  
**Haines Borough**  
**Borough Assembly Meeting #310**  
**AGENDA**

**March 8, 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 Lobbyist Report
- 9A – Accept PRAC Minutes & Meeting Summary
- 9B – Accept TAB Meeting Summary
- 9C – Accept PHAC Meeting Minutes

**\* 4. APPROVAL OF MINUTES – 2/23/16 Regular**

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

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

**7. PUBLIC HEARINGS**

- A. Ordinance 16-01-429 - Second Hearing**  
**An Ordinance of the Haines Borough amending Haines Borough Code Section 18.30.040 to adjust code to match the actual planning commission meeting start time, to revise the review process for capital improvements and borough projects, and to delete references to the state-eliminated coastal zone management plan.**

*This ordinance is recommended by the planning commission and introduced on 1/26. On 2/9/16, the assembly rescheduled this second hearing for this meeting at the interim manager's request. Following thorough review and consideration, the manager recommends a substitute ordinance. **Motion:** Amend Ordinance 16-01-429 by substituting it in its entirety with the substitute ordinance proposed by the manager, and refer the ordinance back to the Planning Commission.*

**8. STAFF/FACILITY REPORTS**

- A. Interim Borough Manager – 3/8/16 Report**
- \*B. State Lobbyist – Report of February 12-26, 2016**

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

- \*A. Parks & Recreation Advisory Committee – Minutes of 1/27/16 & Summary of 2/24/16**
- \*B. Tourism Advisory Board – Summary of 2/24/16 Meeting**
- \*C. Port & Harbor Advisory Committee – Minutes of 1/8/16 and 1/28/16**
- D. Assembly Board Liaison Reports**
- E. Assembly Standing Committee Reports**

## 10. UNFINISHED BUSINESS

### A. Postponed motions pertaining to labeling all packet documents

*On 2/23/16, the assembly considered a recommendation from the Government Affairs & Services Committee concerning labeling packet documents. Action was postponed to this meeting. There are two motions on the table. The amendment motion must be voted on first. After that, the main motion may be considered.*

*Motions already on the table:*

*Main Motion: Direct staff to have dates on all documents in the packets*

*Amendment Motion: "Amend the motion to have either dates or revision numbers on all documents in the packets."*

*Debate on the amendment may resume, at this time.*

## 11. NEW BUSINESS

### A. Resolutions - None

### B. Ordinances for Introduction - None

### C. Other New Business

#### 1. Board Appointments

*A reappointment application was received for a seat on the Tourism Advisory Board. The mayor plans to make the reappointment and seeks assembly confirmation. **Motion**: Confirm the mayor's reappointment of Rhonda Hinson to the Tourism Advisory Board for a new term ending 11/30/19.*

#### 2. Memorandum of Agreement/Lease – Audio/Lighting Equipment, Chilkat Center

*The Foundation for the Chilkat Center purchased new sound & lighting equipment with grant funding. They have requested the borough lease the equipment for \$1.00/year with the right of full use. The MOA would require the borough to insure the equipment and to cover the cost of maintaining it. The borough would have the right to establish policies for the proper use of the equipment. **Motion**: Authorize the manager to enter into a Memorandum of Understanding with the Foundation for the Chilkat Center for the Haines Borough to lease certain grant-acquired lighting, audio, and stage equipment for \$1.00/year and to agree to insure and maintain the equipment.*

## 12. CORRESPONDENCE/REQUESTS

## 13. SET MEETING DATES

## 14. PUBLIC COMMENTS

## 15. ANNOUNCEMENTS/ASSEMBLY COMMENTS

## 16. ADJOURNMENT

Haines Borough  
Borough Assembly Meeting #309  
February 23, 2016  
MINUTES **Draft**

4

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**, Mike **CASE**, and Margaret **FRIEDENAUER**, and attending via telephone: Ron **JACKSON**, George **CAMPBELL**, and Tresham **GREGG**.

**Staff Present**: Brad **RYAN**/Interim Borough Manager, Julie **COZZI**/Borough Clerk, Josh **DRYDEN**/Interim Police Chief, Chris **BROWN**/Police Officer, Jordan **WELCH**/Police Officer, Patty **BROWN**/Library Director, and Helen **ALTEN**/Museum Director.

**Visitors Present**: Karen **GARCIA**/CVN, Jillian **ROGERS**/KHNS, Don **TURNER Jr.**, Mike **DENKER**, Lori **SMITH**, Mark H. **SMITH**, Bill **MCCORD**, and others.

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

The following Items were on the published consent agenda indicated by an asterisk (\*):

- 4 – Approve Assembly Meeting Minutes
- 8B – Accept Museum Report
- 8C – Accept Fire Department Report
- 9A – Accept Minor Offenses Committee Minutes
- 9B – Accept Tourism Advisory Committee Summary
- 9C – Accept Museum Board of Trustees Minutes
- 9D – Accept Planning Commission Minutes and Summary
- 11C2 – Amend Previously-Adopted Ordinance 15-12-425

**Motion**: **CASE** moved to “approve the agenda/consent agenda.”

**Primary Amendment**: **LAPHAM** moved to “add the police chief and borough manager position profiles as Item 11C3,” and the motion carried unanimously.

The main motion, as amended, carried unanimously.

- \* 4. **APPROVAL OF MINUTES** – 2/9/16 Regular

*The motion adopted by approval of the consent agenda: “approve minutes of the 2/9/16 borough assembly regular meeting.”*

5. **PUBLIC COMMENTS**

**DENKER** - Appreciates the thoughtful effort put into the proposed code of conduct. He suggested item 5(e) be revised by either defining the meaning of disturbing behavior or striking it. Whether something is disturbing is subjective, and it is important to protect first amendment rights.

6. **MAYOR’S COMMENTS/REPORT**

- A. **Oath of Office – Police Officer Christopher Brown**

The mayor administered the oath of office and welcomed the officer to the Haines Borough.

Mayor **HILL** provided a brief report of her recent time in Juneau attending AML/AcoM, accompanying lobbyist Bill Thomas, attending hearings, and meeting with legislators, staffers, and agency people. On a different note, the mayor said the museum board has asked for a different assembly liaison.

**Motion**: **CASE** moved to “confirm the appointment of **LAPHAM** as the assembly liaison for the Museum Board of Trustees,” and it was seconded by **CAMPBELL**. The motion carried unanimously.

7. **PUBLIC HEARINGS** - None

8. **STAFF/FACILITY REPORTS**

- A. **Interim Manager – 2/23/16 Report**

The manager summarized his written report and responded to a few questions from the assembly. **RYAN** also asked for guidance since the planned consultant is not available, at this time.

**Motion**: **FRIEDENAUER** moved to “reverse the January 26, 2016 direction to the manager to contract with Dynamic Consulting for a strategic planning session, and direct the manager to issue a Request for Proposals for a one-day facilitated goal setting session for the assembly.”

There was some discussion about referring the development of a Request for Proposals to the Government Affairs & Services Committee.

**Amendment Motion:** Friedenauer moved to "amend the motion by keeping the first half of the motion and striking the second part and replacing it with "refer the matter of an RFP to the Government Affairs & Services Committee," and the motion carried 4-2 with **JACKSON** and **CAMPBELL** opposed.

The main motion as amended carried 4-2 with **JACKSON** and **CAMPBELL** opposed.

- \* **B. Sheldon Museum** – Staff Report of January 2016
- \* **C. Fire Department** – Staff Report of January 2016
- \* **D. State Lobbyist** – Report of February 1-12, 2016

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

- \* **A. Minor Offenses Committee** – Minutes of 12/18/15 & 1/14/16 and Summary of 2/4/16
- \* **B. Tourism Advisory Board** – Summary of 2/3/16 Meeting
- \* **C. Museum Board of Trustees** – Minutes of 1/13/16
- \* **D. Planning Commission** – Minutes of 1/14/16 & Summary of 2/11/16 Meeting

### E. Assembly Board Liaison Reports

**FRIEDENAUER** – Public Safety Commission, Port and Harbor Advisory Committee, Minor Offenses Committee

**LAPHAM** – Tourism Advisory Board

**JACKSON** – Parks and Recreation Advisory Committee

### F. Assembly Standing Committee Reports

1. **Government Affairs & Services Committee (GASC)** – Report of 2/3/16 Meeting (Assembly Agenda Prep. and Motor Vehicle Tax Repeal)

**Motion:** **JACKSON** moved to "direct staff to have dates on all documents in the packets."

**Amendment Motion:** **CAMPBELL** moved to "amend the motion to have either dates or revision numbers on all documents in the packets."

**Motion to Postpone:** **CAMPBELL** moved to "postpone this matter to the next meeting," and the motion carried 4-2 with **FRIEDENAUER** and **LAPHAM** opposed.

