

  
**Haines Borough**  
**Borough Assembly Meeting #311**  
**AGENDA**

**March 29, 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 Museum Report
- 8C – Accept Lobbyist Report
- 8D – Accept Library Report
- 8E – Accept Fire Department Report
- 9A – Accept Library Board Minutes
- 9B – Accept PHAC Meeting Minutes
- 9C – Accept PRAC Meeting Minutes & Summary
- 9D – Accept CCAB Meeting Summary
- 9E – Accept MO Committee Meeting Minutes
- 11A1 – Adopt Resolution 16-03-660
- 11A2 – Adopt Resolution 16-03-661
- 11A3 – Adopt Resolution 16-03-662
- 11A4 – Adopt Resolution 16-03-663
- 11A5 – Adopt Resolution 16-03-664
- 11B1 – Introduce Ordinance 16-03-431
- 11B2 – Introduce Ordinance 16-03-432

**\* 4. APPROVAL OF MINUTES – 3/9/16 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 - None**

**8. STAFF/FACILITY REPORTS**

- A. Interim Borough Manager – 3/29/16 Report**
- \* B. Haines Sheldon Museum – Staff Report of February 2016**
- \* C. State Lobbyist – Staff Report of xxxx**
- \* D. Public Library – Staff Report of January 2016**
- \* E. Fire Department – Staff Report of February 2016**

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

- \* A. Library Advisory Board – Minutes of 1/20/16**
- \* B. Port & Harbor Advisory Committee – Minutes of 2/25/16**
- \* C. Parks & Recreation Advisory Committee – Minutes of 2/24/16 & Summary of 3/16/16**
- \* D. Chilkat Center Advisory Board – Summary of 3/9/16**
- \* E. Ad Hoc Minor Offenses Committee – Minutes of 2/10/16 & DRAFT Minutes of 3/14/16**
- F. Assembly Board Liaison Reports**
- G. Assembly Standing Committee Reports**

## 10. UNFINISHED BUSINESS

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

*Note: the Foundation for the Chilkat Center purchased new sound & lighting equipment with grant funding. They requested the borough lease the equipment for \$1.00/year with the right of full use. The MOA requires the borough to insure the equipment and to cover the cost of maintaining it. The borough has the right to establish policies for the proper use of the equipment. On 3/8/16, the assembly postponed action to this meeting so staff could confirm insurance coverage. The equipment will be insured with no increase to the premiums. The following motion is already on the table, so discussion may resume.*

Motion: Authorize the manager to enter into a Memorandum of Agreement 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.

## 11. NEW BUSINESS

### A. Resolutions

#### \* 1. Resolution 16-03-660

**A Resolution of the Haines Borough Assembly approving in response to an application from Southeast Alaska State Fair, as recommended by the borough assessor, a community purpose property tax exemption for fairgrounds property.**

*This resolution is recommended by the assessor. Motion: Adopt Resolution 16-03-660.*

#### \* 2. Resolution 16-03-661

**A Resolution of the Haines Borough Assembly approving in response to an application from Haines Senior Citizens Center, Inc., as recommended by the borough assessor, a community purpose property tax exemption for property at 1<sup>st</sup> Avenue and Mission Street.**

*This resolution is recommended by the assessor. Motion: Adopt Resolution 16-03-661.*

#### \* 3. Resolution 16-03-662

**A Resolution of the Haines Borough Assembly approving in response to an application from Haines Animal Rescue Kennel, as recommended by the borough assessor, a community purpose property tax exemption for property on Small Tracts Road.**

*This resolution is recommended by the assessor. Motion: Adopt Resolution 16-03-662.*

#### \* 4. Resolution 16-03-663

**A Resolution of the Haines Borough Assembly approving in response to an application from the American Bald Eagle Foundation, as recommended by the borough assessor, a community purpose property tax exemption for a Natural History Museum & Raptor Center at 2<sup>nd</sup> Avenue and Haines Highway.**

*This resolution is recommended by the assessor. Motion: Adopt Resolution 16-03-663.*

#### \* 5. Resolution 16-03-664

**A Resolution of the Haines Borough Assembly approving in response to an application from the American Bald Eagle Foundation, as recommended by the borough assessor, a community purpose property tax exemption for a parcel on Allen Road.**

*This resolution is recommended by the assessor. Motion: Adopt Resolution 16-03-664.*

### B. Ordinances for Introduction

#### \* 1. Ordinance 16-03-431

**An Ordinance of the Haines Borough amending Haines Borough Code Section 18.20.020 and Sub-Section 18.80.030(B) to clarify the method of calculating building height.**

*This ordinance is recommended by the planning commission. Motion: Introduce Ordinance 16-03-431 and set a first public hearing for 3/23/16 and a second public hearing for 4/12/16.*

#### \* 2. Ordinance 16-03-432

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

*This ordinance is recommended by the interim manager. Motion: Introduce Ordinance 16-03-432 and set a first public hearing for 4/12/16 and a second public hearing for 4/26/16.*

**11. NEW BUSINESS ---continued---**

**C. Other New Business**

**1. Alcohol License – Pilotlight, LLC**

*The Alcoholic Beverage Control Board has notified the borough that Cambria Holmes and Eric Forster have applied for a "Restaurant/Eating Place Public Convenience" alcohol license for the Pilotlight restaurant located at 31 Tower Road in Haines. The borough assembly is provided an opportunity to approve, protest, or issue a statement of non-objection (AS 04.11).*

**2. Sales Tax Exemption Request – St. Vincent de Paul Diocesan Council of SE Alaska**

*The St. Vincent de Paul Diocesan Council of Southeast Alaska, 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:** Approve the request from the St. Vincent de Paul Diocesan Council of Southeast Alaska for sales tax exemption status, and authorize the borough clerk to issue an exemption certificate.*

**3. Interim Manager Three-Month Performance Evaluation**

*Assembly Member Case requested this evaluation. Mr. Ryan looks forward to it and sees no need for it to take place in executive session. The mayor and assembly were provided short forms to complete in preparation for this brief check-in on the interim manager's performance thus far.*

**12. CORRESPONDENCE/REQUESTS**

**13. SET MEETING DATES**

**A. Budget COW Schedule**

**B. Committee of the Whole** – Tuesday, April 19, Purpose: Executive Search Consultant will present a list of top 10 applicants, and the assembly will select five to interview for each position (manager & chief).

**C. Committee of the Whole** – Friday and Saturday, May 13-14, Purpose: Assembly will interview finalists for the borough manager and police chief positions

**D. Board of Equalization** – Monday, May 9, (2<sup>nd</sup> Monday in May per HBC 3.72.110(B)) Purpose: Hear Property Tax Appeals

**14. PUBLIC COMMENTS**

**15. ANNOUNCEMENTS/ASSEMBLY COMMENTS**

**16. ADJOURNMENT**

Haines Borough  
Borough Assembly Meeting #310  
March 8, 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**, Margaret **FRIEDENAUER**, Ron **JACKSON**, George **CAMPBELL**, and Tresham **GREGG**.

**Staff Present**: Brad **RYAN**/Interim Borough Manager, Julie **COZZI**/Borough Clerk, Josh **DRYDEN**/Interim Police Chief, and Helen **ALTEN**/Museum Director.

**Visitors Present**: Karen **GARCIA**/CVN, Jillian **ROGERS**/KHNS, Paul **NELSON**, Don **TURNER Jr.**, Mike **DENKER**, Sean **GAFFNEY**, Annette **SMITH**, Keri **EWING**, 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 Lobbyist Report
- 9A – Accept PRAC Minutes & Meeting Summary
- 9B – Accept TAB Meeting Summary
- 9C – Accept PHAC Meeting Minutes

**Motion**: **LAPHAM** moved to “approve the agenda/consent agenda,” and it was amended to remove Item 9B from the consent agenda. The motion, as amended, carried unanimously.

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

*The motion adopted by approval of the consent agenda: “approve minutes of the 2/23/16 borough assembly regular meeting.”*

5. **PUBLIC COMMENTS**

**NELSON** – Said he won the lawsuit he filed against the borough, and he asked to be reimbursed for his legal fees.

**DENKER** – Asked the assembly to reimburse **NELSON**'s attorney fees.

**A.SMITH** – Spoke in support of Item 11C2 (Chilkat Center audio/sound equipment MOA) and asked the assembly to approve it. The terms of the grant do not allow the Foundation to turn the equipment over to the borough at this time, so the next best thing is to lease it with full use rights.

6. **MAYOR’S COMMENTS/REPORT**

Mayor **HILL** said the last meeting was difficult to manage with half of the assembly attending by phone. She read aloud HBC 2.10.200(B) that refers to attendance being allowed for long-distance teleconferencing. She believes the intent of this part of code is that assembly members who are out of town (out of the borough) may call in. Additionally, her authority to limit assembly members to speaking two times has been called into question, but she is standing firm on her decision to limit. This rule helps the assembly to organize their thoughts. The public is asked to do the same thing with the 3-minute limit, so it’s only fair. **CASE** noted when he was mayor the code contained this speaking limitation, and he suggested the assembly might consider recodifying it. Additionally, pertaining to the **NELSON** lawsuit, **CASE** believes the fault lies with the assembly, and blame should not be laid on anyone else.

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.**

Mayor **HILL** opened and closed the public hearing at 6:43 p.m.; there were no public comments.

**Motion**: **CASE** moved to “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,” and it was seconded by **LAPHAM**.

**Primary Amendment #1:** CAMPBELL moved to “amend the motion to submit the existing ordinance back to the planning commission,” and it was seconded by JACKSON. The motion FAILED 2-4 with FRIEDENAUER, CASE, LAPHAM, and GREGG opposed.

**Primary Amendment #2:** JACKSON moved to “amend Part I to require all projects estimated to be more than \$5 million to a life-cycle analysis,” and the motion was WITHDRAWN with no objection from the group after it was pointed out this is most likely not the most appropriate place in code to add a requirement like this.

The main motion carried 5-1 with CAMPBELL opposed.

## 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. He added that he would like to bring back to the next meeting options concerning the Paul Nelson request for reimbursement of attorney fees.

**Motion:** CAMPBELL moved to “authorize the borough manager to immediately reimburse Paul Nelson’s attorney bills,” and it was seconded by JACKSON.

The motion FAILED 1-5 with FRIEDENAUER, GREGG, JACKSON, CASE, and LAPHAM opposed.

### \*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

JACKSON said he noticed the TAB Board asked for a non-voting member, and it was explained that code allows a board to establish rules (including bylaws) and also requires that only voting members may be counted as part of a quorum.

### \*C. Port & Harbor Advisory Committee – Minutes of 1/8/16 and 1/28/

#### D. Assembly Board Liaison Reports

FRIEDENAUER –Port and Harbor Advisory Committee

LAPHAM – Tourism Advisory Board and Planning Commission

JACKSON – Parks and Recreation Advisory Committee

#### E. Assembly Standing Committee Reports

1. Commerce Committee – CAMPBELL gave a brief report on two topics currently with the commerce committee: Solar aquatic wastewater treatment system and tax incentives.

2. Government Affairs & Services – The committee had no quorum so they did not come up with a recommendation for a strategic planning RFP. There was some thought that perhaps a committee of the whole meeting might work for coming up with some goals.

## 10. UNFINISHED BUSINESS

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

*Note: 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.*

*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.”

During discussion, the assembly became satisfied staff is working to address this.

The Amendment Motion FAILED unanimously.

