret Friedenauer,
Assembly Member

Diana Lapham,
Assembly Member

Mike Case
Assembly Member

Tresham Gregg,
Assembly Member

George Campbell,
Assembly Member

Ron Jackson,
Assembly Member

David Sosa, *MPA*
Borough Manager

Julie Cozzi, *MMC*
Borough Clerk

Krista Kielsmeier
Deputy Clerk

1. CALL TO ORDER / PLEDGE TO THE FLAG

2. ROLL CALL

3. APPROVAL OF AGENDA & CONSENT AGENDA

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

Consent Agenda:
- 4 – Approve Assembly Meeting Minutes
- 8B – Accept Museum Report
- 8C – Accept Chilkat Center Report
- 9A – Accept Parks & Recreation Advisory Committee Minutes
- 9B – Accept Planning Commission Minutes
- 9C – Accept Tourism Advisory Board Minutes
- 9D – Accept Public Safety Commission Minutes
- 9E – Accept Museum Board Minutes
- 11C1 – Adopt 2016 Assembly Meeting/Agenda Schedule
- 12A – Acknowledge Correspondence re. Senior Center
- 12B – Acknowledge Correspondence re. Skier Days

∗ 4. APPROVAL OF MINUTES – 11/10/15 Regular

5. PUBLIC COMMENTS - **Sign-up is NOT required**
[This is for any topics not scheduled for public hearing.]

6. MAYOR'S COMMENTS / REPORT

7. PUBLIC HEARINGS - None

8. STAFF / FACILITY REPORTS

- **A. Borough Manager** – *12/1/15 Report*
- **∗ B. Museum** – *October 2015 Report*
- **∗ C. Chilkat Center** – *September-October 2015 Report*

9. COMMITTEE / COMMISSION / BOARD REPORTS & MINUTES

- **∗ A. Parks & Recreation Advisory Committee** – *Approved Minutes of 9/23/15*
- **∗ B. Planning Commission** – *Approved Minutes of 10/15/15*
- **∗ C. Tourism Advisory Board** – *Approved Minutes of 9/28/15 and 10/21/15*
- **∗ D. Public Safety Commission** – *Approved Minutes of 8/17/15*
- **∗ E. Museum Board of Trustees** – *Approved Minutes of 10/14/15*
- **F. Assembly Board Liaison Reports**
- **G. Assembly Standing Committee Reports**
  - **1. Government Affairs & Services Committee Report** – *Legislative Priorities*

10. UNFINISHED BUSINESS - None

11. NEW BUSINESS

- **A. Resolutions** - None
- **B. Ordinances for Introduction**
  - **1. Ordinance 15-12-424**
    An Ordinance of the Haines Borough amending Haines Borough Code Title 2 to clarify the procedure for assembly agenda preparation.

    This ordinance is recommended by the manager and clerk. **Motion**: Introduce Ordinance 15-12-424 and set a first public hearing for 12/15/15 and a second public hearing for 1/12/16.

11. NEW BUSINESS ---continued---

C. Other New Business

∗1. 2016 Assembly Meeting/Agenda Preparation Schedule

This schedule is recommended by the clerk's office after conference with the mayor and manager. It establishes the assembly regular meeting schedule for 2016 and the agenda & packet deadlines. Special meetings may still be scheduled, as needed. **Motion**: Adopt the 2016 Haines Borough Assembly Meeting Agenda Preparation Calendar.

2. Appeal of Planning Commission Decision - SEABA Conditional Use Permit

Explanation/History: *On 10/29/15, Big Salmon Ventures LLC submitted a Conditional Use Permit (CUP) application for a heliport through its agent Scott Sundberg. The borough manager recommended it be issued. On 11/12/15, the planning commission chose to deny the permit. Big Salmon Ventures submitted a timely filed appeal (on 11/16/15) of the planning commission's decision. HBC 18.30.060 allows for an appeal to the assembly of a planning commission decision. Only the appeal and the planning commission record of decision have been included in the packet for this item. If the assembly chooses to rehear this appeal, then all the documents in the record of decision will be presented. The burden of proof is on the appellant to make the case that a rehearing by the assembly is warranted.*

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

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

Any rehearing must take place at the next regularly scheduled assembly meeting (12/15/15) and include a duly-noticed public hearing.

3. Executive Session – UPDATE ON CUP LAWSUIT

Motion: Move into executive session as allowed by AS 44.62.310(c)(1) and Haines Borough Charter Section 18.03 to discuss follow-up actions regarding the court's decision and comments on the Plachta heliport CUP lawsuit; this matter qualifies for executive session because a public discussion may adversely affect the finances of the borough; the borough manager is requested to attend.

12. CORRESPONDENCE/REQUESTS

∗A. Letters Supporting Senior Center – M. Ward, P. Phillips, D. Peck, M. Wilson, and G. Haisler

∗B. Email Opposing Skier Day Expansion – S. Goll

C. Request for Action re. Police Chief Recruitment – Public Safety Commission

D. Email Declining Additional Funding – HARK

Note: the manager recommends the community nonprofit funding committee reconvene to make recommendations regarding this additional funding (see the manager's report).

13. SET MEETING DATES

14. PUBLIC COMMENTS

15. ANNOUNCEMENTS/ASSEMBLY COMMENTS

16. ADJOURNMENT

Haines Borough
Borough Assembly Meeting #303
November 10, 2015
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**, George **CAMPBELL**, Mike **CASE**, Margaret **FRIEDENAUER,** Tresham **GREGG**, and Ron **JACKSON**.

   Staff Present: David **SOSA**/Borough Manager, Julie **COZZI**/Borough Clerk, Helen **ALTEN**/Museum Director, Leslie **ROSS**/Tourism Director, and Brad **RYAN**/Director of Public Facilities.

   Visitors Present: Karen **GARCIA**/CVN, Jillian **ROGERS**/KHNS, Carol **TUYNMAN**, Brenda **JOSEPHSON**, Paul **NELSON**, Mike **DENKER**, Dana **HALLETT**, Renee **HOFFMAN**, Thom **ELY**, Meredith **POCHARDT**, Bill M**CCORD**, Don **TURNER** Jr., Evelyna **VIGNOLA**, Sean **GAFFNEY**, Joe **PARNELL**, Allyssa **HENRY**, Susan **TANDY**, Lexie **DEWITT**, Henry **WONG**, Darsie **CULBECK**, Melissa **ARONSEN**, and others.

3. **APPROVAL OF AGENDA & CONSENT AGENDA**
   The following Items were on the published consent agenda:

   4 – Approve Assembly Meeting Minutes
   8B – Finance Director Memo
   9A – Accept Planning Commission Minutes
   12A – Correspondence – Senior Center Management

Motion: CASE moved to "approve the agenda/consent agenda," and it was amended to add after item 11C2 a discussion regarding referring to committee the topic of public process for boards; move item 14 (Public Comments) ahead of the Executive Session; add following the board process item a discussion of hiring an interim manager; and remove the planning commission minutes from the consent agenda. The motion to approve the agenda/consent agenda, as amended, carried unanimously.

∗ 4. **APPROVAL OF MINUTES** – 10/27/15 Regular
   The motion adopted by approval of the consent agenda: "approve minutes of the 10/27/15 borough assembly regular meeting."

5. **PUBLIC COMMENTS**

   ELY said the issue of heliskiing land management has been rehashed over and over again. Goat populations are on the decline in this area.

   NELSON asked the assembly to please consider local hire for the interim and permanent managers.

   HENRY expressed disappointment with the scoring results for the funding grant for the Chilkat Valley Preschool. If the borough has money for studies, there is money for essential organizations. The impact of this loss of funds will be significant, and there is a lot of community support for the preschool.

   POCHARDT referenced the letter from Takshanuk Watershed Council (TWC) in the packet regarding the Title III money. She asked the assembly to reconsider giving the funds earmarked for an Excursion Inlet bridge to TWC instead. TWC would be happy to research other funding sources for that bridge. The grant funding scoring process seems too subjective.

   DEWITT said the Chilkat Valley Preschool provides education and jobs. Please support the children who are Haines' future.

   TUYNMAN is thrilled about all of the young people living in Haines, and it is a giving and beautiful community. She agreed the manager should be a local hire, because this is a unique community. Please look at finding more money for the nonprofits.

   VIGNOLA said she is amazed and disconcerted about all of the changes. She also encouraged a local hire for borough manager.

   PARNELL expressed several concerns about the harbor, including the waitlist, finances, and the expansion project.

6. MAYOR'S COMMENTS / REPORT

Mayor **HILL** commented on the following: 1) Marine Corps 240th Birthday today; there was a celebration at the museum, 2) the manager and she met with Captain Neussl of AMHS. ADOT still plans to come to Haines for a public meeting about the AMHS, and she is still encouraging public letters to be brought to the borough office, 3) next week is the Alaska Municipal League conference, and the two new assembly members will attend the Newly Elected Officials training, 4) she thanked veterans for their service (in light of Veteran's Day), and 5) she announced her assembly committee and liaison appointments. They can be adjusted, if necessary.

2015-16 Assembly Standing Committee, Liaison, and other Committee Appointments						
	Finance	**Commerce**	**Personnel**	**Government Affairs & Services**	**Liaisons**	**Other Appointments**
Margaret Friedenauer		X	X		PHAC, PSC	MOCRC
Mike Case	X	X	X		PC	MOCRC
Ron Jackson	X		X	x	PRAC	MOCRC
Diana Lapham	X		X	X	LAB, TAB	Deputy Mayor, Eagle Preserve Advisory Council
George Campbell		X		X	MBT	
Tresham Gregg	X	X		X	CCAB	

CCAB = Chilkat Center Advisory Board
LAB = Library Advisory Board
MBT = Museum Board of Trustees
PC = Planning Commission
PHAC = Port & Harbor Advisory Committee
PRAC = Parks & Recreation Advisory Committee
PSC = Public Safety Commission
TAB = Tourism Advisory Board
MOCRC = Minor Offenses Code Review Committee (ad hoc)

7. PUBLIC HEARINGS

A. Ordinance 15-09-422 – Second Hearing
An Ordinance of the Haines Borough amending the Port of Haines Terminal Tariff No. 3 to extend the rate table and to allow for a cruise ship docking discount incentive.

Mayor **HILL** opened and closed the public hearing at 7:02 p.m.; there were no public comments.

Motion: **LAPHAM** moved to "adopt Ordinance 15-09-422," and it was amended by striking '*of at least 700 feet in length*' and after the word '*docking*' adding the text '*at the Port Chilkoot Dock*.' The motion, as amended, carried 5-1 in a roll call vote with **JACKSON** opposed.

B. Ordinance 15-10-423 – Second Hearing
An Ordinance of the Haines Borough amending Haines Borough Code Title 18 Section 18.60.010(I) and 18.100.092(A) to be consistent with the State Department Of Environmental Conservation (DEC) on-site wastewater regulations.

Mayor **HILL** opened and closed the public hearing at 7:16 p.m.; there were no public comments.

Motion: **LAPHAM** moved to "adopt Ordinance 15-10-423," and the motion carried unanimously in a roll call vote.

Primary Amendment Motion: **CAMPBELL** moved to amend by removing the first strikethrough and replace with '*plans meeting DEC approval'* and replace the second bolded-underlined language with '*as required by DEC regulations*'," and the motion FAILED 3-4 with **FRIEDENAUER**, **LAPHAM**, and **JACKSON** opposed and Mayor **HILL** breaking the tie in the negative.