**Motion:** **JACKSON** moved that "the assembly create a solid waste ad hoc committee to recommend incorporating the Motor Vehicle Tax funds into a solid waste program," and the motion carried unanimously.

2. **Finance Committee** – Report of 2/10/16 Meeting (Motor Vehicle Tax Repeal)  
**LAPHAM** said the Finance Committee recommends having the Motor Vehicle Tax in place for a full two years before considering changes or a repeal.
3. **Commerce Committee** – **CAMPBELL** gave a brief report on the 2/22/16 committee meeting where the topic of a solar aquatic wastewater treatment system was discussed.

## 10. UNFINISHED BUSINESS - None

## 11. NEW BUSINESS

- A. **Resolutions** - None
- B. **Ordinances for Introduction** - None
- C. **Other New Business**

### 1. Code of Conduct Policy – Discussion Item

*Note: In an effort to improve the conduct, efficiency and decorum at borough public meetings, Assembly Members Jackson and Friedenauer prepared a draft code of conduct policy for consideration. They believe this may also improve the community's trust and involvement in the public process. They envision this as a policy applying to the borough assembly & members of advisory boards. The meeting packet also included information about a community code of conduct that was developed in 1996.*

**Motion:** **LAPHAM** moved to "refer the draft code of conduct to the Government Affairs & Services Committee to merge it with the existing requirements in code," and the motion carried 4-2 with **CAMPBELL** and **GREGG** opposed.

**\* 2. Amend Previously-Adopted Ordinance 15-12-425**

**An Ordinance of the Haines Borough amending Haines Borough Code Subsection 3.60.160(A) to establish a tiered local bidder preference and to include an exception when a local preference is disallowed by the project's funding source.**

*Note: This ordinance was adopted on 2/9/16 but was not yet codified. There was a bit of confusion during discussion of an amendment on 1/26/16, and the ordinance was redrafted as staff understood it to be. That draft was presented to the assembly for consideration. Following the second hearing on 2/9, the assembly adopted the ordinance, as drafted. Upon further staff review, it was determined the ordinance as adopted did not accurately reflect the intended amendment. The motion adopted by approval of the consent agenda: "Amend previously-adopted Ordinance 15-12-425 to correct the 7% tier threshold to read \$1,000,000 rather than \$500,000, and to clarify the range for the 5% tier."*

**11C3. Position Profiles for Police Chief and Borough Manager** (added during approval of the agenda)

**Motion:** FRIEDENAUER moved to "approve the salary ranges and timelines, as recommended by the consultant for the borough manager and police chief positions," and the motion carried 4-2 with CAMPBELL and GREGG opposed.

**Motion to Amend:** CAMPBELL moved to "amend the manager salary range to 85K-110K," and the motion died for lack of a second.

**12. CORRESPONDENCE/REQUESTS**

**\* A. Support for Town Hall re. Tier 3** (antidegradation of Chilkat River) – Upper Lynn Canal Fish & Game Advisory Committee

*Note: The committee chair understood the town hall was taking place prior to this assembly meeting (February 22) but nevertheless requested the correspondence be in this packet.*

**13. SET MEETING DATES**

**A. Government Affairs & Services Committee** – Thursday, 3/3/16, 6:00pm, meeting already scheduled but the topic/purpose of the meeting was changed from "Mosquito Lake School Sale" to "Strategic Planning Request for Proposals".

**B. Government Affairs & Services Committee** – Wednesday, 3/16/16, 6:00pm, Topics: 1) Code of Conduct and 2) Mosquito Lake School Sale. The meeting will start with the first topic.

**14. PUBLIC COMMENTS** - None

**15. ANNOUNCEMENTS/ASSEMBLY COMMENTS**

**JACKSON** – Said he is bothered by the way Jenn Walsh was dismissed from borough employment.

**Motion:** JACKSON moved to "convene a meeting of the Personnel Committee to review the circumstances pertaining to the recent dismissal of Jennifer Walsh," and the motion failed 2-4 with GREGG, CASE, FRIEDENAUER, and LAPHAM opposed.

FRIEDENAUER said it is not appropriate for the Personnel Committee to meet to discuss this prior to any grievance moving through the steps. CAMPBELL said the committee should review the actions of the manager to make sure things were done properly. CASE agreed with FRIEDENAUER and said it's governed by the collective bargaining agreement.

**16. ADJOURNMENT** – 8:40 p.m.

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

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Janice Hill, Mayor

ATTEST:

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Julie Cozzi, MMC, Borough Clerk



Haines Borough  
Assembly Agenda Bill

Agenda Bill No.: 16-619  
Assembly Meeting Date: 3/8/16

Business Item Description:	Attachments:
Subject: Revise Review Process for Capital Projects	1. Ordinance 16-01-429 2. Substitute Ordinance Proposed by the Manager 2. Email from R.Goldberg explaining Planning Commission Recommendation
Originator: Planning Commission	
Originating Department:	
Date Submitted: 12/14/2015	

**Full Title/Motion:**  
Motion: Amend Ordinance 16-01-429 by substituting it in its entirety with the substitute ordinance proposed by the manager, and refer the ordinance back to the Planning Commission.

**Administrative Recommendation:**  
Note: The manager recommends the ordinance be submitted prior to adoption with a draft he has prepared.

**Fiscal Impact:**

Expenditure Required	Amount Budgeted	Appropriation Required	Projected Impact to Future Operating Budgets
\$ none	\$ n/a	\$ n/a	n/a

**Comprehensive Plan Consistency Review:**

Comp Plan Goals/Objectives: Page 56, Objective 2A; Page 199, Goal 5	Consistent: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
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**Summary Statement:**  
This ordinance is recommended by the planning commission (PC). It calls for adjustments to HBC 18.30.040 to match the actual planning commission meeting start time, to revise the review process for borough construction projects, and to delete references to the coastal zone management plan that the state eliminated several years ago. The code specifies that long plats be reviewed by the PC at 35% & 100% of design completion, but there is no similar requirement for borough projects. It just says "shall review", which the PC believes is too vague. They believe a systematic review of design plans with public participation at PC meetings may lead to more public understanding and acceptance of borough public improvement projects.  
The interim manager reviewed the proposed language and recommends substitute language. He requests the assembly consider amending the ordinance by replacing it in its entirety with the substitute and then referring the ordinance back to the planning commission.

**Referral:**

Referred to:	Referral Date:
Recommendation:	Meeting Date:

**Assembly Action:**

Meeting Date(s): 1/26, 2/9, 2/23, 3/8/16	Public Hearing Date(s): 2/9, 3/8/16
	Postponed to Date:

**An Ordinance of the Haines Borough amending Haines Borough Code Section 18.30.040 to adjust code to match the actual planning commission meeting start time, to revise the review process for capital improvements and borough projects, and to delete references to the state-eliminated coastal zone management plan.**

BE IT ENACTED BY THE HAINES BOROUGH ASSEMBLY:

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

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

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

Section 4. Amendment of Section 18.30.040 Sub-Section 18.30.040 of the Haines Borough Code is hereby amended as follows:

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

**18.30.040 Planning commission.**

The borough planning commission ("planning commission") consists of seven registered voters who have resided in the borough for 30 days or longer immediately prior to appointment. Planning commission members shall serve staggered terms of three years, and all appointments to the committee shall be made according to the provisions of HBC 2.60.055. Vacancies on the commission shall be determined by the mayor under the same regulations as HBC 2.10.240, guidelines for vacancies of the borough assembly, and shall be filled only for the unexpired portion of the term. Applications from persons interested in serving on the borough planning commission shall be solicited by public advertisement annually for the seats which are expiring and all applicants, as well as incumbent members, shall be given consideration for filling those seats.

A. The commission shall annually, after each general election of the borough, elect a chair who has the ability to vote on any question and is considered as part of a constituted quorum and such other officers as it deems necessary or desirable in the discharge of its powers and duties.

B. No action shall be taken by the commission except where a duly authorized quorum (four members) exists and where an affirmative vote of the quorum at a properly noticed public hearing is taken.

C. The commission shall meet on the second Thursday of each month at ~~7:00~~ **6:30** p.m., or at another regularly scheduled time as determined by a majority vote of the commission, or upon call of the chair. An agenda shall be prepared for each meeting. The agenda shall state the name of the Haines planning commission, the time, date and place of the meeting and a list of all agenda items. The agenda shall give a brief description of each item to be addressed, proposed development or other activity and state the action requested of the planning commission. The commission shall establish, by resolution, at least three locations in the borough for posting of the agenda. The agenda shall be posted at these locations at least 72 hours prior to the time of the meeting.

D. The commission shall keep a permanent record of its meetings in the form of meeting minutes, and the manager shall provide secretarial and other assistance to the commission to assist in this duty. The minutes of the meetings shall be copied and placed in the packets of the

borough assembly members for their next regularly scheduled meeting. Minutes and records shall be filed with borough clerk and retained as public records.