The Main Motion FAILED unanimously.

## 11. NEW BUSINESS

### A. Resolutions - None

**B. Ordinances for Introduction - None**

**C. Other New Business**

**1. Board Appointments**

*Note: a reappointment application was received for a seat on the Tourism Advisory Board. The mayor sought assembly confirmation.*

**Motion:** **LAPHAM** moved to “confirm the mayor’s reappointment of Rhonda Hinson to the Tourism Advisory Board for a new term ending 11/30/19,” and the motion carried unanimously.

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

*Note: the Foundation for the Chilkat Center purchased new sound & lighting equipment with grant funding. They requested the borough lease the equipment for \$1.00/year with the right of full use. The MOA requires the borough to insure the equipment and to cover the cost of maintaining it. The borough has the right to establish policies for the proper use of the equipment. During the meeting, the manager noted he is still awaiting confirmation of insurance coverage.*

**Motion:** **CAMPBELL** moved to “authorize the manager to enter into a Memorandum of Agreement 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.”

**Motion to Postpone :** **FRIEDENAUER** moved to “postpone the motion to the next meeting or until there is an answer to the insurance question,” and the motion carried 4-3 with **JACKSON**, **CAMPBELL**, and **GREGG** opposed and Mayor **HILL** breaking the tie in the affirmative. The main motion will be placed under Unfinished Business on the 3/29/16 agenda.

**12. CORRESPONDENCE/REQUESTS**

**13. SET MEETING DATES**

**Motion:** **JACKSON** moved to “schedule a Committee of the Whole meeting to discuss a strategic planning RFP,” and the motion carried unanimously. [Note: the mayor and manager will look at potential dates to offer.]

**Motion:** **GREGG** moved to “hold a Committee of the Whole meeting for a pre-budget strategy session,” and the motion **DIED** for lack of a second.

**Motion:** **CAMPBELL** moved to “have a Committee of the Whole meeting to discuss the assembly’s goals for this year prior to the assembly getting the manager’s budget,” and the motion **FAILED** 3-4 with **FRIEDENAUER**, **CASE**, and **LAPHAM** opposed and Mayor **HILL** breaking the tie in the negative.

**CAMPBELL** would like to the Finance Committee to discuss an appropriate place in code to put in a requirement to prepare a life cycle analysis for all borough projects (from agenda Item 7A). Mayor **HILL** said the finance committee will be encouraged to add this to their next meeting agenda.

**14. PUBLIC COMMENTS**

**TURNER** – Said he will personally work to fix code to avoid scenarios like the **NELSON** violation/fines that ended up as a lawsuit.

**DENKER** – Offered a different interpretation of the section of code pertaining to attendance via teleconferencing. He disagreed that it is limited to an assembly member being out of town. A definition of *Absent* should be developed.

**15. ANNOUNCEMENTS/ASSEMBLY COMMENTS**

**CAMPBELL** – 1) Said he will be out of town on March 29, 2) stressed the importance of adhering to the Open Meetings Act, and 3) said the assembly needs to make the decision whether to allow teleconference participation; he will do his best to attend in person but believes the borough shouldn’t discriminate against people who can’t be here.

**CASE** – 1) Said “out of town” means out of town. He doesn’t understand being sick enough to stay home yet well enough to attend by phone, and he would be supportive of a code amendment to clarify when phone attendance is appropriate. 2) Said the whole idea of the Open Meetings Act is to let people know what is going on, as much as possible. He told the executive search consultant his personal thoughts. **RYAN** said the borough attorney advised the solution was to discuss the results of the individual meetings in a public meeting, which did indeed happen.

**LAPHAM** - Believes this is blown out of proportion. She trusts the staff not to throw the assembly under the bus. Staff set up the interviews knowing there would be meetings with individual assembly members. She is sad that a lot of the issues have come up because of a lack of trust.

**CAMPBELL** – Believes the assembly is in violation of the Open Meetings Act through serial meetings, and there should be a public discussion to allow the public to hear what was discussed in the individual interviews. He takes umbrage to the consultants, in his opinion, just using the old job descriptions and essentially discounting the input they received from the public in the surveys.

**FRIEDENAUER** – Believes this is moot. The assembly approved a contract for services, and everything the consultants have done they were contracted for. It was discussed at the last meeting so any alleged violation has been addressed.

**JACKSON** – Imagines it was difficult last meeting to have three members attending by phone. However, he finds it offensive that he would have to pay to attend a meeting via teleconference. Mayor **HILL** noted it is a code requirement rather than something she came up with.

**16. ADJOURNMENT – 9:08 p.m.**

**Motion:** **CASE** moved to “adjourn the meeting,” and the motion carried unanimously.

ATTEST:

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Janice Hill, Mayor

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Julie Cozzi, MMC, Borough Clerk



# Report

from the  
Borough Manager

Date: 3/29/16  
 To: Mayor and Borough Assembly  
 From: Brad Ryan, Interim Borough Manager  
 Re: **Manager's Report**

## HARBOR

**408 Permit:** The response to the additional data analysis request has been submitted to the USACE and we are awaiting their reply.

**Summer is coming:** The harbor snow removal equipment has been stored for the season so expect it to snow. Gabe Thomas is back at work and Mark Allen is on for the upcoming summer season. Facilities installed the security cameras at the harbor.

## ADMIN.

**Nelson Appeal:** We have reached an agreed upon settlement cost for Mr. Nelson's court costs.

## FINANCE

**Budget Amendment:** The finance department has been working on a budget amendment to cleanup previous CIP projects that have been completed and/or need to be reprioritized. In general, this means a CIP project has been completed, and we now need to take the remaining funds and move them to other CIP projects. These pots of money are generally small but can add up to a significant amount. In one instance, you will see a large sum of money to change the scope from building an addition on the end of the New Public Works Shop to rebuilding the current public facilities shop (see more about this under Facilities). In addition, the finance department has included in the budget amendment a number of transfers to accommodate the fees for the manager and police chief hiring search firms, equipment purchases, and fund balance transfers.

## POOL

Water Safety training with HBSD continued with classes K-6<sup>th</sup>. The after school swim on Thursday's continues to be popular with donations rolling in to support the free swim for students. John Floreski came in to get an overview of installation of the sauna for the Friends of the Pool. The Swim-O-Rama event took place on Saturday March 12<sup>th</sup> with the Haines Dolphins swim team's community swim meet from 9-11 am.

## **FACILITIES**

**Facilities Shop:** As I alluded to under the finance department update, I am recommending changing the scope of a previous CIP allocation to build a 40' x 40' addition to the Public Works Shop for Public Facilities to rebuilding renovating the current Public Facilities Building. The primary reason for the recommendation is due to a cost estimate of nearly \$400,000 for the addition to the new shop and only having \$150,000 designated for the shop expansion. Consultations with previous directors of public facilities and ProHNS engineering indicate the structure of the facilities shop is sound, and it would be more cost effective to upgrade the existing facility. One issue which has made this project a priority is AP&T has issued a shut-off notice if we do not develop a plan to upgrade the electrical for the public facilities shop.

**Museum:** Public Works painted the upstairs of the museum and trimmed the trees to improve the view of the Harbor and canal. If you get a chance, stop by and check it out.

**Chilkat Center:** There were some questions about the MOA between the Haines Borough and the Foundation for the Chilkat Center for the Arts (FCCA) for sound equipment that FCCA acquired through a grant. The primary question was about insurance coverage for the equipment and the borough's insurance agent has clarified that the equipment will be covered under the "care, custody and control" provision up to a value of one million dollars. There were also questions about the maintenance of the equipment and nothing has changed. The equipment is specialized and if there are problems it will require a contractor specializing in this type of equipment to provide repairs. I am prepared to sign the MOA unless there are objections from the assembly.

## **LANDS**

**State Assessor Recommendations:** Dean Olsen has been working on a plan to meet the state assessor's recommendations for the Haines Borough. Please see the attached update provided by Dean.

## Lands Department Update-Dean Olsen (March 24<sup>th</sup> 2016)

Interim Manager, Brad Ryan and Haines Borough Assessor, Dean Olsen met with State Assessor, Marty McGee and Assistant State Assessor, Ron Brown in February via teleconference to discuss the status of the Haines Borough Land Department with reference to the past audit by the Office of the State Assessor (OSA). Mr. McGee pointed out that a plan to address the problems with assessments in Haines needed to show the OSA that adequate progress is being made toward the past audits.

### The following are areas of concern noted by the State Assessor at this meeting:

- Structure of the Land Department, i.e. Assessor is not a department head with the ability to have direct input in the budget, or staffing of the department.
- Assessor's current job is associated with other duties that take away from the task of assessing properties, suggesting additional staff is needed.
- Data needs to be moved into an Electronic Database that can later be developed into a Computer Assisted Mass Appraisal system, or semi-CAMA system.
- Assessment cycle in HB code should match Alaska Statute and be extended from a four year cycle to a six year cycle.
- Property Identification Numbers (PIN), based on fire districts, and subdivisions should be changed to a more useful system such as the Rectangular Survey System, also called the "section-township-range system.

The following are recommendations and suggestions by the OSA from the 2012 audit:

### **OSA Recommendation:**

*It is recommended the Haines Borough continue with the commitment to complete the reappraisal that was begun in 2012.*

### **Current Status:**

Past reappraisal efforts have lacked a comprehensive approach that updates the entire tax roll which now is made up of 2,645 accounts. Many of the past site visits have been "drive by" checks that included an updated photo and simple "N/C" on a yellow Post-it-Note meaning "No Change" to the account. These assessments have lacked pertinent, useable data that can be recorded digitally as recommended by the OSA.

Following the 2015 BOE last May, a reappraisal cycle was started with properties at the Canadian border. In addition to site visits of the 42 mile to 20 mile Haines Highway properties, reassessment site visits of remote access properties located on the upper Chilkat River and Birch Island on Chilkat Lake were conducted last fall. All site visits were "boots on the ground" reassessment that included property owner interviews whenever possible. Accurate, useable data was recorded for each account. The reappraisal cycle is also being tracked with color-coded shape files on the Haines Borough GIS that supports the parcel viewer to help insure a comprehensive reappraisal cycle.

After a setbacks with an effort by the OSA to establish a database for small municipalities with a working support group, Haines Borough staff has committed to developing an Access Database with assistance from Haines Borough Tech department. The OSA is also available for support and guidance with this project. Data entry start with the 2016 Tax Roll.

**OSA Recommendation:**

It is recommended that the Haines Borough review each exemption file for current eligibility, update the files with complete exemption information, and review them on a regular basis, annually, biennial, etc.

**Current Status:**

A comprehensive review of Haines Borough Code 3.70.040 Local exemptions was led by former Borough Manager, David Sosa resulting in a mandatory reapplication of all properties previously exempt as non-profit community purpose exemptions written in code. All properties formerly exempt under HB 3.70.040 have been updated to OSA standards complete with property ID account numbers and current valuations.

**OSA suggestion:**

*The OSA suggests that the GIS website continue to be improved and updated with current property record information annually at the completion of the mailing of the assessment notices, instead of waiting until after the Board of Equalization hearings to update this data.*

**Current Status:**

Since the audit by the OSA the former GIS website maintained by Haines Borough staff is no longer operable due to technological changes. *However*, an updated GIS website has been created allowing greater access by the general public since it is not limited to access by PCs only and now accommodates Apple devices as well. To date only **one** update (post BOE), is doable with current staffing. The current parcel viewer is being improved upon with the help of contracted tech support to include additional features such as printable Real Property Assessment Reports.

