Haines Borough
Borough Assembly Meeting #306
AGENDA

January 12, 2016 - 6:30 p.m. **Location: Assembly Chambers, Public Safety Bldg.**

Jan Hill,
Mayor

Margaret Friedenauer,
Assembly Member

Diana Lapham,
Assembly Member

Mike Case
Assembly Member

Tresham Gregg,
Assembly Member

George Campbell,
Assembly Member

Ron Jackson,
Assembly Member

Brad Ryan
Interim 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 Chilkat Center Report
- 9A – Accept Parks & Recreation Advisory Committee Minutes
- 9B – Accept Port & Harbor Advisory Committee Meeting Summary
- 11C2 – No statement regarding pending liquor license renewals
- 11C3 – No objection to Fireweed Restaurant's liquor license premises extension

∗ 4. APPROVAL OF MINUTES – 12/15/15 Regular, 12/29/15 Special

5. PUBLIC COMMENTS - Sign-up is NOT required

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

6. MAYOR'S COMMENTS / REPORT

A. Proclamation – Recognizing January as Mentoring Month

7. PUBLIC HEARINGS

A. Ordinance 15-12-426 - First Hearing

An Ordinance of the Haines Borough authorizing a one-year extension of a lease of the Human Resources Building by Chilkat Valley Preschool for the purpose of providing preschool educational services and waiving the monthly rent amount scheduled to start in 2016.

This ordinance is recommended by the borough manager and was introduced on 12/15/15. The assembly already scheduled the second hearing for 1/26/16. No motion is needed now unless the second hearing date needs to change or some other action is desired.

8. STAFF / FACILITY REPORTS

A. Interim Borough Manager – *1/12/16 Report*

∗ **B. Chilkat Center** – *December 2015 Report*

9. COMMITTEE / COMMISSION / BOARD REPORTS & MINUTES

∗ **A. Parks & Recreation Advisory Committee** – *Committee-Approved Minutes of 11/4/15*

∗ **B. Port & Harbor Advisory Committee** – *Meeting Summary of 12/17/15*

C. Assembly Board Liaison Reports

D. Assembly Standing Committee Reports

10. UNFINISHED BUSINESS

A. Sales Tax Exemption Request – The NRA Foundation

The NRA Foundation, a 501(c)3 organization, applied for sales tax exemption status as allowed by HBC 3.80.050(13). The borough has granted sales tax exemption certificates to other non-profit organizations. On 12/15/15, the assembly postponed this item to this meeting to give the foundation an opportunity to provide information regarding Haines activities. Staff made contact and explained what was needed, but to-date no additional information has been received. There is no motion yet on the table. **Suggested motion from the 12/15/15 meeting:** Approve the request from The NRA Foundation for sales tax exemption status, and authorize the borough clerk to issue an exemption certificate.

11. NEW BUSINESS

A. Resolutions - None

B. Ordinances for Introduction

1. Ordinance 16-01-427

An Ordinance of the Haines Borough amending the Port of Haines Terminal Tariff No. 3 to adjust dockage, wharfage rates, and per-gallon water flow-through rates at dock facilities.

This ordinance is recommended by the harbormaster and the port and harbor advisory committee. **Motion**: Introduce Ordinance 16-01-427 and set a first public hearing for 1/26/16 and a second public hearing for 2/9/16.

2. Ordinance 16-01-428

An Ordinance of the Haines Borough, providing for the addition or amendment of specific line items to the FY16 budget.

This ordinance is recommended by the borough manager. **Motion**: Introduce Ordinance 16-01-428 and set a first public hearing for 1/26/16 and a second public hearing for 2/9/16.

C. Other New Business

1. Board Appointments

(Re)appointment applications have been received for seats on the Museum Board of Trustees and the Parks and Recreation Advisory Committee. The mayor plans to make the appointments and seeks assembly confirmation. **Motion**: Confirm the mayor's appointment of John Carlson to the Museum Board of Trustees for a term ending 11/30/18; Patricia Peters to the Parks and Recreation Advisory Committee for a term ending 11/30/17; and Richard Chapell to the Parks and Recreation Advisory Committee for a term ending 11/30/18.

∗2. Liquor License Renewals

The Alaska Alcohol Beverage Control Board has notified the borough of pending liquor license renewals for the Pioneer Bar, Fogcutter Bar and Halsingland. The Board, prior to its final approval, is giving the local government an opportunity to make a statement, if so desired. Since these are pre-existing liquor licenses, assembly action is optional.

∗3. Liquor License Premises Extension – Fireweed Restaurant

The Alaska Alcohol Beverage Control (ABC) Board has notified the borough of a pending liquor license premises extension request from the Fireweed. The business wants to add alcohol storage areas, beer coolers/taps and a counter. The ABC Board's final decision is pending local government review of the diagram included in the packet. **Motion**: The Assembly does not object to the ABC Board's approval of the liquor license premises extension for Fireweed Restaurant.

12. CORRESPONDENCE/REQUESTS

13. SET MEETING DATES

14. PUBLIC COMMENTS

15. ANNOUNCEMENTS/ASSEMBLY COMMENTS

16. ADJOURNMENT

Haines Borough
Borough Assembly Meeting #305
December 15, 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** (via telephone, late), Mike **CASE**, Margaret **FRIEDENAUER,** Tresham **GREGG**, and Ron **JACKSON**.

Staff Present: Julie **COZZI**/Acting Manager, Krista **KIELSMEIER**/Interim Borough Clerk, Jila **STUART**/Finance Director, Helen **ALTEN**/Museum Director, Brad **RYAN**/Director of Public Facilities, Leslie **ROSS**/Tourism Director, and Patty **BROWN**/Library Director.

Visitors Present: Karen **GARCIA**/CVN, Jillian **ROGERS**/KHNS, Paul **NELSON**, Sean **GAFFNEY**, Tim **MCDONOUGH**, Pam **RANDLES**, Carol **TUYNMAN**, Don **TURNER Jr.**, Sierra **JIMENEZ**, Sara **CHAPELL**, Dana **HALLETT**, Kathryn **CHENEY**, Alissa **HENRY**, Scott **SUNDBERG**, Bill **MCCORD**, Scott **CAREY**, Heidi **ROBICHAUD**, Kimberley **STRONG**, Ben **KIRKPATRICK**, Sarah **ELLIOTT**, Melissa **GANEY**, Daymond **HOFFMAN**, Renee **HOFFMAN**, Dave **WERNER**, Burl **SHELDON**, Eric **HOLLE**, Andy **HEDDEN**, Ann Marie **FOSSMAN**, Susan **TANDY**, Brent **CROWE**, and others.

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

4 – Approve Assembly Meeting Minutes
8B – Accept Library Report
8C – Accept Chilkat Center Report
8D – Accept Museum Report
9A – Accept Library Advisory Board Minutes
9B – Accept Tourism Advisory Board Minutes
9C – Accept Minor Offenses Committee Minutes
9D – Accept Public Safety Commission Minutes & Report
11B1 – Introduce Ordinance 15-12-425 and schedule public hearings

Motion: LAPHAM moved to "approve the agenda/consent agenda," and it was amended to remove item 11B1 from the consent agenda. The motion to approve the agenda/consent agenda, as amended, carried 5-0 with **CAMPBELL** absent.

∗ 4. **APPROVAL OF MINUTES** – 12/1/15 Regular
The motion adopted by approval of the consent agenda: "approve minutes of the 12/1/15 borough assembly regular meeting."

5. **PUBLIC COMMENTS**

SHELDON requested local hire for the interim borough manager position and expressed support for the Chilkat Valley Preschool and Senior Center sharing space.

MCDONOUGH encouraged the Freeride World Tour to work within the boundaries established due to written concerns from the Alaska Department of Fish and Game.

RANDLES spoke on behalf of the Alaska Chilkoot Bear Foundation and said the board strongly agreed with Fish and Game that the three proposed out-of-bounds areas are very sensitive for bears, goats and wolverines.

HOLLE represented Lynn Canal Conservation and recommended the Freeride World Tour stay within the current map. He said despite the competition occurring over a brief period of time, the impacts are concentrated and can be comparable to normal heliskiing stretched out for a couple of months.

NELSON said he supports the Constitution and the right to bear arms but questioned why the NRA Foundation should have a sales tax exemption in Haines.

HEDDEN commended the public facilities director for working with the preschool and Senior Center to come to an agreement and said preschool options are especially important for working parents.

TUYNMAN referred to the NRA Foundation office being in Homer and asked the assembly to look into what the organization specifically does in Haines.

FOSSMAN said she is extremely concerned with the recommendation to add out-of-bounds areas for the special ski competition event and advised the assembly to protect our resources.

D. HOFFMAN urged the assembly to approve the resolution regarding the preschool and the Senior Center.

TANDY stated the seniors, preschool, Southeast Senior Services and borough public facilities director are fully united behind the proposal to share space.

CROWE supported the preschool and Senior Center collaboration.

JIMENEZ said in-kind financial backing would allow the preschool to leverage additional funds for the expansion project. Local nonprofits are merging and working together due to funding difficulties, to find shared efficiencies.

HENRY presented a petition with an additional 93 signatures in support of the preschool project and spoke in support of early childhood education. She said preschool is the new kindergarten and she wants to make it available to all children.

SUNDBERG supported the union of the preschool and Senior Center and said it would be a progressive step for the community. Regarding the Freeride World Tour proposal, he referred to the struggle of making a living in Haines.

6. MAYOR'S COMMENTS/REPORT

Mayor **HILL** commented on the upcoming Alaska Marine Highway System Community Engagement meeting. She read a prepared statement into the record regarding the recent tone in the community. She also requested the assembly confirm her standing committee appointments.

Motion: **CASE** moved to "confirm these appointments," and the motion carried 6-0 with **CAMPBELL** now present via phone.

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		LAB	MOCRC
Ron Jackson	X		X	x	PRAC	MOCRC
Diana Lapham	X		X	X	PC, 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 - None

8. STAFF/FACILITY REPORTS

A. Acting Manager – *12/15/15 Report*

COZZI summarized her written report and responded to a few questions from the assembly.

* **B. Library** – *September 2015 Report*
* **C. Chilkat Center** – *November 2015 Facility Report*

∗ **D. Museum** – *November 2015 Report*

9. COMMITTEE/COMMISSION/BOARD REPORTS & MINUTES

∗ **A. Library Advisory Board** – *Minutes of 10/28/15*
∗ **B. Tourism Advisory Board** – *Minutes of 10/21/15*
∗ **C. Minor Offenses Review Committee** – *Minutes of 11/9/15 and 11/13/15*
∗ **D. Public Safety Commission** – *Minutes of 11/16/15; Mid-Year Report*
E. Assembly Board Liaison Reports

JACKSON – Parks and Recreation Advisory Committee
CASE – Planning Commission
FRIEDENAUER – Public Safety Commission

F. Assembly Standing Committee Reports

1. Personnel Committee

Interim Manager, Borough Manager, and Chief of Police

Note: The borough received seven applications for Interim Manager by the 12/4/15 deadline. The personnel committee reviewed them, checked references, and discussed them in a meeting on 12/11. Additionally, the committee reviewed three executive search firm proposals to recruit a police chief and borough manager. The committee made recommendations for the assembly regarding how to proceed.

CASE said the Personnel Committee recommended applicants Brad **RYAN** and Deborah Schwartz to the assembly for consideration and possible interviews.

Motion #1: **GREGG** moved to "immediately appoint Brad Ryan as the interim manager."

Amendment Motion #1: **CASE** moved to "make the hiring of Brad Ryan effective on the last day of this year."

Motion #2: **CASE** moved to "suspend the discussion until after our discussion of a shortlist," and the motion carried 5-1 with **CAMPBELL** opposed.

Motion #3: **JACKSON** moved to "shortlist the list to one person at this point, with Brad Ryan as the one person on that shortlist," and the motion carried 5-1 with **CAMPBELL** opposed.

Amendment Motion #1 carried unanimously.

Amendment Motion #2: **CASE** moved to "make the hiring date effective January 2, 2016," and the motion carried unanimously.

Motion #1, as amended, carried 5-1 in a roll call vote with **CAMPBELL** opposed.

10. UNFINISHED BUSINESS

A. 2016 Assembly Meeting/Agenda Preparation Schedule
Note: this schedule is recommended by the clerk's office and is intended to establish the assembly regular meeting schedule for 2016 and the agenda & packet deadlines. Special meetings may still be scheduled, as needed. On 12/1, the assembly discussed the need for the schedule to be revised to meet existing code requiring the agenda packet to be published at least five days before an assembly meeting. Adoption was postponed to this meeting to provide staff an opportunity to prepare the revision.

Motion already on the Table: Adopt the 2016 Haines Borough Assembly Meeting Agenda Preparation Calendar.

Motion to Amend: **JACKSON** moved to "amend the schedule by replacing it in its entirety with the revised version," and the motion carried 5-1 with **LAPHAM** opposed.

11. NEW BUSINESS

A. Resolutions

1. Resolution 15-12-650
A Resolution of the Haines Borough Assembly approving the temporary addition of territory to the Commercial Ski Tour Areas map to allow for a 2016 special ski competition event to take place in three specified out-of-bounds areas.

STRONG, **ROBICHAUD**, **KIRKPATRICK**, **CAREY**, and **HOLLE** spoke against the resolution. **SUNDBERG** and **TURNER** spoke in favor.

Motion: **LAPHAM** moved to "adopt Resolution 15-12-650," and it was amended "to remove Takshanuk from the recommended area" and "add the requirement for an observer as described by Nicolas Hale-Woods to the manager's list of conditions." The motion, as amended, carried 5-1 in a roll call vote with **GREGG** opposed.

Clerk's note: Participating by phone, Nicolas Hale-Woods, Freeride World Tour contest director, testified Freeride "would be more than willing to take an observer with us to investigate the wildlife in the area before inspecting the venue's snowpack."

A 7 min recess was given.

2. **Resolution 15-12-651**
A Resolution of the Haines Borough Assembly adopting the Alaska Capital Project Submission and Information System priorities (CPSIS) and legislative priorities for FY 2017.

Motion: **LAPHAM** moved to "adopt Resolution 15-12-651," and the motion carried unanimously.

3. **Resolution 15-12-652**
A Resolution of the Haines Borough Assembly approving the concept of expanding the Senior Center building to allow the Chilkat Valley Preschool to share the space.

ROSS, as mother of a Chilkat Valley Preschool graduate, said she excitedly sought the assembly's support of the resolution.

TUYNMAN acknowledged financial details still needed to be worked out, but she endorsed the basic plan of Senior Center rental income supporting the preschool program.

Motion: **CASE** moved to "adopt Resolution 15-12-652," and the motion carried 5-1 in a roll call vote with **CAMPBELL** opposed.

Motion: **FRIEDENAUER** moved, per HBC 2.10.010(D), to "finish the agenda," and it carried 5-1 with **CASE** opposed.

B. Ordinances for Introduction

1. **Ordinance 15-12-425**
An Ordinance of the Haines Borough amending Haines Borough Code Section 3.60.160 to increase the local bidder preference from three percent to five percent and require the local bidder preference to be noted in all Requests for Bids or Quotes issued by the borough.

Motion: **FRIEDENAUER** moved to "introduce Ordinance 15-12-425 and send it to the Finance Committee before the first public hearing," and the motion carried unanimously.

2. **Ordinance 15-12-426**
An Ordinance of the Haines Borough authorizing a one-year extension of a lease of the Human Resources Building by Chilkat Valley Preschool for the purpose of providing preschool educational services and waiving the monthly rent amount scheduled to start in 2016.

Motion: **LAPHAM** moved to "introduce Ordinance 15-12-426 and set a first public hearing for 1/12/16 and a second public hearing for 1/26/16," and the motion carried 5-1 with **CAMPBELL** opposed.

C. Other New Business

1. **Board Appointments**
Note: (Re)appointment applications have been received for seats on the Letnikof Estates Road Maintenance Service Area board, Library Advisory Board, Planning Commission, and Port and Harbor Advisory Committee. The mayor sought assembly confirmation.

Motion: **CASE** moved to "confirm the mayor's appointment of Shannon Donahue and Scott Sundberg to the Letnikof Estates Road Maintenance Service Area board for terms ending 11/30/18; Lorraine Dudzik and Dick Flegel to the Library Advisory Board for terms ending 11/30/18; Larry Geise and Lee Heinmiller to the Planning Commission for terms ending 11/30/18; and Glen Jacobson, Terry Pardee, and Don Turner

Jr. to the Port and Harbor Advisory Committee for terms ending 11/30/17," and the motion carried unanimously.

2. **Sales Tax Exemption Request – The NRA Foundation**
Note: The NRA Foundation, a 501(c)3 organization, has applied for sales tax exemption status as allowed by HBC 3.80.050(13). The borough has granted sales tax exemption certificates to other non-profit organizations.

Motion: **CAMPBELL** moved to "postpone this to the next meeting so we can get more detailed information of their activities in Haines," and the motion carried 5-1 with **GREGG** opposed.

12. CORRESPONDENCE/REQUESTS

A. **Ferry Reschedule (5 min. presentation)** – D. Werner (*Clerk's note: Mr. Werner departed the meeting prior to this item*)

B. **Borough Energy Planning** – R. Venables/Energy Coordinator, Southeast Conference

C. **Public Heliport Concept (Action Request)** – Planning Commission

Motion: **CASE** moved to "take the letter that was written by Mr. Goldberg and refer it to the GAS committee and ask them what they think we should do about it," and the motion carried unanimously.

13. SET MEETING DATES

A. **Government Affairs & Services Committee** – Monday, January 11, 5pm – 1) Board Communication/Hallett Presentation and 2) Ordinance 15-12-424/Agenda Preparation

B. **Community Nonprofit Funding Committee** – Wednesday, December 30, 11am – Additional $14,500 Community Chest

C. **Commerce Committee** – Monday, January 18, 4:30pm - Tax Incentive Program

D. **Special Assembly Meeting** – Tuesday, December 29, 6pm – 1) Executive Search Firms, 2) Lobbyist Contract and 3) Discussion of Interim Manager Position

E. **Finance Committee** – Thursday, January 7, 5pm – 1) Proposed FY16 Budget Amendment and 2) Local Bidder Preference

14. PUBLIC COMMENTS

HALLETT submitted his proposed 2016 Haines Borough Assembly Meeting Agenda Preparation Calendar that he believes would better serve the public and still align with code.

15. ANNOUNCEMENTS/ASSEMBLY COMMENTS

FRIEDENAUER noted the mayor's prepared statement was the mayor's own words and had not gone to the assembly before the meeting.

CASE suggested adding to code a description of the meaning of the motion "to call for the question."

16. ADJOURNMENT – 10:19 p.m.

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

_____
Janice Hill, Mayor

ATTEST:

_____
Krista Kielsmeier, Interim Borough Clerk

Haines Borough
Borough Assembly SPECIAL Meeting
December 29, 2015
MINUTES

Draft

THIS <u>SPECIAL MEETING</u> WAS HELD SOLELY FOR CONSIDERING THE ITEMS LISTED ON THE PUBLISHED AGENDA. NO ADDITIONAL ISSUES WERE CONSIDERED AT THIS MEETING.

1. **<u>CALL TO ORDER/PLEDGE TO THE FLAG</u>:** Deputy Mayor **LAPHAM** called the meeting to order at 6:00 p.m. in the Assembly Chambers and led the pledge to the flag.