E. The commission shall conduct its activities within the requirements of Chapter 2.60 HBC, Committees, Boards and Commissions, unless specifically superseded by a section under this chapter.

F. The commission shall make such other rules and regulations governing the conduct of its business as it deems necessary or desirable.

G. The commission may prepare and make recommendations to the borough assembly for amendments to this title.

H. The commission ~~may~~ **shall** review annually the capital improvements program of the borough and submit its recommendations thereon to the borough assembly. The manager shall submit the capital improvements program to the commission in a reasonable period in advance of the fiscal year.

I. The commission shall review and report to the borough assembly regarding the location, design, construction, demolition or disposition of any public building, facility, collector or arterial street, park, green belt, playground or other public facility. The report and recommendation of the commission shall be based upon the comprehensive plan, ~~coastal zone management plan~~ and the capital improvements program. **The manager shall submit conceptual design plans for the construction of any Borough facility to the commission for review and recommendation to the assembly. Plans will be submitted again at 35% to 65% of completion, and finally at 95% of completion. The commission shall hold public hearings as part of the review of the design plans.**

J. The commission shall report to the borough assembly on all preliminary and final plats the commission has processed as the platting authority (see Chapter 18.100 HBC).

~~K. The commission shall, at least once every two years, review, prepare and adopt recommendations to the borough assembly and the State Coastal Policy Council respectively for amendments to the coastal zone management plan. The commission is responsible for implementing and enforcing the provisions of the coastal zone management program prior to the issuance of any permit approval under this title. (See Chapter 18.110 HBC for specific regulations.)~~

~~L. A comprehensive plan is a compilation of policy statements and maps for guiding the physical, social and economic development, both private and public of the borough, and may include, but is not limited to, the following: statements of policies, goals, standards, a land use plan, a lands classification plan and requirements for disposal of borough lands, a community facilities plan, a transportation plan, coastal development and management plan, and recommendations for plan implementations. The assembly shall be guided in the adoption of the comprehensive plan by the recommendations of the planning commission. The assembly may modify the plan, provided it first obtains the recommendations of the planning commission. The planning commission shall undertake the overall review of the plan at least once every two years and shall present recommendations based on the review to the assembly.~~

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

ATTEST:

\_\_\_\_\_  
Janice Hill, Mayor

\_\_\_\_\_  
Julie Cozzi, MMC, Borough Clerk

Date Introduced: 01/26/16  
Date of First Public Hearing: 02/09/16  
Date of Second Public Hearing: 03/08/16

Substitute Proposed  
by the Manager

2/2/16

HAINES BOROUGH, ALASKA  
ORDINANCE No. 16-01-429

Draft

**An Ordinance of the Haines Borough amending Haines Borough Code Section 18.30.040 to adjust code to match the actual planning commission meeting start time, to revise the review process for capital improvements and borough projects, and to delete references to the state-eliminated coastal zone management plan.**

BE IT ENACTED BY THE HAINES BOROUGH ASSEMBLY:

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

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

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

Section 4. Amendment of Section 18.30.040 Sub-Section 18.30.040 of the Haines Borough Code is hereby amended as follows:

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

**18.30.040 Planning commission.**

The borough planning commission ("planning commission") consists of seven registered voters who have resided in the borough for 30 days or longer immediately prior to appointment. Planning commission members shall serve staggered terms of three years, and all appointments to the committee shall be made according to the provisions of HBC 2.60.055. Vacancies on the commission shall be determined by the mayor under the same regulations as HBC 2.10.240, guidelines for vacancies of the borough assembly, and shall be filled only for the unexpired portion of the term. Applications from persons interested in serving on the borough planning commission shall be solicited by public advertisement annually for the seats which are expiring and all applicants, as well as incumbent members, shall be given consideration for filling those seats.

A. The commission shall annually, after each general election of the borough, elect a chair who has the ability to vote on any question and is considered as part of a constituted quorum and such other officers as it deems necessary or desirable in the discharge of its powers and duties.

B. No action shall be taken by the commission except where a duly authorized quorum (four members) exists and where an affirmative vote of the quorum at a properly noticed public hearing is taken.

C. The commission shall meet on the second Thursday of each month at ~~7:00~~ 6:30 p.m., or at another regularly scheduled time as determined by a majority vote of the commission, or upon call of the chair. An agenda shall be prepared for each meeting. The agenda shall state the name of the Haines planning commission, the time, date and place of the meeting and a list of all agenda items. The agenda shall give a brief description of each item to be addressed, proposed development or other activity and state the action requested of the planning commission. The commission shall establish, by resolution, at least three locations in the borough for posting of the agenda. The agenda shall be posted at these locations at least 72 hours prior to the time of the meeting.

D. The commission shall keep a permanent record of its meetings in the form of meeting minutes, and the manager shall provide secretarial and other assistance to the commission to assist in this duty. The minutes of the meetings shall be copied and placed in the packets of the

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borough assembly members for their next regularly scheduled meeting. Minutes and records shall be filed with borough clerk and retained as public records.

E. The commission shall conduct its activities within the requirements of Chapter 2.60 HBC, Committees, Boards and Commissions, unless specifically superseded by a section under this chapter.

F. The commission shall make such other rules and regulations governing the conduct of its business as it deems necessary or desirable.

G. The commission may prepare and make recommendations to the borough assembly for amendments to this title.

H. The commission ~~may~~ **shall** review annually the capital improvements program of the borough and submit its recommendations thereon to the borough assembly. The manager shall submit the capital improvements program to the commission in a reasonable period in advance of the fiscal year.

I. **The commission shall review conceptual designs of any new public facility or significant addition (greater than 25%) to a public facility and report to the borough assembly. In addition the commission shall review conceptual designs of any new collector or arterial street, park, green belt, or playground. The report and recommendation of the commission shall be based upon the comprehensive plan, and the capital improvements program.** The commission shall review and report to the borough assembly regarding the location, design, construction, demolition or disposition of any public building, facility, collector or arterial street, park, green belt, playground or other public facility. The report and recommendation of the commission shall be based upon the comprehensive plan, coastal zone management plan and the capital improvements program. ~~The manager shall submit conceptual design plans for the construction of any Borough facility to the commission for review and recommendation to the assembly. Plans will be submitted again at 35% to 65% of completion, and finally at 95% of completion. The commission shall hold public hearings as part of the review of the design plans.~~

J. The commission shall report to the borough assembly on all preliminary and final plats the commission has processed as the platting authority (see Chapter 18.100 HBC).

K. ~~The commission shall, at least once every two years, review, prepare and adopt recommendations to the borough assembly and the State Coastal Policy Council respectively for amendments to the coastal zone management plan. The commission is responsible for implementing and enforcing the provisions of the coastal zone management program prior to the issuance of any permit approval under this title. (See Chapter 18.110 HBC for specific regulations.)~~

L. A comprehensive plan is a compilation of policy statements and maps for guiding the physical, social and economic development, both private and public of the borough, and may include, but is not limited to, the following: statements of policies, goals, standards, a land use plan, a lands classification plan and requirements for disposal of borough lands, a community facilities plan, a transportation plan, coastal development and management plan, and recommendations for plan implementations. The assembly shall be guided in the adoption of the comprehensive plan by the recommendations of the planning commission. The assembly may modify the plan, provided it first obtains the recommendations of the planning commission. The planning commission shall undertake the overall review of the plan at least once every two years and shall present recommendations based on the review to the assembly.

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

ATTEST:

\_\_\_\_\_  
Janice Hill, Mayor

**Comment [BR1]:** This seems like a long process. If we follow this logic the earliest we could get a project through the planning commission would be 3 months and even that is not feasible as there would be lead time to get it on the Planning Commission Agenda.

Example Time line for a project to go through this process below.  
conceptual plans March 10<sup>th</sup>  
35% April 14<sup>th</sup>  
65% May 12<sup>th</sup>  
95% June 9<sup>th</sup>

While I understand this time line would work for projects on the scale of the harbor. I am concerned with projects like the senior center siding, a new roof on the tower road water tank, gazebo at picture point, etc. I don't mind the review when it is necessary but I think about the gazebo at picture point. This project was design build and never even had a 35%, 65% design and it went from design to completed construction in less than the proposed three month time line to get it through the planning commission

**From:** Rob Goldberg [<mailto:artstudioalaska@yahoo.com>]  
**Sent:** Monday, December 14, 2015 12:09 AM  
**To:** Kathy Friedle; Julie Cozzi  
**Cc:** Jan Hill  
**Subject:** Code revisions to 18.30.040

Hi Kathy and Julie,

At the Planning Commission meeting of December 10 the commission made several changes and additions to 18.30.040. Deletions are in <red>. *[Clerk's note: for the assembly packet, this was changed to bolded/underlined to make it easier to view.]* Additions are in green. *[Clerk's note: for the assembly packet, this was changed to strikethroughs to make it easier to view.]* In C we changed the meeting time from 7pm to 6:30 pm. In H we changed "may" to "shall". In I we eliminated reference to the coastal zone management plan because the state eliminated this program. Two sentences were also added to the end of I.