## Haines Sheldon Museum

Director's Report: February 2016

February Visitor count: 424 people

February Volunteer hours: 112 hours (13 people)

Student Programs: 159 people - Read Aloud Book Club (20); History Day (131); High School History Class (7 students and 1 adult)

Adult Programs: 136 people – Brown Bag Lunch Series (37); First Friday (99)

# Collections Cataloged: 69 # Collections Updated: 990

Research Requests: 4 (not counting History Day)

February Deposits: \$676.84

*Our biggest push this month was to clear out the east end of the upper gallery and the old archives space before the mid-March Freeride World tour reception. This entailed completing the shift of moving collection items to the new lower level storage area and cleaning up decades of accumulated miscellany, including outdated computer programs, working files that had never been culled, and the residue of past fundraisers and events. We also needed to clear out the shed so that we could move extra shelves and components from the new compacting storage units into the shed. Walls and ceiling in the gallery need patching and painting.*

### **Education, Public Programs, Events and Staff Training**

- 2016 Brown Bag lunch series, every other Friday. Started Jan. 8. Ends April 29, 2016.
  - February 5, 2016, noon: Brown Bag Lunch Series: Anastasia Wiley "Skeletal Analysis of 6.5 Mile Remains." 24 attended.
  - February 19, 2016, noon: Brown Bag Lunch Series: Lee Heinmiller "Chilkat Weavings." 13 attended.
- Read Aloud Book Club, Thursdays at 2:30, started Jan. 14.
  - February 4 (5 attended), February 11 (4 attended), February 18 (5 attended), February 25 –(6 attended)
- First Friday and Kerry Cohen Six-week Spotlight Exhibit, "WINTER reflections in clay." February 5, 2016. 99 attended.
- History Day reception and prizes, February 19, 2016. 111 attended.

### **Marketing**

- **Event Promotion:** Designed and distributed posters for four events. Designed, printed and cut fliers for 3 events for the Freeride World Tour welcome packets
- **Three Museum Pass:** Redesigned Three Museum Pass Ad. Met with the Hammer Museum and the American Bald Eagle Foundation to discuss the three museum pass. Approved new ad and pass design. Talked about setting time frame to turn in money and get checks out in a timely fashion.
- Monthly e-newsletter completed and sent for March events.

### **Education and Programs**

- **School Field Trips:** High School freshman history class examined objects from Alaska's non-Tlingit cultures.

- **History Day:** Spent four days assisting eight 8<sup>th</sup> grade students with History Day research. Staff pulled out research materials for the students and taught them how to handle archival material. Worked with Ms. Andriesen to coordinate History Day activities and public reception at the museum February 19<sup>th</sup> from 5 to 6:30 p.m. Arranged for three judges for History Day. Secured a donation of lunches from Mountain Market for History Day judges. Oversaw and assisted judges during History Day judging. Designed, printed, and signed certificates for all of the History Day students. Set up and supervised History Day Open House, delivering the awards to students with the help of Chilkat Valley Historical Society President Jim Shook. Opening attended by 111.

**Administration:**

- **FY 2017 Budget:** The Board approved an FY2017 budget for the museum, pending the borough's budget. The Board is making a strong request for funds from Tourism and Economic Development as well as the cruise ship head tax (we are listed as public bathrooms, serve hundreds of people each week during the summer, and currently pay all the water and paper products for the bathrooms). Our staff costs have been underfunded by the borough for at least two years. In order to function properly the museum needs 4 FTEs. Current funding allows for 2.5 FTEs. We are requesting \$35,000 increase from the borough to cover the necessary positions.
- **Staff Evaluations:** Completed staff evaluations and gave them to the acting Borough Manager.
- **Staff Communication and Mentoring:** Began system of weekly one-on-one meetings between the director and the staff.
- **Free Ride World Tour Opening Reception:** Secured donation from Howser's IGA for food and a donation of beer from the Alaskan Brewing Company for the Freeride World Tour Welcome Reception.
- **Name Change:** Board changed name to *Haines Sheldon Museum* at Feb. 17<sup>th</sup> board meeting.
- **990 Tax Report:** Contacted Richmond acting and the IRS office with regard to our 990 tax report, which was due October 15, 2015. Gregg Richmond filed for an extension to May 15, 2016.
- **MRV Architects:** Received final conceptual design for museum upgrades that include ADA bathrooms and elevator.
- **Membership Program:** Created and sent out a "time to renew" letter and a membership brochure. Three of the five memberships that expired in February have renewed. They were sent a 2016 museum highlights letter from the director. Working on improving the membership levels. A revised program will be presented to the board at the March board meeting.
- **Member and Donor Evening Reception (March 24):** Invitations received. Mailing lists compiled.
- **Museum Upgrades:** Sold or gave away several bookcases, shelves and carpet adhesive. More furniture will be advertised in March.
- **Sales Tax:** We have a credit balance with the borough.
- **Bank Reconciliations:** We are current through 2015, but have not reconciled 2016 bank records.
- **Staff Offices:** Nearly done shifting all staff offices to the lower level. Held up a little waiting for wall patching to be done in the Director's Office and the new Archives Storage and Research area.

### ***Fundraising:***

- **Gaming Permit:** Began working on Gaming permit online application. Helen must take and pass test before application can be completed.
- Working on a **Museums Alaska Collections Management Grant** to fund the second half of our student intern and part of a summer archivist.
- Received \$4,000 for 2016 **Alaska State Museum's Grant-In-Aid** intern project.
- Continued planning for the **2016 Totem Trot** (see program section)
- **Talia's Treasures:** Miscellaneous small office items have been placed with Talia's Treasures. She has sold quite a bit of it.
- **Museum Store:** Started a tickler file for new store purchases. Contacted several "locals" about displaying their work in gift shop. Scheduled a store committee meeting for March 2<sup>nd</sup>. Completed store inventory. In March will put store inventory onto new Square system.
- **Totem Trot Annual Fundraiser:** Opened registration for the Totem Trot through RaceEntry.com. Built registration form, event page, 'charity' page for the Sheldon Museum, and confirmation pages. Updated Totem Trot website for 2016. Made the registration packet and various materials for Totem Trot 2016 in order to list the event on running calendars online. Listed the Totem Trot on runningintheusa.com, running.competitor.com, halfmarathons.net, and ontherunevents.com . Wrote press release for Totem Trot registration.

### ***Exhibits:***

- **Sixweek Spotlight:** Kerry Cohen's ceramic show "WINTER reflections in clay" opened Friday, February 5. Staff patched and painted holes in gallery walls. Staff re-worked and manufactured labeling. Assisted installation of exhibit. Staffed First Friday Opening. Assistance with Kerry's pieces for professional photography; led to touch-up painting pedestals and assistance with re-installation. Staffed an art critique set up by Kerry; this was reported by the artist to be a very positive and effective experience for her
- **Harry Potter:** De-installed SMCC portion of exhibit so gallery accessible by Wednesday to Kerry Cohen. Removed, bagged and returned to storage 121 SMCC permanent collection items and 27 study collection items. Updated Past Perfect records for exhibited items and loans. Borrowed borough van and returned large items loaned from the American Bald Eagle Foundation and Bob Adkins. Arranged pickups for other loaned items.
- **Lyn Fabio:** Working out pedestal needs for Lyn to provide for her without compromising upcoming Objects of Haines History exhibit.
- **Objects of Haines History:** Searched database for objects that might work well in this exhibit. Started creating a list.
- **Formline:** Returned two Patrick Price loans to Harriet Brouillette.
- Moved Smithsonian crates to the Barracks building owned by Port Chilkoot Company
- Cleared and cleaned out the shed for storing shelves and other objects as part of moving the upstairs offices and archives downstairs

### ***Collections and Archives***

- Moved large objects, many of which had been stored behind exhibits or in the shed, into permanent storage; installing shelves as needed into new lower level storage units.

- Priced and ordered archival supplies from ULine and Gaylord for Alaska Indian Arts collection and general storage in new compactor shelves.
- Researched 2 items (Leo Jacob's model totem pole and Nathan Jackson's drum) offered for sale by Jim Shook. Compiled information on the artists, context with existing collection items, cost and other considerations; consulted Lee Heinmiller on quality and value of each as well as comparables in his upcoming donation. Consulted Nathan Jackson and Jim Heaton for other comparables. Compiled written report on findings.
- Investigated status of loans on Chilkat Blankets displayed in upper gallery. Investigated possible replacements when loans are returned to Klukwan in April 2016.
- Compiled a selection of objects representing Non-Southeast Alaska Native groups for Haines High School history class.
- In the process of clearing shelves above desk and old archives room, processing piles of backlogged collections items. Some of these are partially processed or have problems associated with them, requiring research and contacting people to straighten out.
- Continued training intern Amy Lowery on Past Perfect entry for objects, photos and archival items, including the correlated hardcopy and digital index systems.
- Received a donation of ten Lynn Canal Community Player Productions to be copied to our digital collection
- Creating agenda for an upcoming Collections Committee meeting.
- Ongoing corrections and updates to Past Perfect records.
- **Archives Move Project:**
  - Completed archival move planning (new locations for different collections/holdings, shelf configuration)
  - Completed moving all of the museum's archives except for two file cabinets of photographs and a few odds and ends. (consolidation, physical moving and arranging, cleaning items and storage areas, etc.)
  - Divided two archival box topical collections for logistical reasons (ex: People category became two different categories, People Miscellaneous and People Boxes by Name. Organizations and Events category became Sheldon Museum/Chilkat Valley Historical Society and Organizations and Events), updated correlated manual and digital indexes and digital records in Past Perfect, physical creation of new boxes into scheme
  - Ongoing compilation of Archival Move Report which records what has been done and what still needs doing
  - Staff met with Lee Heinmiller to get a feel for the scope of the AIA donation and how to move it out of AIA and into the museum.
  - Initial planning for handling AIA material, in terms of procedure for gathering information on items, moving them, freezing, cataloging, storing, etc.
  - Arranged for an archivist, Zachary Jones, from the State, to analyze the AIA collection, review our proposed methodology, and write a report for justification for grant funding a project archivist for two years to work on the AIA material.
  - Began writing an NHPRC grant for a project archivist.
- **KHNS History Talks**, 8:45-9 a.m. every other Tuesday morning: 2/2: Groundhog Day, 2/16: Elizabeth Peratrovich Day

### **Upcoming Activities**

- March 1, 2016, 8:45 am: History Talk on the Radio
- March 4, 2016, noon: Brown Bag Lunch Series: John Hagen, Jr. "Wild Things"
- March 13-15, 2016: Zachary Jones, Archivist II, consulting visit to assist with AIA archives move.
- March 15, 2016, 8:45 am: History Talk on the Radio
- March 16, 2016, 5-7: Freeride World Tour Reception
- March 18, 2016, noon: Brown Bag Lunch Series: Cheri Price
- March 24, 2016, 6:30 – 8:30 pm: Members and Donors Reception
- March 25 – May 7, 2016: Gil Smith Landscape Exhibit
- March 29, 2016, 8:45 am: History Talk on the Radio
- April 1, 2016, noon: Brown Bag Lunch Series: Bob Adkins, "Hunting Elephants"
- April 15, 2016, noon: Brown Bag Lunch Series: Margaret Sebens, "The Role of an Aging and Disability Resource Center in Alaska"
- April 29, 2016, noon: Brown Bag Lunch Series: Byrne Powers
- May 1-14, 2016: Fortnight of Learning (lectures every evening)
- May 10, 2016, 8:45 am: History Talk on the Radio
- May 24, 2016, 8:45 am: History Talk on the Radio
- May 13 – June 11, 2016: Student Art show
- May 13 – October 31, 2016: Objects of Haines History (working Title) – in the former museum store space
- May 24, 2016, 8:45 am: History Talk on the Radio