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

Staff Present: Julie **COZZI**/Acting Manager, Krista **KIELSMEIER**/Interim Borough Clerk, Brad **RYAN**/Director of Public Facilities, Jila **STUART**/Finance Director, Helen **ALTEN**/Museum Director.

Visitors Present: Tom **MORPHET**/CVN, Jillian **ROGERS**/KHNS, Don **TURNER Jr**., Bill **MCCORD**, Debra **SCHNABEL**, Tim **HOLM**, Gershon **COHEN**, Thom **ELY**, Carol **TUYNMAN**, and others.

3. **<u>APPROVAL OF AGENDA</u>**

<u>Motion #1</u>: CAMPBELL moved to "approve the agenda," and it was amended to add to the agenda "assembly comments" as item 7. The motion to approve the agenda, as amended, carried 4-1 with **FRIEDENAUER** opposed and **CASE** absent.

<u>Motion #2</u>: LAPHAM moved to "reconsider her vote on the last meeting of the hire of the interim manager," and the motion to reconsider carried 4-3 with the mayor breaking the tie in the affirmative and **FRIEDENAUER**, **GREGG**, and **JACKSON** opposed and **CASE** now present. This returned the following motion back to the table as though it had never been voted on:

"Make the hiring of Brad Ryan effective on January 2, 2016."

LAPHAM, who voted on the prevailing side, explained her reasoning for wanting to reconsider her vote: It is bad business to hire someone without an interview.

<u>Motion to Amend</u>: **GREGG** moved to "hire Brad and have an interview with him tonight during executive session," and the amendment failed 3-4 with **CAMPBELL, FRIEDENAUER**, and **LAPHAM** opposed and the mayor breaking the tie in the negative.

The new vote on the motion carried 4-2 with **CAMPBELL** and **LAPHAM** opposed.

4. **<u>PUBLIC COMMENTS</u>**

ELY said hiring a lobbyist is a waste of resources given the fiscal climate in Juneau. He also advised against contracting with an outside executive search firm that does not know the community. Further discussion of the interim manager hire should be in open session.

MORPHET asked why the mayor was not chairing the meeting and was told she was on medication due to a knee injury. He also asked whether the selected lobbyist would be interested in working on a commission basis. He supported contracting with an executive search firm.

SCHNABEL supported hiring **RYAN** as interim manager and advised taking an empirical approach to hiring a lobbyist, looking at the financial payoff, historically.

TUYNMAN stated the most effective lobbying is done by citizens. She would like to see strategic planning move forward more quickly.

COHEN spoke against the resolution to hire a lobbyist at this time. The state is facing a deficit and the last thing legislators are going to do is add more money for communities.

MCCORD supported the idea of a cohesive, diverse citizens' group going to Juneau for lobbying. The lobbyist is an extraordinary expense with little return.

5. BUSINESS

A. Resolution 15-12-653
A Resolution of the Haines Borough Assembly authorizing the borough manager to enter into a contract with Thomas, Inc. to provide State Lobbying Services for $45,000 plus expenses.

Motion: **CASE** moved to "adopt Resolution 15-12-653," and the motion carried 4-3 in a roll call vote with the mayor breaking the tie in the affirmative and **FRIEDENAUER**, **GREGG**, and **JACKSON** opposed.

A 5 min recess was given.

B. Resolution 15-12-654
A Resolution of the Haines Borough Assembly authorizing the borough manager to enter into a contract with Brimeyer Fursman to provide an Executive Search for the next Borough Manager and the next Chief of Police for $27,500 plus expenses not to exceed $10,000.

MCCORD requested the assembly consider the Prothman Company due to its familiarity with the unique needs of the Northwest.

TURNER said the borough does not have a good track record with past hires and that is a reason to support contracting with an executive search firm to recruit a police chief and manager.

MORPHET asked whether the proposed firms offer a guarantee on their work if recommended hires leave within a year or two and was told that Brimeyer Fursman offers a two-year guarantee.

TUYNMAN recommended a community-oriented approach for the candidate interview process.

Motion: **CASE** moved to "adopt Resolution 15-12-654," and the motion carried 5-1 in a roll call vote with **GREGG** opposed.

C. Resolution 15-12-655
A Resolution of the Haines Borough Assembly authorizing and designating certain persons to sign and endorse checks pertaining to the Borough's First National Bank Alaska accounts, and authorizing certain persons as signatories for the Borough's security cash accounts and investments.

Motion: **CASE** moved to "adopt Resolution 15-12-655," and the motion carried unanimously in a roll call vote.

D. Strategic Planning – Discussion Item

Motion: **FRIEDENAUER** moved to "ask the interim manager to investigate facilitators to hold a one-day strategic planning session for the assembly in the near future," and it was amended to set a deadline "for the second meeting in January." The motion, as amended, carried unanimously.

E. Interim Manager Hire
Note: on 12/15/15, the assembly passed a motion to hire Brad Ryan as the Interim Borough Manager effective 1/2/16. Terms of the appointment, including salary, needed to be determined, and the acting manager drafted a Letter of Agreement for assembly consideration.

Motion: **CAMPBELL** moved to "go into executive session as allowed by AS 44.62.310(b)(1) & (2) and Haines Borough Charter Section 18.03 to discuss the appointment of Brad Ryan as Interim Manager and the terms of an agreement; this matter qualifies for executive session because it both 1) contains matters, the immediate knowledge of which would clearly have an adverse effect upon the finances of the borough and 2) open discussion may tend to prejudice the reputation and character of persons involved (Mr. Ryan has been provided with an opportunity to request a public discussion); and the assembly requests Acting Manager Julie Cozzi to join the assembly in this session," and the motion carried unanimously.

Present: Mayor Hill; Deputy Mayor Lapham; and Assembly Members Jackson, Campbell, Friedenauer, Case, and Gregg; and Acting Manager Julie Cozzi. The executive session convened at 8:34pm and ended at 9:39pm.

Motion: **CASE** moved to "offer Mr. Ryan $96,000 a year, at the appropriate incremental rate, for four to six months while he performs the duties of interim manager as well as public facilities director," and the motion carried 4-2 in a roll call vote with **CAMPBELL** and **LAPHAM** opposed.

6. **PUBLIC COMMENTS**

   ELY requested charting a new course as a community and as a government. Participating in government is his right as a citizen and residents are oftentimes reprimanded for participating.

7. **ASSEMBLY COMMENTS**

   CAMPBELL shared his new work schedule and said he now is a representative of location-neutral residents in Haines.

   CASE said he would be proposing a significant pay increase for the borough clerk in the near future.

   GREGG read a prepared statement about the holiday season in Haines and his hopes for the New Year.

   LAPHAM noted conversation from executive sessions is confidential.

8. **ADJOURNMENT**– 9:52 p.m.

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

_____
Jan Hill, Mayor

ATTEST:

_____
Krista Kielsmeier, Interim Borough Clerk

Office of the Mayor
Haines Borough, Alaska

Proclamation

Mentoring Month (January 2016)

WHEREAS, the Haines Borough strongly supports opportunities for youth development; and

WHEREAS, each year since 2002, January has been recognized nationally as Mentoring Month and has enjoyed yearly support by the U.S. President and Congress; and

WHEREAS, in addition to positive family relationships, non-family mentors and role models are critical to youth development and help young people make smarter choices and better real life decisions; and

WHEREAS, the commitment of as little as one-hour weekly by a consistent, fun adult mentor has been shown to improve school success, peer and family relationships, and reduce the likelihood of violent youth behavior and drug and alcohol abuse; and

WHEREAS, helping young people develop and fulfill their dreams also strengthens the Haines community, society and the ladder of opportunity extending to future generations; and

WHEREAS, the Haines Borough encourages its citizens to serve as mentors and role models, both informally and formally through programs like Big Brothers Big Sisters of Alaska,

THEREFORE, I, Janice Hill, Mayor of the Haines Borough, do hereby recognize:

- **January as Mentoring Month** and encourage community members to take time to consider how they can be a consistent mentor and role model to a child or teen;
- **January 14, 2016 as "I am a Mentor Day,"** when volunteers across our nation share their stories about being a mentor on social media using #MentorIRL;
- **January 18, 2016 as Martin Luther King Jr. Day of Service,** when our nation shines a spotlight on volunteerism and inspires people to seek service opportunities, including youth mentoring;
- **January 21, 2016 as "Thank Your Mentor Day,"** when we encourage anyone who has had a mentor to show their appreciation by sending a note, a card or by sharing a story on social media using #MentorIRL.

Signed and Sealed on this __ day of January, 2016.

_____
Janice Hill, Mayor

Attest: _____
Julie Cozzi, MMC, Borough Clerk

7A

Haines Borough
Assembly Agenda Bill

Agenda Bill No.: 15-613
Assembly Meeting Date: 1/12/16

Business Item Description:	Attachments:
Subject: Extension of Human Resource Bldg Lease & Waiver of Monthly Rent for Chilkat Valley Preschool	1. Ordinance 15-12-426 2. Chilkat Valley Preschool Request for Extension/Waiver 3. MOU with Southeast Senior Services 4. Existing lease agreement for Human Resource Bldg
Originator: Borough Manager	
Originating Department: Administration	
Date Submitted: 12/7/15	

Full Title/Motion:

The assembly already scheduled the second hearing for 1/26/16. No motion is needed now unless the second hearing date needs to change or some other action is desired.

Administrative Recommendation:

The administration recommends this ordinance.

Fiscal Impact:

Expenditure Required	Amount Budgeted	Appropriation Required	Projected Impact to Future Operating Budgets
$0	$0	$ 0	Extra year of HR Bldg maintenance

Comprehensive Plan Consistency Review:

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

Summary Statement:

The Chilkat Valley Preschool (CVP) has leased the Human Resources Building on a year-to-year basis since the year 2000, and the current lease was authorized by the assembly on 2/24/15 for a period ending 6/30/16. The CVP has requested a one-year extension for a new term date of 6/30/17 to allow time for construction of an addition onto the borough-owned Senior Center building. Additionally, the CVP has requested a waiver of the $500 monthly rent required under the existing lease to begin on 1/1/16. The basis for this waiver is the documentation showing an agreement with Southeast Senior Services for the concept of sharing the building provided it is expanded. On 12/15/15, the assembly adopted Resolution 15-12-652 approving the concept of adding onto the building.

Referral:

Referred to: Referral Date:
Recommendation: Meeting Date:

Assembly Action:

Meeting Date(s): 12/15/15, 1/12/16
Public Hearing Date(s): 1/12, 1/26/16
Postponed to Date:

HAINES BOROUGH, ALASKA
ORDINANCE No. 15-12-426 **Draft**

An Ordinance of the Haines Borough authorizing a one-year extension of a lease of the Human Resources Building by Chilkat Valley Preschool for the purpose of providing preschool educational services and waiving the monthly rent amount scheduled to start in 2016.

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

WHEREAS, the nonprofit organization known as Chilkat Valley Preschool (CVP) has been leasing the downstairs portion of the borough's Human Resources Building situated on Lots 8 and 9, Block 13, Haines Townsite Subdivision to provide a preschool program; and

WHEREAS, CVP has leased this property on a year-to-year basis since the Haines City Council first granted the lease on September 20, 2000; and

WHEREAS, the existing lease is effective July 1, 2015 through June 30, 2016; and

WHEREAS, on December 7, 2015, the borough received a request from CVP for an extension of the lease period to June 30, 2017; and

WHEREAS, the current lease includes a requirement for $500 monthly rent beginning January 1, 2016 with provision for a waiver if the CVP provides the borough before December 15, 2015 with documentation that a structure suitable for use as a preschool has been obtained; and

WHEREAS, on December 1, 2015, CVP provided the borough with documentation consisting of a Memorandum of Understanding with Southeast Senior Services supporting the idea of a shared community building at the current Haines Senior Center with construction of an addition; and

WHEREAS, the assembly will consider adoption of Resolution 15-12-652 on December 15, 2015 approving the concept of expanding the borough-owned Senior Center building to accommodate a preschool; and

WHEREAS, knowing the borough still desires to dispose of the Human Resources Building, CVP has been aggressively pursuing relocation to another facility while at the same time attempting to operate the program with minimal disruption; and

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

NOW THEREFORE BE IT ENACTED, by the Haines Borough Assembly, that it is hereby determined to be for a public purpose and in the public interest of the Haines Borough to extend through June 30, 2017 the existing lease of the Human Resources Building with the Chilkat Valley Preschool for the purpose of providing preschool educational services; and

BE IT ALSO ENACTED, the Assembly waives the $500 monthly rent amount set to begin January 1, 2016, subject to the adoption of Resolution 15-12-652.

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

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

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

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

_____
Janice Hill, Mayor

Attest:

_____
Julie Cozzi, MMC, Borough Clerk

Date Introduced:	12/15/15
Date of First Public Hearing:	01/12/16
Date of Second Public Hearing:	01/26/16

Chilkat Valley Preschool

PO Box 1165 Haines AK 99827

(907) 766-3213

cvpreschool@aptalaska.net www.chilkayvalleypreschool.org

A program dedicated to the fullest development of the whole child.

20015-2016 BOARD OF DIRECTORS

Alissa Henry
President

Melissa Ganey
Vice President

Katherine Lee
Treasurer

Lexie Dewitt
Secretary

Sarah Elliott
Emily McMahan

STAFF

Erin Kelly
Lead Teacher

Elissa Brooks
Assistant Teacher

Vija Pelekis
Assistant Teacher

Tracey Harmon
Office Manager

December 7, 2015

To Whom It May Concern,

The Chilkat Valley Preschool would like to formally request a continued rent free extension of our lease of the Human Resources Building through June 30, 2017. This request is being made in anticipation of the timeline for our current Facility Project addition at the Senior Center for the following reasons:

First of all, because of our status as a State Licensed Child Care Facility, we need to have a secure facility for next school year.

Secondly, we are requesting this extension because construction timelines are extremely unpredictable. We feel that having another year in our current facility will give us ample time to allow for the addition so we only have to move once.

Lastly, extending our lease without the cost of rent for another year will free up the resources necessary to secure additional funding through grant writing and fundraising.

We believe that in helping the Chilkat Valley Preschool by extending our lease in the HR Building you are serving not only the community of young families and the needs of early childhood education, but also the entire community of elders and Senior Citizens CVP has entered a Memorandum of Understand with. Both populations contribute significantly to the economic growth and development of Haines. Please help us with this first step to make that happen.

Sincerely,

Chilkat Valley Preschool Board of Directors

Chilkat Valley Preschool

PO Box 1165 Haines AK 99827

(907) 766-3213

cvpreschool@aptalaska.net www.chilkayvalleypreschool.org

A program dedicated to the fullest development of the whole child.

20015-2016 BOARD OF DIRECTORS

Alissa Henry
President

Melissa Ganey
Vice President

Katherine Lee
Treasurer

Lexie Dewitt
Secretary

Sarah Elliott
Emily McMahan

STAFF

Erin Kelly
Lead Teacher

Elissa Brooks
Assistant Teacher

Vija Pelekis
Assistant Teacher

Tracey Harmon
Office Manager

December 7, 2015

To Whom It May Concern,

The Chilkat Valley Preschool would like to formally request a continued rent free extension of our lease of the Human Resources Building through June 30, 2017. This request is being made in anticipation of the timeline for our current Facility Project addition at the Senior Center for the following reasons:

First of all, because of our status as a State Licensed Child Care Facility, we need to have a secure facility for next school year.

Secondly, we are requesting this extension because construction timelines are extremely unpredictable. We feel that having another year in our current facility will give us ample time to allow for the addition so we only have to move once.

Lastly, extending our lease without the cost of rent for another year will free up the resources necessary to secure additional funding through grant writing and fundraising.

We believe that in helping the Chilkat Valley Preschool by extending our lease in the HR Building you are serving not only the community of young families and the needs of early childhood education, but also the entire community of elders and Senior Citizens CVP has entered a Memorandum of Understand with. Both populations contribute significantly to the economic growth and development of Haines. Please help us with this first step to make that happen.

Sincerely,

Chilkat Valley Preschool Board of Directors

Alissa
Sarah Elliott
Emily McMahan
Kat

RECEIVED Haines Borough
DEC 09 2015
Clerk's Office

Memorandum of Understanding

The Southeast Alaska Senior Services and the Chilkat Valley Preschool agree to support a shared community building at the current Haines Senior Center (HSC) Location, providing space for the Haines Senior Community and the Preschool Population:

Whereas the current area will be maintained for senior programs, provided Southeast Senior Services continues to rent the facility at the current rate of $800/month through Dec. 31 2016.

Whereas the Chilkat Valley Preschool will provide an initial $50,000 in funding to expand the HSC facility by 1,000 square feet for the future location of the Chilkat Valley Preschool.

Whereas the Haines Borough will continue to provide major maintenance for the HSC building as it stands now and into the future.

Whereas the Chilkat Valley Preschool will provide management of rentals upon a signed management agreement with the Haines Borough.

Whereas the Haines Borough will provide the costs of utilities and the Chilkat Valley Preschool will collect rentals and provide them to the Haines Borough.

Whereas as an incentive to the Chilkat Valley Preschool, the Haines Borough will provide a 25% management fee for all rentals excluding the rental to Southeast Senior Services on a quarterly basis.

Whereas the Haines Borough provides free rental for the continued occupancy of the Chilkat Valley Preschool through June 30th 2017 in the current Haines Borough Human Resources Building.

Signature: Cindy Jackson Date: 12/1/2015
Cindy Jackson
Southeast Senior Services

Signature: Alissa Henry Date: 12/1/2015
Alissa Henry, Board President
Chilkat Valley Preschool

Haines Borough
Human Resource Building

In-Kind Lease Agreement

LEASE AGREEMENT made as of the **25th** day of **February, 2015**

BY and BETWEEN the Lessor: **Haines Borough**

and the Lessee: **Chilkat Valley Preschool**

The Lessor and the Lessee agree as set forth below.

WITNESSETH:
That for and in consideration of the agreements hereinafter mentioned to be kept and performed by the Lessee, Lessor does hereby lease unto said Lessee the main floor of the building known as the Human Resources Building, situated on Lots 8 and 9, Block 13, Haines Townsite Subdivision, and such area as necessary to carry out the preschool program.

TO HAVE AND TO HOLD the above described premises, with the rights, privileges, easements and appurtenances thereunto belonging or in any way appertaining, unto Lessee for a **term commencing on the 1st day of July, 2015 and terminating on the 30th day of June, 2016,** and yielding possession thereof as hereinafter provided with both parties in agreement that there is no option to renew this lease and under no circumstances will the lease be renewed.

1. **RENT**: No charge for rent from 1 July 2015 through 31 December 2015. From 1 January 2016 through 30 June 2016 monthly rent will be $500.00. The monthly rent from 1 January 2016 through 30 Jun 2016 will be waived if the Lessee provides the Lessor a certified copy of a lease or a document of sale (hereafter referred to as the "Document") demonstrating that a structure suitable for use as a preschool has been obtained. The Document must be provided before the 15th day of December 2015 to be eligible to waive the rent for January 2016 and beyond. Thereafter, the Lessee has until 4:00 PM on the 15th of each month to provide the Lessor a certified copy of the Document in order for rents in succeeding months to be waived. The Lessee will have no ability to receive already paid rents back from the Lessor. Should the Lessee's arrangements for lease or purchase fall through, the Lessee shall owe the Lessor all back rents for months in which rent was waived.