Rationale: The Code specifies that long plats be reviewed by the planning commission at 35% and 100% of design completion, but there is no similar requirement for borough projects. It just says "shall review", which is too vague. As we saw with the design of the harbor expansion, a scheduled review of the design plans with public participation at planning commission meetings will lead to projects being more readily accepted by the community.

We didn't notice this at the meeting, but section K deals with the coastal zone management plan, and should probably be eliminated also. That would make section L the new K.

There is also an entire section, 18.110 that is all about the coastal zone management plan. This section should probably disappear also, but since we didn't discuss it at the meeting I don't feel comfortable doing it now. Maybe it can wait for another meeting.

Thanks.  
Rob

### **18.30.040 Planning commission.**

The borough planning commission ("planning commission") consists of seven registered voters who have resided in the borough for 30 days or longer immediately prior to appointment. Planning commission members shall serve staggered terms of three years, and all appointments to the committee shall be made according to the provisions of HBC 2.60.055. Vacancies on the commission shall be determined by the mayor under the



# Report

from the  
Borough Manager

Date: 3/3/16  
 To: Mayor and Borough Assembly  
 From: Brad Ryan, Interim Borough Manager  
 Re: **Manager's Report**

## WATER AND SEWER

**Piedad Springs:** Southeast Road Builders has broken ground and is moving forward with the Piedad Springs upgrade.

**Sewer:** We submitted a USDA grant application for assistance with the borough's wastewater treatment plant.

## HARBOR

**408 Permit:** In response to the Corps of Engineers request, PND has completed the flume study, armor rock field visit, slope stability analysis, and confirmed load placement and cross-sectional configuration. They are working to complete wave transmission through the gap, cross-sectional drawing of reconstruction, detailed construction sequence, construction monitoring plan, and a potential design option for closing the gap. PND is scheduled to complete data analysis for the 408 by March 8<sup>th</sup>.

**404 Permit:** The Harbormaster has been working with NOAA to complete the ESA consultation for the 404 permit to reduce potential delays.

## ADMIN.

**Police Chief and Manager Job Announcements:** The profiles have been updated and the positions were posted on the borough website March 3<sup>rd</sup>. The deadline to apply was extended to April 2<sup>nd</sup>, but this will not affect the timing of the April 19<sup>th</sup> progress report.

**Nelson Appeal:** Judge Pallenberg issued a decision in favor of Mr. Nelson on an administrative appeal of a fine imposed by manager Sosa for failing to meet a deadline for removal of glass from Mr. Nelson's property. The borough will have to reimburse Mr. Nelson \$850.

**Document Version:** There has been an ongoing discussion of the best way to track the version of documents provided in the assembly's packet. I have reviewed a couple of packets and most of the items have a date or version depending on the type of document. In addition, there is information that is provided by staff for the assembly to help clarify an issue and these are often Excel tables or other Word documents without any longevity. The versions of these documents are tied to the packet. We could easily have the date the packet was developed included as a footer on each page but that would be

redundant and, even worse, potentially misrepresent the version or date a document was produced. I suggest that the issue has been brought to my attention and I will work with the staff to include an identifier of which version or date should be provided on documents when it is unclear.

### FINANCE

**FY15 Audit:** The borough received the results of its FY15 audit and there were no significant findings. However, the audit suggests improvements for managing grants and incorporating the museum as a department. The museum becoming a department of the borough is an ongoing discussion that would need to be further discussed and it is not a significant problem for the audit. Grant accounting and reporting does need work and I agree with the audit that there needs to be an individual charged with overseeing the grant management for the borough. I suggest an executive assistant to the borough manager with strong grant management skills and an understanding of the public facilities department would be the appropriate position to provide the grant oversight necessary.

### POOL

The pool re-opened on February 29<sup>th</sup> after a two-week closure to upgrade the men's showers. The pool manager worked with school district staff to coordinate water safety sessions for the month of March. The week of February 29<sup>th</sup> grades 1-6 practiced water safety topics such as PFD types, survival positions and entries, reaching assists, immersion suits, survival raft entries as well as the seven steps of survival. Water safety training will continue throughout the month. Special thanks to AMSEA of Sitka for loaning equipment for these training sessions.

The swim for life event "Splash-O-Rama" is scheduled for Saturday, March 12, from 10 a.m. to 4 p.m. This event is a consolidated effort between the Haines Dolphins swim team, the Friends of the Pool, and the Haines Borough Swimming Pool.

### FACILITIES

**Pool Locker Room:** A complete overhaul of the men's locker room showers was completed.

**Museum:** Some much-needed drywall repair was completed in the museum now that the compactors have been installed and new spaces have been opened up.

**Senior Center/CVP:** The Chilkat Valley Preschool and seniors continue to move forward with the expansion to the Senior Center for a preschool. They are currently working with design engineers on a design proposal to provide solid cost estimates for construction. The borough and CVP are also reviewing a draft management agreement for the CVP to take over the management of the Senior Center side of the building. In addition, we are reviewing a draft lease agreement for the expansion that will house the CVP to ensure the CVP has a long-term agreement for their fundraising efforts and the borough is not responsible for the increased utilities associated with the addition. Lastly, CVP has been working with Rasmuson and it sounds like Rasmuson is interested in funding 50 percent of the project. The grant will have to go through the borough because we own the property, but it should be a pass-through and the CVP would be providing the matching funds.

### LIBRARY

Library staff members Patty Brown, Jessie Morgan and Holly Davis will be attending and presenting at the Alaska Library Association conference in Fairbanks. Holly was invited to lead two sessions with Alaska State Library staff on summer reading program preparation and early literacy outreach. Holly has

also been invited to be part of the statewide Summer Reading Committee that participates in determining the theme and activities for summer reading programs at the national level.

Jessie Morgan received a scholarship to attend and participate in a pre-conference about Alaska Native library projects. She will also be assisting the Juneau library staff in a presentation about our shared Story Corps project.

Patty will be presenting at a two-day pre-conference as well as running the Alaska Library Association business and awards meeting as the association president.

The library has returned to spring/summer hours: Monday-Thursday, 10-9; Friday 10-6; Saturday and Sunday 12:30-4:30. All evening hours are covered by library volunteers.

Friday 12<sup>th</sup> - Went to hearing for HB 252, Cruise Ship vessel tax. Went because this was going to take \$15 million from Cruise Ship Head Tax. Thought the Head Tax would be put into a regional fund not be put into General Fund. If it were to be put into Regional Fund the Borough may be able to access for the drive down ramp for the shuttle vessel in the harbor. The presentation was the day before and this session was for the Cruise Industry to testify. They said that the State and Cruise Industry had a settlement agreement after a law suit was filed by Cruise Industry. That the \$15 million was back filling a negotiated Head tax between 2 communities, and that this bill may break the agreement and may not be legal. It was pointed out that about 120,000 less tourist came to Alaska until an agreement was worked out after an initiative was passed by Alaskan voters. Bill held over for public testimony will be on Saturday.

Saturday 13<sup>th</sup> - Public testimony on SB 252 and Alcohol tax. Most spoke against both bills. a couple spoke for Alcohol increase. The alcohol tax would double the tax on it, which would then make Alaska with highest tax in the Nation. Testimony against Head Tax was worried about losing Cruise passengers. If bill is passed as is it would increase the Head Tax by \$15 dollars per passenger.

Sunday 14<sup>th</sup> - It was announced that Representative Max Gruenberg has passed away, ruined rest of my day. He was an In-country Vietnam Vet and a friend. Sad. Mayor Hill got into town and we had dinner and went over the coming week.

Monday 15<sup>th</sup> - Mayor Hill and I had meeting with Representative Kito, Senator Egan, and Representative Thompson (House Co-Chair of Finance, Capital Budget), each meeting we covered the fiscal situation of the State, the Alaska Marine Highway, Fish and Game Budget and Revenue sharing. Mayor Hill met many more Legislators and staff as we waited in the hallways for our meeting.

Tuesday 16<sup>th</sup> - Attended a Legislative memory of Representative Max Gruenberg. Attended AML with Mayor Hill then we meet with Representative Neumann (House Co-Chair of Finance, Operating Budget) then went back to AML.