### **Unscheduled:**

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

### **Future Funding Needs**

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

Bill Thomas 7- 11 March 2016

- Monday March 7<sup>th</sup>-Senate Finance started public testimony on SB 139, the Senate version of the operating budget. The House also was working on their version of the operating budget by developing a Committee Substitute.
- Tuesday March 8<sup>th</sup>-House Fisheries met to talk about the proposed fish tax increase. This will impact the net money to fishermen because of the proposed tax increase to have fishermen pay more of the Department of Fish and Game Budget. A Raw Fish tax increase will not be split with the Municipalities or Organized Boroughs where the fish is delivered and processed. Bill is being held to see if any other tax bills go forward, no fisherman wants to be only group to pay, there's a proposed alcohol, cruise ship tax change, mining tax increase, marine fuel tax, highway tax and air fuel tax and oil tax credits. House Finance worked on their version of the Operating Budget and had about 45 amendments. Few passed but most died. Public Radio was put back in at Governor's request which gives Public Radio their Federal Match money. Behavioral Health money was put back in the budget. Tourism Marketing money wasn't changed nor was Alaska Seafood Marketing Institute money. Those weren't on the Borough Priority list but these are important to the Borough economy. Power Cost Equalization remained the same, again important to Haines. Revenue Sharing was cut by \$35 million in Sub Committee and not put back in by an amendment. Word is there may be a fix to help smaller communities and Boroughs. Will monitor as progress's. Senate Finance continued with Public Testimony on their Operating Budget.
- Wednesday March 9<sup>th</sup>-House Finance finished Operating and moved the bill to the House Floor. Senate continued with Public comment. Attended a Senate Resource Committee Meeting where they were interviewing Board of Fish Candidates, again important to Haines economy. The Board makes decisions on how Department of Fish and Game manage fish regions.
- Thursday March 10<sup>th</sup>-Senate Finance finished Public Testimony and were working on amendments to operating Budget. Ivy Spohnholz was nominated by The Democratic Party to replace Representative Max Gruenberg who passed a few weeks ago, thus becoming Representative Spohnholz, congratulations. Went to House Finance to hear the bills that would get money from the Permanent Earning Reserve, but was cancelled, since The House of Representatives were on the House to debate the Operating Budget. They had a lot of amendments and worked until 4 am.
- Friday March 11<sup>th</sup>-All House Committees were cancelled due to late night. House went to Floor and passed the Operating Budget. Senate Finance Committee met and had amendments. Don't know if they moved to Rules or not.

Bill Thomas 14- 18 March 2016

- Monday March 14<sup>th</sup>- With the passage of the Operating from the House to Senate and Senate also passing the Operating budget everything slowed down, the Senate didn't send the Operating Budget back to the House after passing it because it would then go to The Conference Committee and start what is known as the 24hour rule. This allows Committees to have hearing on 24hour notice and speed the Legislative process up plus both bodies have to figure how to pay for the huge deficit with the passage of Operating Budget. The Houses are looking at tax credits and tax bills, plus other bills. Will be interesting very soon. Mayor Hill and I got a call to meet with Senator Egan and Representative Kito about an issue in the Capital Budget, I'm working on the issue. As I reported on Friday on the teleconference.
- Tuesday March 15<sup>th</sup>- Flew to Seattle for the day and back that night.
- Wednesday March 16<sup>th</sup>- SB 196, Power Cost Equalization Bill heard in the Senate Finance Committee. PCE was an agreement between Representative Ramona Barnes and Representative Al Adams when the 4 Dam Pool projects were built. (years ago, both Reps have passed) State money was used to lower energy costs in urban Alaska and PCE was put in to help energy costs in Rural Alaska. This fund has grown and may become a target if this bill isn't passed to protect the corpus.
- Thursday March 17<sup>th</sup>- Listened to House Fisheries on HB 366, this bill will attempt to put more Limited Entry Permits into Rural Alaska.
- Friday March 18<sup>th</sup>- Was a slow day with no hearing to attend, was good to stay out of Capital.



**January Statistics**

Visits: 5,700

Monthly Circulation: 7,995

Internet Use: 1,175; Wi-Fi: 1,098

Library Programs: 45, Attendance: 521

Non-Library Programs: 3, Attendance: 9

Meeting Room Reservations: 20; Attendance: 122

**February 17, 2016**

**Director's Report**

**Updates:**

- We held a Capital Campaign planning workshop on Saturday, February 6 with Ann and Cecily. The agenda included an overview of the project so far, a SWOT exercise, discussion of the new plans and a decision point determination. We will talk more about this at our meeting on Wednesday. Thanks to Dick and JoAnn for sending me their comments and insights about the project.
- Work on the Joint Library Catalog (JLC) migration continues. All of the staff completed required online trainings for the new system. I've been working with one JLC staff member to complete policy mapping for circulation and fines, location and item types, and circulation rules. The test server will be up this week to allow the staff to begin to use the new system. We will need to look ahead to plan for closed days in April prior to our "go live" date. The Haines library is currently scheduled for downtime on April 26-27. There will be no OPACS for library patrons and no work client for the staff. These dates may change as we get closer to the date. I would like to recommend that we tentatively schedule April 26, 27, and possibly 28 as closed dates.
- Following the virtual desktop assessment, it was determined that it is not financially feasible for the Borough to move ahead with a thin client system at this time.
- Both the *Alaska Reads!* Program with Ernestine Hays and the author event with Detective Glen Klinkhart were well attended programs. Glen had 4 books to sell and decided to auction them off and donate the money to the Friends of the Library. The auction brought in \$170.
- Thanks to Heather for hosting Ernestine while she was in Haines (for much longer than intended) and for leading an interview with Ernestine that encouraged much more dialogue and questions from the audience. We will be participating in a panel at the Alaska Library Association conference in March to evaluate this first statewide program and determine the *Alaska Reads* event for next year.

**Staff:**

- John Hagen has joined the staff for the next 90 days as a special hire. John's position will be paid for by Enhancement grant funds. He and Jessie will be working on creating a series of photography and tech programs and planning field trips. Jessie has also been working with the Chilkoot Indian Association's youth program in planning special events for the summer.

## Haines Borough Public Library

- Holly, Jessie, and I will be traveling to Fairbanks for the Alaska Library Conference, *Library as Leaders*, March 8-13.
- Holly will be presenting a session with Julie Niederhauser, Alaska State Library public library coordinator on preparing for the upcoming Summer Reading Program. She will also join Patience Frederiksen, State Library development staff, on a panel with other libraries that received Early Literacy Minigrants.
- Jessie received a scholarship from ANLAM (Alaska Native Libraries, Archives, and Museums) for travel and lodging to attend a preconference on Digital Heritage Preservation for Alaska Native Libraries, Archives, and Museums. I was asked to participate as a presenter in this 2 day workshop. I'll probably be drafting Jessie to help out with this.

### **Programs:**

- Lee Heinmiller will be our presenter at this month's Culture Day program on Thursday, February 25<sup>th</sup>. Lee was kind enough to reschedule his program time when we had the unexpected author program with Glen Klinkhart.

### **Other**

- During the past month, I have also been busy with Alaska Library Association elections, handbook changes, conference planning, and scholarship and awards committees. At the conference in March, I "pass on the gavel" and take on the duties of Past President.

### **In the News:**

For those of you unable to attend the Capital Campaign meeting, you missed an important announcement. The Haines Borough Public Library has been selected as a finalist for the 2016 National Medal for Museum and Library Service. The medal is the nation's highest honor for museums and libraries that make exceptional contributions to their communities. Our library is one of 30 finalists this year.

"The 2016 National Medal finalists make lasting differences in their communities by serving and inspiring the public," said Dr. Kathryn K. Matthew, director of the Institute of Museum and Library Services. "We proudly recognize these museums and libraries for their invaluable work to provide Americans with educational resources, 21<sup>st</sup> century skills, and opportunities for lifelong learning. As key stewards of our nation's future, we salute the 30 finalists for their excellence in engaging our citizenry and expanding learning of all kinds."

IMLS is encouraging those who have visited finalist libraries and museums to share their story on the IMLS Facebook page. To *Share Your Story*, please visit [www.facebook.com/USIMLS](http://www.facebook.com/USIMLS)(link is external).

February 2016 Haines Vol. Fire Dept. Monthly Report

The Haines Vol. Fire Dept. had two fire (33 responders/74 hours) callouts in February. One call was a false alarm, with the other call being a fully involved boat fire at a storage lot on Mud Bay road. The involved boat was a total loss. Fire callouts for 2016 total 4. The Haines Vol. Fire Dept. responded to 15 ambulance callouts (47 responders /62 hours) in February. Calls included 2 with chest pain, a general weakness, an altered level of consciousness, a seizure, a traumatic injury, a standby for a fire, 2 cancelled enroute, and 6 medivac/transport. Ambulance callouts for 2016 total 46. There were no SAR callouts in February.

The first joint meeting (22 Fire & 14 EMS, 3hrs) was a business meeting followed with a vote on proposed bylaw changes involving command structure changes. This was followed with a discussion on recent paid staff changes and how our department was planning on options to provide continual EMS and fire response coverage. The EMS training meeting (15 volunteers, 2.5 hrs) was skills checkoffs for EMT 2/3 refreshers. The main focus was on seated and supine spinal stabilization. Other checkoffs were added as time allowed. Thanks to Jenn Walsh for certifying these checkoffs. The fire training (12 volunteers, 3hrs) was on basic parts of the ladder identification with location and off loading techniques. This was followed by a Fireground Tactics & strategies presentation by Fire Chief Greg Palmieri.

An updated copy of our EMS standing orders has been printed and distributed. This was a major under taking and thanks goes out to all that were involved in this process. A special thanks to our Physician Sponsors Dr. Dave McCandless and Dr. Noble Anderson that allow us to operated our ambulance using advanced skills that save lives.

We had 9 from our ambulance crew participate in a difficult airway class sponsored by the SEARHC clinic. The 8 hour class allowed for some of our expanded scope skills to be checked off so we can perform these needed skills in the field.

Thanks to all that help with the little activities and call responses at all times of the day or night. Haines is fortunate to have you there when the need arises.

Volunteer Hours for February 2016

HVFD Fire 191                      HVFD Ambulance 248                      SAR

Volunteer Hours HVFD for 2016

HVFD Fire 366                      HVFD Ambulance 513                      SAR

Total Volunteer Hours HVFD for 2016      761 Hours

Respectfully Submitted,



AL Badgley, EMS Company Captain

**Haines Borough Public Library Board**  
**Approved Meeting Minutes**  
**January 20, 2016**  
**4:00 PM**

**9A**

*The mission of the Haines Borough Public Library is to be responsive to community needs by assembling, preserving and providing access to materials, information, and technology. The Library offers an environment conducive to providing programs, sharing information, and stimulating ideas. HBPL is a community gathering place where all ages are welcome.*

**Call to Order - 4:05pm**

**Present** - Vanessa Salmon, Lorrie Dudzik, Patty Brown, Mike Case, Jenty Fowler, James Alborough, Anne Marie Palmieri

**Excused** - JoAnn Ross Cunningham, Heather Lende, Dick Flegel

**Additions or Revisions to Agenda** - none

**Consent Agenda Items**

The following items are consent items for final action to be taken on all by a single vote. Any item may be removed for separate consideration if necessary.