Motion to Refer: **JACKSON** moved to "refer **CAMPBELL**'s recommendations to the planning commission," and the motion FAILED with **JACKSON**, **FRIEDENAUER**, **LAPHAM**, and **CASE** opposed.

8. STAFF / FACILITY REPORTS

A. Borough Manager – *11/10/15 Report*

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

∗B. Finance Director – *FY16 First Quarter General Fund Financial Report*

9. COMMITTEE/COMMISSION/BOARD REPORTS & MINUTES

A. Planning Commission – *Minutes of 9/10/15*

CAMPBELL is concerned with the delay in minutes coming to the assembly. The assembly discussed the issue of communication with the various boards and the need for improvement.

Motion: FRIEDENAUER moved to "refer the issue of aligning committee meeting processes with code and state law to the Government Affairs & Services Committee and to bring recommendations to the assembly no later than the first meeting in March," and the motion carried unanimously.

B. Assembly Board Liaison Reports

JACKSON – Public Safety Commission
LAPHAM – Tourism Advisory Committee

C. Assembly Standing Committee Reports

1. Commerce Committee – 10/21/15 re. Economic Development Position

CAMPBELL explained the committee's recommendation included in the written report in the packet.

2. GAS Committee – **JACKSON** reported the committee met concerning Legislative Priorities and also met with the minor offenses group.

10. UNFINISHED BUSINESS

11. NEW BUSINESS

A. Resolutions

1. Resolution 15-11-649
A Resolution of the Haines Borough Assembly authorizing the allocation of FY16 Budgeted Funds to Non-profit Organizations.

HENRY – Please find some other creative funding for the nonprofits.

Motion: LAPHAM moved to "adopt Resolution 15-11-649," and the motion without amendment carried 5-1 in a roll call vote with **CAMPBELL** opposed.

Amendment Motion: **JACKSON** moved to "transfer $7,500 of the $272K Title III receipts to the Takshanuk Watershed Council for their educational program and move $3901.50 from the current TWC funding recommendation to the Chilkat Valley Preschool," and the motion FAILED with **LAPHAM**, **CASE**, **CAMPBELL**, and **FRIEDENAUER** opposed.

B. Ordinances for Introduction – None

C. Other New Business

1. Letter of Support for State Parks Assuming Management Responsibility for the Chilkoot River Corridor Right of Way
This is in response to a request from the Tourism Advisory Board included in the 10/27/15 assembly meeting packet.

Motion: **CASE** moved to "authorize the letter to be sent to State Parks."

Motion to Refer: **CAMPBELL** moved to refer this to the Commerce Committee," and the motion carried 4-2 with **CASE** and **LAPHAM** opposed.

2. Skier Day Limit – Discussion Item
Following the skier day allocation appeal on 10/27, assembly member Campbell requested this item be placed on this agenda.

CAMPBELL suggested managing for sales or booking limits, because managing by skier days is subjective. He would like to see this fleshed out by the end of the 2016 heliskiing season so it could take effect for the 2017 season. He made a motion to have the commerce committee look into it, but it died for lack of a second.

(At 9:27pm) **Motion**: **FRIEDENAUER** moved to "complete the agenda," and the motion carried unanimously.

3. **Public Process for Boards – Referral to Committee** – Discussion Item (added during agenda approval but actually addressed during item 9A.)
4. **Hiring an Interim Manager** – Discussion Item (added during agenda approval)

Motion: **CAMPBELL** moved that "staff develop an advertisement for an interim manager for the Haines Borough," and the motion carried unanimously.

Motion: **FRIEDENAUER** moved to "ask staff to investigate adding a search for a borough manager to the current search for a police chief," and the motion carried 4-2 with **CASE** and **GREGG** opposed.

14. PUBLIC COMMENTS – Moved to this location during approval of the agenda

WONG expressed concerns with the issue of managing the Senior Center.

JOSEPHSON clarified she is supportive of wastewater ordinance. Earlier, she was addressing a specific question that had come up.

TURNER believes it is wrong to expect the clerk to attend all of the meetings. If needed, he suggested the ordinance be amended to allow the clerk to assign others to attend them.

NELSON said the manager should not be rewarded because he has quit his contract with the borough and violated his oath of office.

TUYNMAN explained that nonprofits create an attractive community environment whether or not there is a direct economic impact.

CULBECK agreed and said location-neutral people look at pools, preschools, etc. when deciding where to live. They are economic drivers.

HALLETT thanked the assembly for referring the matter of board processes to the Government Affairs & Services Committee. He agreed it is not the clerk's responsibility to attend every meeting.

VIGNOLA is thankful for an additional Army Corps of Engineers hoop to jump through for the harbor expansion project.

11C5. Executive Session – Borough Manager Resignation

Motion: **LAPHAM** moved to "move into executive session as allowed by AS 44.62.310(c)(2) and Haines Borough Charter Section 18.03 to discuss the Borough Manager's resignation; this matter qualifies for executive session because it involves contract negotiations and a discussion of job performance that could prejudice character if held in an open meeting; David Sosa is asked to attend." The motion carried 5-1 with **CASE** opposed.

Present: Mayor Hill; Assembly Members Lapham, Jackson, Campbell, Friedenauer, Case, and Gregg; and Borough Manager David Sosa. The executive session convened at 9:51pm and ended at 10:25pm

Motion: **CAMPBELL** moved that "the assembly accepts the manager's resignation with 30 days notice without prejudice (effective 12/4/15)," and the motion carried unanimously.

Motion: **CASE** moved to "approve the letter written by the mayor that will be sent to Mr. Sosa and also go into his file," and the motion carried unanimously.

12. CORRESPONDENCE/REQUESTS

∗A. Citizen Comment re. Senior Center Management – D. Ward

13. SET MEETING DATES

There was a discussion about whether or not a special assembly meeting would be needed to address the recruitment of both an interim and a replacement manager.

Motion: FRIEDENAUER moved to "direct the manager to advertise for an interim and explore other solutions to meet the immediate needs for management," and the motion carried unanimously.

14. PUBLIC COMMENTS - moved ahead of exec session during approval of the agenda.

15. ANNOUNCEMENTS / ASSEMBLY COMMENTS

GREGG believes the assembly should reconsider the lobbyist idea before putting out an RFP. There should be a more creative solution.

LAPHAM said a lobbyist teaming up with the mayor will be important. The borough has two critical projects in need of state funding.

CASE knows lobbyists are very effective although that fact galls him.

JACKSON wondered who supervises and directs the lobbyist.

16. ADJOURNMENT – 11:03 p.m.

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

_____
Janice Hill, Mayor

ATTEST:

_____
Julie Cozzi, MMC, Borough Clerk

MANAGER'S REPORT

DATE: December 1, 2015
TO: Mayor and Borough Assembly
FROM: David B. Sosa, Borough Manager

BOROUGH ADMINISTRATION MISSION

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

Manager's Comments:

Chief Griffith's Departure: I would like to thank Chief Griffiths for the excellent service he has provided the community since his arrival. His work to improve the concerns noted in the management report and to engage the community made significant improvements to the Department. We wish him well in his new posting and look forward to opportunities to work with him as he assumes the duties of Executive Director of the Alaska Police Standards Council. For the near term Sgt Dryden will assume the duties as Acting Chief while the Borough conducts a search for a suitable Interim Police Chief. The Public Safety Commission unanimously recommended the use of an Executive Search Firm for the selection of our next Chief.

Borough Manager's Position: On 23 November the Personnel Committee met and reviewed options for identifying an individual to serve as Borough Manager. The details of that recommendation will be contained the committee report.

Army Corps of Engineers 408 Permit: After final consultation with our federal representatives it was determined that a 408 permit would be required and that the Borough will need to conduct additional testing. In light of this I directed PND to begin the testing and analysis required to support the ACOE permitting process.

Consideration of Pontoons for the Small Boat Harbor: Last week Shawn Bell, Brad Ryan, and I held a conference call with PND and a representative of the firm that could supply the pontoons as an alternative to the current PPWB. These ontoons were proposed by the supplier as a potential alternative to the PPWB and PND submitted a proposal from which identified a cost of 97K to fully research the potential for using these pontoons in our project. During the call we learned that the pontoons would not begin decoupling in Washington until next April and that process would take at least 6 weeks. There would then be additional time for upgrading, transport, etc so that in all likelihood they would not be available until the end of next summer. The rep suggested a price of 2 million per pontoon (4 million for both) which would include some upgrades and possibly transport. When we reviewed this number against all of the other known costs (mobilization, dredging, etc) there would be no savings, and in all likelihood the costs would be greater than the current project. In all likelihood we would need to get both pontoons upgraded and transported for 2 million this to be a workable solution. This presupposes that the checks on the pontoons, which cannot be conducted until next April, determine that they are suitable for use. Given the costs, the impact to timeline, and the unknowns, none of us (Shawn, Brad, or I) would recommend pursuing this option further.

Non-Profit Funding: On 12 November 2015 HARK formally notified the Borough that they declined the $14,500 in funding. They expressed their gratitude to the Assembly for awarding the funds and requested that the finds be redirected to the Community Chest for the other non-profits. I am recommending that the funds returned by HARK be placed in the Community Chest and that the Assembly re-convene the committee with the intent of assessing all those non-profits that did not receive 100% of requested funding to determine if a reallocation of funds is warranted. If a reallocation is warranted, the committee should provide updated recommendation to the Assembly at the earliest opportunity.

Facilities & Public Works: (See Attached Spreadsheet)

Lands & Planning:

Planner's Duties: There were no applicants for the temporary position posted to address the Planner's absence. In response the Borough has increased a part-time employee's hours and this individual will address permitting after receiving training. We have also contracted with Takshanauk to provide GIS support (mapping, overlays, etc) through may. The third area of responsibility, support to the planning commission, will be handled by all personnel in the Lands and Planning Departments.

Assessing:

- Fieldwork continues with the new assessment cycle that will eventually cover the entire Haines Borough when completed; with the focus on appropriate documentation & data entry that will transfer to an assessment database in the works with the IT Department and coordination with finance involving the Prop Tax billing module in Casselle.
- The emphasis on site visits has switched from a general west to east sweep of all real property accounts to the progress of new or improved construction that is being tracked by building permits and construction declarations. Note: The updated accounts will add to properties reviewed for this most recent assessment cycle started in 2015.
- AAAO Winter Meeting Highlights
    1. Local government finance and the relevance of property tax:
        - With budgets being trimmed on all level of government real property values will no doubt come under a higher level of scrutiny which reinforces the requirement for best practices and compliance with AAAO & IAAO standards.
    2. Changes to statutes and regulation.
        - It has been noted that there is no AAC regulation behind the AS 29.45 statutes. AAAO could get to many issues related to problems in assessment by creating regulation. However, changing statutes requires action by the legislature, and there has been little if any interest or cooperation on statutory changes from the legislature.
        - Changes to regulations requires a different public process with input from all affected parties, but does not require action by the legislature and may be a different avenue for change.
    3. Non-disclosure sales information:
        - Alaska is one of just a handful of states that do not require reporting of the sales information of real property. AAAO and the Alaska Municipal League are sending resolutions to Juneau to relay the desire and the need for change. However, real conversation will not get started until an elected official is willing to be the sponsor and this has not happened to-date. Our Governor recognizes the issue but is not willing to take it on in the next legislative session.
    4. The 2016 Summer Meeting will be hosted by the Fairbanks North Star Borough Lands Department in Fairbanks in July.