2. **USE**: Preschool

3. **ALTERATIONS AND REPAIRS**: Lessee shall not make any alteration or repair of the said premises, or any part thereof, without first obtaining the written consent of Lessor. Lessee shall, at its sole cost and expense, repair all damage to the leased premises caused by the Lessee's use of the premises. Lessee shall keep and maintain the leased premises in good condition and repair, normal wear and tear excepted.

4. **LIENS**: Lessee shall not cause the demised premises to be encumbered by any liens, and shall, whenever and as often as any such liens may be recorded against said property, purporting to be for labor or materials furnished or to be furnished to the Lessee, take steps to discharge such liens within a reasonable time after the date of filing. Lessor shall not be liable for any labor or materials furnished or to be furnished to the Lessee upon credit.

5. **UTILITIES**: Lessee shall pay for all heat, lights, power, water, sewer and phone services supplied to the property used by them.

6. **INDEMNIFICATION**: Lessee shall defend, indemnify and save harmless Lessor from and against any and all losses, damages, liabilities, expenses, claims and demands of whatsoever

character, direct or indirect, arising out of or in any way connected with, this lease of the demised premises or use or occupancy thereof by Lessee.

7. **INSURANCE**: Lessor shall provide and maintain fire insurance on the leased building. Lessee shall provide the necessary insurance on its personal property on the premises and liability insurance of not less than $500,000 bodily injury, $100,000 property damage and $5,000 medical payments. Proof of such insurance shall be provided to Lessor by Lessee's insurance company upon execution of this lease and upon any renewal of said policies. Lessee shall provide lessor written notice thirty days in advance of any cancellation of insurance coverage.

8. **ENTRY BY LESSOR**: Lessee shall permit Lessor and its agents to enter the premises at all reasonable times for the purposes of access to areas in the leased building not covered in this lease and for the purpose of inspecting the same or making repairs.

9. **SUBLETTING AND ASSIGNMENT**: Lessee shall not assign this lease, or any interest thereof, without the written consent of Lessor.

10. **COMPLIANCE WITH LAW**: Lessee shall, at their sole cost and expense, comply with all the requirements of the Haines Borough, State of Alaska and Federal laws, regulations, statutes or ordinances pertaining to said premises and their use, including all regulations prohibiting smoking in public buildings.

11. **DESTRUCTION OF PREMISES**: In the event of damage or destruction of the leased premises from any cause, the Lessor shall have the option to repair the same. In the event Lessor does not elect to make such repairs, this lease may be terminated at the option of either party. A total destruction of the premises shall terminate the lease. Lessor shall give notice of its election to repair within ten days from the date of the damage or destruction.

12. **REMEDIES OF LESSOR ON DEFAULT**: In the event of any breach of this lease by Lessee, then Lessor shall have the right of re-entry subject to the Landlord and Tenant Act provisions.

13. **OCCUPANCY**: Lessee shall have the right of occupancy as of the signing of this lease.

14. **TERMINATION**: The Lessee may terminate this lease upon giving thirty days written notice to the Lessor if the use of the premises by the Lessee ceases for any reason. In such a case, upon quitting the premises, the Lessee shall remove all personal and business property from the premises and shall leave the premises in good condition, normal wear and tear excepted. The Lessor may terminate this lease upon giving the Lessee thirty days written notice.

15. **ENTIRE AGREEMENT**: This lease sets forth the entire understanding of the parties, and no modifications may be made hereto except by written addendum signed by the parties. This lease binds the heirs, personal representatives, successors and legal assigns of all the parties hereto.

IN WITNESS WHEREOF, the parties have executed this lease as of the day, month and year first above written.

This Lease Agreement entered into as of the day and year first written above.

LESSOR

David B. Sosa, Borough Manager
Haines Borough

LESSEE

Alissa Henry, Board President
Chilkat Valley Preschool

Attest:

Julie Cozzi, MMC, Borough Clerk

Authorized by Borough Assembly 2/24/15 – Ordinance 15-01-396

Report
from the
Borough Manager

Date: 1/12/16

To: Mayor and Borough Assembly

From: Brad Ryan, Interim Borough Manager

Re: **Manager's Report**

WATER AND SEWER

Piedad Springs: A new transmission line and water treatment facility are scheduled to be installed in the spring/summer of 2016. This project is currently open for bid and a mandatory site visit will be held January 14, with the bid closing at 2:00 PM on February 2, 2016. This is a grant-funded project that must be completed by July 15, 2016.

Tower Road Water Tank: The Tower Road water tank's roof is coming off and a design-build RFP will be released no later than January 14, 2016. The funds have already been budgeted for this project under the borough's CIP list.

Wastewater Treatment Plant: I have asked Jim Dorn to complete the bid documents for the replacement of the Wastewater Treatment Plant building by March 1, 2016. If the $1 million in the governor's budget survives any potential cuts, we will have grant money to pay for the building. If the grant money is cut, we have a low-interest loan from DEC to pay for the building. Either way, we are most likely looking at the 2017 construction season for the building. However, we will get the bid out as soon as possible with regard to the grant timeline in case construction can happen earlier.

Water Quality: The water department has made a concerted effort to improve water quality in Haines. In general, water quality is negatively impacted by the amount of time the water spends in tanks or waterlines after it has been treated with chlorine. Due to the reduced demand for water in the winter, this can lead to problems with water quality. To reduce this contact time, the water department took the Tower Road tank offline, which reduces the amount of water in storage and should increase the longevity of the tank. In addition, the water department "wastes" water from fire hydrants in strategic locations to eliminate water that has had a long contact time. Last month's test results showed a significant increase in water quality compared with previous years.

FACILITIES

Mosquito Lake School: The Mosquito Lake School is a significant expense to the borough for utilities and general upkeep (between $25,000 and $35,000/year). I have been working with The

Friends of Mosquito Lake School on an MOU to allow them to use the building and reduce the cost of the facility to the borough. The two areas that could potentially provide significant savings are the cost of electricity if we can qualify for Power Cost Equalization (PCE) and the current maintenance contract. I would like to have a draft MOU ready for the Assembly's review at the January 26 meeting. This MOU would be effective quarterly and automatically renew each quarter until either party wishes to change or cancel the agreement.

Senior Center – Chilkat Valley Preschool: The Chilkat Valley Preschool and the Haines Borough are working on a management agreement of the current Senior Center facility that will hopefully be beneficial to both parties and reduce the borough's burden of managing the facility. A draft agreement is scheduled to be presented to the Assembly on January 26.

The CVP and seniors have now formed a building committee to plan the expansion of the Senior Center and develop a fundraising campaign. They do have a question about the resolution supporting the concept of expanding onto the Senior Center and if that means they can go forward with fundraising and planning this project or if there is further assembly approval needed.
A reminder that the Senior Center is still scheduled to get new siding, windows, and doors this summer. The contract has been awarded for this project and is scheduled to be completed by July 2016.

One final note: The Senior Center building is now being used on Friday nights for Albert Giddings' youth group.

Biomass: Darsie Culbeck is developing a scope of work for CTA Engineering out of Montana to provide guidance on the most effective placement of biomass boilers for Haines Borough facilities.

HARBOR

Small Boat Harbor: The Small Boat Harbor is still waiting on the 408 permit that was submitted by PND Engineers in mid-December. Until this permit is issued, we cannot move forward on this project.

Lutak Dock: The Harbormaster and I are working on a request for proposals (RFP) for the Lutak facility to secure its structural integrity and at a minimum maintain the exiting working area and functionality. We hope to have this available for review in the next couple of weeks.

Tariff Adjustment: The Harbormaster has provided a summary and will be at the meeting to answer questions.

POLICE/FIRE

Haines Borough Police Department: Due to an accident we are down to a single officer. To alleviate this shortfall we are contracting with the Hoonah Police Department to fill in the gaps until we can get more officers on staff.

Fire Department: We have a new Fire Chief (Greg Palmieri) and we are transitioning responsibility from the former chief (Scott Bradford) to the new chief.

Chief of Police and Borough Manager Hire: Julie Cozzi is negotiating with Brimeyer Fursman and will continue upon her return.

ADMIN.

Strategic Planning: No action on this yet but I will be following up soon.

Lobbyist: Bill Thomas has signed on as the lobbyist for the Haines Borough.

LIBRARY

Alaska Reads: The library will be participating in the Alaska Reads program. Contact the library for more information.

MUSEUM

Storage Compactors: Installed.

History Day: The museum will be hosting History Day. Contact the museum for more information.

TOURISM

Freeride World Tour: Leslie Ross is in ongoing discussions about wildlife observations for the event.

Ferry Schedule: Leslie Ross is tracking the new summer schedule, which appears to limit trips between Skagway and Haines, impacting the Golden Circle promotions.

FINANCE

Budget Amendment: The amendment was presented to the Finance Committee on January 7. The major changes will be requested from the tourism department and there are several pages of documentation to support the request.

PUBLIC WORKS

Menaker Road: There was a request from a concerned citizen about the icy conditions on Menaker Road and what could the borough do about this. I followed up with DOT since this is a DOT road and here is the response. *"Menaker Road is a class 4 road for us, which means minimal maintenance…even up to 48 hrs after a storm event. I understand her concerns but the reality is that Menaker has very few residents, very, very low car count and we just aren't going to spend much time on it. Our time and money goes to the more important roads and the airport etc. I realize that everyone thinks their road is the most important one. I guess she needs to realize that this is the way it is and will probably even get worse in the next budget cycle. If we can't do it ourselves, then we surely have no way to contract with the city to do it for us. The solution is for the City to take ownership of the road. The reality is that it should be a city street…it is 100% residential and the State is trying very hard to not be in the "residential" business……"*

Facility Administration Report
December 2015

Usage:

Use of the Chilkat Center in December included our ongoing classes and featured the second film night with Haines Arts Council as well as the always entertaining Holly Jolly Follies and the Haines School Music Festival, produced by Jason Muccino.

Upcoming events:

Jan 9 – Community Forum
Jan 14 – Haines Arts Council Film
Jan 21 - Rivertalk
Jan 27 – Kim Beggs, Canadian songwriter
Jan 28 – SEACC presentation

Maintenance*:*

The 6-inch minimum snowfall that is required before the parking lot is plowed can be problematic when there is a big event at the CCA. It's an enormous parking lot and is messy and difficult to maneuver when the snow is between 5 and 6 inches. One of our renters took it upon themselves to have the lot plowed before their event out of concern for their guests. Some flexibility with respect to events and public safety might be a consideration.

Submitted by Facilities Manager, Kay Clements, for December2015

	Chilkat Center for the Arts		
	12/31/2015		
Contact	**Function**	**Participants**	**Amount**
	Dance Studio		
Chorus Bishop	Jujutsu - 2 training classes	6	$30.00
Marilyn Harrold	Tai Chi	19	$120.00
	Lobby		
Well and Fit	Morning Muscles	51	$90.00
St Michael's	Sunday Services	65	$350.00
Well and Fit	Strength and Stretch	98	$135.00
Haines Arts Council	Film event	50	$100.00
Northwind	Restoration Meeting	50	$100.00
	Conference Room		
	Auditorium/ Basement		
LCCP	Holly Jolly Follies	250	$375.00
HBSD	**Haines School Music Festival**	250	$325.00
	December Totals	**839**	**$1,625.00**

Haines Borough Parks & Rec Advisory Committee meeting

Wednesday, November 4, 2015 at the library. Meeting called to order 5:05 pm.

Attendance:

Members: George Figdor (by teleconference), Burl Sheldon, Meredith Pochardt, Richard Chapell
Public: Tresham Gregg (Assembly), Travis Russell (AK State Parks), Carol Tuynman (AK Arts Confluence)

Agenda:

Tuynman presented an update on Ft. Seward signage

Draft copies of 13 interpretive signs designed for Ft. Seward are posted at Art on Main Street office for November. PARC members and the public are encouraged to review and comment on them.

Approve minutes from September 23, 2015 meeting.

Approved unanimously.

Letter of support for AK State Parks' Recreational Trails Grant application to finish the Battery Point trail.

The grant proposal funds hardening the remainder of the Battery Point trail on the beach level, a spur trail to the beach, finishing water crossings with structurally adequate bridges or culverts.

M/S Sheldon/Pochardt, passed unanimously.

Letter of support for Takshanuk Watershed Council's Recreational Trails Grant application for Jones Point trailhead and trails.

The grant proposal funds rerouting a Jones Point road to bypass large seasonal puddle, and trailhead improvements to make the Jones Point property more welcoming to public recreational access. Vehicle access on a restored road will be allowed during the subsistence hooligan fishery each year.

M/S Sheldon/Figdor, passed 3-0 with Pochardt abstaining because she is a Takshanuk Watershed Council employee.

Outreach message for planning a downtown core park

Consensus that Pochardt will edit the draft letter for presentation to the Planning Commission chair and the Borough Manager to initiate a collaborative planning process with possible park creation in the Borough land parcel bounded by Main Street, 3rd Avenue, the Borough Administration Building, the library parking lot, and the school track. A future open house to gather public comments was discussed.

Parks and Rec objectives chart in HB 2025 Comprehensive Plan

Consensus that Figdor will consolidate tasks assigned to PRAC for shorter time frame in section 8.4 Implementation Plan. This list can be presented and prioritized by public comment at a future open house.

Next meeting

Wednesday, Dec. 16, 5:00 pm at the library.

9B

X REGULAR MEETING

◯ SPECIAL MEETING

◯ TAB X PHAC ◯ LIBRARY ◯ PSC ◯ PRAC
◯ CCAB ◯ MUSEUM ◯ Other_____
Please Check Appropriate Box

Committee Meeting Summary

Date 12-17-15 **Time of Meeting** 10:30 AM **Location** Municipal Chambers

Committee Members Present: **Chair Person:** Norman Hughes

Terry Pardee, Don Turner jr, Bill Rostad, Brad Badger, Glen Jacobson

ABSENT: Fred Gray

Person Filling out form: Norman Hughes

Topics of Discussion:

- Harbormasters report- Harbor LED Lights, F float Pilling repairs, Engineer review 95% Design
- Old Business- Section 408 Permit Application
- New Business- Lutak Tariff Rates

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

- Approval of Agenda, Approval of Minutes from 11-19-15, both passed 6-0
- for full motions see HBPHAC Record of Decisions dated 12-17-15
- HBPHAC request Haines Borough Assembly budget funds for lobbying of federal officials for South Portage Cove Harbor Expansion. Passed 6-0
- HBPHAC request Borough Assembly consider a 3% annual increase on Dockage and Wharfage tariffs. As per pg 15 and 18 of Port of Haines Terminal Tariff, FMC NO.3 dated 5-13-14 passed 5-1
- _____

Next Mtg Date: 01-28-16 * **NOTE: This Summary should NOT replace Minutes or Requests for Assembly Action**

Haines Borough

BOROUGH ASSEMBLY ACTION REQUEST

DATE: 12-17-15

TO: Borough Assembly

FROM: Haines Borough Ports and Harbor Advisory Committee

BOARD ACTION: MOTION. Hughes, second Pardee. Passed 6-0
HBPHAC request Haines Borough Assembly budget funds for lobbying of federal officials for South Portage Cove Harbor Expansion.

RATIONALE: SPCHE is a $20,000,000 project that is being delayed by a new 408 permit application. This 408 permit is required by the army corps of engineers and is new to Alaska. Eight harbor projects in Alaska are being delayed by this new 408 permitting. How long this 408 permitting will take is unknown. The Army corps has never issued a 408 permit in Alaska. This additional permitting is delaying the projects final design. The SPCHE cannot go to bid without a final design. The SPCHE funding has a July 2017 completion deadline. The HBPHAC believes lobbying the federal government where it is deemed necessary could expedite the 408 permit process. Now is the time to invest a small amount of money for the reward of a $20,000,000 project.

BOARD REQUEST: Make funds available for lobbying of federal officials (as per Brad Ryan recommendations for moving project forward)

SUBMITTED BY Norman Hughes Chair HBPHAC

10A

Haines Borough
Assembly Agenda Bill

Agenda Bill No.: 15-616
Assembly Meeting Date: 1/12/16

Business Item Description:	Attachments:
Subject: Sales Tax Exemption Application from The NRA Foundation	1. Application for sales tax exemption from The NRA Foundation 2. List of sales tax exempt non-profit organizations
Originator: Borough Clerk	
Originating Department: Administration	
Date Submitted: 11/18/15	

Full Title / Motion:

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

Administrative Recommendation:

Fiscal Impact:

Expenditure Required	Amount Budgeted	Appropriation Required	Projected Impact to Future Operating Budgets
$0	$0	$0	Loss of Sales Tax Revenue

Comprehensive Plan Consistency Review:

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

Summary Statement:

The NRA Foundation, a 501(c)3 organization, applied for sales tax exemption status as allowed by HBC 3.80.050 (13). The borough has granted sales tax exemption certificates to other non-profit organizations (see attached).

On 12/15/15, the assembly postponed this item to this meeting to give The NRA Foundation an opportunity to provide information regarding Haines activities. Staff made contact and explained what was needed, but to-date no additional information has been received. There is no motion yet on the table.

Referral:

Referred to: Referral Date:
Recommendation: Meeting Date:

Assembly Action:

Meeting Date(s): 12/15/15, 1/12/16 Public Hearing Date(s):
Postponed to Date:

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

RECEIVED
NOV 18 2015
Haines Borough

APPLICATION FOR SALES TAX EXEMPTION CERTIFICATE
HAINES BOROUGH

THE FOLLOWING ORGANIZATION:

The NRA Foundation,

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

Local Address of Organization: PO Box 15419, Fritz Creek, AK 99603

Date of Incorporation: 11 July 1990 **Federal Employer I.D. #:** 52-1710886

Briefly Describe the Organizations Current and/or Proposed Activity in the Borough:
The heart of The NRA Foundation's mission is preserving the core of our American values and traditions in our steadfast effort to Teach Freedom. Established in 1990, The NRA Foundation, Inc. ("NRA Foundation") is a 501(c)(3) tax-exempt organization that raises tax-deductible contributions in support of a wide range of firearm-related public interest activities of the National Rifle Association of America and other organizations that defend and foster the Second Amendment rights of all law-abiding Americans. These activities are designed to promote firearms and hunting safety, to enhance marksmanship skills of those participating in the shooting sports, and to educate the general public about firearms in their historic, technological and artistic context. Funds granted by The NRA Foundation benefit a variety of constituencies throughout the United States including children, youth, women, individuals with physical disabilities, gun collectors, law enforcement officers, hunters and competitive shooters.