1. Approval of Agenda
2. Approval of Minutes 12/16/2015
3. Director's Report

Lorrie/Anne Marie moved/seconded to approve the agenda as written. Approved unanimously.

**Items for Discussion**

- LEAP project review (James) and additional comments - At the Capital Campaign meeting we will discuss the full expansion project after hearing from Cecily and Ann concerning funding sources.
- FY17 preliminary budget - We will hold a budget committee meeting in February before the next board meeting. Budget is due March 1.
- Enhancement grant & future budgets - Patty is continuing to consider the possibility of postponing writing an enhancement grant this year. These grants are best used for a specific project.
- Capital Campaign meeting date – Feb. 6<sup>th</sup> 9:00am
- Joint Library Catalog (JLC) timeline - Set to begin on May 1.

**Other**

- ☐ Radio --- January 29 - Friends, February 5 - Staff, February 12 - Vanessa, February 19 - Heather, February 26 - James

**Board Comments** - Anne Marie wondered if the director's evaluation will be due on March 1. James would like us to continue to follow the line of succession for board leadership.

**Director's Comments** - Evaluations forms may change and be due at a later time or done by Manager. Patty would prefer to be evaluated by the Board.

**Next Meeting** - February 17, 4:00pm

**Adjournment - 5:05pm**

**Respectfully submitted,**  
**Lorrie Dudzik**

**PHAC Meeting Minutes: Approved****25Feb16**

## Members Present:

Fred Gray, Terrance Pardee, Don Turner Jr., Bill Rostad , Glen Jacobson & Norm Hughes (by phone)

Assembly Liaison: Margaret Friedenauer

Harbormaster: Shawn Bell

Borough Manager: Brad Ryan

## Members Absent:

Brad Badger

## Audience Present:

Jan Hill, Gabe Thomas, Debra Schnabel, Jeremy Stephens

## Meeting Details:

- Agenda Approved.
- 8Jan16 and 28Jan16 meeting minutes approved. Turner moved, Rostad seconded, and all approved.
- Public Comment:
  - o Debra Schnabel commented on Lookout Park.
- Harbormaster Report :
  - o Updated the committee on current status of harbor expansion permitting, Harvey Smith's delay on final report, and aging report.
- Old Business:
  - o Discussed Lutak Dock draft RFP. Hughes made a motion for the PHAC to begin the public process of advising the borough assembly on the Lutak Dock repair/replacement process.
  - o Pardee Seconded.
  - o Vote:
    - Hughes, Turner, Pardee, & Jacobson voted in favor.
    - Gray and Rostad voted against.
- New Business:
  - o Discussed Lookout Park. Committee wishes to revisit at next meeting.
- Next meeting set for 7Apr16.

Minutes approved 18Mar16.


 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.



REGULAR MEETING

Parks and Recreation  
Advisory Committee  
(PRAC)

SPECIAL MEETING

## COMMITTEE MEETING SUMMARY AND MINUTES

Meeting date: 3/16/2016

Time: 5:00 pm

Location: Library

Committee members present:

Chair person: Richard Chapell

Burl Sheldon, Meredith Pochardt, George Figdor, Patty Peters, Richard Chapell

Guests: Mike Case (Borough Assembly), Gene Kennedy (Public), Jeremy Stephens (Public)

Person filling out form: Richard Chapell

### Topics of discussion:

- Approve minutes from 2/24/2016 meeting: No changes suggested.
  
- Haines waterfront walk and harbor uplands design service - update.
  - Assign a PRAC member to communicate with Borough Manager and track CIP item for waterfront design services through the FY17 budget process, and RFP if approved.
  
- Zoning downtown core park on Borough owned lots 4A and 8A for recreation.
  - Sheldon will verify zoning of lots 8a and 4A with Borough staff.
  - Sheldon and Ely will draft recreation zoning proposal, per motion passed 2/24/2016.
  
- Members select their highest priority tasks from tasks in 2025 Comprehensive Plan (not ranked)
  - Downtown park
  - Parks ordinance
  - Borough-wide recreation plan
  - Identify & acquire easements needed to maintain access to shoreline and rec sites
  - Outhouse at Mosquito Lake state recreation area.

- Invite guest speakers to future PRAC meetings:
  - Haines Ski & Hike Club
  - Haines State Forest
  - State Parks
  - Heli-ski industry
  - HATS – mountain hut group
  - Borough Assembly or Mayor
  - Planning Commission

**Action Taken:**

- M/S Pochardt/Peters, passed 5-0: Approve minutes from 2/24/2016.
- M/S Sheldon/Pochardt, passed 5-0: Assign Pochardt to communicate with Borough Manager about CIP item for waterfront design services, track it through the FY17 budget process, and if approved, assist with RFP development.

Next meeting date: April 20, 2016, 5 pm at the library.



REGULAR MEETING

SPECIAL MEETING

TAB  PHAC  LIBRARY  PSC  PRAC  
 CCAB  MUSEUM  PLANNING COM.

Other \_\_\_\_\_

Please Check Appropriate Box

## Committee Meeting Summary

Date 3.9.16 Time of Meeting 6:30 PM Location Chilkat Center for the Arts

Committee Members Present:

Chair Person: Tara Bicknell

Annette Smith, Lorrie Dudzik, Kyle Gray (Also present: Kay Clements, Center Manager \_\_\_\_\_)

Person Filling out form: Tara Bicknell

### Topics of Discussion:

- Foundation projects, 'Lights, Sound, Action!' completion; final step is lease agreement/MOA with Borough
- Policies and procedures for new light and sound equipment
- Overflow audiences and capacities in the Chilkat Center

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

- Motion accepted unanimously to adopt a resolution advising the Borough to accept the Foundation MOA for lights and sound equipment

Next Meeting Date: Summer (TBD) \* NOTE: This Summary should NOT replace Minutes or Requests for Assembly Action

**Minor offenses Feb. 10  
6:30 p.m. – Assembly Chambers**

**9E**  
**Approved**

**Minutes**

**Committee present:** Don Turner, Ron Jackson (acting chair), Mike Denker, Margaret Friedenauer.

**Committee absent:** Bill Thomas, Deb Vogt, Mike Case

**Staff:** Sgt. Josh Dryden

**Public:** Erik Stevens, Paul Nelson, Brenda Josephson, Roy Josephson. Bill McCord

**CALL TO ORDER**

**APPROVE AGENDA**

**Denker** moved to approve agenda. **Friedenauer** second.

No objection

**APPROVE MINUTES** from Feb. 4 meeting.

No objection

**PUBLIC COMMENT**

**Stevens** – Sounds like there is agreement from the committee that state law would handle skiers better than borough code. State law treats skiers like pedestrians. Current minor offense ordinance is too restrictive.

**Josephson** – more than once the communications between borough and borough attorney was requested and that communication should be made public. If there is a citation sending a person to court, it should be authorized by a police officer. Concerns with profit mode of enforcement.

**Nelson** – I emailed assembly and committee with court contacts and Skagway ordinance. Would prefer Haines go similar route. Do we really understand what court system wants for court systems to work with magistrate?

**OLD BUSINESS:**

• **Title 10**

Sgt. Dryden – if we're going to enforce the law, it's usually through education. If we're writing citation, the state will collect money. He would rather have the option to write citation under borough code so borough receives fine.

**Denker** – The recurring theme is revenue generation as being motive for policing. Do you have any concerns locally, now or in future?

**Dryden** – It's not how our job should be handled. The income borough generated from local citations wasn't much. We work traffic but don't write a lot of tickets. Sometimes needs to be done to get people to comply. I'm not going to allow policing for profit to happen while I'm here.

**Denker** – According to some arguments, realizing state budget shortfall, various departments, like public safety, could generate additional revenue through this. My concern is the future.

**Turner** – Doesn't see concerns with policing for revenue happening in Haines. Community character will keep that in check.

**Denker** – A Purpose and Intent at beginning of ordinance could address this issue. It would be leading document for whole minor offense ordinance. Presented draft of Purpose and Intent.

**Friedenauer** – Oversight of funds collected from local citations could be done by public safety and ports and harbor committees.

**Denker** – admin of funds – if we could empower some of the committees with some of this, that could help not overburden the staff. This could be solution oriented.

#### **MOTION:**

**Friedenauer** – move committee send Mr. Denker's Purpose and Intent draft to borough staff and attorney for review. **Turner** second.

#### **Discussion**

**Denker** I would value **Case** and **Vogt** opinion before this is voted on.

**Turner** – at some point wants discussion on bicycle violations.

**Denker** – When we notice Title 10 if we could target some of the activities, i.e., bicycles, skiing,

Passed unanimously.

**Friedenauer** – Asked Sgt. Dryden recommendation about if harbormaster and assistance harbormaster should be able to write citations for Title 16?

**Dryden** – Not concerned - if harbormaster provided training, they should be able to write citations.

#### **Jackson opens to public comments:**

**Josephson** – Appreciates purpose and intent proposal. Suggest modification (first sentence from B be included in A.)

**Stevens** – sounds like a good idea to make government smart and government working for people.

**Jackson** – Is our intent to reverse decision on Title 10 and now include in local ordinance?

**Denker** – I think that is our intent but should be publically noticed.

**MOTION:** –

**Denker** move to get cleaned up version of draft ordinance from attorney for next meeting. **Friedenauer** second.

Discussion:

**Denker** – Outside of Title 10 we had questions about fire department and clerk and that's in title 5 and 15.

**Friedenauer** – We should compile all the motions and recommendations we have up to this point to provide attorney for revisions.

Passed unanimously.

**Denker** – Enforcement of fire department – asked for recommendation from fire chief. Chief Palmari recommends 15.04.040 allow chief and designee to issue citations. This will remove responsibility from volunteers but allow discretion. Fire department would still have enforcement powers but they forward violations to police department to issue citations. We need to be clear about what enforcement and citation means.

**Denker** – Title 5 – offenses separable. The question of permit, whether we want to enforce permits that may have been issued not from assembly but from administration. So, do we want to enforcement on admin actions? Julie Cozzi responded: Not all initial permits are approved by assembly and not all permits up for renewal are approved by assembly – only commercial tour permits. Recommendations here is to wait until Cozzi gets back for clarification.

**MOTION:**

**Jackson** – Request manager, police chief and harbormaster draft language for how harbormaster and assistant harbormaster will receive training for issuing citations under Title 16. **Friedenauer** second.

Passed unanimously.

**Tasks:**

- Get a hold of Brad to see what attorney's timeline is.
- **Denker** meet with Brad, Josh about purpose and intent THEN submit to attorney with Deb's memo for clean up/recommendations. Clarify with attorney if this will meet rules of court for minor offenses for magistrate appeal procedure.
- **Friedenauer** – complies and motions, recommendation, actions by committee thus far.
- Get clear outline from Brad, Shawn, Gabe and Josh about how harbor staff will get training/what type.

Notice next meeting about going through specific Title 10

**PUBLIC COMMENT**

**Stevens** – an hour ago Thom Ely was skiing on roads and officer pulled him over and asked him to move over to other side of road as proper pedestrian, so I thought that was great to hear.