Finance: NSTR

Library: The library is moving ahead with a long anticipated project to join the Alaska Joint Library Catalog. The process of data collection, migration of records to a new integrated library system (ILS), and staff training on the system will take approximately 6 months. The new ILS consortium will decrease support costs by about $1000 and will offer Haines library patrons access to 1.7 million titles throughout the state. The current consortium consists of 74 public, academic, special, and K-12 libraries and serves 65% of the population of Alaska. We are excited to join so many other libraries throughout the state in offering improved yet affordable library services.

Museum: See staff report and meeting minutes in the packet.

Pool: The swimming pool attendance for October 2014 was 1,267 patron visits. This is a 24% increase from October 2014. The pool was open approximately 159 hours for October. The Thursday donations continue to come in. The event has been funded until January 28th and has been a very popular and successful program. Additionally, they have two lifeguard candidates and the course opens Thursday, November 19th. Community preschool lessons continue on weekdays and the Chilkat Valley preschool began their winter swimming program.

Repairs and maintenance for the month of November include but are not limited to:

1. Private shower stalls and plumbing in women's locker room was finished.
2. Faucet in the women's locker room was replaced.
3. Floor base for the lockers were cut and distributed as needed.
4. Lobby window frame was reinforced for winter.

Ports & Harbors:

Snow removal off the docks was overall a success with this last snowfall. We identified a few maintenance issues with our snow blowers and are looking at possibly purchasing one more machine.

We have a down phone line at Lutak so we are unable to access the security cameras at this time.

Repairs to the Roll-on Roll-off are 95% complete. Just need to replace a few more timber treads.

I have reached out to the AAHPA members concerning the Lutak Dock. Overall recommendations are to use an RFP and have it well thought out and prepared. Brad Ryan is starting to rewrite according to some templates that I have provided. We will contact the Lutak Dock Working Group and set up a meeting when we feel we have a decent product we can present to them.

PND is providing an updated launch ramp estimate to Fish and Game (free of charge). They are including the cost of relocating the park in this estimate. Fish and Game may be able to get additional funds to help support this. Additionally, PND will be providing a rough draft to us, early next week I believe, in response to USACE questions. They will only be addressing the questions that USACE posed and not any of the public comment.

Tourism: **NSTR**

Ongoing Public Works and Facilities Projects

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

Sheldon Museum and Cultural Center
Director's Report: October 2015

October Visitor count: 459
October Volunteer hours: 84.50 hours
Student Programs: 5 Junior Curator Programs (6 children are participating in the program), 2 pajama nights/movies
Collection Records Created or Altered: 66
Research Requests: 6

Some Visitor Comments from October:
"Beautiful!" – Seattle, WA
"Great! Helpful, friendly staff." – Portland, OR
"Cool" – Tulsa, OK
"Very Nice!" – Gustavus, AK

Programs, Events and Staff Training

- First Friday and Exhibit Opening: *35 Years of KHNS Radio in Haines Exhibit*: October 2 – November 14, 2015. 175 people attended.
- *Museum Store Book Sale*, first two weeks of October
- *Moved the Gift Store to the Front Lobby*: October 14-31, 2015
- *Pajama Night at the Museum* – Winter Film Series: October 17 and 24.
- Carried out 'Pajama Night at the Museum' 10/17 and 10/24. Popcorn machine provided by the fire department. The first night was attended by 8 for the showing of *The Birds,* total donations $7.75. The second night was attended by 36 for the showing of *Hocus Pocus*, a mix of kids and adults. Total donations $35.
- Started planning the 38th Annual Doll Fair (Nov 21)

Administration:

- Computer server crashed and wifi stopped working. Warren replaced two parts, but warns that this is a temporary fix and we must purchase a new server within the next year. The wifi is now working but we are not going to be using it as public wifi for the time being.
- Hired intern, Amy Lowery, for six month internship, January – June 2016.
- Completed application for Rasmuson Art Acquisition grant, Oct. 14. Requested three Tresham Gregg puppets, two Rebecca Brewer skin items, three Katie Craney pieces and two Judd sculptures. Do not expect to get all of them.
- Updated the text on Dan Henry's website
- Emptied the lobby, painted it, and moved the Museum store into the lobby area. Trained volunteers on the POS system.
- Spoke with KHNS and the Chilkat Valley News in relation to the name change voted by the Museum Board.
- Wrote a letter to our volunteers thanking them for their work here, and requesting their feedback and any changes to their contact information.
- Cleaned and organized the fabric room.
- *Madeleine Witek Vacation:* Oct. 6-13, 2015
- *Helen Alten Vacation:* Oct. 16 – Nov. 2, 2015

Exhibits

- **Adrian Revenaugh and Rebecca Brewer Six-Week Spotlight exhibit:** Exhibit closed October 31. Follow-up conversation with both exhibitors, with feedback on the program.
- **KHNS 35th Anniversary Exhibit:** Exhibit includes the 28 KHNS posters, 12 original artworks that were made into posters, historic documents and items from KHNS, historic radios, and two listening stations. Exhibition opening doubled as KHNS Annual Meeting. 175 people attended. Event and exhibition have received excellent reviews.
- **Zach James' Formline Exhibition 'our voices are still heard on our grandparents' land'**: Worked with guest curator Zach James to organize the exhibit. Designed graphics and posters for the show. Took in loans from Wayne Price, John Hagen and Stich Phillip. Created exhibit record in Past Perfect. Pulled model canoes for Wayne Price. Wayne offered information on the models, which was added them their Past Perfect records. Edited narration text.
- ***Harry Potter's World* Exhibit:** Acquired free wooden media cabinet from Klukwan for use by the Junior Curators as a cabinet of curiosities in the Harry Potter exhibition. Junior Curators spent month planning for the Harry Potter's World exhibit. Researching plausibility of animal loan mounts (namely the snowy owl) from ARLIS.
- **Kerry Cohen Six-Week Spotlight Exhibit:** Met with Kerry to discuss responsibilities, deadlines and how to create her concept in the room.
- ***Six-Week Spotlight 2016-2017:*** Applications due December 31 for next round. Updated form, set up an list serve group for artists (50) and created a campaign on Mail Chimp to solicit applications. Also put a poster up around town.
- **Key Ingredients Exhibit**: Returned objects and canned goods to donors.
- **Lobby Exhibit**: Removed New Acquisitions exhibit from Lobby.
- **Student Art Show:** Followed up with Linnus Danner to confirm artwork was returned.
- Updated the Master Artist file in Excel

Collections

- Completed Rasmuson Art Acquisition grant request for Oct. 14
- Completed outgoing loan of John Svenson's "High and Dry" for the Anchorage Museum's Rasmuson exhibit.
- Accessioned 16 newly arrived items in Menaker donation, included objects, archives , photo and final diary of Vivian Menaker (the Museum had the other 26). Diaries removed from restricted storage and transferred to Archives. Had new glass cut for 2015.021.0016, a framed print donated by the Menaker family that came with broken glass.
- Shredded outdated backup tapes and discs. Purged catalog card copies.
- Investigated 3 items thought to be missing by Zach James in collections storage. All were located.
- Contacted AK Marine Highway's Judith Green to inquire on possibility of **Pat Noonkaster's items** being from a collection of art once displayed on the ferries. Donation was accepted without information.
- Andrea Nelson met with Jim Scholl of DOT, Dave Sosa, Ralph Borders and Brad Ryan regarding next steps for acquiring the **Gate Valve 4 near Wells Bridge**. Andrea is working on clearances from SHPO and a letter of non-objection from the US Corps of Engineers. Jim is to get written permissions from DOT and the adjacent land-owner prior to action.
- **Storage Upgrades:** Compactor shelving from Juneau finally confirmed as to disposition to us. Spent most of October jumping through hoops with different State departments to get the contractors approved for removal of the units. Still no firm date on removal.
- **Research requests** (some examples):
    - Corvis Design requested Eulachon image use agreement paperwork, high resolution scans, photo identification

    - Private inquiry on identifying local carvers from two totems.
    - Inquiry into daggers in our collection
- **KHNS History Talks,** 8:45-9 a.m. every other Tuesday morning**:** 10/13 – Read description of Haines/Chilkat Valley in 1898 from one of our recent archives additions; 10/27-Discussed origins of Halloween and Trick'o'treating

Education

- **Junior Curator Program, Thursdays 2:15-3:15:** Web research on the Harry Potter exhibit (10/1), reviewed KHNS exhibit, researched collections items on shamans and plants (10/8), visited the American Bald Eagle Foundation and discussed Natural History Museums (10/15), discussed cabinets of curiosities and looked through Study collection for inspiration/to find objects for their cabinet as part of the Harry Potter Exhibit (10/22), talked about exhibition design and improvisation while sanding cabinet of curiosities for painting (10/29).

Upcoming Activities

- *Formline Exhibit* (guest curator Zachary James): November 6 – December 11, 2015
- *Doll Fair* November 21, 2015
- *New Archives and Research Area*: December commence installation of compactor units
- *Harry Potter's World* Exhibit December 18, 2015-January 30, 2016
- *Six Week Spotlight: Kerry Cohen*: Feb 5-Mar 19, 2016
- *White Fang Exhibit*: April-May 2016

Unscheduled:

- Reprint "The Tlingit" by Wallace Olson (fall 2015?)
- Totem Pole book/brochure (2016?)
- *MRV Architects:* Final concepts in Public meeting

Future Funding Needs

- Server is in need of replacement. All technology needs to be rethought and upgraded.
- Public Bathrooms need to be upgraded and made to meet ADA requirements (CIP request)
- Painting building needs to be completed. (Maintenance funds)
- Grounds improvements – plantings and water access to museum.
- More space needed – building expansion.

Chilkat Center for the Arts

8C

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

Facility Administration Report
September and October 2015

Usage:

Concerts scheduled over the last couple of months hosted by Haines Arts Council featuring Martha Redbone and her band and Kim Beggs as part of a trio. Unfortunately, Kim Beggs Trio was unable to get past the border so that has been rescheduled, maybe for January. HAC is busy recruiting new entertainment for our new year.
Conference room used as usual for board meetings for FCCA, CCA and KHNS.Rainbow Glacier Adventures had a standing spot during the summer on Mondays preparing lunch for their tours and went thru mid-September when the season ended.
October a more active month than September due to family health of teachers, going back to school and ending of vacations. Tai Chi has slowly been building an audience and the other classes are going great guns.
The CCA hosted the elections for the first time and despite some lighting and getting-used-to-change issues was a success.
HAC will host a preliminary film evening in November to see what the economics would be like for a film evening to go thru the winter in addition to the usual Oscar Shorts etc.
Rivertalk returns November 5th. Story telling at its finest – 7 minutes, 7 people, 7 dollars.

Upcoming events:
The Holly Jolly Follies in December
Haines High School music festivals
April 2016, the CCA will host the TIA Conference from the Yukon**.**

Maintenance*:*

Our custodian was called away by a family death in September and Mike Wilson filled in as much as possible. Our temp help left before the return of our regular guy in mid-September so we were a little short of help during that time with clean-up and general maintenance but we are back on schedule now.

Dying batteries in the exit signs have been an issue – there are dozens of them around the building that seem to have a short shelf life and when they die (or are dying) they beep constantly. Ed Bryant came in and replaced two in the theater and will be back to replace a couple of others that won't stop pinging.

The FCCA is looking at a grant to help remodel the kitchen. Plans showing wiring and plumbing would be helpful but don't seem to be available due to the many remodels of the building over the years. Lee Heinmiller offered to help with behind the scenes should the need arise when plans and grant are secured.