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

Greg Stephens

Organization Representative
Print Name: Greg Stephens
Title: NRA Field Representative, S. Alaska
Phone: 907-299-7402
Email: gstephens@nrahq.org

****

DECLINED BY THE ASSEMBLY ON _____

Reason: _____

APPROVED BY THE ASSEMBLY ON _____

_____ Haines Borough Mayor

_____ Assigned Sales Tax Exemption Number

Date: _____

Rev: 6/4/07

FRIENDS OF NRA

INTERNAL REVENUE SERVICE
DISTRICT DIRECTOR
31 HOPKINS PLAZA
BALTIMORE, MD 21201

DEPARTMENT OF THE TREASURY

Date: JUL 20 1995

THE NRA FOUNDATION INC
C/O JAMES W CARLSON
11250 WAPLES MILL ROAD 6TH FL N TWR
FAIRFAX, VA 22030-7400

Employer Identification Number:
52-1710886
Case Number:
525175038
Contact Person:
MRS. M. SMITH
Contact Telephone Number:
(410) 962-7756
Our Letter Dated:
April 17, 1991
Addendum Applies:
Yes

Dear Applicant:

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

Your exempt status under section 501(a) of the Internal Revenue Code as an organization described in section 501(c)(3) is still in effect. Based on the information you submitted, we have determined that you are not a private foundation within the meaning of section 509(a) of the Code because you are an organization of the type described in section 509(a)(1) and 170(b)(1)(A)(vi).

Grantors and contributors may rely on this determination unless the Internal Revenue Service publishes notice to the contrary. However, if you lose your section 509(a)(1) status, a grantor or contributor may not rely on this determination if he or she was in part responsible for, or was aware of, the act or failure to act, or the substantial or material change on the part of the organization that resulted in your loss of such status, or if he or she acquired knowledge that the Internal Revenue Service had given notice that you would no longer be classified as a section 509(a)(1) organization.

If we have indicated in the heading of this letter that an addendum applies, the addendum enclosed is an integral part of this letter.

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

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

Sincerely yours,

District Director

Enclosure:
Addendum

Letter 1050 (DO/CG)

ARTICLES OF INCORPORATION

OF

THE NRA FOUNDATION, INC.

To: The Department of Consumer and Regulatory Affairs
Washington, D.C.

The undersigned incorporators, each being more than eighteen years of age, do hereby form a non-stock, nonprofit corporation pursuant to the District of Columbia Nonprofit Corporation Act.

FIRST: The name of the corporation shall be The NRA Foundation, Inc. (the "Foundation").

SECOND: The duration of the Foundation shall be perpetual.

THIRD: The Foundation is organized and is to be operated exclusively to carry out the following charitable, educational and scientific purposes:

(a) To promote, advance and encourage firearms and hunting safety;

(b) To educate individuals, including the youth of the United States, with respect to firearms and firearms history and hunting safety and marksmanship, as well as with respect to other subjects that are of importance to the well-being of the general public;

(c) To conduct research in furtherance of improved firearms safety and marksmanship facilities and techniques;

(d) To support the activities of the National Rifle Association of America ("NRA"), but only to the extent that such activities are in furtherance of charitable, educational and scientific purposes within the meaning of section 501(c)(3) of the Internal Revenue Code of 1986, as amended ("Code"), or any similar provision subsequently enacted;

(e) To exercise all rights and powers conferred by the laws of the District of Columbia upon nonprofit corporations, including but without limitation thereon, to solicit and receive gifts, devises, bequests and contributions, in any form, and to use, apply, invest, and reinvest the principal and/or income therefrom or distribute the same for the above purposes; and

(f) To engage in any other activity that is incidental to, connected with or in advancement of the foregoing purposes and that is within the definition of charitable, educational and scientific for purposes of Section 501(c)(3) of the Code.

FOURTH: The Foundation is not organized for profit; it shall have no capital stock and shall not be authorized to issue capital stock.

FIFTH: It is intended that this Foundation shall have the status of a corporation that is exempt from federal income taxation under Section 501(a) of the Code as an organization described in Section 501(c)(3) of the Code, and which is other than a private foundation by reason of being described in Section 509(a) of the Code. These Articles shall be construed accordingly, and all powers and activities of the Foundation shall be limited accordingly. The Foundation shall not carry on propaganda or otherwise attempt to influence legislation to such extent as would result in loss of its exemption from federal income tax under Section 501(a) of the Code as an organization described in section 501(c)(3) of the Code, nor shall any activity of the Foundation consist of participating in or intervening in (including the publishing or distributing of statements) any political campaign on behalf of or in opposition to any candidate for public office.

SIXTH: No part of the net earnings of the Foundation shall inure to the benefit of or be distributable to the Foundation's Trustees or Officers or to private individuals, but the Foundation shall be authorized and empowered to pay reasonable compensation for services rendered and to make reasonable payments in reimbursement of

reasonable expenses incurred in furtherance of the purposes set forth in Article THIRD hereof.

SEVENTH: Upon the dissolution of the Foundation, the Board of Trustees, after paying or making provisions for the payment of all of the liabilities of the Foundation, shall distribute all of the assets of the Foundation exclusively for charitable, educational or scientific purposes to an organization or organizations with purposes substantially the same as those described in Article THIRD hereof, which are organizations described in Section 501(c)(3) of the Code and which are other than private foundations. Any of such assets not so distributed shall be distributed by a court of competent jurisdiction, exclusively for the aforesaid purposes of the Foundation or to such organization or organizations that are described in Section 501(c)(3) of the Code and that are other than private foundations as said court shall determine.

EIGHTH: The Foundation shall not have a separate membership as such. For the purposes of any statute or rule of law relating to corporations, the Trustees shall be taken to be the members of the Foundation. The Bylaws of the Foundation shall set forth the respective rights and method of selection of Trustees and such other provisions as shall pertain to and control the Board of Trustees.

NINTH: The post office address of the registered office of the Foundation in the District of Columbia is 1600 Rhode Island Avenue, N.W., Washington, D.C. 20036. The name of the Registered Agent of the Foundation at such address is William B. Binswanger. Such registered office and Registered Agent may be changed from time to time by the Board of Trustees of the Foundation.

TENTH: The initial number of Trustees of the Foundation shall be seven (7). The number of Trustees may be increased or decreased but may not be fewer than seven (7) or more than nine (9). The names and addresses of the persons who are to serve

as the initial Trustees until the first annual meeting or until their successors are elected and qualified are as follows:

Dr. James W. Carlson	Box 191 Crofton, NE 68730
Mr. Joe Foss	P.O. Box 566 Scottsdale, AZ 85252
Mr. Luke Meatte	Anheuser-Busch Companies, Inc. One Busch Place St. Louis, MO 63118-1852
Mr. Joseph A. Nava	469 NRA Lane Fairbanks, AK 99709
James W. Porter, II	1001 City Federal Building Birmingham, AL 35203
Mr. James E. Reinke	Running Fox Ranch P.O. Box 307 Las Vegas, NM 87701
Mr. J. Warren Cassidy	1600 Rhode Island Avenue, NW Washington, DC 20036

ELEVENTH: The names and addresses of the incorporators are as follows:

Stephen N. Shulman	1333 New Hampshire Avenue, N.W., Suite 700 Washington, D.C. 20036
Robert A. Rudnick	1333 New Hampshire Avenue, N.W., Suite 700 Washington, D.C. 20036
Jana S. DeSirgh	1333 New Hampshire Avenue, N.W., Suite 700 Washington, D.C. 20036

TWELFTH: The Foundation may by its Bylaws make any other provisions or requirements for the arrangement or conduct of the business of the Foundation, provided the same shall not be inconsistent with these Articles of Incorporation or contrary to the laws of the District of Columbia or the United States.

THIRTEENTH: The affirmative vote of a majority of the Board of Trustees then serving shall be required to adopt or approve the following actions:

(a) Liquidation or dissolution of the Foundation, including distribution of assets as authorized in Article SEVENTH;

(b) Merger, consolidation or transfer of substantially all the assets of the Foundation; and

(c) Repeal, modification, amendment, in whole or in part, or addition to the Articles of Incorporation or Bylaws of the Foundation or the adoption of new Articles of Incorporation or Bylaws for the Foundation.

IN WITNESS WHEREOF, we have hereunto subscribed our names to these Articles of Incorporation on this 11 day of July, 1990.

Stephen N. Shulman

Robert A. Rudnick

Jana S. DeSirgh

DISTRICT OF COLUMBIA) ss:

I, Mary M. Glass, a Notary Public, hereby certify that on the 11th day of July, 1990, personally appeared before me Stephen N. Shulman, who signed the foregoing document as incorporator, and that the statements therein contained are true.

Mary M. Glass
Notary Public
My Commission Expires: 1/1/91

[SEAL]

DISTRICT OF COLUMBIA) ss:

I, Mary M. Glenn, a Notary Public, hereby certify that on the 11th day of July, 1990, personally appeared before me Robert A. Rudnick, who signed the foregoing document as incorporator, and that the statements therein contained are true.

Mary M. Glenn
Notary Public
My Commission Expires: 1/1/91

[SEAL]

DISTRICT OF COLUMBIA) ss:

I, Pamela B. Presbury, a Notary Public, hereby certify that on the 11th day of July, 1990, personally appeared before me Jana S. DeSirgh, who signed the foregoing document as incorporator, and that the statements therein contained are true.

Pamela B. Presbury
Notary Public
My Commission Expires: 8/14/94

[SEAL]

updated 5-15-15

Numerical

SALES TAX EXEMPT
NON-PROFIT ORGANIZATIONS

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

EXEMPT #	NAME OF ORGANIZATION
101	Lynn Canal Community Players Box 118, Haines, AK
103	Sheldon Museum & Cultural Center Chilkat Valley Historical Society Box 269, Haines, AK 99827
104	Ak. Chilkat Bald Eagle Preserve Foundation, Box 213, Haines, AK 99827
105	S.E. Alaska State Fair Box 385, Haines, AK 99827
106	Ak. Community Develop. Corp. 6250 Tuttle Place #5, Anchorage, AK 99507
107	Haines Headstart Box 192, Haines, AK 99827
108	Haines Chamber of Commerce Box 1449, Haines, AK 99827
109	Echo Ranch Bible Camp Box 156, Haines, AK 99827
110	Chilkat Center for the Arts Box 1004, Haines, AK 99827
111	Lynn Canal Counseling Services Box 90, Haines, AK 99827
112	Lynn Canal Broadcasting Box 1109, Haines, AK 99827
113	Chilkat Valley Pre-School Box 1165, Haines, AK 99827
114	Salvation Army Box 550, Haines, AK 99827
115	Klukwan Assembly of God Church Box 422, Haines, AK 99827
116	Tlingit-Haida Regional Housing Box 32237, Juneau, AK 99803
119	S.E. Ak. Area Council, Boy Scouts 9220 Lee Smith Drive Juneau, Alaska 99801

EXEMPT #	NAME OF ORGANIZATION
120	Sacred Heart Catholic Church Box 673, Haines, AK 99827
121	Tongass Alaska Girl Scouts Troops #98, #99, #100, #101, #104
122	Covenant Life Center HC 60, Box 2665, Haines, AK 99827
123	Covenant Life College HC 60, Box 2665, Haines, AK 99827
125	Friends of Recycling Box 822, Haines, AK 99827
127	Port Chilkoot Bible Church Box 156, Haines, AK 99827
128	Haines Presbyterian Church Box 264, Haines, AK 99827
129	Haines Christian Center/Assembly of God Box 730, Haines, AK 99827
132	Alaska Indian Arts, Inc. Box 271, Haines, AK 99827
133	American Bald Eagle Foundation Box 49, Haines, AK 99827
134	Hospice of Haines Box 1034, Haines, AK 99827
136	Haines Senior Citizen Center Inc. Box 801, Haines, AK 99827
136.1	Haines Senior Village Box 835, Haines, AK 99827
138	Haines Animal Rescue Kennel Box 1533, Haines, AK 99827
139	Tlingit-Haida Central Council 320 W. Willoughby, Suite 300 Juneau, AK 99801
140	Duck's Unlimited Haines Chapter Box 628, Haines, AK 99827
141	Friends of the Library Box 1089, Haines, AK 99827
142	Haines Arts Council Box 505, Haines, AK 99827
143	Church of Jesus Christ LDS Box 916, Haines, AK 99827

EXEMPT #	NAME OF ORGANIZATION
144	Rural Ak. Comm. Action Program (RURAL CAP) P.O. Box 200908, Anchorage, AK 99510
146	Haines Sportmans Assoc. Inc. Box 677, Haines, AK 99827
147	American Legion Post #12 Box 452, Haines,AK 99827
148	Lynn Canal Conservation, Inc. Box 964, Haines, AK 99827
150	Northern S.E. Regional Aquaculture Assoc. (NSRAA) Box 1263, Haines, AK 99827
151	REACH, Inc. Box 1484, Haines, AK 99827
153	S.E. Ak. Regional Health Consortium (SEARHC), Box 1549, Haines, AK 99827
155	Rainbow Glacier Camp Box 432, Haines, AK 99827
160	AWARE, Inc. P.O. Box 20809, Juneau, AK 99802
161	Nenana Ice Classic Box 00272 , Nenana, AK 99760
162	Big Brother Big Sister Box 148, Haines, AK 99827
163	Haines Dolphins Swim Team Box 1367, Haines, AK 99827
164	Tlingit Haida Regional Electrical Authority P.O. Box 210149 Auke Bay, AK 99821
165	Chilkoot Indian Association Box 490, Haines, AK 99827
166	Alaska Native Brotherhood & Sisterhood Box 749, Haines, Alaska 99827
167	The Hammer Museum Box 702, Haines, Alaska 99827
169	Catholic Community Services Haines Senior Center Box 801, Haines, AK 99827
170	Haines Assisted Living, Inc. (HAL) c/o Box 916, Haines, AK 99827 (formerly St. Vincent de Paul, St. Lucy Conference)
171	Takshanuk Watershed Council Box 1029, Haines, Alaska 99827

EXEMPT #	NAME OF ORGANIZATION
172	Haines Baptist Church Box 1245, Haines, Alaska 99827
173	American Red Cross of Alaska 3200 Hospital Dr., Suite 203 Juneau, AK 99801
174	Alaska Arts Confluence Box 1664, Haines, AK 99827
175	Impact Counseling Services, Inc. Box 631, Haines, AK 99827
176	The Alaska Community Foundation 400 L Street, Ste 100, Anchorage, AK 99501
177	S.E. Alaska Independent Living (SAIL) Box 183, Haines, AK 99827
178	Alaska Chilkoot Bear Foundation, Inc. Box 1188, Haines, AK 99827
179	St. Lucy's Senior Living Box 916, Haines, AK 99827
180	Uglys of Haines Box 698, Haines, AK 99827
181	Great Alaska Council, BSA 3117 Patterson St., Anchorage, AK 99504
182	New Hope Fellowship HC60 Box 3161, Haines, AK 99827
183	Great Bear Foundation of Montana Box 1616, Haines, AK 99827
184	Foundation for the Chilkat Center for the Arts Box 464, Haines, AK 99827
185	Becky's Place Haven of Hope Box 1506, Haines, AK 99827
186	Breast Cancer Detection Center of Alaska 1905 Cowles Street Fairbanks, AK 99701
187	Haines Hot Shots Box 250, Haines, AK 99827

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

11B1

Haines Borough
Assembly Agenda Bill

Agenda Bill No.: 16-617
Assembly Meeting Date: 1/12/16

Business Item Description:	Attachments:
Subject: Amend Port Tariff to Adjust Various Rates to Reflect 2016-2020 Years	1. Ordinance 16-01-427 2. Tariff pages 15, 15B, 16, and 18 from Terminal Tariff to show how they will look after ordinance adoption 3. Harbormaster Memo 4. Lutak Dock Expenditures FY12 - FY16 5. PHAC Recommendation
Originator: Harbormaster	
Originating Department: Ports and Harbors	
Date Submitted: 12/28/15	

Full Title / Motion:

Motion: Introduce Ordinance 16-01-427 and Schedule the First Public Hearing for 1/26/16 and the Second Hearing for 2/9/16.

Administrative Recommendation:

Fiscal Impact:

Expenditure Required	Amount Budgeted	Appropriation Required	Projected Impact to Future Operating Budgets
$	$	$	Increases in Dock Revenue

Comprehensive Plan Consistency Review:

Comp Plan Goals/Objectives:	Consistent:
4.5.5 Borough Enterprise Funds; Page 53	■ Yes ☐ No

Summary Statement:

The current Port Tariff Fee Schedule does not project the Lutak Dockage Rates nor the Wharfage Rates past 2015. It is the recommendation of the Port & Harbor Advisory Committee (PHAC), and the Harbormaster, that a revised Port Tariff Fee Schedule be adopted to reflect an annual 3% rate increase the next five years, 2016-2020. Additionally, staff recommends the other pages of the tariff showing annual increases be amended to make the date ranges consistent.

Referral:

Referred to: Referral Date:
Recommendation: Meeting Date:

Assembly Action:

Meeting Date(s): 1/12/16 Public Hearing Date(s):
Postponed to Date:

HAINES BOROUGH, ALASKA
ORDINANCE No. 16-01-427 **Draft**

AN ORDINANCE OF THE HAINES BOROUGH AMENDING THE PORT OF HAINES TERMINAL TARIFF NO. 3 TO ADJUST DOCKAGE, WHARFAGE RATES, AND PER-GALLON WATER FLOW-THROUGH RATES AT DOCK FACILITIES.

BE IT ORDAINED BY THE HAINES BOROUGH ASSEMBLY:

Section 1. Classification. This ordinance shall not become a part of the Haines Borough Code.

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

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

Section 4. Amendment of Rule No. 34, 300, Page 15, Port of Haines Terminal Tariff No.3. Port of Haines Terminal Tariff No.3 is amended to adjust dockage rates to reflect 3% annual increases over a five-year period, 2016-2020, and shall read, as follows:

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

RULE NO. 34 TERMINAL TARIFFS

300. ITEM 300 DOCKAGE RATES (C)

Dockage charges are assessed upon Length-Over-All (LOA) of the vessel. LOA is defined as the linear distance, in feet, from the most forward point at the stem to the aftermost part of the stern of the vessel, measured parallel to the base of the vessel.

LOA of the vessel as published in "Lloyds Register of Shipping" will be used and when not published, the Port reserved the right to: (a) obtain the LOA from the vessel's register, or (b) measure the vessel.

Except as otherwise provided below, dockage rates per foot per 24-hour period:

~~2011 2012 2013 2014 2015~~

Dockage: ~~$2.50 $2.75 $3.00 $3.30 $3.65~~

Dockage Rate	**2016**	**2017**	**2018**	**2019**	**2020**
3% Annual Increase	**$3.76**	**$3.87**	**$3.99**	**$4.11**	**$4.23**

Minimum charge of $80.00

These rates shall be increased 3% annually, effective January 1 of each year.

Section 5. Amendment of Rule No. 34, 306, Page 15B, Port of Haines Terminal Tariff No.3. Port of Haines Terminal Tariff No.3 is amended to add the 2020 5% PC Dock Lightering rate increase to the rate table and shall read, as follows:

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

RULE NO. 34 TERMINAL TARIFFS

306. PORT CHILKOOT DOCK LIGHTERING FACILITY RATES

For use of Port Chilkoot Dock lightering float dock, including lightering to transfer passengers to or from larger vessels; to pick up or discharge passengers for local marine tours; moorage of vessels; and moorage of vessels unable to moor in the small boat harbor.

1. Rates:

A. Lightering or transfer of passengers to or from a larger vessel: Two hundred fifty ($250) dollars flat rate per 24-hour period.

B. Use of the facility by vessels with a capacity of ten passengers or more to load or unload passengers for tours or charters originating or ending in Haines (per docking):

Per-Docking Fee	~~2014~~	~~2015~~	2016	2017	2018	2019	2020
5% Annual Increase	~~$20.00~~	~~$21.00~~	$22.05	$23.15	$24.31	$25.53	**$26.80**

2. Use of the Port Chilkoot Dock Facility including the Lightering Float on a permanent or routine basis must be approved by the Borough Assembly in the form of a special use agreement ("SUA").