Wednesday 18<sup>th</sup> - Went to listen to HB 268 an AIDEA (Alaska Industrial Development Export Authority) Bill, was in House Labor Committee. Went to see if the person I worked with to evaluate the potential for a dock expansion in Skagway. He wasn't there so I didn't stay long. Wanted to see if they could help on Lutak Dock. With travel freeze State employees are traveling less, so don't know if I'll see him. Then went to hear a report on The John Sturgeon case, in Senate Resource Committee. This case was recently heard in the US Supreme Court. John Sturgeon was cited by US Park Service for putting his hovercraft on a sandbar for maintenance. The conflict is who has jurisdiction in navigable waters. I've known John since when he was the State Forester around 1982. Report was given by John Sturgeon, an Assistant Attorney General and Safari Club.

Thursday 19<sup>th</sup> - Mayor Hill and I went and listened to Senate Finance Sub-committee listen to an overview from Captain Neussel from Alaska Marine Highway. Was the same presentation made in Haines and other communities. I'm coming to Haines on ferry early Friday and will come back on Sunday. Bill

Bill Thomas 22- February 2016

Monday 22<sup>nd</sup>-Attended House Finance presentation by David Teal (Legislature Finance Director). He gave an overview of all Bills attempting to use a portion of Permanent Fund Earning to help fill the major shortfall in the Operating Budget. This was a very interesting presentation but he didn't get time to finish as he ran out of time. And will finish it later, they will have to use one of the forms or a hybrid of the bills to fill the financial gap. Which I'm hoping will come out of his next presentation. The Legislature can't cut their way out of this problem and can't raise enough with increases in taxes or new taxes.

Tuesday 23<sup>rd</sup>- Got a copy of Legislation that will use and preserve the Power Cost Equalization. There is about \$950 million in the fund, the proposal will payout for PCE and portions of the earnings be put into the General fund, Renewable Energy fund some going back into the PCE fund.

Listened to a Bill in Senate Resources about increasing fines for Fish Violations, they will double under this bill and also discussed the idea of fining people who harvest fish in systems that may need that fish to meet goals of escapement, king salmon which is a State wide issue was used as an example. House Finance Subcommittee for Alaska Marine Highways met and didn't make any changes to the Governor's Budget proposal. The DOT Administration was pleased. Attended a lunch and presentation by Alaska Power Authority about Alaska needs and successes with renewable energy projects.

Wednesday 24<sup>th</sup>- Went to go to Fish and Game Finance Subcommittee, only to have it cancelled, there is a Board of Fish Meeting going on in Anchorage. Tried to get bills that were introduced but they weren't printed yet. Need to see what was new and may have impact, was told later that a bill that was introduced will increase raw fish tax to 12% making it a total of 19 1/2% on fishermen. Again a big part of Haines economy. Watched the University Finance Subcommittee add to the deduction to the budget. Total cut is about \$51 million. Commerce, Community & Economic Development Finance Subcommittee meet and zeroed out General match money for Public Radio, this is to match Federal monies. Lowered money for Tourism Marketing to \$3 million, Governors was at \$4.5. Alaska Seafood Marketing Federal went from \$4.5 million to \$1 million, all these deductions can have an impact on Haines.

Thursday 25<sup>th</sup>- Finance Subcommittee for Department of Transportation met and had a couple amendments that passed and several. One for Marine Highways but failed forwarding their Budget to whole Finance. Keeping the Governors recommended numbers. All Subcommittees will report to Full Finance to be amended or not, there will be Public Testimony after they are done with the overview. Dates and times were sent to Krista to post and to KHNS, hopefully people will call in or write in if they would like to see changes.

Friday 26<sup>th</sup>-Lots of Legislators have left for Anchorage, so things are very slow there. A staff told me they will try to amend the budget to restore Public Radio funding.

# Approved Minutes

9A



REGULAR MEETING

Parks and Recreation  
Advisory Committee  
(PRAC)

SPECIAL MEETING

## COMMITTEE MEETING SUMMARY AND MINUTES

Meeting date: 1/27/2016

Time: 5:00 pm

Location: Library

Committee members present:

Chair person: Richard Chapell

Burl Sheldon, Meredith Pochardt, George Figdor, Patricia Peters, Richard Chapell,  
Ron Jackson (Assembly Liaison).

Guests: Thom Ely (prospective PRAC member), Lee Heinmiller (Planning and Zoning member)

Person filling out form: Richard Chapell

### Topics of discussion:

- Approve minutes from 12/17/2015 meeting, with no changes.
- Approve Thom Ely's application for PRAC membership.
- Consultation with Planning & Zoning Commission member Heinmiller on process for planning a waterfront trail from Port Chilkoot dock to harbor parking lot.
  - Land ownership is mixed
    - Port Chilkoot Co. beach uphill from mean high tide, plus 2 lots crossed. Heinmiller says PC Co easement is possible.
    - AK DOT ROW at reconstructed Front St/Old HNS Hwy intersection
    - Haines Borough
  - Scope of design
    - PC Dock to Lookout Park? or
    - Continue design scope to Picture Point per 2025 Comprehensive Plan?
  - Materials
    - Gravel or elevated boardwalk? Elevated just over wet areas?
    - Stairs up to new Lookout Park location on harbor parking lot?
  - ADA accessible or not?
    - The sidewalk is already ADA accessible
  - Request design money in FY17 Manager's budget
    - Rich is getting a trail design fee quote from Corvus Designs

- Consultation with P&Z member Heinmiller on for planning downtown core park
  - Draft proposal to P&Z Comm. to zone Lot 4A and Lot 8A for recreation.
  - Chapell will contact Downtown Revitalization Commission member Lende to get notes on park design.
  - Trail from school to Main St, not through Aspen Parking lot
  - Is Starvin Marvin an allowed use under recreation zoning?
  - Bike Rack, water fountain.
- Identifying and prioritizing tasks for PRAC in the 2025 Comprehensive Plan.
  - Members will review Figdor's handouts from Plan: Chapter 8 text, Table 8-3, and Table of Other Tasks. Members will bring their top 5 identified PRAC projects to the next meeting.

#### Action Taken:

- M/S Sheldon/Peters, passed 5-0: Approve minutes from 12/17/2015.
- M/S Sheldon/Figdor, passed 5-0: Appoint Thom Ely as PRAC member.  
Thom's strengths, particular to the goals of PRAC, related to his well known personal interest in recreational access and recreational planning for the community, and that Thom owns a thriving recreation-based business.  
Thom discussed with the committee his ideas relevant to Borough parks and recreation. These include: delineating and expanding municipal parks, establishing a core green-space as well as planning for green-space, identifying certain areas for certain types of recreation, establishing a "mountain hut system" and planning for "100 years from now."
- M/S Pochardt/Sheldon, passed 5-0: Request funds through the Manager's FY17 budget to pay for for design of a waterfront trail from Picture Point to the Port Chilkoot Dock.
- M/S Figdor/Sheldon, passed 5-0: draft a proposal to the Planning and Zoning Commission to zone downtown Borough-owned lots 4A and 8A for recreation.

Next meeting date: February 24, 2016, 5 pm at the library.

# Meeting Summary DRAFT



REGULAR MEETING

Parks and Recreation  
Advisory Committee  
(PRAC)

SPECIAL MEETING

## COMMITTEE MEETING SUMMARY AND MINUTES

Meeting date: 2/24/2016

Time: 5:00 pm

Location: Library

Committee members present:

Chair person: Richard Chapell

Burl Sheldon, Meredith Pochardt, George Figdor, Richard Chapell, Thom Ely

Guests: Brad Ryan (interim Borough Manager), Shawn Bell (Harbormaster),  
Lori Lapeyri Smith (Public)

Person filling out form: Richard Chapell

### Topics of discussion:

- Add agenda item: Ski Club grooming equipment needs.
- Approve minutes from 1/27/2016 meeting, with no changes.
- Discuss Corvus Design's proposal dated 2/16/2016 for services to design a Haines waterfront walk, from Picture Point to Portage Cove State Recreation Area, and design Lookout Park in a new location on the SE corner of the expanded harbor parking lot, including pedestrian walkway transiting the harbor parking lot, and gather and integrate public comment on the design.
- Proposal to Planning and Zoning Commission to rezone as "Recreation" the Borough-owned downtown lot 8A, at the corner of 3rd Ave and Main St, for the purpose of creating a downtown public park. Possible uses for the park are an event space (weddings, farmer's market, concerts), and a place for cruise ship passengers to rest and take in the view.
- Parks & Rec members contribute their top priority 5 tasks listed in Chapter 8 of the Haines Borough 2025 Comprehensive Plan.
- Haines Ski & Hike Club needs a new trailer and snow machine to make the best use of the Ginsu snow groomer they purchased last year to groom cross-country ski trails.