Submitted by Facilities Manager, Kay Clements, October2015

	Chilkat Center for the Arts		
	9/30/2015		
Contact	**Function**	**Participants**	**Amount**
	Dance Studio		
Chorus Bishop	Jujutsu - no classes in September	0	$0.00
Marilyn Harrold	Tai Chi	10	$60.00
	Lobby		
Well and Fit	Morning Muscles (gone most of Sept)	17	$45.00
St Michael's	Sunday Services	60	$300.00
Rainbow Glacier Adventures	Lunch - September	60	$200.00
Haines Arts Council	Christy Hays Concert	60	$75.00
Lynn Canal Conservation	Annual Salmon Fest	100	$150.00
Public Safety Commission	Public Hearing	35	$75.00
Haines Police Dept	Chief Griffiths Town Hall Meetin	35	$75.00
KHNS	Haines Candidate Forum	50	$75.00
Tresham Gregg	Open Mic	25	$75.00
Al Giddings - Youth Alive!	Youth Group Meeting	20	$50.00
	Conference Room		
FCCA	Board meeting	7	n/c
KHNS	Board meeting March 18th	8	n/c
CCA	Board Meeting	6	n/c
	Auditorium/ Basement		
FCCA	Off, Off, Off Broadway	250	$375.00
	September SubTotals	743	$1,480.00
FCCA	**In Kind FCCA Use of CCA**		**-$375.00**
PSC	**In Kind Borough Use of CCA**		**-$75.00**
Town Hall meeting	**In Kind Borough Use of CCA**		**-$75.00**
KHNS	**In Kind - first of two KHNS uses in new fiscal year.**		**-$75.00**
	SeptemberTotals	**743**	**$880.00**

	Chilkat Center for the Arts		
	10/31/2015		
Contact	**Function**	**Participants**	**Amount**
	Dance Studio		
Chorus Bishop	Jujutsu - October	123	$405.00
Marilyn Harrold	Tai Chi	29	$180.00
	Lobby		
Well and Fit	Morning Muscles	52	$105.00
St Michael's	Sunday Services	60	$300.00
Well and Fit	Strength and Stretch	95	$135.00
Haines Harbor Master	Shawn Bell Town Hall Meeting	45	$75.00
Haines Borough	Election	800	$150.00
Sara Chapell	Birthday Party	12	$75.00
	Conference Room		
FCCA	Board meeting	7	n/c
KHNS	Board meeting March 18th	8	n/c
CCA	Board Meeting	6	n/c
	Auditorium/ Basement		
Haines Arts Council	Martha Redbone Concert - Oct 18th	250	$325.00
	October SubTotals	1487	$1,750.00
Haines Borough	**Election**	**800**	**-$150.00**
Town Hall meeting - HarborMaster	**In Kind Borough Use of CCA**	**45**	**-$75.00**
	OctoberTotals	**1487**	**$1,525.00**

Meeting Minutes

Parks and Recreation Advisory Board (PRAB)
September 23, 2015 at the Haines Borough Library conference room.
Meeting convened at 5:05 pm

Attendance

PRAB members: Meredith Pochardt, Tresham Gregg, George Figdor, Burl Sheldon, Richard Chapell

Approval of agenda

M/S Sheldon/Pochardt, approved unanimously.

Approval of minutes from 8/17/2015

Approved unanimously.

Plan for a waterfront trail from Port Chilkoot dock to Lookout Park

M/S Sheldon/Pochardt, approved unanimously that PRAB members will develop a plan by:

- locating a rough trail route with GPS and plotting it on a map showing land ownership and if possible, edge of harbor expansion;
- identifying desired features on the trail, such as totem poles and picnic spots;
- contacting 3 landscape architects and request rough estimates of trail design costs;
- researching grant sources for waterfront trail planning;
- presenting the plan with cost estimate in late fall to the Borough Manager as a line item in the FY17 budget.

Extract tasks for PRAB in the Comprehensive Plan and prioritize

Figdor will do this, building on waterfront project trail tasks identified by Sheldon in previous PRAB email communications.

Vision for downtown core park land adjacent to brewery, Borough office bldg., library, and school track.

Sheldon will contact Haines High art teacher Linnus Danner to propose a downtown park design assignment for high school students.

Figdor will contact Arts Confluence leader Carol Tuynman to propose a downtown park design contest for Haines artists.

Next meeting

Work session on waterfront trail route 5:00 pm Monday, Sept. 28, 2015. Meet at Lookout Park.

Monthly meeting Monday, Oct. 12, 2015, 5:00 pm at the library conference room.

Adjourn 6:30 pm

9B

Haines Borough
Planning Commission Meeting
October 15, 2015
MINUTES

Approved

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

2. **ROLL CALL – Present:** Chairman Rob **Goldberg**, Commissioners Lee **Heinmiller**, Brenda **Josephson,** Rob **Miller**, Don **Turner III**, and Robert **Venables** (called in)**. Absent:** Heather Lende.

   Staff Present: Jan **Hill**/Mayor, Brad **Ryan**/Public Facilities Director, and Tracy **Cui**/Planning and Zoning Technician III

   Also Present: Diana **Lapham** (Assembly member), Jennifer **Kemp** (DOWL, called in), Tracy **Mikowski**, Michael **Wilson** (called in), David **Smith**, Sean **Gaffney**, Thom **Ely**, Lyle **Huff**, Elizabeth **Lyons**, Carolyn **Weishahn**, and others.

3. **APPROVAL OF AGENDA**

   Goldberg suggested adding Item 9B temporary residence ordinance. The other commissioners agreed.

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

4. **APPROVAL OF MINUTES** – September 10, 2015 Regular Meeting Minutes

   Josephson requested adding her comments regarding the minor offenses ordinance under Item 11.

   Motion: **Miller** moved to "approve the September 10, 2015 minutes as amended." **Turner** seconded it. The motion carried unanimously.

5. **PUBLIC COMMENTS**

6. **CHAIRMAN'S REPORT**

7. **STAFF REPORTS**

   A. Planning & Zoning Staff Report

   Cui reported monthly permits and updates on projects.

8. **PUBLIC HEARINGS**

   A. Haines Animal Rescue Kennel (HARK) – 50' Patent Vacation

   Goldberg opened the hearing at 6:45 p.m., and closed the hearing at 6:49 p.m.

   Motion: **Turner** moved to "approve the vacation of the 50' patent reservation within Tract 2, Subdivision Plat of Lot 40, Section 2, Township 31S, Range 59E, CRM". **Miller** seconded it. The motion carried unanimously.

   B. Michael Wilson – Heliport Conditional Use Proposal

Goldberg opened the hearing at 7:00 p.m., and closed the hearing at 7:25 p.m.

During the discussion, it was stated that ownership of the land to the west of Wilson's property was unclear.

Motion: **Miller** moved to "postpone the decision on Wilson's proposal until the adjacent property owners are identified and notified". **Heinmiller** seconded it. The motion carried unanimously.

C. Hill Top Subdivision Preliminary Long Plat Approval
Josephson recused herself.

Goldberg opened the hearing at 7:35 p.m., and closed the hearing at 7:45 p.m.

Motion: **Turner** moved to "approve the variance request to construct one portion of Bartlett Blvd. at 12 percent and crossroads within 20 feet of a through-road intersection at 5 percent". **Miller** seconded it. The motion carried 5-0.

Motion: **Turner** moved to "approve the 35 percent preliminary plat with staff's recommendations as amended by the commission". **Miller** seconded it. The motion carried 5-0.

Approval stipulations as follows:

- The variance request was granted to allow one portion of Bartlett Blvd. to be constructed at 12 percent and crossroads within 20 feet of a through-road intersection to be constructed at 5 percent;
- It appears that one portion of land was sold by a party claiming to have good title but was actually owned by someone else, which causes confusion as to the true owner of the property. For this reason, titles are also called a "cloudy title", meaning that it is difficult to "see" who the proper owner is. The developer is required to resolve this "cloudy title" issue;
- Easements must be obtained from the Port Chilkoot Company for the half-street portions of Allie Road and Tower Road not owned by the developer. Copies of the easements must be sent to the Borough as soon as they are executed and before the preliminary plat will be signed. The Port Chilkoot Company should sign "ownership certification and dedication" as affected owner on the plat;
- Water and Sewer main extensions shall be approved by DEC and authorized by the Assembly. The lines must be inspected by an impartial third-party engineer qualified to make such inspections. The inspection costs are borne by the developer. Also, the inspector shall be on site continuously while the work is being done;
- The plat shall show "statement of property taxes";
- The plat shall indicate the zoning of the proposed subdivision;
- Drainage system plans shall be provided with respect to the storm water being discharged into the adjoining property owned by the Port Chilkoot Company;
- Low water pressure issue in the subdivision for block 2, lots 2, 4, 5, 6, 7, 19, 20, 21, 31, 32, 33, 34, 35 and 36 shall be addressed and approved by DEC;
- Due to the height of lots 1 and 3, block 2, no public water service will be available to these lots. Developer must either dig a well or install a pump and water line from an available main at a lower elevation. If installing pump/line, such pump and line must be installed before property owner(s) will be allowed to connect to the public water system. Maintenance of pump and water line will remain the responsibility of the lot owners served by this line;

- Maintenance of private access to lots 1-3, block 2 is the responsibility of the owners of these lots;
- Per HBC 12.08.110(D)(1), the turnaround shall be constructed to a 4 percent grade or less;
- No lots in the subdivision may be re-subdivided except lot 3, block 2, which may only be further subdivided into two lots. Subdivider of lot 3 accepts the responsibility of providing utilities and legal and physical access to both lots formed by the subdivision;
- Hill Side Loop, Hilltop Way, and Bartlett Blvd. shall be constructed to Category I (HBC 12. 08.080); all other roads shown in the preliminary plat shall be constructed to Road Construction Standard Category II. Staff will conduct an inspection prior to grading-C or D1 application of the sub-base on Category I and II roads;
- Installation of fire hydrants will be at cost of the developer.

9. UNFINISHED BUSINESS

A. Replat of Primary School Subdivision

Motion: Heinmiller moved to "approve the replat of Primary School Subdivision". **Venables** seconded it. The motion carried unanimously.

B. Temporary Residence Ordinance

During the discussion, **Lapham** explained that there are two recommendations the Assembly would like the commission to re-consider. Due to lack of detailed information, the commission was not able to make a solid decision on this matter. Therefore, the commission requested the Assembly provide those two recommendations and rationale. Upon receipt of the written recommendations, the commission will schedule it at its next regular meeting.

10. NEW BUSINESS

A. Historic District/Building Review: None

B. Haines Borough Code Amendments

1. **Clarify "Temporary Commercial Structure"**
   The commission discussed and decided to consider allowing this type of development in town with specific criteria. They directed staff to conduct initial research on this topic and prepare a staff report/draft ordinance for its next regular meeting.

C. Project Updates – None

D. Other New Business – None

11. COMMISSION COMMENTS

Goldberg said the clarification of the height definition will be on the next agenda.

Turner pointed out that the code says that subdivisions must be reviewed by the commission at 35 percent, but it does not have that requirement for Borough projects. This led to problems in the review of the harbor project.

Venables requested scheduling "energy efficiency in public facilities" for the next meeting.

12. CORRESPONDENCE - None

13. <u>SET MEETING DATES</u>

A. Regular Meeting—Thursday, November 12, 2015.

14. <u>ADJOURNMENT</u>– 9:45 p.m.