3. In case of an emergency or lack of moorage space in the small boat harbor when the Port Chilkoot Dock Facility must be used for transient moorage, standard transient moorage rates shall apply for no more than seventy-two consecutive hours per vessel. Such use shall not interfere with the scheduled use of the dock by other vessels. Following expiration of the seventy-two hour period, standard dockage rates shall apply.

4. All other vessels shall pay standard dockage rates.

Section 6. Amendment of Rule No. 34, 310, Page 16, Port of Haines Terminal Tariff No.3. Port of Haines Terminal Tariff No.3 is amended to adjust per-gallon flow-through rates to reflect 3% annual increases over a five-year period, 2016-2020, and shall read, as follows:

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

RULE NO. 34 TERMINAL TARIFFS

340. ITEM 340 PER-GALLON FLOW-THROUGH RATES

For the transport of fluids, including, but not limited to, fuel, through pipelines across Borough port and dock facilities in both directions in any one calendar year.

~~Up to five million gallons $ 0.02 per gallon~~
~~Five million gallons and over $ 0.0175 per gallon~~

Per-Gallon Rate	**2016**	**2017**	**2018**	**2019**	**2020**
Up to 5 million gallons	**$.0232**	**$.0239**	**$.0246**	**$.0253**	**$.0261**
5 million gallons & over	**$.0203**	**$.0209**	**$.0215**	**$.0222**	**$.0228**

These rates shall be increased 3% annually, effective January 1 of each year.

Section 7. Amendment of Rule No. 34, 306, Page 18, Port of Haines Terminal Tariff No.3. Port of Haines Terminal Tariff No.3 is amended to adjust wharfage rates to reflect 3% annual increases over a five-year period, 2016-2020, and shall read, as follows:

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

RULE NO. 34 TERMINAL TARIFFS

400. ITEM 400 WARFAGE AND HANDLING (C)

Except as otherwise provided, wharfage rates named below are in dollars and cents per ton (2,000 pounds) or 40 cubic feet, as freighted.

Handling charges are by special arrangement with terminal use permit holders.

WHARFAGE

ITEM 401: Freight, N.O.S.

ITEM 402: Logs

ITEM 403: Gravel, Pit run Sand or Gravel; Sand; Crushed Aggregate; Process Stone or Boulders

ITEM 404: Explosives and other Hazardous Cargo, Viz.:
Powder, gun or blasting; Blasting Caps and Agents; Dynamite; High Explosives; Ammunition other than small arms; and other cargo deemed hazardous by the Haines Borough. (See Note 1)

	~~2013~~	~~2014~~	~~2015~~
~~Item 401: NOS~~	~~$4.25~~	~~$4.65~~	~~$5.15~~
~~Item 402: Logs~~	~~$0.50~~	~~$0.55~~	~~$0.60~~
~~Item 403: Gravel~~	~~$0.30~~	~~$0.35~~	~~$0.40~~
~~Item 404: Explosives/ Hazardous Waste~~	~~$9.70~~	~~$10.65~~	~~$11.70~~

Wharfage Rates	**2016**	**2017**	**2018**	**2019**	**2020**
Item 401: NOS	**$5.30**	**$5.46**	**$5.63**	**$5.80**	**$5.97**
Item 402: Logs	**$0.62**	**$0.64**	**$0.66**	**$0.67**	**$0.69**
Item 403: Gravel	**$0.41**	**$0.42**	**$0.44**	**$0.45**	**$0.46**
Item 404: Hazardous	**$12.05**	**$12.41**	**$12.79**	**$13.17**	**$13.56**

NOTE 1) Material subject to Rule 34.250. Written permission of the Haines Borough must be obtained prior to any movement of explosives and other hazardous cargo over Borough Port facilities.

These rates shall be increased **3% annually**, effective January 1 of each year.

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

_____
Janice Hill, Mayor

ATTEST:

_____
Julie Cozzi, MMC, Borough Clerk

Date Introduced: 01/12/16
Date of First Public Hearing: __/__/__
Date of Second Public Hearing: __/__/__

RULES AND REGULATIONS

RULE NO. 34. TERMINAL TARIFFS

299. SECTION 3 - DOCKAGE AND UTILITY RATES

RESERVED.

300. ITEM 300 DOCKAGE RATES (C)

Dockage charges are assessed upon Length-Over-All (LOA) of the vessel. LOA is defined as the linear distance, in feet, from the most forward point at the stem to the aftermost part of the stern of the vessel, measured parallel to the base of the vessel.

LOA of the vessel as published in “Lloyds Register of Shipping” will be used and when not published, the Port reserved the right to: (a) obtain the LOA from the vessel’s register, or (b) measure the vessel.

Except as otherwise provided below, dockage rates per foot per 24-hour period:

	~~2011~~	~~2012~~	~~2013~~	~~2014~~	~~2015~~
Dockage:	~~$2.50~~	~~$2.75~~	~~$3.00~~	~~$3.30~~	~~$3.65~~

Dockage Rate	**2016**	**2017**	**2018**	**2019**	**2020**
3% Annual Increase	**$3.76**	**$3.87**	**$3.99**	**$4.11**	**$4.23**

Minimum charge of $80.00

These rates shall be increased 3% annually, effective January 1 of each year.

(continued on page 15.A)

RULES AND REGULATIONS

RULE NO. 34. TERMINAL TARIFFS

306. PORT CHILKOOT DOCK LIGHTERING FACILITY RATES

For use of Port Chilkoot Dock lightering float dock, including lightering to transfer passengers to or from larger vessels; to pick up or discharge passengers for local marine tours; moorage of vessels; and moorage of vessels unable to moor in the small boat harbor.

1. Rates:

A. Lightering or transfer of passengers to or from a larger vessel: Two hundred fifty ($250) dollars flat rate per 24-hour period.

B. Use of the facility by vessels with a capacity of ten passengers or more to load or unload passengers for tours or charters originating or ending in Haines (per docking):

Per-Docking Fee	~~2014~~	~~2015~~	2016	2017	2018	2019	2020
5% Annual Increase	~~$20.00~~	~~$21.00~~	$22.05	$23.15	$24.31	$25.53	**$26.80**

2. Use of the Port Chilkoot Dock Facility including the Lightering Float on a permanent or routine basis must be approved by the Borough Assembly in the form of a special use agreement ("SUA").

3. In case of an emergency or lack of moorage space in the small boat harbor when the Port Chilkoot Dock Facility must be used for transient moorage, standard transient moorage rates shall apply for no more than seventy-two consecutive hours per vessel. Such use shall not interfere with the scheduled use of the dock by other vessels. Following expiration of the seventy-two hour period, standard dockage rates shall apply.

4. All other vessels shall pay standard dockage rates.

307. ITEM 307 ACCOMMODATION LADDER USE RATES

There shall be a charge of $100 for each use by a vessel of the Port's passenger accommodation ladder.

RULES AND REGULATIONS

RULE NO. 34. TERMINAL TARIFFS

310. ITEM 310 WATER RATES

Water may be furnished to vessels at the discretion of the Haines Borough at the following rates:

$50 service charge plus $4.50 per 1,000 gallons for water at any Haines Port Facility.

320. ITEM 320 ELECTRICITY RATES

Electrical Outlets: Subject to availability, electricity will be furnished at cost plus ten percent (10%). It will be the responsibility of the user to provide receptacles with proper voltage. The Haines Borough will not be responsible for electric power failure.

330. ITEM 330 TERMINAL USE PERMITS

The services of handling, loading, unloading and other terminal services not specified herein are provided by independent agents at the Port of Haines under terminal use permits issued by the Haines Borough.

340. ITEM 340 PER-GALLON FLOW-THROUGH RATES

For the transport of fluids, including, but not limited to, fuel, through pipelines across Borough port and dock facilities in both directions in any one calendar year.

~~Up to five million gallons $ 0.02 per gallon~~
~~Five million gallons and over $ 0.0175 per gallon~~

Per-Gallon Rate	**2016**	**2017**	**2018**	**2019**	**2020**
Up to 5 million gallons	**$.0232**	**$.0239**	**$.0246**	**$.0253**	**$.0261**
5 million gallons & over	**$.0203**	**$.0209**	**$.0215**	**$.0222**	**$.0228**

These rates shall be increased 3% annually, effective January 1 of each year.

RULE NO. 34. TERMINAL TARIFFS

400. ITEM 400 WHARFAGE AND HANDLING (C) ---continued---

~~WHARFAGE~~

ITEM 403:

Gravel, Pit run Sand or Gravel; Sand; Crushed Aggregate; Process Stone or Boulders

ITEM 404:

Explosives and other Hazardous Cargo, Viz.:

Powder, gun or blasting; Blasting Caps and Agents; Dynamite; High Explosives; Ammunition other than small arms; and other cargo deemed hazardous by the Haines Borough. (See Note 1)

	~~2013~~	~~2014~~	~~2015~~
~~Item 401: NOS~~	~~$4.25~~	~~$4.65~~	~~$5.15~~
~~Item 402: Logs~~	~~$0.50~~	~~$0.55~~	~~$0.60~~
~~Item 403: Gravel~~	~~$0.30~~	~~$0.35~~	~~$0.40~~
~~Item 404: Explosives/ Hazardous Waste~~	~~$9.70~~	~~$10.65~~	~~$11.70~~

Wharfage Rates	**2016**	**2017**	**2018**	**2019**	**2020**
Item 401: NOS	**$5.30**	**$5.46**	**$5.63**	**$5.80**	**$5.97**
Item 402: Logs	**$0.62**	**$0.64**	**$0.66**	**$0.67**	**$0.69**
Item 403: Gravel	**$0.41**	**$0.42**	**$0.44**	**$0.45**	**$0.46**
Item 404: Hazardous	**$12.05**	**$12.41**	**$12.79**	**$13.17**	**$13.56**

NOTE 1) Material subject to Rule 34.250. Written permission of the Haines Borough must be obtained prior to any movement of explosives and other hazardous cargo over Borough Port facilities.

These rates shall be increased **3% annually**, effective January 1 of each year.

Memo
Ports & Harbors

Date: December 17, 2015

To: Brad Ryan, Haines Borough Interim Manager

From: Shawn Bell, Harbormaster

Re: Revised Port Tariff Fee Schedule

The current Port Tariff Fee Schedule does not project the Lutak Dockage Rates nor the Wharfage Rates past 2015. It is the recommendation of the Ports & Harbors Advisory Committee (PHAC), and the Harbormaster, that a revised Port Tariff Fee Schedule be adopted.

Background

In 2011 an ordinance was brought before the assembly to significantly increase the Port Tariff Wharfage Rates as well as increase and change the rate structure to the Dockage Rate. Under Wharfage, this proposal was set to change Freight (NOS) from $2.00 per ton to $7.50 per ton and Explosives from $8.00 per ton to $20.00 per ton. In the end, the proposed base Dockage Rate was adopted but the Wharfage Rate was reworked. To compromise between the need to increase revenue but still remain business friendly, the assembly voted to increase Wharfage Rates to a lesser degree and to phase the increase over several years. Dockage and Wharfage Rates have now been increasing by 10% annually from 2011 till present. The current rate for Freight is $5.15 per ton and Explosives is $11.70 per ton. The current rate for Dockage is $3.65 per linear foot.

Note: Freight (NOS) and Explosives is quoted because these are the two most commonly used wharfage rates at Lutak.

Options

The assembly could choose from any number of options:

- Keep rates flat at current level.
- Increase rates to any other desired percentage.
- Have rates increase at 3% annually, as recommended.

I believe that if rates are not slightly increased each year, we would eventually find ourselves in the same position that the Borough faced in 2011. Because rates were not kept up with, drastic changes were proposed and a fairly large increase of 10% annually was adopted. This is not healthy for businesses that require rate stability when using our facility or for the facility's financial wellbeing.

Any number of percentages could be chosen for a rate increase, but I would caution against too small or too large a change. If it is too small, you do little more than keep the rates flat. Eventually the rates would again need to be increased, and if too much time elapses, you again are faced with the 2011 scenario. If too large of an increase, business can be either chased away or decreased.

Why 3% Annually

We cannot easily compare ourselves with other Alaskan Ports and see how our rates match up; there are too many factors to consider. We can, however, see how rates are increased, once a desired rate level is achieved. The Port of Anchorage and the Alaska Railroad (Seward and Whittier Terminals) are both good examples. The Port of Anchorage has a set annual increase of 4% with both Wharfage and Dockage, while the Alaska Railroad increases its Wharfage and Dockage rates by 3% annually.

A 3% annual increase would, at a minimum, keep the port rates up with annual cost increases. According to the state of Alaska, the Consumer Price Index (CPI) for the US has risen an average of 2.93% over the last 30 years. Likewise, the CPI for Anchorage has risen an average of 2.63%.

Projected Revenue Vs. Expenses

Based off of 2015 revenue numbers, if rates were raised by 3%, we could expect an additional $3,000.00 in wharfage and $2,500.00 in dockage. Attached is an expense report from FY 12 – budgeted FY 16. Depending on what work is being completed, Lutak expenses can fluctuate a fair amount.

Lutak Dock Expenditures

	FY12	FY13	FY14	FY15	*Budget* FY16
Payroll	$ 99,310	$ 108,373	$ 111,152	$ 92,737	$ 96,727
Materials & Supplies	9,599	11,115	5,181	8,671	9,250
Professional & Contractual	20,171	22,838	59,335	50,317	108,800
Travel & Training	1,485	2,820	1,835	1,181	2,400
Maintenance	3,806	11,177	2,807	11,731	9,000
Utilities	4,594	4,828	7,040	5,658	5,260
Insurance	3,883	2,690	3,931	3,563	3,650
Vehicle Expense	867	1,655	1,793	1,434	2,400
Depreciation	149,691	162,773	172,119	172,116	165,000
Other	223	549	492	810	400
	$ 293,628	$ 328,818	$ 365,685	$ 348,218	$ 402,887
% Increase		12%	11%	-5%	16%

Haines Borough

BOROUGH ASSEMBLY ACTION REQUEST

DATE: 12-17-15

TO: Borough Assembly

FROM: Haines Borough Ports and Harbor Advisory Committee

BOARD ACTION: Motion. Hughes, sec Pardee passed 5-1 HBPHAC request Borough Assembly consider a 3% annual increase on Dockage and Wharfage tariffs. As per pg 15 and 18 of Port of Haines Terminal Tariff, FMC NO.3 dated 5-13-14.

RATIONALE: Shawn Bell, harbormaster, requested HBPHAC review and recommend a 3% annual increase on wharfage and dockage. The past rate of increase was 10% annually and ends 12-31-15. The annual increases were set to raise tariffs to the present level. The 3% annual increase is reasonable and will (estimated) generate between $5,000 and $6,000 annually.

HBPHAC REQUEST: Haines Borough Assembly to adjust dockage and wharfage 3% annually by updating the Port of Haines Terminal Tariff Schedule in a timely manner.

SUBMITTED BY Norman Hughes Chair HBPHAC

11B2

Haines Borough
Assembly Agenda Bill

Agenda Bill No.: 16-618
Assembly Meeting Date: 1/12/16

Business Item Description:	Attachments:
Subject: FY16 Budget Amendment Ordinance #2	1. Ordinance 16-01-428 2. Budget Amendment Worksheet 3. Tourism Budget Amendment Supporting Documents
Originator: Borough Manager	
Originating Department: Administration	
Date Submitted: 1/5/16	

Full Title / Motion:

Motion: Introduce Ordinance 16-01-428 and set a first public hearing for 1/26/16 and a second public hearing for 2/9/16.

Administrative Recommendation:

The borough manager recommends these budget amendments.

Fiscal Impact:

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

Comprehensive Plan Consistency Review:

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

Summary Statement:

Proposed amendments to the FY16 Budget: 1) Adjust revenue projection for FY16 Federal Payment in Lieu of Taxes based on the final receipt of funds, 2) Adjust revenue projection for FY16 Raw Fish Tax from the State of Alaska revenues based on the final receipt of funds, 3) Recognize revenue from the August 2015 sale of surplus assets, 4) Decrease the FY16 appropriation for the Community & Economic Development Director payroll by $64,000 and increase the FY16 appropriation for Haines Tourism Promotion Advertising; Travel & Per Diem; Training & Registration; and Professional & Contractual Services by the same amount, 5) Recognize grant revenue of $142,428 for principal forgiveness for loans made the Haines Borough, 6) Move budgeted revenue and related expenditures for the Haines Motor Vehicle Registration Tax from Fund 01 to the new Vehicle Impoundment and Retirement Program Fund, 7) Transfer from the new Vehicle Impoundment and Retirement Program Fund in FY16, 8) Adjust the FY16 appropriation for Banking & Insurance for Fire District #1. See the ordinance for more detail.

Referral:

Referred to:	Referral Date:
Recommendation:	Meeting Date:

Assembly Action:

Meeting Date(s): 1/12/16	Public Hearing Date(s):
	Postponed to Date:

HAINES BOROUGH, ALASKA
ORDINANCE No. 16-01-428 **Draft**

AN ORDINANCE OF THE HAINES BOROUGH, PROVIDING FOR THE ADDITION OR AMENDMENT OF SPECIFIC LINE ITEMS TO THE FY16 BUDGET.

BE IT ENACTED BY THE HAINES BOROUGH ASSEMBLY:

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

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

Section 3. Appropriation. This appropriation is hereby authorized as part of the budget for the fiscal year July 1, 2015 through June 30, 2016.