### Action Taken:

- M/S Sheldon/Ely, passed 5-0: Approve minutes from 1/27/2016.
- M/S Sheldon/ Pochardt, passed 5-0: Recommend that the Assembly approve a Borough Manager's CIP budget item to fund Corvus Design's proposal dated 2/16/2016 for a Haines waterfront walk design.
- M/S Ely/Figdor, passed 5-0: Committee members Ely and Sheldon will draft a proposal to rezone Borough-owned downtown lot 8A at the corner of 3rd Ave and Main St as recreation.
- M/S Figdor/Sheldon, passed 5-0: draft a proposal to the Planning and Zoning Commission to zone downtown Borough-owned lots 4A and 8A for recreation.

Next meeting date: March 16, 2016, 5 pm at the library.



# Meeting Summary DRAFT

# 9B

- REGULAR MEETING
- SPECIAL MEETING

- TAB  PHAC  LIBRARY  PSC  PRAC
  - CCAB  MUSEUM  Other \_\_\_\_\_
- Please Check Appropriate Box

## Committee Meeting Summary

Date 2-24-16 Time of Meeting 11am Location Assembly

Committee Members Present: \_\_\_\_\_ Chair Person: Sean Gaffney  
Michael Marks, Kaven Hess, Alison Jacobson, Sean Gaffney,

Person Filling out form: Leslie Ros

### Topics of Discussion:

- 2015 Stats
- Business Retention & Expansion Plan
- Overview of Title 27 - amendments
- \_\_\_\_\_
- \_\_\_\_\_

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

- Approve Rhonda Hinson - reinstatement - unanimous
- Approve Cindy Smith as a non-voting member - unanimous
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

Next Mtg Date: \_\_\_\_\_

\* NOTE: This Summary should NOT replace Minutes or Requests for Assembly Action

## PHAC Meeting Minutes:

**8Jan16**

### Members Present:

Norm Hughes, Fred Gray, Don Turner Jr., Bill Rostad, Brad Badger, & Glen Jacobson

Assembly Liaison: Margaret Friedenauer

Harbormaster: Shawn Bell

Borough Manager: Brad Ryan

### Members Absent:

Terrance Pardee

### Meeting Details:

- Meeting called by Don Turner Jr.
- Agenda Approved
- 17Dec15 Meeting Minutes Approved
- Borough Manager and Harbormaster updated the committee on the Harbor Expansion permit process. Gave updates with both the 404 and 408 permits that the USACE is reviewing.
- Next meeting set for 28Jan16.

These minutes were approved on 25Feb16.

# Approved

## PHAC Meeting Minutes:

**28Jan16**

### Members Present:

Fred Gray, Terrance Pardee, Don Turner Jr., Bill Rostad, Brad Badger, & Glen Jacobson

Assembly Liaison: Margaret Friedenauer

Harbormaster: Shawn Bell

Borough Manager: Brad Ryan

### Members Absent:

Norm Hughes

### Audience Present:

KHNS Media, Gabe Thomas, Tresham Gregg, Diana Lapham, Debra Schnabel, Bill Kurz, Mike Case

### Meeting Details:

- Agenda Approved.
- 8Jan16 meeting minutes not provided, approval was tabled until next meeting.
- Committee asked to have Lookout Park on next meeting's agenda.
- Harbormaster Report :
  - o Updated the committee on F Dock pile repair, harbor LED light replacement, and current status of harbor expansion permitting.
- Old Business:
  - o Update given with proposed port tariff change.
- New Business:
  - o Committee presented with a draft RFP for Lutak Dock. Committee asked to provide feedback.
- Next meeting set for 25Feb16.

These minutes were approved 25Feb16.

## Mayoral Appointments 3/8/16

### Tourism Advisory Board

**Rhonda Hinson – term ends 11/2019**

The board recommends this appointment (see attached).

This would leave no vacancies, at this time.



---

**From:** Alaska Mountain Guides - Exec [exec@alaskamountainguides.com]  
**Sent:** Thursday, March 03, 2016 11:50 AM  
**To:** Krista Kielsmeier; Julie Cozzi; Leslie Ross  
**Cc:** Alaska Mountain Guides - Exec  
**Subject:** TAB Letter of Support for Rhonda Hinson's Reappointment to the Board

Madam Mayor and Haines Borough Assembly Members,

The Tourism Advisory Board has approved the reappointment of Rhonda Hinson to the board.

Mrs. Hinson is a local merchant in the retail/tourism industry, and the TAB believes she will continue to be an asset to our board.

Please don't hesitate to contact me if I can be of any further assistance in this matter.

Thank you,

Sean Gaffney

Chair  
Tourism Advisory Board

# Haines Borough Application for Board Appointment

**RECEIVED HAINES BOROUGH**

**FEB 22 2016**

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

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

**CLERK'S OFFICE**

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

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

**Name:** Rhonda M Jensen  
**Residence Address:** 309 Myra Lane  
**Mailing Address:** PO Box 1253 Haines  
**Business Phone:** 746-2352 **Home Phone:** cell 303-2352  
**Fax:** \_\_\_\_\_ **Email:** stire@alaskands.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.\*

Rhonda M Jensen  
Signature of Applicant

2/14/16  
Date

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

Store owner 6+ years, longtime Haines resident  
Previous experience in local airlines and as a  
youth I worked at the Visitors center.

\*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.



**Haines Borough  
Assembly Agenda Bill**

Agenda Bill No.: 16-628

Assembly Meeting Date: 3/8/16

Business Item Description:	Attachments:
Subject: Request for Memorandum of Agreement for Chilkat Center Audio & Lighting Equipment	1. Draft MOA Proposed by Chilkat Center Foundation 2. Inventory List - Audio and Lighting Equipment 3. Grant Letter of Support from the Interim Manager in 2014
Originator: Interim Manager	
Originating Department: Administration	
Date Submitted: 3/26/16	

**Full Title/Motion:**  
Motion: Authorize the manager to enter into a Memorandum of Understanding with the Foundation for the Chilkat Center for the Haines Borough to lease certain grant-acquired lighting, audio, and stage equipment for \$1.00/year and to agree to insure and maintain the equipment.

**Administrative Recommendation:**

**Fiscal Impact:**

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

**Comprehensive Plan Consistency Review:**  
Comp Plan Goals/Objectives: \_\_\_\_\_  
Consistent:  Yes  No

**Summary Statement:**  
The Foundation for the Chilkat Center received grant funding to purchase certain audio, lighting, and stage equipment. The grantor requires the Foundation to maintain ownership of the equipment. However, since the Chilkat Center is a borough-owned facility, the Foundation has requested the borough enter into a Memorandum of Agreement. In the proposed agreement, the borough would lease the equipment for \$1.00 per year and would have complete use of all equipment. The borough would agree to insure the equipment listed on the inventory attached to this agenda bill and would cover the cost of equipment maintenance. The borough would have the right to establish policies for the proper use of the equipment in cooperation with the Foundation.

**Referral:**  
Referred to: \_\_\_\_\_ Referral Date: \_\_\_\_\_  
Recommendation: \_\_\_\_\_ Meeting Date: \_\_\_\_\_

**Assembly Action:**  
Meeting Date(s): 3/8/16 Public Hearing Date(s): \_\_\_\_\_  
Postponed to Date: \_\_\_\_\_

## MEMORANDUM OF AGREEMENT

This Agreement made this \_\_\_\_ day of \_\_\_\_\_, 2016 between the FOUNDATION FOR THE CHILKAT CENTER FOR THE ARTS, (hereinafter referred to as FCCA) of Haines, Alaska and the HAINES BOROUGH (hereinafter referred to as the BOROUGH).

### **Purpose:**

The purpose of this agreement is to provide for the utilization and maintenance of certain lighting, sound and stage equipment purchased and installed in the Chilkat Center for the Arts building by the FCCA to enhance the quality of entertainment for the community and to expand use of the building. The purchase and installation of the equipment was accomplished with grant funding from the Rasmuson Foundation and the Murdock Charitable Trust, together with local funding and volunteer effort from Chilkat Center user groups, the FCCA and community members. An inventory of this equipment is attached to this agreement. Total value is \$174,717.00.

The FCCA will continue to own the equipment and will lease it to the BOROUGH for \$1.00/year with the following provisions:

1. The BOROUGH and users of the Chilkat Center will have complete use of the equipment;
2. In cooperation with the FCCA, the BOROUGH will establish policies for the proper use of the equipment by users of the Chilkat Center.
3. The BOROUGH will include the equipment on its insurance policy for the Chilkat Center;
4. The BOROUGH will maintain the equipment in good working order;
5. When major repair or replacement of any equipment item is required, the BOROUGH and the FCCA will work together to cover the costs.

### **Duration of Agreement:**

This lease of equipment to the BOROUGH will remain in effect until either one of the party's gives the other 60 days written notice of its intention to terminate the lease.