9C

Haines Tourism Advisory Board

Tourism Director:
Leslie Ross

Assembly Liaison:
Diana Lapham

MINUTES-APPROVED

Members:
Sean Gaffney
Karen Hess
Scott Sundberg
Barbara Mulford
Rhonda Hinson
Michael Marks

Meeting Date: September 28, 2015
Date of Approval: _____

Call to Order: A meeting of the Haines Borough Tourism Advisory Board was held at Assembly Chambers on 9/28/5. The meeting convened at 9:35 a.m. with Sean Gaffney presiding.

Members in Attendance: Sean Gaffney, Karen Hess, Scott Sundberg, Michael Marks, Jeff Butcher, Barbara Mulford, Leslie Ross, Tourism Director (ex officio) and Diana Lapham Assembly Liaison.

Members Not in Attendance: Rhonda Hinson
Motion was made by Michael Marks to provide an excused absence for Rhonda Hinson. Second-Sean Gaffney. Approval: Unanimous
Others in Attendance: Mike Case, Tresham Gregg and Andy Hedden

Approval of Agenda: Motion was made by Michael Marks to approve the agenda with the addition of Review of Cruise Ship Day under Old Business. Second-Karen Hess. Approval: Unanimous.

Approval of Minutes: Motion was made to approve the minutes by Michael Marks with the correction that Scott Sundberg was in attendance. Second-Sean Gaffney. Approval: Unanimous.

Public Comments: None

Chair Report: Sean Gaffney informed that the trip to Miami by Leslie, Mayor Hill , Eli Feirer and himself was successful in communicating the tourism potential of Haines to RCCL/Celebrity, NCL/Prestige and Silverseas. Similar success was reported when meeting Holland America/ Seabourne and Princess in Seattle. The presentations were highly structured which included power point presentations and a booklet of materials. The meetings were on target to cruise lines to incorporate Haines in 2017 deployments. The Cruise Ship Waiver provided a true incentive to consider future docking in Haines. Ross focused on presenting port and infrastructure upgrades, Haines Arts and downtown revitalization.

New Business:

- Title V-Minor Offenses and Changes: Minor Offenses Ordinance was approved by Assembly and will take effect Jan. 1, 2016. Ample time will be allowed for additional changes to Code. TAB to meet on Oct. 14th at 9:30 a.m. to discuss Title V changes.
- Noise Ordinance: Limited attendance at meeting but meeting incorporated the use of Webix. Dave Sosa presented options for a Borough wide Noise Ordinance which will be discussed at the Oct. 13th Assembly meeting.
- Local, State and Federal Priorities: Federal priorities submitted include Lutak Dock, Water & Sewage Treatment Plant, and Harbor Expansion. State priorities will be developed at the next GAS meeting which will include development of a matrix for Boards and Committees to use. Local priorities will be addressed by Assembly during the week of Oct. 19th.

Old Business:

- Picture Point Park update: Quality improvements were made to the main pullout include seeding a green belt, logs and boulders placement, trail to beach, rest rooms and bear proof trash can. The secondary pull out was graded and a trail to the beach was installed. A pad will be installed for a future pavilion.
- Cruise Ship Day Review: Compliments to Ross, her staff and volunteers. New kiosk, visits by Borough Manager, Mayor, Chief of Police and the Chilkat Dancers provided an enhanced visitor experience.

Tourism Director Update:

- Haines Mayor elected to Southeast Conference Board. This conference focused on transportation and mining and Leslie will work towards more of a focus on tourism. Haines won the bid to host the 2017 SE Conference.
- Leslie will be attending ATIA and the Haines Borough won the bid to host the 2016 TiaYukon.
- Letter to the Assembly on TAB's recommendation that the State Parks take over the road to Chilkoot Lake has not been reviewed yet. The Borough is seeking to ask the Bear Foundation to consider teaming up to assist with funding for another State Park employee for Chilkoot State Park.
- Recommended members to contact State and local officials for the need to prepare the AMHS schedule at least one year or more in advance to allow visitors to plan trips.

Adjournment: Motion made by Scott Sundberg to adjourn. Second-Jeff Butcher. Approval: Unanimous. The meeting adjourned at 11:15 a.m.

Next Meeting: October 21, 2015 at 9:30 a.m. in the Assembly Chambers

Tourism Advisory Board

Tourism Director:
Leslie Ross

Assembly Liaison:
Diana Lapham

MINUTES-APPROVED

Members:
Sean Gaffney
Karen Hess
Jeff Butcher
Scott Sundberg
Barbara Mulford
Rhonda Hinson
Michael Marks

Meeting Date: 10-21-15
Date of Approval: _____

Call to Order: A meeting of the Haines Borough Tourism Advisory Board was held at Assembly Chambers on 10-21-15. The meeting convened at 9:35 a.m. with Sean Gaffney presiding.

Members in Attendance: Sean Gaffney, Michael Marks, Jeff Butcher, Barbara Mulford, Leslie Ross, Tourism Director (ex officio) and Assembly Liaison.

Members Not in Attendance: Karen Hess, Rhonda Hinson and Scott Sundberg
Motion and second to excused absences. Approved-Unanimous

Others in Attendance: None

Approval of Agenda: Motion was made by Michael Marks to approve the Agenda. Second-Jeff Butcher. Approval: Unanimous.

Approval of Minutes: Approval of Consent Agenda approved Minutes

Public Comments: None

Chair Report: Sean Gaffney
- Cruise Ship Waiver to have language reworked at the Nov. 10th Assembly meeting.
- ATIA Conference provided the opportunity for Haines Tourism operators and Tourism staff to showcase Haines as an exciting cruise ship destination.
- Skagway Tidelands Lease was not approved by voters and it could delay the Panamax Dock construction. Cruise ships slated to use the Panamax Dock could be diverted to Haines.

New Business:
Local, State Priorities
- Haines Borough to draft a letter of support for the DOT to transfer road management of the Chilkoot Corridor to State Parks. The Borough will also consider providing funds for an additional State Parks employee or bear monitor at Chilkoot State Park.
- Haines Borough to draft a letter to the DOT to demonstrate the need for the Alaska Marine Highway System to post the complete Summer 2016 schedule in advance for visitors and tour operators to plan their schedules and to insure Ferries with large vehicle capacity are utilized.
- Request to have Local, State Priorities place on the next TAB meeting agenda.

ATIA-Golden Circle Chapter
- Its current officers are considering dissolving the GCC unless new officers are found to keep the organization running. The GCC has $18,000 in funds which can be used to promote the area. Leslie Ross, Barbara Mulford and Jeff Butcher expressed an interest in becoming the new officers.

Old Business:
Title V - Minor Offenses progress
- TAB has reviewed 5 of the 25 sections and will meet on Nov. 9th to continue the process.

Tourism Director Update: Leslie Ross
- Departs Oct. 28th for the Alaska Media Road Show which will be Nov. 1-3 in Santa Barbara, CA and will have Ann Jacobson attend as an intern. The opening of the new Klukwan Heritage Center will be featured.

Board Comments:
- Jeff Butcher announced Avis car rentals will remain open during the Winter with several vehicles. He encouraged the Tourism Office to focus on Convention sales.
- Barbara Mulford shared the Chamber of Commerce has 5 vacant board seats and is looking for candidates.
- Leslie Ross mentioned that Jeff Butcher and Rhonda Hinson's board seats expire Nov. 2015.

Adjournment: Motion was made to adjourn. Second-Approval: Unanimous. The meeting adjourned at 11:25 a.m.

Next Meeting: Nov. 18, 2015 at TBA

9D

MINUTES
Public Safety Commission
Meeting Date: 8/17/2015

Date of Approval: 11/16/2015

Call to Order: A meeting of the Haines Borough Public Safety Commission was held at Assembly Chambers on *[8/17/15]*. The meeting convened at 5:05pm with Jim Stanford presiding.

Members in Attendance: *Bob Duis, Judy Erekson, Judy Ewald, Kay Clements and Jim Stanford, Ron Jackson and Chief Griffiths.*

Members Not in Attendance: *all accounted for*

Others in Attendance: *Mayor Jan Hill, Manager Sosa, Vice-Mayor Lapham, Assembly Man Mike Case, Scott Bradford, Chuck Mitman, Karen Garcia, Emily Files, Paul Nelson, Carol Tuynman, Debra Schnabel, Bill McCord, Brenda Josephson, Trooper Neason, John Spencer.*
Approval of Agenda: Motion made by Judy Erekson, Bob Duis seconded, unanimous
Approval of Minutes: Motion was made by Judy Ewald and Bob Duis seconded to approve the minutes of the April 13, 2015 meeting. **Motion carried unanimously.**

Reports: *HELP Committee Meeting – Bob Duis scheduled to attend on behalf of PSC. Bob reports that there has been no scheduled meeting since PSC last convened.*

Public Comment: Bill McCord urged commission to encourage Assembly to move and act expeditiously on the hiring of a new Police Chief. (submitted letter to commission)

New Business:

1. *Minor Offenses List* – **Paul Nelson** submitted a letter and spoke to perceived violation of constitutional rights and potential harassment by borough employees deputized to write citations based on Minor Offenses List. **Brenda Josephson** submitted comprehensive package of information and spoke to similar fears of power in the wrong hands. **Carol Tuynman** agreed with previous presentations, commenting that the proposed enforcement was not a match with our culture and current lifestyle. Carol volunteered her services if needed to review and modify the list. **Debra Schnabel** asked if we could streamline the list to reduce the incentive to prosecute and also volunteered to make recommendations for code change and/or to modify list.

Manger Sosa: The Minor Offenses list is having the effect of providing clarity to the public with regard to what is the law; reminding public of laws that may no longer be relevant; assured public that those issuing citations are already doing it and are within the area of expertise required to cite

specific areas of law; welcomed having the list reviewed by the commission and suggested modifications submitted.

Motion: Moved by Judy Ewald that the Public Safety Commission convene a work session. KC seconded.

Motion carried *unanimously*

Commission and Chief Griffiths will meet Friday, August 21st 4pm at Assembly Chambers to further review the minor offenses making suggestions for modification.

2. Hiring Status of Police Chief

Motion: Moved by Judy Ewald that the PSC hold a public hearing to gather public input on the hiring of a police chief. Judy Erekson seconded.

Motion carried *unanimously***.** The next meeting will be held at the Chilkat Center on September 2nd, 6pm. The commission, working with borough resources, will prepare public notice and ground rules for the event including time limit for speakers.

3. Discussion of staffing and procedural needs of Police and Fire departments.

Fire Chief Bradford and Police Chief Griffiths gave brief report on staffing shortages and preliminary plans on how to address those shortcomings in implementation of procedure, lack of consistent training and attentive follow through that has plagued police and impeded attainment of a committed and proud force.

4. Discussion and possible recommendation concerning speed limits on Small Tract and Cemetery Hill roads. Resident John Spencer urged the commission to leave it alone.

Motion: Judy Ewald moved to bounce this one back to the Planning Commission, KC seconded, **Motion carried** unanimously.

Meeting adjourned: KC moved to adjourn, Bob Duis seconded, passed unanimously 6:30pm

Announcements / Member Comments:

Work Session – Friday, August 21, 4pm Assembly Chambers

Public Hearing on Police Chief hiring – Wednesday, September 2, 6pm at The Chilkat Center

Adjournment: The meeting was adjourned at 6:30pm Next meeting to be determined.