Section 4. Purpose. To provide for the addition or amendment of specific line items to the FY16 budget as follows:

(1) To adjust revenue projection for FY16 Federal Payment in Lieu of Taxes based on the final receipt of funds. The adopted budget was $340,000 but $344,344 was received.				
		Current FY16 Budget	Proposed FY16 Budget	Fund Balance Increase / (Decrease)*
01-01-09-4532	Federal Revenue – P.I.L.T	$340,000	$344,344	$4,344
(2) To adjust revenue projection for FY16 Raw Fish Tax from the State of Alaska revenues based on the final receipt of funds. The adopted budget was $219,200 but $212,855 was received.				
		Current FY16 Budget	Proposed FY16 Budget	Fund Balance Increase / (Decrease)*
01-01-09-4363	State Revenue – Raw Fish Tax	$219,000	$212,855	($6,145)
(3) To recognize revenue from the August 2015 sale of surplus assets.				
		Current FY16 Budget	Proposed FY16 Budget	Fund Balance Increase / (Decrease)*
01-01-09-4640	Sale of Fixed Assets	$0	$13,609	$13,609
(4) To decrease the FY16 appropriation for the Community & Economic Development Director payroll by $64,000 and to increase the FY16 appropriation for Haines Tourism Promotion Advertising; Travel & Per Diem; Training & Registration; and Professional & Contractual Services by the same amount.				
		Current FY16 Budget	Proposed FY16 Budget	Fund Balance Increase / (Decrease)*
23-03-00-6110	Salaries & Wages	$64,958	$24,638	40,320
23-03-00-6115	Employee Burden	$19,910	$7,750	12,160
23-03-00-6140	Health Insurance	$18,948	$7,428	11,520
23-02-00-7340	Advertising	$77,850	$102,850	($25,000)
23-02-00-7334	Travel & Per Diem	$11,672	$14,672	($3,000)
23-02-00-7335	Training & Registration	$5,625	$6,125	($500)
23-02-00-7312	Professional & Contractual Services	$13,000	$48,500	($35,500)
			Net Change to Economic Development Fund Expenditures	($0)

(5) To recognize grant revenue of $142,428 for principal forgiveness for loans made the Haines Borough from the State of Alaska's Drinking Water Fund for the Barnett Water Tank Replacement (ADWF#395151) and the 4th, View & Lynnvue A/C Pipe Replacement (ADWF#395141).				
		Current FY16 Budget	Proposed FY16 Budget	Fund Balance Increase / (Decrease)*
90-50-00-4341	State Revenue (Water Fund)	$0	$142,428	$142,428
(6) To move budgeted revenue and related expenditures for the Haines Motor Vehicle Registration Tax from Fund 01 to the new Vehicle Impoundment and Retirement Program Fund, as authorized by Ordinance #12-10-308.				
		Current FY16 Budget	Proposed FY16 Budget	Fund Balance Increase / (Decrease)*
01-01-09-4365	State Revenue – Fund 01	$40,000	$0	($40,000)
35-01-00-4341	State Revenue – Fund 35	$0	$40,000	$40,000
35-01-00-7230	Material & Equipment	$0	$3,000	($3,000)
01-98-00-8235	Operating Xfer OUT fr Fund 01	$40,000	$0	$40,000
50-98-00-8235	Operating Xfer IN to Fund 50	$40,000	$0	($40,000)
(7) In FY14 a vehicle transport flatbed truck was purchased with $25,000 of areawide general funds. The ordinance appropriating funds (Ord#13-10-351) stated that the general fund would be repaid using future year's Motor Vehicle Registration Tax funds. In FY15 $7,504.44 was received to repay the general fund. This amendment budgets for the remaining balance to be transferred from the new Vehicle Impoundment and Retirement Program Fund in FY16.				
		Current FY16 Budget	Proposed FY16 Budget	Fund Balance Increase / (Decrease)*
35-98-00-XXX	Operating Xfer OUT fr Fund 35	$0	$17,496	($17,496)
01-98-00-XXX	Operating Xfer IN to Fund 01	$0	$17,496	$17,496
(8) To adjust the FY16 appropriation for Banking & Insurance for Fire District #1. The cost of Worker's Compensation Insurance for the volunteer fire fighters was inadvertently left out of the FY16 Manager's budget.				
		Current FY16 Budget	Proposed FY16 Budget	Fund Balance Increase / (Decrease)*
25-01-00-7351	Banking & Insurance	$7,700	$12,135	($4,435)

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

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

_____
Janice Hill, Mayor

ATTEST:

_____
Julie Cozzi, MMC, Borough Clerk

Date Introduced: 01/12/16
Date of First Public Hearing: __/__/__
Date of Second Public Hearing: __/__/__

HAINES BOROUGH

Proposed Amendments to the FY16 Budget - Ordinance #16-01-428

		Areawide General	Economic Development	Fire Service Areas	Vehicle Impoundment	Capital Improvement	Water Fund	
FUND		01	23	25	35	50	90	
FundBalance as of 06/30/2015	$	2,827,849	441,050	47,279	-	1,552,456	6,469,542	
FY16 Current BUDGET Excess Revenue Over (Under) Expense		(17,359)	(24,352)	(5,703)	0	(231,138)	(245,927)	Totals
Proposed Amendments:								0
1. Increased Federal PILT Revenues		4,344						4,344
2. Decreased State Raw Fish tax Revenues		(6,145)						(6,145)
3. Sale of Surplus Assets		13,609						13,609
4. Decrease CommEcDev / Increase Tourism			0					0
5. State of Alaska Grant Revenue							142,428	142,428
6. Move Motor Vehicle Registration		0			37,000	(40,000)		(3,000)
7. Transfer for Flatbed Truck		17,496			(17,496)			0
8. FD#1 Worker's Comp Insurance				(4,435)				(4,435)
								0
PROPOSED Excess Revenue Over (Under) CASH Expense		11,945	(24,352)	(10,138)	19,504	(271,138)	(103,499)	146,801
Proposed Fund Balance 06/30/2016	$	2,839,794	416,698	37,141	19,504	1,281,318	6,366,043	146,801

Annual Operating Budget	4,844,429
Projected Fund Balance as % of Operating Budget	59%
Amount in excess of 6 months of operating budget	417,580

Budget Amendment for Tourism FY16: **Final Draft: 1-5-16**

The Tourism Department is requesting a budget amendment to restore the FY16 marketing funds to or near the levels of FY15. During budget negotiations, a percentage of the Tourism budget appropriated for Web Marketing was moved to Economic Development. This fund is currently not being used in EconDev and is requested to be returned. In addition, along with all departments, Tourism cut the overall budget by 6%. However, Tourism is funded by the 1% tax (Fund 23), this money should not be in deficit and should be reallocated after a prosperous summer season. The Tourism Budget was cut in Advertising, Travel, Discretionary Fund, and Web based marketing. The Tourism Director is requesting that these amounts be returned to previous levels at or near the FY 2015 budget. The Tourism Director is asking that these funds be re-appropriated from Economic Development to Tourism. With an already small marketing budget, and cuts from State marketing, it is imperative that the Haines CVB maintain a strong online and print marketing campaign.

1. **Web-based Marketing. $25,000** requested for web/online marketing that was allocated to ComEcDev. This is not a new ask, but an amount that has been in the Tourism budget for years (between $20,000-$30,000). With today's market it is the primary focus of our marketing plan. It is important to make as point that these funds are to be a part of the Tourism budget now and in the future with a separate Web-based Marketing budget line item. In addition the miscellaneous funds from paper marketing were decreased to $250; this request is to bring it up to $2500. This is necessary for last minute or unbudgeted opportunities that arise.

Web Marketing				
Google Network Ads	$12/day	$	4,380.00	USD
Facebook Ads	$5/day	$	1,800.00	USD
Trip Advisor	Site Ownership 1 yr & Banner Ad	$	6,000.00	USD
Web Banner Ads	Major site banner campaign		$5,000.00	USD
ATIA Web Banner	Dec -Jun	$	1,020.00	USD
Survey Monkey	Annual Gold Membership	$	300.00	USD
YouTube/ Instagram Campaign	Ads and links	$	1,000.00	
Misc. Extra online accounts		$	3,000.00	
Additional Misc. Print		$	2,500.00	
	Total	**$**	**25,000**	

2. **Computer Consulting and Website Work. $ 3000.** Our current website needs to be updated and maintained to be Mobile friendly and more accessible. We need to have accessible assistance on website support as it is in constant motion and in need of upgrades. This budget was reduced to $0 in FY16 from $3000 in FY15.

3. **Travel / Training: $3500** three trips were removed from this budget cycle. Trade shows for marketing Haines and Training Conferences to keep Haines competitive. This request is to return funds for these important marketing trips..

Total amount asking to return to budget levels near or at 2015: $31,400

Tourism FY16 Budget Amendment Worksheet:

Web Marketing & Advertising				
Google Network Ads	$12/day	$	4,380.00	USD
Facebook Ads	$5/day	$	1,800.00	USD
Trip Advisor	Site Ownership 1 yr & Banner Ad	$	6,000.00	USD
Web Banner Ads	Major site banner campaign		$5,000.00	USD
ATIA Web Banner	Dec -Jun	$	1,020.00	USD
Survey Monkey	Annual Gold Membership	$	300.00	USD
YouTube/ Instagram Campaign	Ads and links	$	1,000.00	
Misc. Extras online		$	3,000.00	
Other Advertising		$	2,500.00	
	Total	**$**	**25,500.00**	

<u>Request to be reallocated from ComEcDev to Tourism:</u>

$ 25000 23-02-00-7340 Advertising

$ 3000 23-02-00-7334 Travel & Per Diem

$500 23-02-00-7335 Training & Registration

$3000 23-02-00-7312 Professional & Contractual

$31400 Total

Additional Funds Requested from Fund 23

<u>Web and Online Marketing Consultation, Plan and Implementation: $32,500</u>

<u>(See attached proposal)</u>

$10,000 – Strategic Consultation and overview of current online presence

$ 20,000 – Contract out professional to install an array of online marketing ads and campaigns

$2500 – Training

Total

$32,500

Online Marketing Planning and Professional Consultation: 1-5-2016

The Tourism Director is asking for a budget amendment to launch an aggressive consultation and overhaul of our online marketing campaign. Online, web-based and Mobile Marketing are at the forefront of a successful marketing campaign. Haines Tourism is behind in this fast moving area of PR**.**

> ***In 2015 studies by Google and Trip Advisor, almost 50% of travelers now research and book travel on their mobile devices and almost three quarters of travelers use their mobile devices to search activities, planning, and restaurants while traveling.***

Similar studies with national Destination Marketing Organizations/ Convention and Visitor Bureaus state, DMO's and CVB's are (or should be) spending ***30-50% of their marketing budge****t* to online, social media, and mobile device marketing. In the 2002 Haines Tourism Study by McDowell, over 50% of Alaskan travelers used the web to plan their trips. That study is over 10 years old and online and mobile marketing is grown faster than any other form of communication.

With a limited and small marketing budget, it is in the CVB's best interest to be assured our marketing dollars are efficiently placed. With state funding cuts, we will receive less co-op marketing from the state and will be more reliant on local budget. In the same 2002 Tourism Study, being efficient with our small marketing budget was listed as a top concern. It is of the most importance that we utilize current funding to the best means. The proposed campaign will assist the Haines Tourism Director to make financially stable choices in ad placement and online outlets. At a bonus, once established many online advertising campaigns have free benefits of becoming shared, liked and linked to other sites and travelers.

Proposal:

The Haines Tourism Department seeks to have professional consultation to assist us directing these marketing dollars correctly, to audit and review our current website and mobile presence, and to establish a robust online marketing plan. This plan will include: consultation, professional restructure, content management, video content, website and mobile site assessment and staff training for future maintenance. This project would likely span two budget cycles.

Research:

Tourism has and continues to seek advice from neighboring CVBs, and marketing firms - including Juneau CVB, Alaska Travel Industry Association, Southeast Alaska Tourism Council, Switch Consulting, and Thompson PR (PR firm for the state). The Juneau CVB is currently going through this same process and we are in contact proposing to share ideas and consultants.

We are looking at several different firms for this work and would solicit formal bids upon budget approval. Below is a detailed proposal, time line and funding request. As well, attached is a section from a sample proposal from Switch Consulting.

Haines Tourism Online Marketing Project – Details by phase:

Phase One:

Consultation and audit of Online Presence: $10,000

Initial consultation including audit of present status, recommendations, strategies and timeline. Creation of a cohesive aggressive campaign.

- In depth analysis, with issues and recommendations for current online presence
- Assessments of technology, content, and design.
- Propose a streamlined, targeted, and more effective ROI for current accounts
- Review website against online trends and the most recent best practices for digital marketing.
- Review target audience, competitors, and goals.
- Reviewing Google Ads, Analytics, Search presence

Phase Two:

Implementation: $22,500

Contractual services to create a robust and cohesive content campaign to span social media, websites, mobile sites, search engines, travel pages, blogs, and online ads including Facebook, Google, Tripadvisor, YouTube, etc.

- Comprehensive upgrade to existing web site
- A competitive Mobile web site
- Training and Ongoing web site updating
- A Google AdWords & Remarketing campaign for both desktop and mobile device searches
- Ongoing SEO (Search Engine Optimization) and Link Building
- Placement/correction of listing in online directories such as Yelp, Near Me, etc
- Create a Google My Business page
- Training on Google Analytics and Ads to track online presence
- Ongoing performance Strategy

Financial Estimates and Timeline of Online Marketing Project:

Consultation:	Proposed Consultants: Thompson PR, Anchorage Switch Consulting, CA	**Estimated Cost : $10,000** Estimated Time Frame: start immediately estimated finish May 2016
Implementation:	Proposed Consultants: Google Digital Strategy Thompson PR Switch Consulting Trip Advisor Support	**Estimated Cost: $22,500** Estimated Time Frame: April – June, 2016
		Total Proposal : $32,500

-

Methodology

Define and set up the webmarketing strategy, provide technical, semantic and editorial recommendations to optimise the natural web indexing, or SEO, for your website.

To improve your website SEO we suggest setting up online paid media campaigns and SEO.

Goals :

_ You must be expertly positioned on search engines in relation to your competition and you need to exhibit clearly what makes you different from other tourist destinations.

_ Improve your visibility with your target audience by promoting your digital Internet spaces.

Methodology :

1. Throughout the mission, we will produce a regular audit of your website's position on search engines, to be able to adapt our recommendations according to the mission's progress and to anticipate our actions depending on any difficulties encountered (bad buzz, opportunity/weakness detected, etc.).

2. During our first meeting, we will define your goals in terms of positioning and visibility on the search engines and social networks: key words and specific expressions, competitive environment, coherence of your digital spaces, etc.

3. We will create an SEO guideline that presents all of our recommendations to optimize your pages (content, tags, internal linking, etc.), global coherence between your different spaces and their visibility on search engines (internal and external linking)

4. We will act in a targeted and effective way to create quality content on your internet pages and ensure its promotion (social networks, blogs, etc.)

5. We will guarantee strategic and operational support for all of the recommendations we provide. We will roll out the advertising campaigns bought on Facebook, Google, etc.

6. A detailed report with recommendations will be transmitted at the end of the campaign (format: PPT), as well as intermediary bi-monthly reports (format: Excel).

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

Dear Mayor and Haines Borough Assembly, December 2, 2015

The Tourism Advisory Board would like to support Tourism Director, Leslie Ross, with a requested amendment to the Tourism Department FY16 budget. In the last budget sessions understandably, all departments cut budgets. However, Tourism is funded by the 1% tax which to our knowledge did not decrease this year, if anything we had a prosperous tourism season.

This 1% tax should be used to generate Economic Development including Tourism. Ms. Ross has requested to replete the Advertising Budget to which $25,000 was reallocated by Mr. Mandeville to Economic Development. In particular the Web-based Advertising funds were moved. As the Economic Development Director is now nonexistant these funds should be returned to the Tourism Budget where they can directly support our low online marketing campaign and other advertising that was cut. As well, we support increasing the Travel, Discretionary, and Computer support funds back to at least, FY15 levels. Ms. Ross has proposed moving these funds from the CED fund.

The TAB also supports the Tourism Departments efforts to build up our Online and Web-based Marketing Presence. Ms. Ross has been researching firms and ways to receive professional consultation, training, maintenance and implementation of a robust Web-based Marketing Campaign. TAB would like to see this at least started this season. Fund 23 should not be building or sitting in an account when it is determined for Economic Development.

Sincerely,

Sean Gaffney ,
Chair, Tourism Advisory Board

Mayoral Appointments 1/12/16

Museum Board of Trustees

John Carlson – term ends 11/2018

The board recommends this appointment (see attached).

This would leave two vacancies.

Parks and Recreation Advisory Committee

Richard Chapell – term ends 11/2018

Patricia Peters – term ends 11/2017

The committee recommends these appointments (see attached).

This would leave two vacancies.

Sheldon Museum and Cultural Center
P.O. Box 269 . Haines . Alaska . 99827 . 907-766-2366

RECEIVED Haines Borough
DEC 17 2015
Clerk's Office

December 17, 2015

Jan Hill
Mayor
Haines Borough
P.O. Box 1209
Haines, Alaska 99827

Dear Jan Hill,

On December 16th the Sheldon Museum Board of Trustees Meeting was conducted at the Sheldon Museum. On the Board Agenda under Ongoing Business was the subject new Board Members.

During the discussion on this topic a motion was made, seconded and passed by all Board members present to accept the appointment application of John Carlson.

During the Sheldon Museum's Board discussion on the appointment of John Carlson it was shared that John Carlson has designed and created numerous displays for the Museum. His fine crafted case that houses the Eldred Rock Lighthouse lens, the major display cases that feature glass enclosures and draws for the public to interact with and the sled used in the film "White Fang" are just a few of his creations. His master carpentry has enhanced the Museum's visual environment. John's interest in serving as a board member will be a great asset to the Museum as it redesigns the upper gallery and future exhibits.

As a result the Board would like to recommend to you to consider approving John Carlson as a new Board appointment. We hope you and the Haines Borough Assembly members feel the same way. I have attached the minutes from the meeting for your review.

Sincerely,

Michael Marks
Sheldon Museum Board Treasurer

RECEIVED
DEC 08 2015
Clerk's Office

Haines Borough
Application for Board Appointment

☐ **Appointment** (I am not currently on the board)

☐ **Reappointment** (I am currently a member of the board)

Check the board, commission, or committee for which you are applying☑:

	Planning Commission		Port and Harbor Advisory Committee
	Tourism Advisory Board		Fire Service Area Board #3 (Klehini)
	Chilkat Center Advisory Board		Letnikof Estates Road Maintenance Service Area Board
	Parks and Recreation Advisory Committee		Riverview Road Maintenance Service Area Board
✓	Museum Board of Trustees		Historic Dalton Trail Road Maintenance Service Area Board
	Library Advisory Board		Four Winds Road Maintenance Service Area Board
	Public Safety Commission		
	Temporary (Ad-hoc) Board/ Committee _____		

Name: John E Carlson
Residence Address: 18 mile Haines Rd.
Mailing Address: P.O. Box 95
Business Phone: 767 5579 **Home Phone:** 767 5579
Fax: 767 5579 **Email:** jecarlson@aptalaska.net

I declare that I am willing to serve as a member of the designated board, commission, or committee. Please enter my name for consideration of appointment by the mayor, subject to confirmation by the assembly. I am a registered voter of the State of Alaska and have resided within the Haines Borough for at least thirty (30) days preceding this date or the date of appointment.*

John E Carlson
Signature of Applicant

Dec 8 2015
Date

PLEASE BRIEFLY DESCRIBE YOUR QUALIFICATIONS (You may attach a resume):
Interested in the Museum

* HBC 2.60.020 - A member of a committee, board or commission shall be a resident of the borough as defined below...a person qualifying as a borough resident shall: A) Continue to maintain the person's principal place of residence within the corporate boundaries of the borough and have done so for at least 30 days immediately preceding the date of the person's appointment by the mayor; and B) Physically occupy said residence for at least 30 days immediately preceding the date of the person's appointment by the mayor.

Form Rev.7-15

SHELDON MUSEUM AND CULTURAL CENTER, INC.
Board of Trustees Meeting Minutes
December 16, 2015 at 2:30 p.m. at the Sheldon Museum

CALL TO ORDER: 2:49 p.m. by Acting Board President Jim Shook

ATTENDANCE:
Board: Jim Shook, Acting Board President
Michael Marks, Treasurer and Acting Secretary for this meeting
Lorraine Dudzik
Diana Kelm
Kelleen Adams
Gregg Richmond

Staff: Helen Alten with additional information provided by Madeline Witek
Borough Liaison: George Campbell not present
Guests: Bill Thomas, Jim Studley, Diana Sly, Lucy Harold, Tim Alten, Tom Morphet, Blythe Carter and C.J. Jones, and Tresham Gregg.

ADDITIONS TO AGENDA: None

APPROVAL OF AGENDA: M/S Lorraine Dudzik/Diana Kelm made a motion to approve agenda and move up after public comment the Public Process & Upcoming Changes - approved unanimously.