**Nelson** – Needs to be clarified if new ordinance is going to meeting court recommendations.

**Josephson** - Routinely harbormasters requires credentials of police officers, just like park officers, two week course with trooper academy. Like VSPO has certification, peace officer certification.

**McCord** – I do hope there is some connection made to upcoming interview with upcoming police chief candidate.

**COMMITTEE COMMENTS:**

**NEXT MEETING DATE/AGENDA:**

TBD

**Turner** makes motion to adjourn. **Friedenauer** second.  
Adjourn at 8:10 p.m.

**Minor offenses March 14  
6:00 p.m. – Assembly Chambers**

**Draft**

**Draft Minutes**

**Committee present:** Don Turner, Ron Jackson (acting chair), Mike Denker, Margaret Friedenauer, Deb Vogt, Mike Case

**Committee absent:** Bill Thomas

**Staff:** Brad Ryan

**Public:** Brenda Josephson, Dana Hallett, Paul Nelson

(Recording started at public comment)

**CALL TO ORDER**

**APPROVE AGENDA**

Vogt moved to approve agenda. Turner second.

No objection

**APPROVE MINUTES** from Feb. 10 meeting with one change.

No objection

**PUBLIC COMMENT**

**Josephson** – handouts – Discussed Nelson v Borough decision. Example of where borough code wasn't followed. There are five other examples that weren't pushed to court. Original minor offenses were disappointing. Rights for all are important. Three big concerns I have is that GAS committee stated in August that they wanted the daily duplication of fines in Title 1 removed but the attorney took it out of Title 1 and added it to all other titles; Allowing people not police officers to issue citations in Title 16 is still concerning; No reason for Title 18 to be referenced.

**Nelson** – Individual rights are important. Concerned about daily fines and what constitute daily fines.

**OLD BUSINESS:**

- **Attorney revisions**

Patrick Munson on phone.

Title 18 – Patrick asks for explanation on what committee wants for Title 18. Some permit violations are cut and dry and could easily be included in minor offenses. Others are more complex and may require more involvement by planning commission.

**Case** – based on committee recommendation previously, Title 18 shouldn't be up for discussion right now. Planning commission can revisit any changes they may wish to see.

**Vogt** – What happens if someone fails to get a permit now?

**Munson** – what is mechanism does planning commission have to enforce Title 18?  
**Josephson** – Admin can issue enforcement orders.

**Munson** – Sounds like committee is deciding to leave Title 18 as it is right now because there's no major crisis but committee recognizes there could be some mechanisms to change method of enforcement and at least be aware of that.

**Jackson** – Why does concept of “daily fines” still exist in ordinance in light of recent Nelson suit.

**Munson** – Committee must clarify if borough should be able to issue daily fines. It would be unwise to not have ability to issue citations for ongoing violations. If you don't have ability to issue citations for ongoing violation for separate days then you're allowing a person to pay citation for one violation.

**Denker** – Would tend to agree. Parking violations specifically in wintertime. Could we add “... and shall be cited accordingly” to end of 1.24.010(D)

**Turner** – We need a mechanism to be able to write multiple citations.

**Denker** – RE: request how harbormaster and assistant harbormaster will be trained.

**Munson** – Assistant harbormaster gets authority to enforce code from same authority as harbormaster – if the ordinance says that the authority may be delegated then the theory is that if the assembly says the harbormaster can delegate, then technically the assembly is saying it's OK if the harbormaster delegates to assistant harbormaster.

**Denker** – Would like the Purpose and Intent to have its own section.

**Denker** – interpretation of fines themselves – references that seem vague – 5.22.040(D) – should “unreasonable” be defined?

**Munson** – judicial system relies on a jury or judge to decide if someone has violated community standard of reasonableness is.

**MOTION:**

**Denker:** move to move 1.24.010(A) and create 1.24.050 Purpose and Intent

**Vogt** second.

Passed unanimously.

**MOTION:**

**Denker:** move to add 1.24.010 (D) "... and shall be cited accordingly" to end of sentence.

**Friedenauer** second.

Passed unanimously.

**MOTION:**

**Vogt:** move to change offenses separable to refer back to 1.24.010 (C)  
*(this will be (C) once previous changes made.)*

**Case** second.

Passed unanimously.

**Staff recommendations of fines –**

**Ryan** – Separate accounts for fine collection would be complicated to track. Also unknown how funds come from magistrate There is a lot uncertainty of how this process will work.

**Case** – RE: where the money goes – I think it should go to general fund. Maybe someday we could track it.

**Jackson** – Fines could be reported on public safety annual reporting.

**Ryan** – committee should ask Josh and Shawn about developing training for harbormaster/assistant harbormaster.

Next meeting agenda –

Looking over fine amounts  
Chapter 10 – Item by item  
Animal and tour violation

Public meeting before April 26

Policing in town site vs policing area wide – discussion item?

March 21<sup>st</sup> – 6 p.m. Chapter 10 violations and fines

Public meeting – April 5th – Chilkat center 6 p.m.

**PUBLIC COMMENT:**

**Josephson** – Remains frustrated - at an Aug. GAS committee a reference to daily fines. That was one of the few recommendations they made. Mr. Muson said that it's expeditious to have in general title. Asks that committee remove it from Title 1 – it has to have to foundation in public welfare. Needs to be good advertisement for these meetings. Please approach this meeting with respect to public.

Nelson – I agree with Brenda that there has to be justification not just writing down words – why are these are in public interest? Section 10 – if you leave as state law, then all you have to say is per state law.

**COMMITTEE COMMENTS:**

None

**NEXT MEETING DATE/AGENDA:**

March 21.

**Jackson** makes motion to adjourn. **Friedenauer** second.  
Adjourn at 8:20 p.m.



Haines Borough  
Assembly Agenda Bill

Agenda Bill No.: 16-628

Assembly Meeting Date: 3/29/16

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. Resolution of Support - Chilkat Center Advisory Board 4. 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 Agreement 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
\$ \$1.00/year + any maint	\$	\$	\$1.00/year (maint. costs 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. The Chilkat Center Advisory Board passed a resolution of support for this MOA. Action was postponed to 3/29/16 so the question of insurance coverage could be answered. The borough's insurance broker has confirmed that this equipment would be covered without increasing the premiums.

### Referral:

Referred to:

Referral Date:

Recommendation:

Meeting Date:

### Assembly Action:

Meeting Date(s): 3/8, 3/29/16

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.**

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Signature for the HAINES BOROUGH

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Printed Name and Title

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Signature for the FOUNDATION FOR THE CHILKAT CENTER FOR THE ARTS

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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	\$10,422
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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3 yr Accidental Damage Coverage	1		209.99	209.99	
<b>MICROPHONES</b>					
Shure SM58 Mic	6	270101	84	504	
3 yr Accidental Damage Coverage	6		18.99	113.94	
Shure SM57 Instrument/Vocal Mic	6	270102	84	504	
3 yr Accidental Damage Coverage	6		18.99	113.94	
On-Stage Stands Mic Stand Package	2	452062	97.5	195	
On-Stage Stands MY-110 Microphone Clip	12	450364	6	72	
<b>CABLES, ETC.</b>					
Mogami Silver Series SLR Mic Cable 25'	6	H8988	22.5	135	
Rapco Pro Series Snake 24x4 150 ft.	1	430886	599	599	
Pro Co StageMaster Snake 8x4 50 ft.	1	H78495	154	154	
Mogami Silver Series XLR Mic Cable 15 ft.	2	H8988	20	40	
Pro Co Adaptor Mal XLR 1 Gang W/(2) Male XI	2	473347	15.25	30.5	
ProCo WP 1013 Dual XLR Female Wall Plate	2	423115	13.5	27	
Mogami Silver XLR Microphone Cable 25 ft.	2	H8988	22.5	45	
Live Wire PDI Dbl Shielded Hvy Duty Passive Direct Box	6	150439	36	216	
Mogami Gold 8 Channel XLR Snake Cable, 10'	2	483344	199	398	
Mogami Silver XLR Microphone Cable 50'	2	H8988	37.5	75	
Mogami Silver XLR Microphone Cable 25'	4	H8988	22.5	90	
Mogami Silver XLR Microphone Cable 50'	6	H8988	37.5	225	
Manhasset M48 Caron of 6 Music Stands	2	450188	175	350	
Manhasset Music Stand Storage Cart	1	H65653	222	222	
				11,500	11,500
<b>LOBBY PROJECTOR, SCREEN &amp; PLAYER, from B &amp; H Photo</b>					
Epson Pwrlte 3LCD WXGA 4800 LM Projector	1	EPPL1975W	1849	1849	
Dalite/Elect Cosmo/E 65X116"-Matte	1	DACE65116MW	725	725	
Denon 1RU Blu-Ray Disc Player	1	DEDN500BD	399	399	
Lobby Cabinet by Ryan Salmon	1		1221	1221	
				4,194.00	4194

**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	KOHDWSW2041		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>

**RESOLUTION OF THE CHILKAT CENTER ADVISORY BOARD**      **MAR 14 2016**  
**MARCH 9, 2016**

WHEREAS, the Chilkat Center for the Arts is a Borough facility used and enjoyed by many in the community. It is used for conferences and conventions, meetings and forums, funerals, training sessions, fundraisers, school functions, theater productions, concerts, movies, dances, banquets, and parties as well as for dance, martial arts and exercise classes. It is a wonderful asset for a community of our size; and

WHEREAS, the Foundation for the Chilkat Center, a Friends organization, with the consent of the Borough, did undertake to make much needed and substantial upgrades to the technical systems of the facility so as to make the Chilkat Center much more useful, versatile and marketable for the Borough; and

WHEREAS, these valuable upgrades worth approximately \$200,000 have been accomplished with no cost to the Borough, but through grants, fundraising and considerable volunteer effort (\$18,000 worth of volunteer effort from community members); and

WHEREAS, the new equipment replaces the old, outdated equipment that was insured under the Borough; and

WHEREAS, because the terms of the grants do not allow the Foundation to actually give this equipment to the Borough at this time, the Foundation has offered to lease the equipment to the Borough for a nominal fee, giving the Borough full use of this advanced equipment for the facility and the opportunity to include it under their blanket insurance policy replacing the equipment formerly insured; and

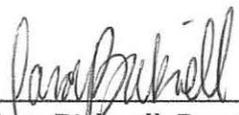
WHEREAS, under the terms of a lease, it is understood that the lessor should maintain the leased equipment in good order; and

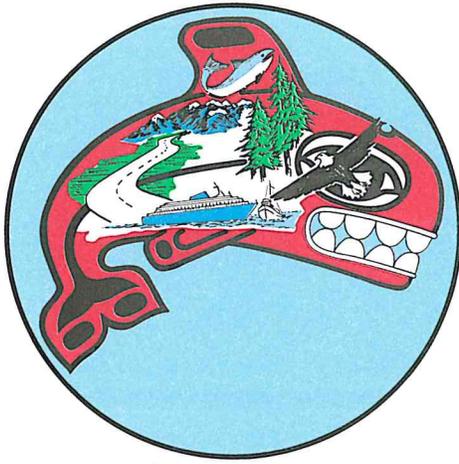
WHEREAS, the Foundation for the Chilkat Center is an actively interested partner in the success of the Chilkat Center for the Arts and intends to assist where needed in the maintenance and upkeep of the equipment; and

WHEREAS, the Chilkat Center Advisory Board is charged with advising the Borough on matters concerning the Chilkat Center and has reviewed and discussed the equipment lease agreement with the Foundation;

NOW, THEREFORE BE IT RESOLVED, the Chilkat Center Advisory Board unanimously approves this memorandum of agreement and encourages the Borough Assembly to approve it as well.