Kay Clements, Secretary
Public Safety Commission

9E

Approved

SHELDON MUSEUM AND CULTURAL CENTER, INC
Board of Trustees Meeting Minutes
October 14, 2015 at the Sheldon Museum

CALL TO ORDER: by Vice Board President Jim Shook at 2:13

ATTENDANCE:
BOARD:
Present:
Jim Shook, Vice President
Michael Marks/ Lorrie Dudzik, Treasurer
Anastasia Wiley, Secretary
John Hagen
Dave Pahl
Kelleen Adams
Excused:
Jim Heaton, President
Diana Kelm
Gregg Richmond
STAFF: Helen Alten
BOROUGH LIAISON: not present

ADDITIONS TO THE AGENDA: None

APPROVAL OF AGENDA: M/S Michael Marks/John Hagen to approve agenda - approved unanimously (6/0).

APPROVAL OF MINUTES: M/S Michael Marks/Anastasia Wiley to approve minutes of last meeting - approved unanimously (6/0).

STAFF/BOARD REPORTS:

MUSEUM DIRECTOR'S REPORT: A complete Staff Report was included in the Board's packet. Helen emphasized:
• **Shelving-** Jim Simard has arranged for the shelving to come to SMCC.
• **6-Month Intern**- Probably choosing candidate with the most interest from candidates, 2 years museum training. Arlene will put her up. Texas Tech Museum Studies Program; $9,000 for 6 months.
• **Storage Area-** "L" shaped area for books/archives. Will need furniture- John Carlson table? Table would not be used for making displays etc. Can also use the track lighting upstairs; need LED systems.
• **Phone System-** Vice President Jim Shook will research reprogramming phones.
• **Movable Walls-** Curvilinear walls to be moved upstairs.
• **Movie Night**- "The Birds", "Hocus Pocus" on October 17th and 24th; need drop cloth, rugs? Adult sippy cups? To try and avoid drinks and food spills.

PRESIDENT'S REPORT:
•None

TREASURER'S REPORT:
•None

COMMITTEE REPORTS:
• **Fundraising Committee**- Michael Marks, Chairman
Letters from fundraisers need to say your contribution is "tax deductible, museum is a "501c" entity etc. Not included on Totem Trot letter.

• **Education Committee**- Chairman
Julie Folta has felt and velcro in Chilkat Blanket colors; school desks have been donated; Helen to approach CIA
Collection Committee – Jim Heaton, Chairman
Ray Menaker's material accepted including last diary.
Exhibits Committee-Chairman
Facility Committee – Dave Pahl, Chairman
Compactor storage update; need to get permit etc. first, bill of sale, insurance, pallets from Lynden Transport.
Moving store October 14th-15th.
Landscaping Committee – TBA
Nominating Committee-John Hagen and Dave Pahl leaving Board. Possibilities for replacements: Nancy Schnabel, Harriett Brouilette, Glenda Gilbert, Stacey Turner. Need people who can help financially with expansion.
November meeting need to elect officers.

ONGOING BUSINESS:
• **Memorandum of Understanding with Borough-** tabled.
• **Museum Name Change-** Need to change now for next year advertising.
Suggestions: Haines Museum of History and Culture", "Haines Museum and Cultural Center", and "Deishu Museum/ Deishu Museum and Cultural Center"

M/S Michael Marks/ Jim Shook,
"Proposal to call Sheldon Museum: Haines Museum and Cultural Center" (5/1-Anastasia Wiley).

NEW BUSINESS:
• **Art Acquisitions**- Rasmuson Grant due tomorrow. Need decision today. Choices:
Judd Mullady marble pieces: Two Sea Otters ($12,500), Man's Head ($4,700); Katie Craney three pieces ($700); Rebecca Brewer fish skin pieces: Baseball cap ($900), bag ($1200); Tresham Gregg puppets: 3@$300 each.

M/S Dave Pahl/ Anastasia Wiley,
"Motion to purchase pieces chosen for purchase by the Collections Committee" (5/1-Dave Pahl)

BOARD DISCUSSION:
Gift store committee to discuss overall approach and sales items: Michael Marks, Anastasia Wiley, Kelleen Adams.

NEXT BOARD MEETING: Wednesday, November 18th at 2:00pm

MEETING ADJOURNED: 4:15pm

Respectfully submitted,
Anastasia Wiley, Secretary

Haines Borough Assembly Committee Meeting
Committee: GASC Start: 433PM/ Adjorned: 619PM

November 9,2015

Issue: State Legislative Priorities

From the Operating Budget

1. M/S Diana,George: Section #2 Adequate funding for both operations and capital needs of the S.E Alaska Transportation Projects.
   A. Ferry
   B. Highway
   C. Airport

2. Municipal Revenue Sharing

3. Fed.Shakwak Project Funding Support

Vote 3-0 unanimous

From the Capitol Budget

4.M/S Ron, George: Remove #5- Lutak/Oceanview Area Slump from list.

Vote 3-0 unanimous

5. M/S Ron,George: Remove #9 –Port Chilkoot Dock Improv from the list.

Vote 3-0 unanimous

6. M/S George,Ron: Remove #8-High School Roof from the list.

Vote 3-0 unanimous

7. M/S George,Ron: to split #4-S. Portage Cove Harbor Expansion into 2 projects. SPCHE-Sport Fishing Ramp, SPCHE- Drive down ramp

Vote 3-0 unanimous

8. M/S Diana,George: Move #7- HS/Pool Locker Rooms and Mechanical Systems to #5 spot on the list

Vote 3-0 unanimous

The new list is as follows:

1. Wastewater Treatment Facilities Upgrades interior.
2. Lutak Industrial Dock Replacement
3. SPCHE- Sport Fishing Ramp
4. SPCHE- Drive down Ramp
5. HS/Pool Locker Rooms and Mechanical Systems

M/S George/ Diana moved to elect Ron Jackson as chair of GASC

Vote 3-0

Recommended Action: Recommendation to the Assembly for the December meeting . To accept the new revised list of priorities.

Recording on file at the Admin office

Meeting Chaired by: Ron Jackson Minutes by Diana Lapham

Committee Members: George Campbell, Diana Lapham

Staff Attending: Manager Dave Sosa
Assembly: Mike Case, Tresham Gregg, Margaret Freidenauer
Audience: Karen Garcia ,CVN

11B1

Haines Borough
Assembly Agenda Bill

Agenda Bill No.: 15-610
Assembly Meeting Date: 12/1/15

Business Item Description:	**Attachments:**
Subject: Clarify Assembly Agenda Preparation	1. Ordinance 15-12-424 2. Revised Agenda Request form (edited version)
Originator: Borough Manager	
Originating Department: Administration	
Date Submitted: 8/31/15	

Full Title / Motion:

Motion: Introduce Ordinance 15-12-424 and set a first public hearing for 12/15/15 and a second public hearing for 1/12/16.

Administrative Recommendation:

The Borough Manager and Borough Clerk recommend this ordinance.

Fiscal Impact:

Expenditure Required	Amount Budgeted	Appropriation Required	Projected Impact to Future Operating Budgets
$0	$0	$0	N/A

Comprehensive Plan Consistency Review:

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

Summary Statement:

In response to a citizen request, the assembly took action on 6/23/15 to task the clerk & manager with making sure HBC 2.10.030 and the policy on the Agenda Request form are aligned. No deadline was specified but it was understood to be as soon as possible. The manager and clerk recommend this proposed ordinance to clarify the procedure for assembly meeting agenda preparation. Additionally, the clerk has revised the Agenda Request form and has included an edited version as an attachment for information purposes.

Referral:

Referred to:	Referral Date:
Recommendation:	Meeting Date:

Assembly Action:

Meeting Date(s): 12/1/15	Public Hearing Date(s):
	Postponed to Date:

HAINES BOROUGH, ALASKA
ORDINANCE No. 15-12-424 **Draft**

An Ordinance of the Haines Borough amending Haines Borough Code Title 2 to clarify the procedure for assembly agenda preparation.

BE IT ENACTED BY THE HAINES BOROUGH ASSEMBLY:

Section 1. Classification. This ordinance is of a general and permanent nature and the adopted amendment shall become a part of the Haines Borough Code.

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

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

Section 4. Amendment of Subsection 2.60.120. Subsection 2.60.120 of the Haines Borough Code is hereby amended as follows:

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

2.10.030 Agenda.

A. Regular and Special Assembly Meetings. All reports, communications, ordinances, resolutions, contract documents, or other matters to be submitted to the assembly shall be delivered to the clerk by the deadlines stipulated in the current assembly-approved agenda preparation schedule. The **clerk** ~~mayor~~, with assistance from the ~~clerk~~ **mayor and manager**, shall arrange a list of such matters according to the order of business and **prepare an electronic agenda packet to be available for** ~~the clerk shall furnish each member of~~ the assembly, the mayor, manager**, department heads, and other interested parties** ~~and chief fiscal officer with a copy of the same in packet form five~~ **no less than four** calendar days in advance of the assembly meeting. ~~Packets may also be prepared as necessary for other officers, department heads, and members of the press or other interested parties.~~

B. Work Sessions. Any matter to be considered by the assembly in work sessions shall be listed in agenda form by the clerk and be given to the assembly at least 48 hours prior to said work session. Any written material for the assembly's use during the work session shall be furnished by the clerk to the assembly, mayor and manager and any other interested officer, department head or person as directed by the mayor. Reasonable public notice for work sessions of the assembly shall be given.

C. Consent Agenda. The following may be included under a consent agenda:

1. Ordinances for introduction;
2. Resolutions; and
3. Other items requiring assembly action which do not involve substantial public policy questions.

Included with the agenda shall be such supplemental information as may be necessary to explain each item on the consent agenda and shall include a specific recommendation for assembly action on each item. Prior to approval of the consent agenda, members of the assembly and other interested persons shall be provided an opportunity to request removal of an item from the consent agenda. If an item is removed, it shall be placed under the appropriate regular agenda item for assembly consideration. Upon adoption of a motion to approve the consent agenda, all consent agenda items are adopted, and minutes of the meeting shall reflect the action taken on each item.

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

_____
Janice Hill, Mayor

ATTEST:

_____
Julie Cozzi, MMC, Borough Clerk

Date Introduced:	12/01/15
Date of First Public Hearing:	__/__/__
Date of Second Public Hearing:	__/__/__

HAINES BOROUGH

AGENDA REQUEST FOR ASSEMBLY ACTION

You may appear before the assembly during the "Public Comments" portion of any regular assembly meeting without making prior arrangements. However, if you want the assembly to take action on a matter, it must be on the agenda. To make a request to have an issue on an agenda, please provide the following information. (See Note below)

Name:_____ Date: _____

Name of Group Represented (if applicable) _____

Address: _____ Phone: _____

Email Address: _____ Fax: _____

I request to be scheduled on the Borough Assembly meeting agenda dated the _____ day of _____, or as soon thereafter as possible.

Purpose of Request: _____
_____
_____
_____
_____

Estimated Time Required (if a presentation) _____

Action you wish the Assembly to take: _____
_____
_____
_____
_____
_____

Note: The deadline for agenda topics is 10:00 a.m. the Monday (one week and one day) prior to an assembly meeting. ~~If~~ **yYour** request ~~ends up on an assembly agenda, it~~ will most generally be placed **on the agenda** under "Correspondence/Requests" and is subject to all necessary paperwork being submitted in a timely manner. Please be aware that we may ask for additional supportive and/or background information in order to assist the assembly in making an informed decision. The clerk will provide copies for them. ~~Placement on a borough assembly agenda is not guaranteed.~~ In a manager form of government, some matters ~~are~~ **may** not **be** within the assembly's purview and**, as such,** ~~are~~ **would be** more appropriately handled by ~~staff~~ **the borough manager**. ~~Your request will be referred to the borough manager and mayor and may require legal review and/or more information before a determination can be made.~~ **If that is the case,** ~~Y~~**y**ou will be contacted and ~~informed of~~ **we will discuss with you our recommendations for** the best and most appropriate avenue**s** for action.