APPROVAL OF MINUTES: M/S Michael Marks/Kelleen Adams made a motion to approve minutes of last meeting with the following changes the cost of moving portable walls would have been $3,500 instead of $5,000 - approved unanimously.

Public Comments:
- Lucy Harold shared her love and commitment to the Museum by presenting a check for $10,000 as a donation.
- Bill Thomas spoke about historical sites in Haines that have undergone name changes. Recommended keeping the Sheldon name in the Museum name.
- Diana Sly informed that she felt it important to use Haines in the new name change and that another area of the Museum could be named after Sheldon.
- C.J. Jones presented a letter from the Sheldon family appointing her as their representative in the name changing discussion and shared their recommendation to keep the name Sheldon in the new name or keep the name the same.
- Jim Shook spoke about including Haines and Sheldon in the new name.
- Lorraine Dudzik mentioned she felt we need to rescind the previous motion to change the name.
- Kelleen Adams spoke in favor of Haines Sheldon Museum as a name.
- Phyllis Sage called Michael Marks to mention she was in favor of Haines Sheldon Museum and Cultural Center.
- Gregg Richmond offered that the information provided at the Oct. 14 meeting about the name change was inaccurate. The rational to change the name was not compelling.
- Tresham Gregg requested a special event for further public comment on the name change and recommended the Sheldon Haines People's Museum.
- Helen Alten suggested additional public comments were necessary.

- Diana Kelm shared that she opposed any name changes due to costs, loyalty to the family and the community.
- Bill Thomas provided the idea of the Haines Sheldon Community Museum.
- Michael Marks said the Board was too hasty in making a motion to change the name of the Museum without consulting with the family and community.
- Gregg Richmond requested paper work justifying why we need to change the name of the Museum.
- C.J. Jones speaking for herself opposed taking out Sheldon from the name of the Museum.

Ongoing Business

- Public Process & Upcoming Changes

M/S Michael Marks/Diana Kelm made a motion to rescind the motion made on Oct. 14, 2015 to change the name of the Museum - approved unanimously.

Comments were made about the best way to go about reaching the community to involve them in a name change. The use of the newspaper, radio and mailings were discussed.

M/S Michael Marks/Kelleen Adams made a motion to have community input on if the Museum needs to change its name or not and take recommendation for potential name changes.

- New Board Member - John Carlson submitted a Board Appointment Form.
- M/S Michael Marks/Gregg Richmond made a motion of accept John Carlson as a new Board member - approved unanimously. Michael Marks will write a letter of recommendation to accept the new board member to the Mayor and provide meeting minutes. *

STAFF/BOARD REPORTS:

- Museum Director - Grants received $21,000 from Rasmuson Art Acquisition Fund to purchase artwork and $25,000 from Rasmuson Foundation to pay for new archive units. 11 Sparks' Baskets - donation pending. Engineer and Architect reports received. Shelving units installed. Janitor position is open.
- Will table the possible purpose for the Lucy Harold's recent $10,000 donation till next meeting.
- Server need replacement and have received on bid. More bids needed.
- Recommendation to change store computer to a Ipad with Square.
- Request food for opening of new exhibit this weekend. Michael Marks will not be able to attend and donated $20 and Kelleen Adams donate $10 and will also drop off some food.
- Jim Shook will craft a letter to the paper and Sheldon family about the name change.

NEXT BOARD MEETING: January 13, 2016 at 3:30 p.m.

MEETING ADJOURNED: 5:10 p.m.

Respectfully submitted,
Michael Marks, Treasurer

Haines Borough
Application for Board Appointment

☐ **Appointment** (I am not currently on the board)

☒ **Reappointment** (I am currently a member of the board)

Check the board, commission, or committee for which you are applying☑:

	Planning Commission		Port and Harbor Advisory Committee
	Tourism Advisory Board		Fire Service Area Board #3 (Klehini)
	Chilkat Center Advisory Board		Letnikof Estates Road Maintenance Service Area Board
X	Parks and Recreation Advisory Committee		Riverview Road Maintenance Service Area Board
	Museum Board of Trustees		Historic Dalton Trail Road Maintenance Service Area Board
	Library Advisory Board		Four Winds Road Maintenance Service Area Board
	Public Safety Commission		
	Temporary (Ad-hoc) Board/Committee _____		

Name: RICHARD CHAPELL
Residence Address: 85 MCPHETRES LANE
Mailing Address: PO BOX 574, HAINES, AK 99827
Business Phone: 907-766-3638 **Home Phone:** 907-303-7204
Fax: _____ **Email:** richard_chapell@yahoo.com

I declare that I am willing to serve as a member of the designated board, commission, or committee. Please enter my name for consideration of appointment by the mayor, subject to confirmation by the assembly. I am a registered voter of the State of Alaska and have resided within the Haines Borough for at least thirty (30) days preceding this date or the date of appointment.*

Signature of Applicant _____ Date 10/31/2015

PLEASE BRIEFLY DESCRIBE YOUR QUALIFICATIONS (You may attach a resume):

SEE ATTACHED STATEMENT.

* HBC 2.60.020 - A member of a committee, board or commission shall be a resident of the borough as defined below…a person qualifying as a borough resident shall: A) Continue to maintain the person's principal place of residence within the corporate boundaries of the borough and have done so for at least 30 days immediately preceding the date of the person's appointment by the mayor; and B) Physically occupy said residence for at least 30 days immediately preceding the date of the person's appointment by the mayor.

Application for Re-Appointment to the

Haines Borough Parks and Recreation Advisory Committee

Qualification Statement:

I am a year-round Haines resident who would like to enhance recreational opportunities for adults and children in the Haines area. From my work as a Fishery Management Biologist with Alaska Department of Fish and Game, I have experience with land use planning, grant administration, and I am familiar with developed local fishing access facilities. As a father of 3 school-aged children, I am a frequent user of the indoor and outdoor recreation infrastructure in Haines, and I am motivated to maintain, improve, and expand those facilities.

I am willing to contribute my time and energy to advancing projects such as these:

- Expanding the small boat harbor in a way that results in an attractive waterfront for all users;
- Expanding and improving summer and winter recreation trails in the Borough;
- Figuring out how to fund the pool maintenance and operation in the long term;
- Other park and recreation project opportunities that are identified by Haines residents.

Thanks you for your consideration,

Richard Chapell
85 McPhetres Lane
PO Box 574, Haines, AK 99827
907-303-7204
richard_chapell@yahoo.com

Haines Borough
Application for Board Appointment

RECEIVED Haines Borough
NOV 13 2015
Clerk's Office

☒ **Appointment** (I am not currently on the board)

☐ **Reappointment** (I am currently a member of the board)

Check the board, commission, or committee for which you are applying☑:

	Planning Commission		Port and Harbor Advisory Committee
	Tourism Advisory Board		Fire Service Area Board #1
	Chilkat Center Advisory Board		Fire Service Area Board #3 (Klehini)
X	Parks and Recreation Advisory Board		Letnikof Estates Road Maintenance Service Area Board
	Museum Board of Trustees		Riverview Road Maintenance Service Area Board
	Library Board of Trustees		Historic Dalton Trail Road Maintenance Service Area Board
	Public Safety Commission		Four Winds Road Maintenance Service Area Board
	Temporary (Ad-hoc) Board/Committee _____		

Name: Patricia Peters
Residence Address: 117 Allea Rd
Mailing Address: PO Box 152
Business Phone: — **Home Phone:** 907-766-2762
Fax: — **Email:** pattypeters@yahoo.com

I declare that I am willing to serve as a member of the designated board, commission, or committee. Please enter my name for consideration of appointment by the mayor, subject to confirmation by the assembly. I am a registered voter of the State of Alaska and have resided within the Haines Borough for at least thirty (30) days preceding this date or the date of appointment.*

Patricia Peters
Signature of Applicant

11/13/15
Date

PLEASE BRIEFLY DESCRIBE YOUR QUALIFICATIONS (You may attach a resume):
I am interested in the parks + rec opportunities and would like to assist in anyway I can. I helped build Thunderbird Park

* HBC 2.60.020 - A member of a committee, board or commission shall be a resident of the borough as defined below...a person qualifying as a borough resident shall: A) Continue to maintain the person's principal place of residence within the corporate boundaries of the borough and have done so for at least 30 days immediately preceding the date of the person's appointment by the mayor; and B) Physically occupy said residence for at least 30 days immediately preceding the date of the person's appointment by the mayor.

☒ REGULAR MEETING

☐ SPECIAL MEETING

☒ Parks and Recreation Advisory Committee (PRAC)

COMMITTEE MEETING SUMMARY AND MINUTES

Meeting date: 12/14/2015 Time: 5:00 pm Location: Library

Committee members present: Chair person: Richard Chapell

Burl Sheldon, Meredith Pochardt, Richard Chapell, Ron Jackson (Assembly Liaison)

Person filling out form: Richard Chapell

Topics of discussion:

- Approve Patricia Peters' application for PRAC membership.
- Approve Richard Chapell's application for re-appointment as PRAC member.
- Discussion of process for initiating public discussion of creating a downtown core park.
    - Sheldon will consult with Planning Commission Chair and invite PC to next regular PRAC meeting.
    - Sheldon will bring a plat of the area bounded by Main St, 3rd Ave, Borough Admin bldg, library, school track, compost/garden, and brewery.
    - Sheldon will ask Library for site plan for expansion.
- Discussion of process to develop a plan for a waterfront trail from Port Chilkoot dock to harbor parking lot.
    - Sheldon will consult with Planning Commission Chair.

Action Taken:

- M/S Sheldon/Pochardt, approved unanimously: Appoint Patricia Peters as PRAC member.
- M/S Sheldon/Pochardt, approved unanimously: Re-appoint Chapell as PRAC member.

Next meeting date: January 27, 2016, 5 pm at the library.

11C2

THE STATE of ALASKA
GOVERNOR BILL WALKER

Department of Commerce, Community, and Economic Development
ALCOHOLIC BEVERAGE CONTROL BOARD
Sarah Daulton Oates
550 W 7th Avenue, Suite 1600
Anchorage, AK 99501
Phone: 907.269.0350
alcohol.licensing@alaska.gov

December 8, 2015

Ms. Julie Cozzi
City & Borough of Haines
VIA Email: jcozzi@haines.ak.us

Re: Notice of 2016/2017 Liquor License Renewal Applications

Dear Ms. Cozzi,

We have received a renewal application for each of the following licenses within your jurisdiction:

Lic. #	Doing Business As	License Type	Licensee	Premises Address
863	Pioneer Bar	Beverage Dispensary	Pioneer Bar & Bulldog Alley, Inc.	13 Second Avenue
964	Fogcutter Bar & Restaurant	Beverage Dispensary	Fogcutter Bar & Restaurant, Inc.	122 Main Street
4203	Hotel Halsingland	Beverage Dispensary Tourism	Haines Investments, Inc.	13 Fort Seward Drive

A local governing body as defined under AS 04.21.080(b)(18) may protest the approval of an application(s) pursuant to AS 04.11.480 by providing the board **and** the applicant with a clear and concise written statement of reasons in support of a protest within 60 days of receipt of this notice. If a protest is filed, the board will not approve the application unless it finds that the protest is arbitrary, capricious, and unreasonable. Instead, in accordance with AS 04.11.510(b), the board will notify the applicant that the application is denied for reasons stated in the protest. The applicant is entitled to an informal conference with either the director or the board and, if not satisfied by the informal conference, is entitled to a formal hearing in accordance with AS 44.62.330-44.62-630. **IF THE APPLICANT REQUESTS A HEARING, THE LOCAL GOVERNING BODY MUST ASSIST IN OR UNDERTAKE THE DEFENSE OF ITS PROTEST.**

Under AS 04.11.420(a), the board may not issue a license or permit for premises in a municipality where a zoning regulation or ordinance prohibits the sale or consumption of alcoholic beverages, unless a variance of the regulation or ordinance has been approved. Under AS 04.11.420(b) municipalities must inform the board of zoning regulations or ordinances which prohibit the sale or consumption of alcoholic beverages. If a municipal zoning regulation or ordinance prohibits the sale or consumption of alcoholic beverages at the

proposed premises and no variance of the regulation or ordinance has been approved, please notify our office and provide a certified copy of the regulation or ordinance if you have not previously done so.

Protest under AS 04.11.480 and the prohibition of sale or consumption of alcoholic beverages as required by zoning regulation or ordinance under AS 04.11.420(a) are two separate and distinct subjects. Please bear that in mind when responding to this notice.
AS 04.21.010(d), if applicable, requires the municipality to provide written notice to the appropriate community council(s).

If you wish to protest the application(s) referenced above, please do so in the prescribed manner and within the prescribed time. Please show proof of service upon the applicant. For additional information regarding local governing body protests, please refer to 3 AAC 304.145.

If you have any questions or concerns or require additional information, please feel free to contact our licensing unit at alcohol.licensing@alaska.gov.

Sincerely,

Sarah Daulton Oates
Records & Licensing Supervisor
sarah.oates@alaska.gov

12855

Alcoholic Beverage Control Board
550 W 7th Avenue, Suite 1600
Anchorage, AK 99501

Renewal Liquor License
2016/2017

Phone: (907) 269-0350
Email: alcohol.licensing@alaska.gov
http://commerce.alaska.gov/web/abc/Home.aspx

License is: ☒ Full Year OR ☐ Seasonal If seasonal, list dates of operation: _____

SECTION A - LICENSE INFORMATION

License Number:	License Type:	Statute Reference:
863	Beverage Dispensary	Sec. 04.11.090

Local Governing Body: Haines, City & Bor HAINES BOROUGH Other(Anch,Sit,Jno,Com.Car,WA)	**Community Council (if applicable):**
Name of Licensee: Pioneer Bar & Bulldog Alley Inc	**Doing Business As (DBA):** Pioneer Bar
Mailing Address: P.O. BOX 190 Haines, AK 99827	**Street Address or Location of Premises:** 13 Second Avenue

Phone:	Fax:	Email:
(907)314-0444	(907)766-3374	christytengs@hotmail.com

SECTION B – OWNERSHIP INFORMATION – CORPORATION (if owner is a sole proprietor, skip to SECTION C)

Corporations, LLCs, LLPs and LPs must be registered with the Alaska Division of Corporations.

Name of Entity (Corporation/LLC/LLP/LP):

Pioneer Bar & Bulldog Alley Inc

Is the Entity in "Good Standing" with the Alaska Division of Corporations? ☒ Yes ☐ No

If no, attach written explanation. Your entity ***must*** be in compliance with Title 10 of the Alaska Statutes to be a valid liquor licensee.

Entity Members (Must include President, Secretary, Treasurer, Vice-President, Manager and Shareholder/Member with 10% or more of stock)

Name	Title	%	Mailing Address	Telephone Number
CHRISTY TENGS FOWLER	PRES.	50%	PO BOX 190, HAINES, AK 99827	(907)314-0444
ROBERT G. FOWLER	V.P., TREAS.	50%	PO BOX 190, HAINES, AK 99827	(907)314-0090
BENGIE L. STUART	SECRETARY	0%	PO BOX 130, HAINES, AK 99827	(907)766-2304

NOTE: If you need additional space, please attach a separate sheet.

NOV 2 '15 PM 1:16

SECTION C – OWNERSHIP INFORMATION – SOLE PROPRIETORSHIP (INDIVIDUAL OWNER & SPOUSE)

Individual Licensees/Affiliates (The ABC Board defines an "affiliate" as the spouse or significant other of a licensee. Each affiliate must be listed.)

Name: Address: Phone:	Applicant ☐ Affiliate ☐ Date of Birth:	Name: Address: Phone:	Applicant ☐ Affiliate ☐ Date of Birth:
Name: Address: Phone:	Applicant ☐ Affiliate ☐ Date of Birth:	Name: Address: Phone:	Applicant ☐ Affiliate ☐ Date of Birth:

SECTION D – SUPPLEMENTAL QUESTIONS

Was your business open at least 30 days for 8 hours each day in 2014?	■ Yes	☐ No
Was your business open at least 30 days for 8 hours each day in 2015?	■ Yes	☐ No
Has any person named in this application been convicted of a felony or Title 4 violation? If yes, attach a written explanation.	☐ Yes	■ No
Has the licensed premises changed from the last diagram submitted? If yes, attach a new diagram with designated premises areas outlined in red.	☐ Yes	■ No

DECLARATION

- I declare under penalty of perjury that I have examined this application, including the accompanying schedules and statements, and to the best of my knowledge and belief it is true, correct, and complete.
- I hereby certify that there have been no changes in officers or stockholders that have not been reported to the Alcoholic Beverage Control Board. The undersigned certifies on behalf of the organized entity, it is understood that a misrepresentation of fact is cause for rejection of this application or revocation of any license issued.
- I further certify that I have read and am familiar with Title 4 of the Alaska statutes and its regulations, and that in accordance with AS 04.11.450, no person other than the licensee(s) has any direct or indirect financial interest in the licensed business.
- I agree to provide all information required by the Alcoholic Beverage Control Board in support of this application.
- As a licensee (sole proprietor or partner), I certify that I have received Alaska alcohol server training and my certification is currently valid.
- As a corporate/LLC licensee, I certify that all agents and employees who serve, sell, or are otherwise responsible for the service, sale, or storage of alcoholic beverages have received Alaska alcohol server training and their certification is currently valid. I further certify that certain shareholders, officers, directors, or members of the entity who are not directly or indirectly responsible for the service, sale, or storage of alcoholic beverages are not Alaska alcohol server training certified and will not be required to be certified.
- As a licensee, I certify that all of my agents and employees tasked with patron identification verification have received alcohol server training and their certification is currently valid.

License Fee	**$ 2500.00**
Filing Fee	**$ 200.00**
TOTAL	**$ 2700.00**
Late Fee of $500.00 – if received or postmarked after 12/31/2015	**$**
Fingerprint Fee – $49.75 per person (only for new owners/members)	**$**
GRAND TOTAL	**$ 2700.00**

Licensee Signature Christy Tengs Fowler	Printed Name & Title: CHRISTY TENGS FOWLER
Notary Signature Beverly M. Jones	Subscribed and sworn to before me this 27th day of OCTOBER, 2015.
Notary Public in and for the State of: Alaska	My commission expires: 12/25/2016

#1212182

STATE OF ALASKA
OFFICIAL SEAL
Beverly M. Jones
NOTARY PUBLIC
My Commission Expires 12/25/2016

#12857

Alcoholic Beverage Control Board
550 W 7th Avenue, Suite 1600
Anchorage, AK 99501

Renewal Liquor License
2016/2017

Phone: (907) 269-0350
Email: alcohol.licensing@alaska.gov
http://commerce.alaska.gov/web/abc/Home.aspx

License is: ☒ Full Year OR ☐ Seasonal If seasonal, list dates of operation: _____

SECTION A - LICENSE INFORMATION

License Number:	License Type:	Statute Reference:
964	Beverage Dispensary	Sec. 04.11.090

Local Governing Body: Haines, City & Bor Other(Anch,Sit,Jno,Com.Car,WA)	**Community Council (if applicable):**
Name of Licensee: Fogcutter Bar & Restaurant, Inc.	**Doing Business As (DBA):** Fogcutter Bar & Restaurant
Mailing Address: P.O. Box 789 HAINES, AK 99827	**Street Address or Location of Premises:** 122 Main Street

Phone:	Fax:	Email:
907-766-2420	907-766-2435	fogbar@aptalaska.net

SECTION B – OWNERSHIP INFORMATION – CORPORATION (if owner is a sole proprietor, skip to SECTION C)

Corporations, LLCs, LLPs and LPs must be registered with the Alaska Division of Corporations.