UNANIMOUSLY APPROVED, March 9, 2016.

  
\_\_\_\_\_  
Tara Bicknell, President  
Chilkat Center Advisory Board



**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,

A handwritten signature in blue ink that reads "Julie Cozzi". The signature is written in a cursive, flowing style.

Julie Cozzi  
Interim Borough Manager



Agenda Bill No.: 16-632

Assembly Meeting Date: 3/29/16

Business Item Description:	Attachments:
Subject: Request for Community Purpose Exemption for Southeast Alaska State Fair	1. Resolution 16-03-660 2. Southeast Alaska State Fair Application for CPE status
Originator: Assessor	
Originating Department: Lands/Assessment	
Date Submitted: 3/14/16	

Full Title/Motion:
Motion: Adopt Resolution 16-03-660.

Administrative Recommendation:
The Assessor recommends adoption.

Fiscal Impact:			
Expenditure Required	Amount Budgeted	Appropriation Required	Projected Impact to Future Operating Budgets
\$	\$	\$	Continued Reduced Prop Tax Rev.

Comprehensive Plan Consistency Review:	
Comp Plan Goals/Objectives:	Consistent: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

Summary Statement:
<p>A complete application was received from Southeast Alaska State Fair requesting a Community Purpose Exemption for a 19.27 acre Deed Parcel, Book 13, Page 783 as shown on Plat 2005-5, and a 21-acre Deed Parcel, Book 12, Page 73, also shown on Plat 2005-5 recorded with the Haines Recorder's office, together with all improvements.</p> <p>The assessor evaluated the request and recommends the assembly grant Community Purpose Exemption status because the property qualifies for this exemption under the factors outlined in HBC 3.70.040(D)(1)(a-k).</p> <p>Borough Code requires assembly action on a request for community purpose exemptions.</p>

Referral:	
Referred to:	Referral Date:
Recommendation:	Meeting Date:

Assembly Action:	
Meeting Date(s): 3/29/16	Public Hearing Date(s):
	Postponed to Date:

**A Resolution of the Haines Borough Assembly approving in response to an application from Southeast Alaska State Fair, as recommended by the borough assessor, a community purpose property tax exemption for fairgrounds property.**

**WHEREAS**, Haines Borough Code 3.70.040(D) provides for a Community Purpose Exemption for real property owned by an organization not organized for business or profit-making purposes and used exclusively for community purposes, provided the organization applies and meets the code and policy community purpose standards and requirements, and receives assembly approval; and

**WHEREAS**, a complete application was received from the Southeast Alaska State Fair requesting a Community Purpose Exemption for a 19.27 acre Deed Parcel, Book 13, Page 783 as shown on Plat 2005-5, and a 21-acre Deed Parcel, Book 12, Page 73, also shown on Plat 2005-5 recorded with the Haines Recorder's office, together with all improvements; and

**WHEREAS**, the borough assessor evaluated the request and recommends the borough assembly grant Community Purpose Exemption status because the property qualifies for this exemption under the factors outlined in HBC 3.70.040(D)(1)(a-k); and

**WHEREAS**, HBC 3.70.040(D)(5)(c) requires the assessor to forward community purpose exemption applications to the assembly along with a recommendation for approval or denial,

**NOW, THEREFORE, BE IT RESOLVED** that the Haines Borough Assembly approves in response to an application from Southeast Alaska State Fair, as recommended by the borough assessor, a Community Purpose Property Tax Exemption for properties specified in this resolution.

Adopted by a duly-constituted quorum of the Haines Borough Assembly this \_\_\_\_ day of \_\_\_\_\_, 2016.

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

Attest:

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

# APPLICATION FOR LOCAL EXEMPTIONS & EXCLUSIONS



**Haines Borough**  
**Office of the Assessor**  
 103 Third Avenue S.  
 P.O. Box 1209  
 Haines, AK 99827  
 907-766-2231

RECEIVED HAINES BOROUGH  
 DEC 15 2015  
 DEC 13 2015  
 CLERK'S OFFICE

This form is to be used to apply for a community purpose exemption of real property assessments. Community Purpose Exemptions are regulated by HBC 3.70.040 Local exemptions & exclusions and the current assembly-adopted administrative policy. The applicant has the burden of proof to show the property is eligible for exemption from property tax. The Assessor may require additional information, to be provided in a timely manner. **POSTMARK DEADLINE is March 31, of the applicable year.**

**Return applications to:** Haines Borough Administration Building, 103 Third Ave S., or FAX to 907.766.2716. Telephone assistance is available at 907.766.2231 (Ext. 33).

**Applicant Contact Information:**

Name JESSICA A. EDWARDS Phone # 907-766-2470  
 Address PO BOX 385 Haines Email director@seakfair.org

Assessment/Tax Year 2016  
 Parcel # \_\_\_\_\_

Organization Name SOUTHEAST ALASKA STATE FAIR

Property Description: (type of property, building size, lot size, etc.)  
2 parcels developed as the Southeast Alaska State Fairgrounds, about 42 acres, with many structures, including exhibition & community buildings, covered pavilions, temporary vendor booths, a corral, barn & stables, and a movie set.

**Non-profit Community Purpose Exemption**

(HBC 3.70.040 Local exemptions and exclusions)

Initial **yes** or **no** to answer the following:

1. Is the organization organized as a not-for-profit profit entity? Yes JE No \_\_\_\_\_
2. Does the organization have a current IRS 501(c)(3) or 501(c)(4) exemption ruling? Yes JE No \_\_\_\_\_
3. Is this property used exclusively (100%) for the exemption sought? Yes JE No \_\_\_\_\_ If no explain:  
 \_\_\_\_\_
4. Is any portion of the building or lot used for other purposes? Yes \_\_\_\_\_ No JE If yes explain:  
 \_\_\_\_\_
5. Was any of this property used for rental purposes last year or previous year? YES \_\_\_\_\_ NO \_\_\_\_\_ (If yes, please provide the total amount received and all expenses associated with the rental cost.)  
 Total rent collected: \$53,832 Expenses: \$69,414

Explain: Rental Income is derived from parcel (North) and includes Dalton City buildings, Harriet Hall, McPherson Barn, Rysons Pavilion, Park Pavilion, and other facilities. Costs include maintenance (supplies & payroll); Admin costs; utilities; and insurance.

Continued >>

# APPLICATION FOR LOCAL EXEMPTIONS & EXCLUSIONS

6. Is there a Membership Fee or fee to use or enter the property? YES \_\_\_\_\_ NO JE If yes explain:

7. Was property utilized as long-term residential housing? YES \_\_\_\_\_ NO JE If yes, was property used for at least one of the following:

YES \_\_\_\_\_ NO JE Providing affordable rental housing for low income residents

YES \_\_\_\_\_ NO JE Providing affordable rental housing with access to care for Senior Citizens (age 65 and older)

YES \_\_\_\_\_ NO JE Providing affordable rental housing with access to care for US military Veterans with a service related disability of 50% or higher as determined by the Veteran's Administration

YES \_\_\_\_\_ NO JE Providing affordable rental housing with access to care for members of the community with a long term illness, injury, or disability

8. Describe the nature and uses of this property as it is related to the exemption requested (non-profit function), and explain how the use of this property is eligible for the exemption sought with relation to HBC 3.70.040(D)(1) [Attach additional information, as needed.]

The Southeast Alaska State Fairgrounds serves as the facility for the annual Fair event, in its 48<sup>th</sup> year, and other events that enhance the economic, cultural, and creative well-being of the community + the region. The Fairgrounds is a tourist attraction + is a stop on the visitor shuttle route. The Fairgrounds is open to the public year-round for community recreation. The Fair organization maintains the property for community use, including community + private events.

Applying for an exemption of real property assessments under HBC 3.70.040, Local exemptions and exclusions, does not guarantee tax exempt status, but is granted case by case upon review of each application. If approved the exemption is valid for a period of three (3) years and claimants must submit annual validation statements to the assessor no later than March 31<sup>st</sup> of each year the exemption remains valid. JE (Applicants initials)

*I hereby certify that the information provided is true and correct to the best of my knowledge.*

Principal/Agent: Jessica Edwards

Title: Executive Director

Signature: Jessica A Edwards

Date: \_\_\_\_\_

**Attention:** All information required on page 3 of this application must be included when applying before exempt status is considered.

# Southeast Alaska State Fair, Inc.

P.O. Box 385 • Haines, AK 99827 • Phone: 907-766-2476 • Fax: 907-766-2478  
E-mail: [director@seakfair.org](mailto:director@seakfair.org) • Website: [www.seakfair.org](http://www.seakfair.org)

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Dec. 15, 2015

Haines Borough Assessor  
PO Box 1209  
Haines, AK 99827

Re: Southeast Alaska State Fairgrounds Community Purpose Exemption Request

Dear Assessor,

On behalf of the Southeast Alaska State Fair's Board of Directors, I am writing to request a community purpose property tax exemption for the 42-acre Fairgrounds, consisting of two parcels located on Fair Drive.

The Fair organization maintains the Fairgrounds for the annual Fair and other events, and for year-round community use. The organization's nonprofit purpose is to organize and produce the annual Fair; to organize and produce other events that enhance the economic, cultural, and creative wellbeing of the community of Haines; and to encourage year-round use of fair facilities and as a tourist facility.

The Fairgrounds is open to community use year-round. It is home to the Haines Community Garden; the Little League and T-ball field; the Haines Farmers Market; Children's and Tots playgrounds; Ravens Bowl Frisbee Golf Course; a walking and running trail, used by the public as well as the Haines School Cross Country team; and Ravens Arena, which is used for horse riding in summer months and hockey in winter months. Dalton City, the set of the 1991 Disney Movie White Fang, was moved from the banks of the Chilkat River to the Fairgrounds in 1992, and is a popular tourist attraction and event location. The individual set buildings of Dalton City are rented by very small businesses and act as a business incubator; two Dalton City businesses have fledged recently into permanent locations downtown and in Fort Seward. White Fang Way, the central "street" in Dalton City, is used for Fair events, community events and picnics, and is frequented by visitors touring the set and the Fair environs. Harriett Hall, renovated in 2011, is the largest winterized community space in Haines. It is used year-round for Fair events, and other nonprofit fundraisers, as well as for private parties and weddings.

Rental income is derived from use of the grounds and facilities located on the North parcel. The total rental income for 2015 is \$53,500, and includes income from Harriett Hall, individual units in Dalton City, and Paysons Pavilion, and McPherson Barn. About \$50 in rent was collected for use of the grounds at large for nonprofit organizational picnics.

# Southeast Alaska State Fair, Inc.

P.O. Box 385 • Haines, AK 99827 • Phone: 907-766-2476 • Fax: 907-766-2478  
E-mail: [director@seakfair.org](mailto:director@seakfair.org) • Website: [www.seakfair.org](http://www.seakfair.org)

---

The Fair donates in-kind the use and of facilities for organized community recreation activities, such as gardening at the Community Garden and hockey or horse riding at Ravens Arena. There is no charge to use the grounds or facilities for recreation by private individuals or families. The Fair assumes the burden of maintaining the facilities, which include year-round public restrooms for free community recreation activities, at its own expense.