Return this form to the Borough Clerk's Office in the Haines Borough Administrative Office Building, 103 S. Third Ave., P.O. Box 1209, or fax: 766-2716, or email: jcozzi@haines.ak.us.

Rev. 11/15

DRAFT

2016 Regular Assembly Meeting Agenda Preparation Calendar

Topic or Item Description to Clerk's Office for Inclusion on Agenda - 12:00noon	Agenda Finalization Meeting - 3:30pm	Draft Legislation (Resolutions & Ordinances) to Clerk's Office - 5:00pm	All Other Packet Documents to Clerk's Office - 10:00am	Begin Packet Processing & Departmental Review - 8:00am	Packet Published & Distributed - between noon and 3:00 pm	**Assembly Meeting - 6:30pm**
[Monday; a week plus a day prior to Assembly Meeting]	*[Monday; a week plus a day prior to Assembly Meeting]*	*[Tuesday; one week prior to Assembly Meeting]*	*[Wednesday prior to Assembly Meeting]*	*[Thursday prior to Assembly Meeting]*	*[Friday prior to Assembly Meeting]*	
Jan. 4	Jan. 4	Jan. 5	Jan. 6	Jan. 7	Jan. 8	**Jan. 12**
Jan. 18	Jan. 18	Jan. 19	Jan. 20	Jan. 21	Jan. 22	**Jan. 26**
Feb. 1	Feb. 1	Feb. 2	Feb. 3	Feb. 4	Feb. 5	**Feb. 9**
Fri. Feb. 12[1]	Feb. 12[1]	Feb. 16	Feb. 17	Feb. 18	Feb. 19	**Feb. 23**
Feb. 29	Feb. 29	Mar. 1	Mar. 2	Mar. 3	Mar. 4	**Mar. 8**
Mar. 14	Mar. 14	Mar. 15	Mar. 16	Mar. 17	Mar. 18	**Mar. 22**
Apr. 6	Apr. 6	Apr. 7	Apr. 8	Apr. 9	Apr. 8	**Apr. 12**
Apr. 20	Apr. 20	Apr. 21	Apr. 22	Apr. 23	Apr. 22	**Apr. 26**
May 4	May 4	May 5	May 6	May 7	May 6	**May 10**
May 16	May 16	May 17	May 18	May 19	May 20	**May 24**
Jun. 6	Jun. 6	Jun. 7	Jun. 8	Jun. 9	Jun. 10	**Jun. 14**
Jun. 20	Jun. 20	Jun. 21	Jun. 22	Jun. 23	Jun. 24	**Jun. 28**
Fri. Jul. 1[2]	Jul. 1[2]	Jul. 5	Jul. 6	Jul. 7	Jul. 8	**Jul. 12**
Jul. 17	Jul. 18	Jul. 19	Jul. 20	Jul. 21	Jul. 22	**Jul. 26**
Aug. 1	Aug. 1	Aug. 2	Aug. 3	Aug. 4	Aug. 5	**Aug. 9**
Aug. 15	Aug. 15	Aug. 16	Aug. 17	Aug. 18	Aug. 19	**Aug. 23**
Sep. 5	Sep. 5	Sep. 6	Sep. 7	Sep. 8	Sep. 9	**Sep. 13**
Sep. 19	Sep. 19	Sep. 20	Sep. 21	Sep. 22	Sep. 23	**Sep. 27**
Oct. 3	Oct. 3	Oct. 4	Oct. 5	Oct. 6	Oct. 7	**Oct. 11**
Oct. 17	Oct. 17	Oct. 18	Oct. 19	Oct. 20	Oct. 21	**Oct. 25**
Oct. 31	Oct. 31	Nov. 1	Nov. 2	Nov. 3	Nov. 4	**Nov. 8**
Nov. 14[3]	Nov. 14[3]	Nov. 15[3]	Nov. 16[3]	Nov. 17[3]	Nov. 18[3]	**Nov. 29[4]**
Dec. 5	Dec. 5	Dec. 6	Dec. 7	Dec. 8	Dec. 9	**Dec. 13[5]**

[1] Day adjusted due to the Presidents Day holiday on the 15th

[1] Day adjusted due to the Independence Day holiday

[3] One week earlier---the packet would come out prior to Thanksgiving Week

[4] Date adjusted from 4th Tuesday to 5th Tuesday because of Thanksgiving

[5] Only one meeting in December because of holidays

11C2

Haines Borough
Assembly Agenda Bill

Agenda Bill No.: 15-609
Assembly Meeting Date: 12/1/15

Business Item Description:	Attachments:
Subject: Appeal of Planning Commission Decision re. BSV's Heliport Conditional Use Permit Application	1. HBC 18.30.060 concerning appeals to the borough assembly. 2. BSV Appeal 3. Planning Commission Decision
Originator: Borough Clerk	
Originating Department: Administration	
Date Submitted: 11/17/15	

Full Title/Motion:

Possible Motion: Rehear the entire Planning Commission decision concerning Big Salmon Ventures' heliport conditional use permit application and schedule the public hearing for 12/15/15.

Administrative Recommendation:

Fiscal Impact:

Expenditure Required	Amount Budgeted	Appropriation Required	Projected Impact to Future Operating Budgets
$0	$0	$0	n/a

Comprehensive Plan Consistency Review:

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

Summary Statement:

On 11/12/15, the planning commission considered a request from Big Salmon Ventures (BSV) for a conditional use permit to operate a heliport on their property at .6 mile Chilkat Lake Road and subsequently denied it 2-4 with one member absent. An appeal of that decision was properly submitted to the borough clerk by BSV on 11/17/15. HBC 18.30.060 allows for an appeal to the assembly of a planning commission decision.

At this meeting, the assembly must specifically decide by motion whether or not to rehear the commission's decision and, if so, whether to rehear the entire decision or a particular portion. Note: Any rehearing must take place at the next regularly scheduled assembly meeting (12/215) and include a duly-noticed public hearing. In all rehearings, the burden of proof shall be on the party challenging the planning commission's decision. If the appeal is heard, all documents relied on by the planning commission will be provided to the assembly as the "Record on Appeal."

Referral:

Referred to:	Referral Date:
Recommendation:	Meeting Date:

Assembly Action:

Meeting Date(s): 12/1/15	Public Hearing Date(s):
	Postponed to Date:

HBC 18.30.060 Appeals to the borough assembly.

An appeal made to the borough assembly of the commission's decision on any permit shall be requested by filing with the borough clerk, within 10 business days of the date of the decision appealed, a written notice of appeal stating with particularity the grounds for the appeal. At the next regularly scheduled borough assembly meeting the borough assembly, by passage of a motion, may choose to rehear the commission's decision. Any aggrieved person, including the developer, may appear at that meeting and explain to the borough assembly why it should rehear the commission's decision.

A. If the borough assembly chooses to rehear the decision, it may choose to rehear the entire decision or any portion thereof. If it decides to rehear a decision or any portion thereof, it shall give public notice, conduct a public hearing and make its decision at its next regularly scheduled meeting.

B. In all re-hearings the burden of proof shall be on the party challenging the decision of the commission.

1. Findings of fact adopted expressly or by necessary implication shall be considered as true if, based upon a review of the whole record, they are supported by substantial evidence. Substantial evidence means such relevant evidence as a reasonable mind might accept as adequate to support a conclusion. If the record as a whole affords a substantial basis of fact from which the fact in issue may be reasonably inferred, the fact is supported by substantial evidence. The burden of proof shall be on the appellant to demonstrate the facts and resolution of the issues on appeal by substantial evidence. The evidence shall be limited to a review of the record, although further argument may be allowed.

2. In all decisions the burden of proof shall be on the party challenging the decision of the planning commission.

3. The borough assembly may confirm the commission's decision, reverse the commission's decision, or change the conditions which the commission placed on approval. The borough assembly shall support its action with written findings.

C. A decision by the commission shall not be stayed pending appeal, but action by the appellee in reliance on the decision, shall be at the risk that the decision may be reversed on appeal.

D. The borough assembly hereby provides for an appeal by a municipal officer or person aggrieved from a decision of a hearing officer or other body to the superior court. An appeal to the superior court under this section is an administrative appeal heard solely on the record established by the hearing officer or other body.

To the Haines Borough Assembly and the Manager,

Regarding denial of Big Salmon Heliport by HBPC

It is with regret that Big Salmon Ventures asks the Haines borough to rehear the Big Salmon renewal of their Heliport at 26 mile.

We feel that the Planning commission errored once again by:

1. Not giving enough weight to the noise study and how it applies to national law and standards
2. The PC gave to much weight from individuals in the community who do not live with the I mile zone in which the noise study litigation determined the scope of who could be affected by the noise.
3. False information about the noise study was given by both he Planning Chair and other members of the planning commission, all of which did not attend the presentation of findings delivered by the studies contractor
4. The Planning commission failed to address the greater project of the eco lodge and winter village proposed with this heliport.
5. Did not consider the rights of the existing land owner, and the vast difference of noise inducing activities that are allowed with in the area.
6. Did not put enough weigh on the neighborhoods failed attempt over the last 2 ½ years to rezone or classify heliports and a permanent non-conforming use showing that there is not enough support in the immediate area to deny this use.
7. Failed to weigh or mention that 5 out of 6 property owners within 200 feet do not oppose but support this activity and CUP
8. Did not consider that this CUP was issued in 2014, therefore in the past this CUP has met all 8 criteria and that no new credible information demonstrated by the noise study, of a factual nature was presented that shows this activity would create undue noise, and risk the health and safety of the borough residents if allowed.
9. All supposed evidence deliberated on by the Planning commission is subjective in nature and there are several biased Planning Commission members that should not have been allowed to vote.

Thank you for your consideration at this time.

Scott Sundberg

Member Big Salmon Ventures

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

November 17, 2015

Big Salmon Ventures LLC
Attn: Scott Sundberg
PO Box 1368
Haines, AK 99827

Re: Big Salmon Ventures LLC Heliport Conditional Use Permit
3-CLR-35-0200, Lot 10, Sundberg Subdivision II

Dear Mr. Sundberg:

Thank you for participating in the November 12, 2015, Planning Commission meeting. At the meeting, the Commission held a public hearing and determined to deny your conditional use permit to continue operation of a heliport on the above-listed property. This notice serves to notify you of the Planning Commission's decision. Haines Borough Code (HBC) 18.50.40 requires that eight criteria be met before a conditional use permit is granted. During the discussion, the commission found that Criteria 1, 2, 4, 5, 6 & 8 cannot be met. Details are as follows:

Criteria 1: This use is so located on the site as to avoid undue noise and other nuisances and dangers.

- The Noise Measurement Survey commissioned by the Haines Borough shows that undue noise travels from the property owned by Big Salmon Ventures and impacts nearby residences. Readings of 94 dBA were recorded at a home by the helipad. Readings of 90 dBA were recorded at a neighboring estate. Readings of 77 dBA were recorded at a site on Chilkat Lake Road. The Noise Measurement Survey categorizes noise of 90 dBA and above as "Very loud". Testimony from residents also cited noise levels that were unacceptably loud.