Name of Entity (Corporation/LLC/LLP/LP):

Fogcutter Bar & Restaurant, Inc.

Is the Entity in "Good Standing" with the Alaska Division of Corporations? ☒ Yes ☐ No

If no, attach written explanation. Your entity ***must*** be in compliance with Title 10 of the Alaska Statutes to be a valid liquor licensee.

Entity Members (Must include President, Secretary, Treasurer, Vice-President, Manager and Shareholder/Member with 10% or more of stock)

Name	Title	%	Mailing Address	Telephone Number
KELLY JESSUP	PRESIDENT OWNER	100	P.O. Box 789 HAINES AK 99827	766-2420
BEUGIE STUART	SECRETARY TREASURER	0	P.O. Box 130 HAINES AK 99827	766-2304

NOTE: If you need additional space, please attach a separate sheet.

NOV 2 '15 PM 1:10

SECTION C – OWNERSHIP INFORMATION – SOLE PROPRIETORSHIP (INDIVIDUAL OWNER & SPOUSE)

Individual Licensees/Affiliates (The ABC Board defines an "affiliate" as the spouse or significant other of a licensee. Each affiliate must be listed.)

Name: Address: Phone:	Applicant ☐ Affiliate ☐ Date of Birth:	Name: Address: Phone:	Applicant ☐ Affiliate ☐ Date of Birth:
Name: Address: Phone:	Applicant ☐ Affiliate ☐ Date of Birth:	Name: Address: Phone:	Applicant ☐ Affiliate ☐ Date of Birth:

SECTION D – SUPPLEMENTAL QUESTIONS

Was your business open at least 30 days for 8 hours each day in 2014?	☒ Yes	☐ No
Was your business open at least 30 days for 8 hours each day in 2015?	☒ Yes	☐ No
Has any person named in this application been convicted of a felony or Title 4 violation? If yes, attach a written explanation.	☐ Yes	☒ No
Has the licensed premises changed from the last diagram submitted? If yes, attach a new diagram with designated premises areas outlined in red.	☐ Yes	☒ No

DECLARATION

- I declare under penalty of perjury that I have examined this application, including the accompanying schedules and statements, and to the best of my knowledge and belief it is true, correct, and complete.
- I hereby certify that there have been no changes in officers or stockholders that have not been reported to the Alcoholic Beverage Control Board. The undersigned certifies on behalf of the organized entity, it is understood that a misrepresentation of fact is cause for rejection of this application or revocation of any license issued.
- I further certify that I have read and am familiar with Title 4 of the Alaska statutes and its regulations, and that in accordance with AS 04.11.450, no person other than the licensee(s) has any direct or indirect financial interest in the licensed business.
- I agree to provide all information required by the Alcoholic Beverage Control Board in support of this application.
- As a licensee (sole proprietor or partner), I certify that I have received Alaska alcohol server training and my certification is currently valid.
- As a corporate/LLC licensee, I certify that all agents and employees who serve, sell, or are otherwise responsible for the service, sale, or storage of alcoholic beverages have received Alaska alcohol server training and their certification is currently valid. I further certify that certain shareholders, officers, directors, or members of the entity who are not directly or indirectly responsible for the service, sale, or storage of alcoholic beverages are not Alaska alcohol server training certified and will not be required to be certified.
- As a licensee, I certify that all of my agents and employees tasked with person identification verification have received alcohol server training and their certification is currently valid.

LISA SHOE
My Commission Expires
NOTARY PUBLIC
Aug 18, 2018
STATE OF ALASKA

License Fee	**$ 2500.00**
Filing Fee	**$ 200.00**
TOTAL	**$ 2700.00**
Late Fee of $500.00 – if received or postmarked after 12/31/2015	**$**
Fingerprint Fee – $49.75 per person (only for new owners/members)	**$**
GRAND TOTAL	**$ 2700.00**

Licensee Signature Kelly Jessup	Printed Name & Title: KELLY JESSUP OWNER
Notary Signature Lisa Shoe	Subscribed and sworn to before me this 30th day of October, 2015.
Notary Public in and for the State of: Alaska	My commission expires: Aug. 18, 2018

NOV 2'15 PM 1:10

#12776

Alcoholic Beverage Control Board
550 W 7th Avenue, Suite 1600
Anchorage, AK 99501

Renewal Liquor License
2016/2017

Phone: (907) 269-0350
Email: alcohol.licensing@alaska.gov
http://commerce.alaska.gov/web/abc/Home.aspx

License is: ☐ Full Year OR ☒ Seasonal If seasonal, list dates of operation: Apr. 15 – Oct 15

SECTION A - LICENSE INFORMATION

License Number:	License Type:	Statute Reference:
4203	Beverage Dispensary Tourism-Seasonal	Sec. 04.11.400(d)

Local Governing Body: Haines, City & Bor Other(Anch,Sit,Jno,Com.Car,WA)	**Community Council (if applicable):** Haines Borough
Name of Licensee: Haines Investments Inc.	**Doing Business As (DBA):** Hotel Halsingland
Mailing Address: PO Box 1649 Haines, Ak 99827	**Street Address or Location of Premises:** 13 Fort Seward Dr
Phone: 907766-2000 / **Fax:**	**Email:** Hotelhaines@gmail.com

SECTION B – OWNERSHIP INFORMATION – CORPORATION (if owner is a sole proprietor, skip to SECTION C)

Corporations, LLCs, LLPs and LPs must be registered with the Alaska Division of Corporations.

Name of Entity (Corporation/LLC/LLP/LP):

Haines Investments Inc.

Is the Entity in "Good Standing" with the Alaska Division of Corporations? ☒ Yes ☐ No

If no, attach written explanation. Your entity *must* be in compliance with Title 10 of the Alaska Statutes to be a valid liquor licensee.

Entity Members (Must Include President, Secretary, Treasurer, Vice-President, Manager and Shareholder/Member with 10% or more of stock)

Name	Title	%	Mailing Address	Telephone Number
Jeff Butcher	President	50	PO Box 1653 Haines, Ak 99827	907766-2000
Shannon Butcher	VP	50	PO Box 1653 Haines, Ak 99827	907766-2000

NOTE: If you need additional space, please attach a separate sheet.

SECTION C – OWNERSHIP INFORMATION – SOLE PROPRIETORSHIP (INDIVIDUAL OWNER & SPOUSE)

Individual Licensees/Affiliates (The ABC Board defines an "affiliate" as the spouse or significant other of a licensee. Each affiliate must be listed.)

Name: N/A Address: Phone: Hotel Halsingland is a corporation DBA Haines Investments, Inc.	Applicant ☐ Affiliate ☐ Date of Birth:	Name: Address: Phone:	Applicant ☐ Affiliate ☐ Date of Birth:
Name: Address: Phone:	Applicant ☐ Affiliate ☐ Date of Birth:	Name: Address: Phone:	Applicant ☐ Affiliate ☐ Date of Birth:

SECTION D – SUPPLEMENTAL QUESTIONS

Was your business open at least 30 days for 8 hours each day in 2014?	☒ Yes	☐ No
Was your business open at least 30 days for 8 hours each day in 2015?	☒ Yes	☐ No
Has any person named in this application been convicted of a felony or Title 4 violation? If yes, attach a written explanation.	☐ Yes	☒ No
Has the licensed premises changed from the last diagram submitted? If yes, attach a new diagram with designated premises areas outlined in red.	☐ Yes	☒ No
Have you attached the required floor plan diagram using the provided guidelines?	☒ Yes	☐ No

DECLARATION

- I declare under penalty of perjury that I have examined this application, including the accompanying schedules and statements, and to the best of my knowledge and belief it is true, correct, and complete.
- I hereby certify that there have been no changes in officers or stockholders that have not been reported to the Alcoholic Beverage Control Board. The undersigned certifies on behalf of the organized entity, it is understood that a misrepresentation of fact is cause for rejection of this application or revocation of any license issued.
- I further certify that I have read and am familiar with Title 4 of the Alaska statutes and its regulations, and that in accordance with AS 04.11.450, no person other than the licensee(s) has any direct or indirect financial interest in the licensed business.
- I agree to provide all information required by the Alcoholic Beverage Control Board in support of this application.
- As a licensee (sole proprietor or partner), I certify that I have received Alaska alcohol server training and my certification is currently valid. [illegible] I certify that all agents and employees who [illegible] of alcoholic beverages have received Alaska alcohol server training and their certification is currently valid. I further certify that certain shareholders, officers, directors, or members of the entity who are not directly or indirectly responsible for the service, sale, or storage of Alaska's beverages are not Alaska alcohol server training certified and will not be required to be certified.
- As a licensee, I certify that all of my agents and employees tasked with patron identification verification have received alcohol server training and their certification is currently valid.

License Fee	$ 1250.00
Filing Fee	$ 200.00
TOTAL	$ 1450.00
Late Fee of $500.00 – if received or postmarked after 12/31/2015	$
Fingerprint Fee – $49.75 per person (only for new owners/members)	$
GRAND TOTAL	$ 1450

Licensee Signature	Printed Name & Title: Jeff Butcher President
Notary Signature: [illegible]	Subscribed and sworn to before me this 26th day of October, 2015.
Notary Public in and for the State of: Alaska	My commission expires: until office.

OCT 26 2015

HOTEL
Hälsingland
"NATIONAL REGISTER OF HISTORICAL SITES"

October 25. 2015

Pursuant to the requirements for renewal of my Tourism license renewal, I offer the following:

The Hotel Halsingland encourages tourism. We are a seasonal hotel with a restaurant and lounge catering primarily to visitors. We advertise extensively to bring tourists to Haines.

We offer guest rooms for rent on a nightly basis. We currently offer 35 rooms in our inventory.

We have a full service restaurant serving dinner from 5:30PM to 9PM.

We have no kitchenettes on property.

We also book excursions through the hotel front desk as needed.

The facility has not changed in the past two years .

If you have any further questions, please contact me directly at 907 766-2000.

Respectfully,

Jeff Butcher
Owner
Hotel Halsingland

POST OFFICE BOX 1649
HAINES, ALASKA 99827

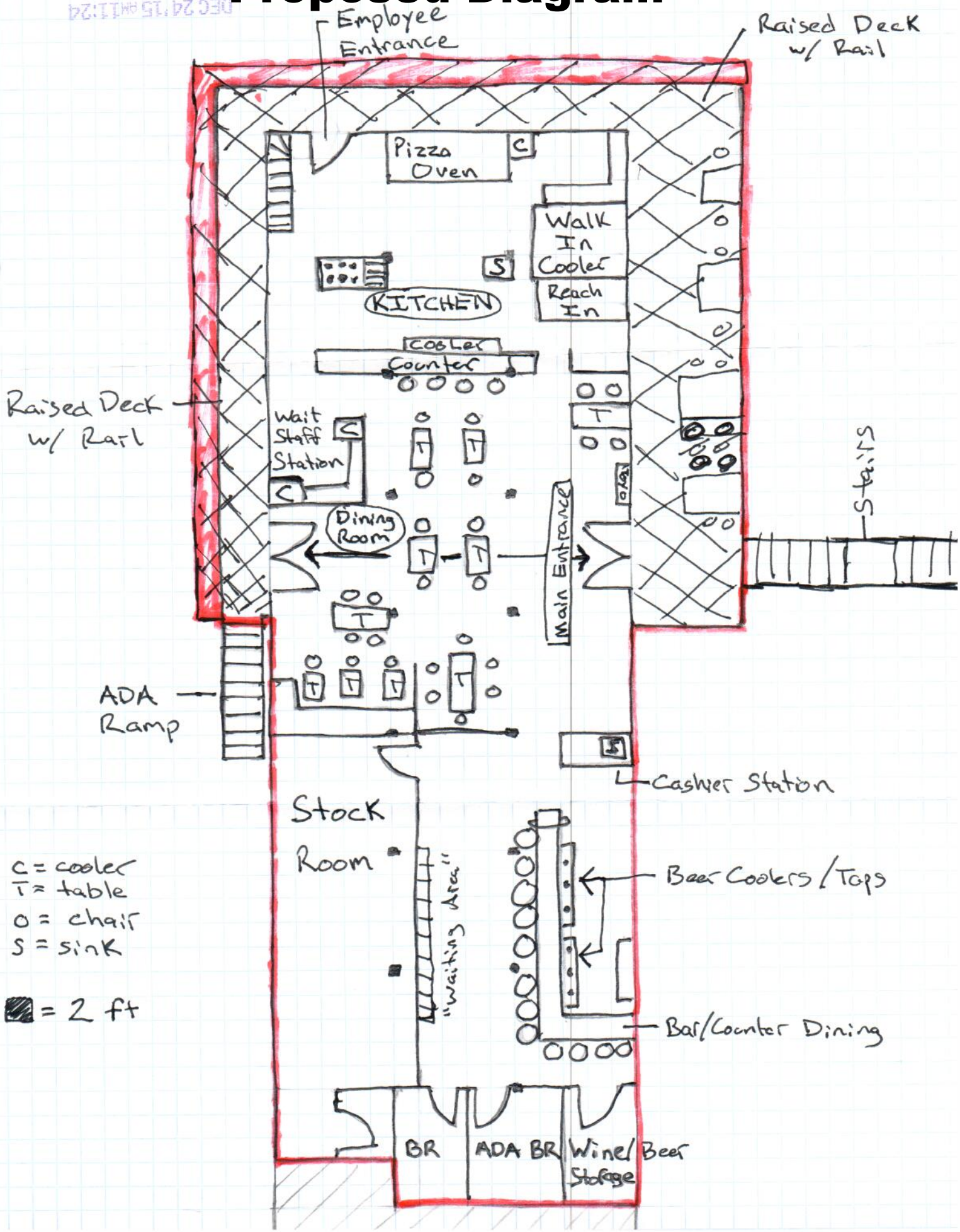
TELEPHONE (907) 766-2000
FAX (907) 766-2060

CALL TOLL FREE 800-542-6363

Reservations@HotelHalsingland.com
www.HotelHalsingland.com

Proposed Diagram

11C3



Existing Diagram

STATE OF ALASKA

ALCOHOL BEVERAGE CONTROL BOARD

Licensed Premises Diagram

INSTRUCTIONS: Draw a detailed floor plan of your present or proposed licensed premises on the graph below; show all entrances and exits, and all fixtures such as tables, booths, games, counters, bars, coolers, stages, etc.

DBA: Fireweed Restaurant

PREMISES LOCATION: Historic Building #37 Blacksmith Rd. Haines, AK 99827

Indicate scale by x after appropriate statement or show length and width of premises.

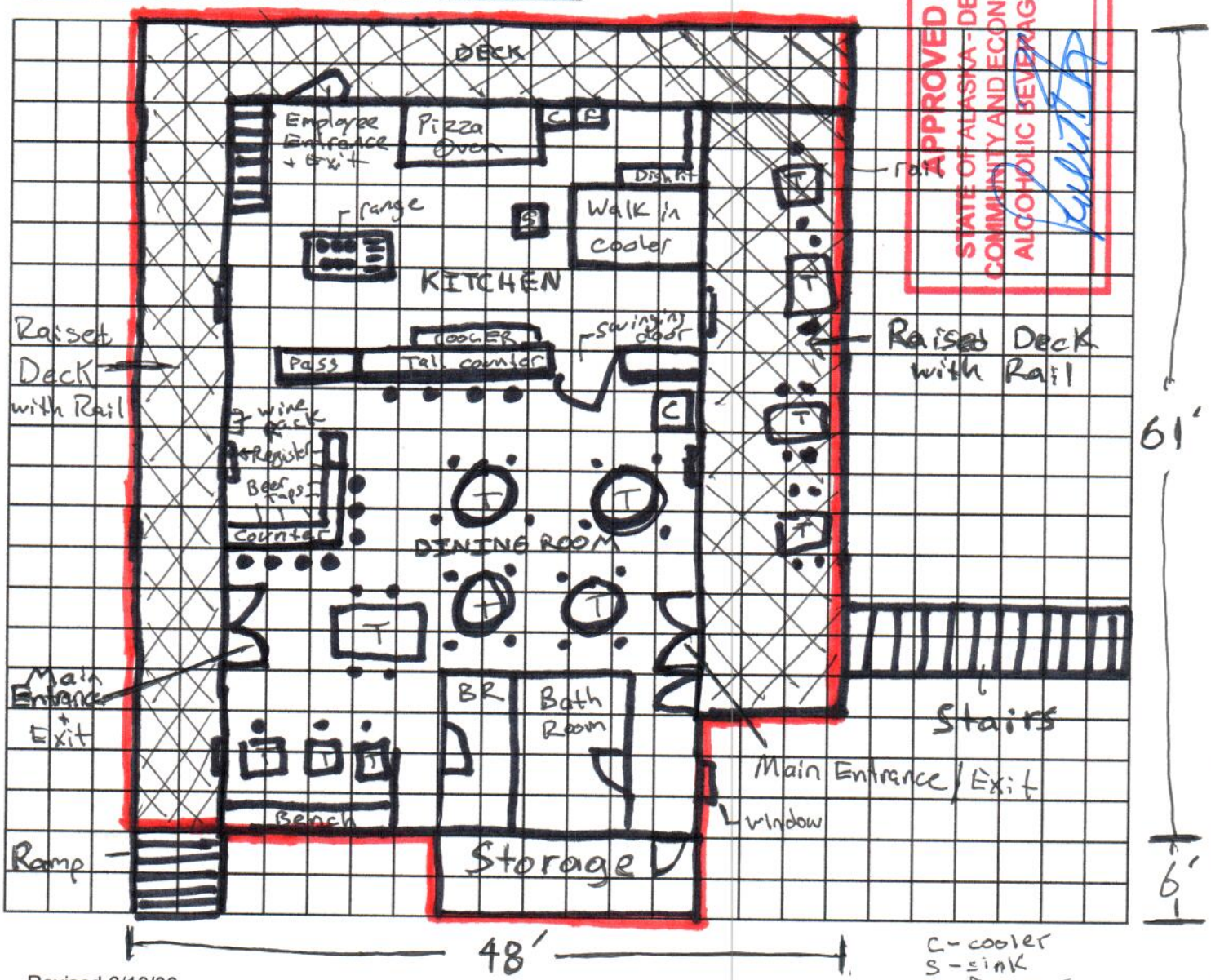
SCALE A: _____ 1 SQ. = 4 FT. **SCALE B:** _____ 1 SQ. = 1 FT.

Length and width of premises in feet: 61' x 48' (1 sq = 3 Ft)

Outline the area to be designated for sale, service, storage, and consumption of alcoholic beverages in red.

DO NOT USE BLUE INK OR PENCIL ON THIS DIAGRAM.

APPROVED DIAGRAM
STATE OF ALASKA - DEPT. OF COMMERCE
COMMUNITY AND ECONOMIC DEVELOPMENT
ALCOHOLIC BEVERAGE CONTROL BOARD
1/7/2015
Date



C - cooler
S - sink
F - freezer
T - table
• - chair

Revised 6/16/06