**Agreed to this \_\_\_\_ day of \_\_\_\_\_, 2016.**

---

Signature for the HAINES BOROUGH

---

Printed Name and Title

---

Signature for the FOUNDATION FOR THE CHILKAT CENTER FOR THE ARTS

---

Printed Name and Title

<b>Chilkat Center Stage &amp; Technical Equipment, 2016</b>	<b>Total Cost</b>
<b>Equipment</b>	
Wireless Microphone System	\$8,784
Projector System	\$6,633
Projector System, Lobby	\$4,194
Clear Com System	\$5,855
Lighting Instrumentation	\$42,160
Dimming/Lighting Control System	\$43,240
DMX Cables & Controls	\$2,387
Effects for Ellipsoidals	\$5,309
Hazer	\$1,290
Lobby Area Amp and Speakers	\$1,274
Dukane Replacement	\$490
Infrared (IR) Listening Assistance System	\$5,715
Followspot and Fresnel Lights	\$3,243
Sound equipment – Theater, lobby, and dance studio	\$12,099
Sound equipment - Misc. Mics, cables, etc.	6316.81
Stage Curtains & Scrim	<b>\$10,422</b>
Dance Floor & Storage Rack	3,434
Video Equipment	\$5,645
<b>Total Equipment</b>	<b>\$168,491</b>
Shipping	6226.12
	<b>\$174,717</b>

# Chilkat Center - Lights, Sound, Action Project Inventory

February, 2016

	Qty	Item	Price	Total
<b>From PNTA, 2414 SW Andover St. C100, Seattle, WA 98106, t:800.622.7850</b>				
<b>CONTROL PANEL &amp; DIMMER RACK</b>				
ETC Sensor 48 module dimmer rack/96	1	SR3-48 ETC		40,541.92
Element 40/250 Light Board	1	LMNT40250		
25' DMX Cable	1	LDMX-5P-25 LEX	35.07	35.07
Preset ten architectural 10 Button Station	1	PRE 10-A DOUG FLEENOR	477.49	477.49
Faceplate, One Gang DM	2	5001-SS PATHWAY	7.32	14.63
Insert, Female 5 pin XLR	2	5102 SS PATHWAY	38.41	76.83
DMX Splitter Box 1 in 4 out	1	70575 ENTTEC	118.9	118.9
ETC Wall Station	2	501	468.75	937.50
ETC Suppression Hood	2	501	500	1,000.00
Little Light Hi Inten Straight 3-Pin 18"	1	L18XHi	37.91	37.91
				43,240.25
<b>DMX CABLES &amp; CONTROLS</b>				
SHOWBABY Receiver/Tranceiver DM	4	C5702	298.78	1195.12
DMX 5-Pin 25' Cable Lex	1	LDMX-5P-25	35.07	35.07
Splitter D-Split 5Pin Enttec	1	E70575	118.9	118.90
4pin DMX Cable for Accessories	5	501	35.87	179.35
DMX 5-Pin 10' Cable Lex	16	LDMX-5P-10	26.73	427.68
DMX 5-Pin 25' Cable Lex	2	LDMX-5P-25	35.07	70.14
DMX 5-Pin 3' Cable Lex	4	LDMX-5P-3	21.83	87.32
DMX 5-Pin 15' Cable Lex	9	LDMX-5P-15	30.37	273.33
				2386.91

**LIGHTS**

<b>Source Four</b> , 26degw/CF,CC,GSP instal	31	501	310	9,610.00
HPL 575w 115v Ushio (bulbs for source-4)	40	UHPL575115	12.8	512
PHETC S4 SZ B CITY (Pattern holders)	10	C2160	6.44	64.4

LED K9 <b>Bulldog</b> PRO 45 Deg	19	SKG BP45	476	9,044.00
C-Clamp Cast Iron TMB	20	TCLAMP1	8.33	166.6

Chauvet <b>Rogue R2 Spot</b>	2	501	1696.43	3,392.86
Half Coupler Mega-Coupler Black Anodized	4	LMLB	23.17	92.68
Safety Cables, Blk 33"	58	USC	2.23	129.34

<b>Altman Spectra Cyc</b> 100 RGBA	10	501	1,282.14	12,821.40
Hanging yoke for Sectra Cyc 100	5	501	35.71	178.55
C-Clamp Cast Iron TMB	5	TCLAMP!	8.13	40.65

36,052.48

**LIGHTING EFFECTS**

Rosco Simple Spin Rotator	3	501	340.29	1,020.87
Rosco i-Cue Intelligent Mirror	2	501	690.85	1,381.70
Rosco PSU200 Power Supply	2	501	741.37	1,482.74
Gam Film FX Unit	2	501	544.21	1,088.42
Gam FX Reel		501	87.8	87.80
McCable Economy 20' Low-Z1	15	SHPLZ20	13.52	202.80

**GOBOs**

77703 Double Hung Window B Size	1	R77703	11.06	11.06
78129 Ripple (Small) B Size	1	R78129	11.06	11.06
77732 Reaslistic Leaves B Size	1	R77732	11.06	11.06
1000 Leaves B Size	1	AP1000	11.06	11.06

5308.57

**HAZER**

Radiance Hazer, 110v	1	501	1,104.17	1,104.17	
2L Luminous 7 Haze Fluid	2	501	92.88	185.76	
Hazer Remote	1				1289.93
<b>FOLLOW SPOT</b>					
Lycian ZOT 5 Follow Spot	1	501	2,964.71	2,964.71	
MER5752575W120VPhilips LENelson	1	PMSP5752	278.05		
LE Nelson MSR575/2Mini Fast Fit Lamp	2	501	139.02	278.05	
			139.02		
<b>PROJECTOR - Auditorium</b>					
EKI LC-X85 Install Package	1	506	6,632.91	6,632.91	3242.76
Includes lens: AH-23122					6632.91
EkiAH 23132 Lens	1	506		<b>98,153.81</b>	
<b>SOUND</b>					
EV Q44 Amp (at stge mgrs panel, for dukane)	1	502 Dukane	490.24	490.24	
Marantz-Single CD Player/Recorder (sound booth)	1	CDR633	599	599.00	1089.24
<b>LISTEN ASSIST SYSTEM</b>					
Senn SM015-4000 IR Listen Assist System	1	502	2712.2	2,712.20	
Senn SD830 Single Ch IR Receiver	15	502	176.83	2,662.45	
Additional 10 Bay Charger	1	502	340.24	340.24	
					5714.89
<b>WIRELESS MICROPHONE SYSTEM</b>					
Wire Senn G# 100 System 100 Omni Lav	10	SEW112G3	645.18	6,451.80	
Mogan Elite-Omni Earset, Blk, Sennheis	10	HEXO-BK-SE	216.87	2,168.70	
McCable Whirlwind 6' Low Impedance	10	WMK406	16.37	163.70	
					8784.2

4

**CLEAR COM SYSTEM**

Single Ear Light Headset	10	502	165.83	1658.3
Clear Com RS703 2ch Belt Pack	10	502	387.5	3875
McCable Economy 20' Low-Z1		SHPLZ20	13.52	
TW Adaptor Module for RS703 Series	1	502	321.74	321.74

5855.04

**LOBBY SOUND**

EV ZXa1 Powered 8" Speakers	2	502	435.37	870.74
Mackie 12 Channel Mixer 1202 VLZ	1	502	256.17	256.17
Sony CDP-CE500 CD Changer Compact Disc Player	1	1.41442E+11	146.9	146.9

1273.81

**22,717.18**

**From Musicians Friend**

**SPEAKERS**

Electro Voice EVID 3.2 Series Wall Mnt Spkers ( Green room, dressing rooms, lobby +extras)	5	472645	214	1,075
3 yr Accidental Damage Coverage	5		49.99	249.95
Electro-Voice ZLX-12P 12" 2-Way Ldspker (Auditorium back speakers)	6	H92553	340	2,040.00
3 yr Accidental Damage Coverage	6		69.99	419.94
Electro-Voice ELX115P Active 15" Ldspker ( Auditorium front speakers)	2	H70842	560	1,120
3 yr Accidental Damage Coverage	2		89.99	179.98
Gem Sound PXB150USB 15" Powered Spkrs Pr w/USB/SD Media Player/Wheels(Dance Studi)	1	H97120	510	510
3 yr Accidental Damage Coverage	1		49.99	49.99
Live Wire 3.5mm TRS Patch Cable, Blk, 5'	1	330256	7.25	7.25

**STAGE MIXER**

Allen & Heath GL2400-16 Live Console Mixer	1	634107	1,529	1,529
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**SOUND EQUIPMENT FROM B&H PHOTO, 420 Ninth Ave, New York 10001**