Criteria 2: The development of the use is such that the value of the adjoining property will not be significantly impaired.

- Letters, emails and comments from residents in the area and the University of Alaska have stated that the landowners think their property values will go down.

Criteria 4: The specific development scheme of the use is consistent and in harmony with the comprehensive plan and the surrounding land uses.

- Testimony from residents in the area indicates that a heliport is incompatible with the harmony of their lifestyle.

Criteria 5: The granting of the conditional use will not be harmful to the public safety, health or welfare.

- Public welfare: Testimony from residents cited the stress caused by loud helicopter noise. A commissioner also noted that four deaths have been the result of heli-skiing in the past few years, and called into question the overall safety of the activity.

Criteria 6: The use will not significantly cause erosion, ground or surface water contamination or significant adverse alteration of fish habitat on any parcel adjacent to state-identified anadromous streams.

- The one year permit issued to Big Salmon Ventures required aircraft fuel to have DEC approved containment, yet eyewitness testimony reported a fuel tank sitting on a pallet.
- There is an anadromous fish stream that runs adjacent to the property.

Criteria 8: Comments received from property owners impacted by the proposed development have been considered and given their due weight.

- The Planning Commission has received dozens of letters, emails and personal testimony from nearby residents and property owners near the proposed site. The comments were overwhelming against the heliport, with just a few in favor of it.

If you have any questions, please contact the Borough.

Sincerely,

Kathryn Friedle
Administrative Assistant
Lands Department
kfriedle@haines.ak.us
(907) 766-2231 Ext. 22

12A

November 4, 2015

Mrs. Marjorie Ward
P.O.Box 208
Haines, Alaska
99827

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

Dear Assembly Members,

I am writing in reference to the services offered at the Senior Center. I am able to attend for lunch each day the center is open due to the transportation provided by the Center van service. This service has aided many seniors in this community as well as in Klukwan, to attend the center, without which many people would not have the opportunity to leave their home and socialize with friends of many years, as well as new friends we get to meet at lunch, during exercise classes and other community events. Family gatherings, including birthdays, receptions and quilting programs are also offered here.

This Center, and the transportation provided, has become a very important part of my life.

Yours truly,

Marjorie Ward

Marjorie Ward

c.c. Valerie McCandless

November 4, 2015

Mrs. Paulina Phillips
P.O.Box 653
Haines, Alaska
99827

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

Dear Assembly Members,

I have been attending the Senior Center for lunch, as well as exercise programs, since I moved to Haines in 1990.

The programs here are very important in my life. I see people at lunch that I normally would not have opportunity to visit, because I do not drive a vehicle due to health reasons. The van service helps me get to and from the center. My son is my caregiver and he appreciates the services offered as much as I do.

Yours truly,

Paulina J. Phillips

Paulina Phillips

c.c. Valerie McCandless

November 4, 2015

(Rev.)Mrs. Doris Peck
P.O.Box 1003
Haines, Alaska
99827

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

Dear Assembly Members,

I am Doris Peck, now a resident of the Senior Village, with 30 years participation in the services and events at the Senior Center.

Since 2007, I have served as a member of the Haines Senior Citizens' Center, Inc (H.S.C.C.I). I have chosen to remain in Haines because of the community, and because of the access to the Center for fellowship as well as exercise programs and lunches provided. Having transportation provided for the seniors who attend the center is also very valuable to our community.

Recently, our manager, Valery McCandless, along with our president of HSCCI, Deborah Vogt, and a sub-committee met with David Sosa to negotiate an agreement they had started months earlier. This came to an impasse, with no negotiation.

In my opinion, Mr. Sosa is uninformed, and unappreciative of the quality work provided for this Borough building, given by our HSCCI's management. I have marveled at the excellence of some of our members as they have tackled problems and some hard decisions. Their expertise has been gifted to our community. We have a history of this community spirit.

Therefore, I appeal to you today, you can see from a longer range; exert your influence upon Mr. Sosa, to enable him to come back to the table with the HSCCI officers, to hammer out a financial agreement that will work within our community.

I do believe the experienced HSCCI Board will provide your building with better management than any other options under consideration. With present costs, monies are a necessity for the operation.

Yours sincerely,

Doris Peck

Doris Peck

c.c. Valerie McCandless
David Sosa
Brad Ryan
George Campbell
Diana Lapham
Mike Case
Ron Jackson
Tresham Greg
Margaret Friedenaur
Mayor Jan Hill

David Sosa; Haines Borough Manager
P.O. Box 1209
Haines, Alaska 99827

November 10, 2015

RECEIVED Haines Borough
NOV 1 0 2015
Clerk's Office

Marilyn R Wilson
P.O. Box 235
Haines, Alaska 99827

Dear Mr. Sosa,

I would like to let you, the Mayor and the Assembly to know how important the Senior Center is to me and most of the Seniors who come for Senior Lunch at this building. I will list what activities I use and the importance of having this nice building in this community.

First of all the community of Haines is fast becoming the place of choice for Retiree's to make their home all year or most of the year.

Second, the Building is a nice place to do activities, such as exercise and eat lunch which I like to take part in. The healthy well rounded lunches helps me to keep my medications such as blood thinners well balanced and I am a healthier person or trying to be.

Our family and other family's have rented the Center for Holiday Dinners.

The community organizations rent the building for Fund Raisers.

The Seniors also have game time and coffee klatches.

The Senior Center is also in a very Centralized area handy for the Senior Village residents to walk and attend the activities.

Most of all the Senior Center is a very comfortable and pleasant building to be in.

We have heard that there are ideas to let the Building be vacant and maybe torn down.

Please take time and not be hasty to cut use or get rid of this building which is so important to this community and Elders. There is a saying that Walter Soboleff left with us, 'Take Care of The Elder that you are to become'. Put your self in this position as to what you want in this community when you become an elder.

Thank you for your kind attention,
Most Sincerely,
Marilyn R Wilson

Marilyn R Wilson

CC; Mayor, Jan Hill
Assembly Members

Haines Borough
November 15, 2015-11-15

Members:

Letters are being sent in an effort to support the use and assistance of the Haines Sr. Center

The meal program, served at noon, is the main meal of the day for many folks. Some eat half of the meal, and put the rest in a container brought for that purpose, to be eaten as supper. The meal plans used are both healthy and attractive. No fried foods. Ever. The cooks (2 paid cooks) both cook the food and dish it out on plates. The filled plates are given to Sr. members there to eat, who offer to move the dishes to those waiting at the tables., They also bring coffee to everyone. These are volunteer servers. A few others will stay after everyone has eaten and bring the used dishes, glasses, mugs to the garbage to be scraped and to the cart for the dishwasher. Special needs are met by the cooks. The cooks sit down and eat with us at our tables. It is a friendly gathering. The manager keeps everyone informed as to the monthly food service and other planned activities we would be interested in. The cost of $4.00 per meal is reasonable and for many, necessary.

Beyond the food itself, is the recognition of the need for inter-action with others in a social setting. The feeling of friendship and mutual support, plus the on going help of those attending to those with walkers, canes and help with getting slow arms into coat sleeves.

And beyond the friendly eating atmosphere is the Sr. Van service for transportation. Handicapped, wheel-chair needs, stiff legs, canes, the van and the van driver help those with needs to get to doctor, dentist, prescription assistance. And yes, the driver is paid. We have been very fortunate to have drivers who are responsible and who are willing to take the time needed to get older folks up and into the van., And to assist again when it is time to leave the van. And then there is the wheel chair lift which requires specific ways to bring it into position for loading and un-loading.

The unseen, but necessary portion of Sr. services is the home delivery food. The same food being prepared for serving at the Center is taken to those at home who cannot get to the Center. There are special containers for much of the hot portions of the meal.

I can personally vouch for all of the above. My fall a few years ago, put me into the Sr. needs group immediately. I sat at home and waited for the lunch to arrive…I rode the Sr. van and got back into the Center, and was one of the fortunate one whose problem healed and returned to the lunch tables at noon where friends were gathering.

At the present time, I take Thai Chee Classes twice a week at the Center in the mornings, and see Bridge games in progress in another section of the area. Computer minded seniors are also seen at work.

WE would like to urge you to look for ways to support the needs of the Center and keep it in operation. It serves a very real need. Thank you, Georgia Haisler

Georgia Haisler

12B

Krista Kielsmeier

From: sherrie@grantway.us
Sent: Friday, November 13, 2015 4:57 AM
To: Krista Kielsmeier
Subject: No Expansion of Heliski User Days or Change of Allocation

Dear Mayor Hill and Haines Borough Assembly Members,

I am writing to urge you not expand annual heliskier-days. The number of days was more than doubled only four years ago. Considering the several fatalities during this time industry expansion should certainly not be considered until a history of safe operations is shown.

I am also opposed to changing the skier day allocation. It is completely unreasonable for the Borough to let certain companies establish a monopoly and close others out of participation.

The industry is not overregulated in fact SEABA is a known scofflaw of existing regulations, pleading guilty to trespassing on BLM land 54 times and lying about it in court, flying unlawfully throughout the duration of the Borough's "noise study" hiding their noise from the sensors and cheating the test, and having their fuel tank at 26 mile sitting on a pallet on the snow even though the Borough's temporary conditional use permit required that they have DEC approved fuel containment before commencing operations.

The Haines Borough should be look very carefully at the development plans of companies that repeatedly and willfully break local, state and federal laws, and their own word. It would not be prudent to approve the proposed changes to expand heliski days or change the allocation to limit competition.

Leave things as they are and consider actually enforcing the regulations that exist.

Thank you for your consideration of these comments.

Sincerely,

Sherrie Goll

Sherrie Goll
P.O. Box 261
Haines, AK 99827
Cell 907.314.0961

12C

Haines Borough

BOROUGH ASSEMBLY ACTION REQUEST

DATE: 11/16/2015

TO: Borough Assembly

FROM: Public Safety Commission

ACTION:

1) Motion: Moved by Judy Ewald that the Public Safety Commission contact the trustees and Chief of the Klehini Valley Fire Dept to meet with the PSC at a date to be determined. KC seconded.
Motion carried *unanimously*

Chair Stanford will write letter and organize meeting.

2)Motion: Moved by Jim Stanford, JEwald/2 urge the Borough to use a cost effective outsourcing for a consulting firm for the Police chief hire, ideally to include search for city manager simultaneously.
Motion carried 4 to 1, Erekson opposed, Stanford, Ewald, Clements and Duis in favor.

RATIONALE:

BOARD REQUEST:

SUBMITTED BY ___Kay Clements_____

12D

HAINES ANIMAL RESCUE KENNEL
A PLACE FOR PETS AND THEIR PEOPLE
PO Box 1533, Haines AK 99827
www.harkalaska.org | (907) 766-3334

Haines Borough Administration
David Sosa, Borough Manager
PO Box 1209
Haines AK 99827

November 12, 2015

Dear Mr. Sosa,

In regards to our recent Animal Control Contract I would like to make it absolutely clear that the Haines Animal Rescue Kennel declined inclusion of the funds that would have come from the Haines Borough Community Chest. We were very grateful to the Assembly for their efforts to fund our contract at a level comparable to previous years but felt that it was not the best use of Community Chest money. We hope that you will be able to redirect the $14,500 in Community Chest funds to our fellow non-profits.

Kind thoughts,

Tracy Mikowski

Tracy Mikowski
Executive Director
Haines Animal Rescue Kennel