Denon Universal 3D Blu-Ray Players	1	DEDBT1713UD	Stage Projector	449.97	449.97
Mackie 402-VLZ4-4Ch Ultra Compact Mxr	1	MA402VLZ4	Stage Mgr Panel	99.99	99.99
K&M 24110 Speaker Wall Mount-Black	6	KM24110B		98.99	593.94
AKG K240 MKII Pro Studio Headphone	3	AKK240MK2		129.97	389.91
Mogami-Cable Gold Instr TS/M to TS/M C	2	MOG125		52.95	105.9
Mogami-Cble Cold TRS/M to XLR/m Cable-10	2	MOTRSXM10		44.95	89.9
Mogami-Cable Gold TRS/M to TRS/m Cable-10	2	MOTRSTRS10		59.95	119.9
Sennheiser E945 Super Cardioid Vocal Mic	2	SEE945		219.95	439.9
Sennheiser E906 Cardioid Guitar Mic	1	SEE906		189.95	189.95
Sennheiser E902 Cardioid Kick Drum Mic	1	SEE902		199.95	199.95
Sennheiser E935 Pro Cardioid High Output MIC	1	SEE935		169.95	169.95
Sennheiser E602 II Cardioid Instrument Mic	1	SEE60211		159.95	159.95
Sennheiser E604 Cardioid Insstrument Mic	1	SEE604		139.95	139.95
System 9VHF Wireless Unipak Hand Held System	2	AUATW902		169.95	339.9
AT8035 Condesnser Mic	1	AUAT8035		269	269
Audix OM7-DYN HH Hypercardioid Mic	2	AUOM7		229	458
Miscellaneous Cables and Adaptors	many				582
Shur PGA 4-Pc Studio Mic Kit	1	SHPGASTUDKT4		299	299
Photapes Gaffer Tape 2" x 55 yds	4	PRPGT255B		24.95	99.8
Hosa LBL-505 Scribble Strip 3/4" x 60 yr	2	HOLBL505		16.1	32.2
Shinybow 2X1 HDMI Routing Switch	1	SHSB5601		99	99
Mustang MV-PROJSP-FLAT Ceiling Proj Mo	1	MUMVPROJSPF		39.99	39.99
Kopul Performance Cbl/XLR/M 50'/B	2	KOM2050		15.49	30.98
Kopul Hdmi Swicher 4 in 1 out	1	KOHDWS2041		49.95	49.95
SM CT-3 Multiformat Cable Tester	1	SMPCT31		129.99	129.99
Countryman Direct Input Box(Type 85S) tester	1	CO85S		262.67	262.67
Klark Active DI Box w/balance input/output	1	KLDN100		79	79
Kopul Passive Pro directbos/thru/pad/gnd LF	2	KOPD140		24.99	49.98

Epson Repl Lamp F/pwerlite4650/4750W	1	EPRLPL4650	136.8	136.8	
Furman LED Gooseneck Lamp	1	FUGNLED	35.7	35.7	
On-Stage Clip-on LED Orchestra Lights	4	ONLED510	22.57	90.28	
Kanexpro 50' High res HDMI Cbl/Bult in Sgnl	1	KAHDM150FTCL	83.41	83.41	
				<b>6,316.81</b>	6316.81

**ADDITIONAL LIGHTING from MAINSTAGE THEATRICAL SUPPLY, 8761 A Ely Road, Pensacola, FL 32514**

Ellipsoidal Jr 50 Degree Source Four	10	211420	225.27	2252.7	
Ellipsoidal 50 Deg Souce Four	10	222100	310.27	3102.7	
Connector	20	630334	0	0	
Lamp	20	960960			
Lamp HPL 575WC/115V 300 HR	20	960960			
Show DMX Show Baby 5	2	5702	297.5	595	
Radiance Hazer Remote	1		157.6	157.6	
				<b>6,108.00</b>	6108

**DANCE FLOOR**

Marlay Dance Floor, 97.22 sq. yds.				2,433.93	
Storage rack for dance floor				1,000.00	
				<b>3,433.93</b>	3433.93

**STAGE CURTAINS from Luxout Stage Curtains, 1221 Admiral Street, Richmond, VA 23220**

Box Pleat & Flat Stage Curtains in 21 Oz. Prism, Black w/50% Fullness					
3 Box Pleat Borders 336" w X 60" H w/tie Lines					
6 Flat Legs 158"w X 186" H w/tie lines & Grommets @ 12"					
2 Box Pleat Mid Stage 180"w X 186" h w/s-hooks					
2 Box Pleat Rear Curtains 204" w x 186" h w/s-hooks					
1 Flat Muslin 324"w x 186" h w/weight belt hem, Natural					
			<b>Total</b>	<b>9,292.00</b>	9292

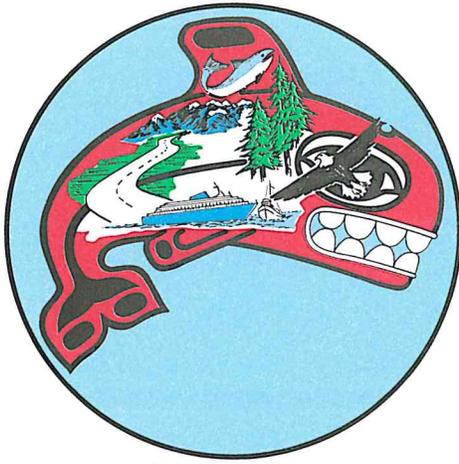
**SCRIMS from Studio Productions, Inc., 18000 East 400 S., Elizabethtown, IN 47232**

Scrim - 15' x 32', Pearl Gray	1		565	565	
Scrims - 15' x 16', Pearl Gray	2		282.5	565	
				<b>1,130.00</b>	1130

B

**VIDEO EQUIPMENT from B & H Photo, 420 Ninth Ave, New York 10001**

Canon XA30 Profesional Camcorder/Reg	2 CAXA30/1004C002	1,999.00	3,998.00
Magnus VT-3000 Tripod w/2way Fluid VID head/	2 MAVT3000/VT3000	129.95	259.9
Interfit F5 Fluorescent 2-Lt Kit	1 ININT502/INT502	199	199
Watson BP-828 Battery Pack for Canon	2 WABP828/B1540	59.99	119.98
Sandisk Extreme 64GB SDXC U3 UHS-1 R90/W40	2 SAESD64GBC/SDXNE64GNCIN	35.95	71.9
TIFFEN 58mm Close-Up Set	1 TICUS58/58CUS	62.95	62.95
Helder Telephoto Converter Lens (1.7x/58mm)	1 HEMT1758/MT1758	169.95	169.95
Tiffen/58mm UV Protector Filter	2 TIUVP58/58UVP	7.96	15.92
Pearstone DV Camcorder Bag	2 PEDVCB/DVC777	74.95	149.9
Genaray 144 Lamp Variable Clr LED	1 GELEDP144T/LED6200T	139	139
Revo Video Shoulder Support	1 RESR500/SR500	25.95	25.95
Magnus Video Zoon Cntral f/can/sony/pana/cabl	1 MAVC20SCPK/VC20SCPK	79.95	79.95
Azden on-Camera Short Shotgun Mic w/cable	1 AZSGMPIIK	159.95	159.95
Sony MDR-7502 Prof Headphone	1 SOMDR7502/MDR7502	39.9	39.9
Vello 3.5" LCD Hood	1 VELHV35/LHV35	18.5	18.5
Impact 10x12' Chroma-Grn Backgrnd Support Kit	1 IMBGCG101SK/BGS1012CGSK	134.37	134.37
			<b>5,645.12</b> 5645.12
<b>Total Equipment</b>			<b>168,490.85</b> 168,490.85
Total Freight			6,228.12
			<b>174,718.97</b>



**HAINES BOROUGH, ALASKA**  
**P.O. BOX 1209 • HAINES, ALASKA 99827**  
**Administration 907.766.2231 • (fax) 907.766.2716**  
Tourism 907.766.2234 • (fax) 907.766.3155  
Police Dept. 907.766.2121 • (fax) 907.766.2128  
Fire Dept. 907.766.2155 • (fax) 907.766.3373

March 4, 2014

To Whom It May Concern

Re. Chilkat Center Lighting and Sound Equipment Upgrade

The Chilkat Center for the Arts is a Haines Borough-owned facility. The borough is aware the Foundation for the Chilkat Center for the Arts (FCCA) is attempting to secure funding for much-needed upgrades to the facility's lighting and sound equipment.

The borough would consider leasing the equipment in order to add it to the borough's insurance coverage by naming FCCA as a loss payee. Such a lease would require borough assembly approval, but I believe there is support for this equipment upgrade since the Chilkat Center is the primary venue for theatre productions and music concerts.

It is also my understanding the FCCA intends to work in cooperation with the borough on installation and maintenance of the new lighting and sound equipment. On behalf of the Haines community, I ask for your funding consideration. Thank you.

Sincerely,

Julie Cozzi  
Interim Borough Manager