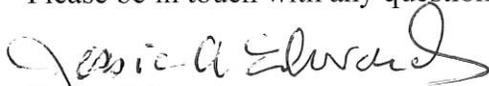
All income derived from rental of Fair facilities contributes directly to the Fair organization's ability to maintain those same facilities for community use. The cost to operate and maintain facilities located on the northern parcel was \$69,414 in 2015.

Expenses for 2015 include maintenance of buildings and grounds (supplies and maintenance payroll) \$34,768; Administration of rentals and maintenance \$8000; Utilities \$23,000 (power, snowplowing, heating oil and propane, garbage); and commercial property insurance, \$2,409.

Deferred maintenance liabilities are conservatively estimated at \$50,000.

No rental income is collected on the Fair's southern parcel. It is home to the community Little League and T-Ball field, a walking and running trail, and a nine-hole Frisbee golf course currently being expanded by an additional 9 holes. It's a popular area for dog walking, running, and in the winter, cross-country skiing and snowshoeing. The Haines School uses the property for cross-country running, including for regional meets, and students visit the parcel during gym class to play disc golf, or practice skiing or snowshoeing. Future plans for the southern parcel include additional development for community recreation. Access to this parcel for community recreation is free.

Please be in touch with any questions about our application.



Jessica Edwards  
Executive Director  
Southeast Alaska State Fair

Fairgrounds Rentals Income and Expenses : North Parcel				
<b>Income</b>				
Rentals	Parcel # North			
	Dalton City Units.....	35,569		
	McPherson Barn, Paysons Pavilion.....	9,000		
	Harriett Hall Rental.....	7,674		
	Other Fairgrounds Facilities.....	1,589	(Paysons Pavilion, Park and Picnic Areas)	
	Haines Community Garden.....	Rental donated in-kind		
	Ravens Arena.....	Rental donated in-kind		
	Total Rental Income, Parcel # .....	53,832		
<b>Expense</b>	Parcel # North			
	Structure and Grounds Maintenance.....	12,957		
	Capital Improvements.....	6,048		
	Maintenance Payroll.....	17,000		
	Administrative Costs.....	8,000		
	Utilities.....	23,000		
	Insurance - Commercial property liability..	2,409		
	Total Maintenance Expense, Parcel # .....	69,414		
	Deferred Maintenance Liability	\$50,000	estimated	

# APPLICATION FOR LOCAL EXEMPTIONS & EXCLUSIONS

## HBC 3.70.040 Local exemptions and exclusions:

**D. Community purpose exemption.** The borough exempts from taxation the real property of an organization not organized for business or profit-making purposes and used exclusively for community purposes, provided that income derived from rental of that property does not exceed the actual cost to the owner of the use by the renter.

A request for exemption from the property taxes must be received by **March 31** of the applicable tax year. The property must be in use as of January 1 of the tax year in order to obtain an exemption for that year. Exemptions are not prorated and are granted based on two critical criteria: 1) not for profit ownership and, 2) exclusive use of the property for an exempt purpose. Typically vacant land is not exempt.

*The property owner is responsible for proving that the property is used exclusively for an exempt purpose and qualifies for an exemption.*

### Documentation Requirements:

- A letter to the Assessor requesting exemption
  - Must provide a description of the use of the property and consistency with the requested exemption
  - Must describe any rental income received by the applicant organization including;
    - Any property, or portions of the property from which rentals of income are derived
    - Actual operating expenses, excluding debt service or depreciation
- Copy of By-Laws
- Copy of Articles of Incorporation
- Copy of IRS 501(c)(3) or 501(c)(4)
- Where property is leased by the organization to other entities, financial statements for the past tax year including income and expense reports, and description of any debt service or depreciation included in the financial statements for the property
- Documentation supporting/describing the activities of the organization. For example, brochures, pamphlets and web pages are acceptable forms of documentation.
- The municipal assessor or designee may request additional information prior to its determination, as reasonably necessary to determine the exempt status of a property in accordance with municipal code and regulations and state law.

DO NOT WRITE IN SHADED AREA

Assessor Approval

Yes

No

Signature

*Dean M. Olsen*

Date

3-22-16

## 2015 Fair Events, SE AK State Fairgrounds

2/21	Winter Games
3/6	MountainFilm Festival
4/24	Spring Fling Community BBQ and Dance
5/23	Slammin Salmon 5K and 10K Fun Run
5/22-23	23rd Great Alaska Craft Beer and Home Brew Festival
6/21	Fishermen's Community King Salmon BBQ
7/24-25	Haines Exhibit Submission event
7/30-8/2	47th Southeast Alaska State Fair
8/28	Annual Meeting and Volunteer Appreciation Dinner
10/30	Trick or Trot 5K Fun Run/Walk
11/13	Wild and Scenic Film Festival
12/18	Gala Holiday Party

## Other community events at the Southeast Alaska State Fairgrounds - 2015

1/24	Heinz wedding reception
3/27	Freeride World Tour Awards Banquet
4/18	Haines Friends of Recycling materials sale
5/1-5/3	Hospice Rummage Sale
5/16	Haines Teachers Retirement Party
5/29	McDermaid wedding reception
June/July	Youth T-Ball
6/6	Farmers' Market begins, <b>weekly</b> through 9/12
6/27	Big Brothers Big Sister annual picnic
6/29:	Family Fun Circus
6/29	Rasmuson Foundation/Chilkat Valley Community Foundation Donor Recognition Event & community party
7/11	Phillips wedding reception
7/17	Kemp wedding
8/21	Alaska Chilkoot Bear Foundation Celebration of Bears
8/23	Ravens Bowl Disc Golf Tournament
12/31	Chamber of Commerce New Years Party

# 2015 Haines (Not So) Wintery Games

All scheduled games weather  
permitting.  
Alternative activities are  
planned if Mother Nature  
doesn't cooperate

- 10 am Opening Ceremonies
- 10:15 BB Gun Bike Biathlon (helmets required!)
- 11 am Dog Calling Contest (bribes permitted!)
- 11:30 Tea making contest
- 12 noon Frying Pan Toss
- 12:15 Chili Contest & Potluck
- 1 pm All-Ages Soccer Game, Dalton City

Sponsored by:  
Southeast Alaska State Fair  
Takshanuk Watershed Council, HARK,  
Haines Ski Club and Haines Hockey

Southeast Alaska State Fairgrounds  
February 28, 2015

The Southeast Alaska State Fair Presents

# Spring Fling

10th Annual



Live Music

BBQ, Beer & Music!

the God Particles

members- FREE  
non-members- \$10

(includes BBQ & Concert)

April 24th  
6:00 pm  
Harriett Hall

seakfair.org  
907.766.2476

EARTH DAY IS EVERY DAY AT THE



SOUTHEAST ALASKA STATE FAIR

*Tickets are going fast!*

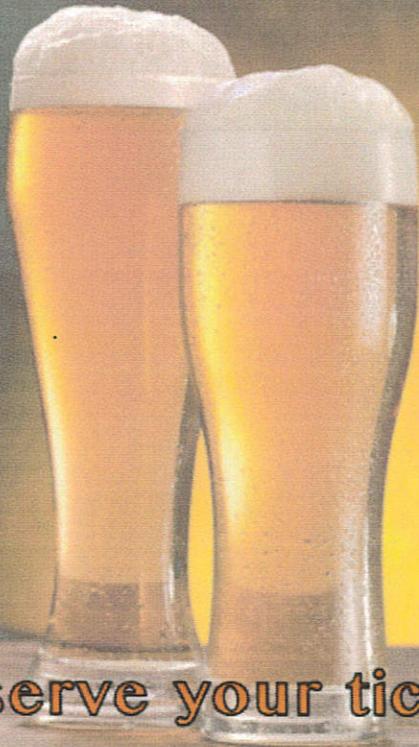
To the 23<sup>rd</sup> annual

*Great Alaska  
Craft Beer and  
Home Brew  
Festival*

*May 22<sup>nd</sup> and 23<sup>rd</sup>, 2015*

*Haines, Alaska*

**Reserve your tickets at [seakfair.org](http://seakfair.org)**



*Tickets are going fast!*

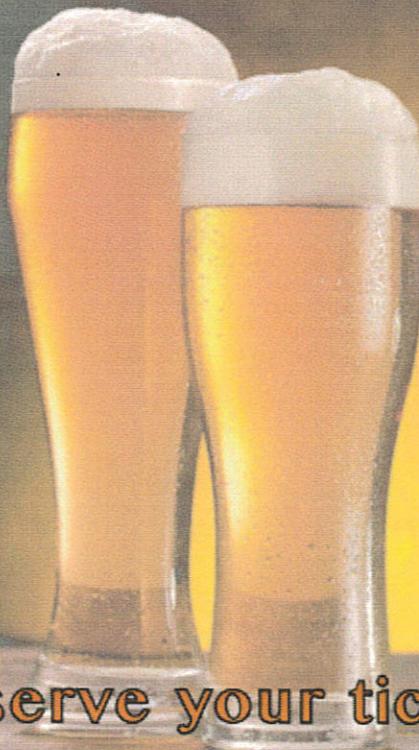
To the 23<sup>rd</sup> annual

*Great Alaska  
Craft Beer and  
Home Brew  
Festival*

*May 22<sup>nd</sup> and 23<sup>rd</sup>, 2015*

*Haines, Alaska*

**Reserve your tickets at [seakfair.org](http://seakfair.org)**



**Southeast Alaska State Fair Presents:**



**\$10 entry (FREE T-shirt first 200 people)**

**When? 9am Saturday May 23rd, (Brew Fest Morning!)**

**Where? Dalton City**

**5K & 10K sign up online at [www.seakfair.org](http://www.seakfair.org)**

**or, just show up!**



# 8TH ANNUAL HAINES FISHERMEN'S COMMUNITY FREE KING SALMON BBQ -2015-

6<sup>00</sup> - 9<sup>00</sup> PM

SAT. JUNE 20

AT THE SOUTHEAST ALASKA  
STATE FAIRGROUNDS  
HAINES, AK



**SPONSORED BY:**

- LYNN CANAL GILLNETTERS
- OCEAN BEAUTY SEAFOODS AND EXCURSION
- INLET PACKING
- HAINES PACKING COMPANY
- NRSAA
- DIPAC
- ICY STRAITS SEAFOOD
- LFS MARINE SUPPLY
- ALASKA GLACIER SEAFOODS
- BIG AL'S SALMON SHACK
- REDDEN MARINE
- OLERUD'S INC.
- DEJON DELIGHTS
- SEFA
- CHILKOOT SEAFOODS
- SEATTLE MARINE.
- HOWSERS IGA SUPERMARKET
- NORPAC FISERIES
- SILVER BAY SEAFOODS
- UNITED FISHERMAN OF ALASKA
- SURF FISHERIES SUPPLY
- SEAFOOD PRODUCERS COOPERATIVE
- USAG
- NORTH PACIFIC SEAFOODS--SITKA SOUND
- ALASKA SEAPLANES
- ALASKA AIRLINES CARGO
- SIERRA NEVADA BREWING CO.

**EVERYONE'S INVITED!**

**LIVE MUSIC BY:**

- FISHPICKERS
- DOWNTOWN STRING BAND

**FREE SHUTTLE BETWEEN FT. SEWARD  
& THE FAIRGROUNDS**

**BEER AND WINE FOR SALE**

**\$5 SUGGESTED DONATION  
SUPPORTS THE FAIR.**

**SEAKFAIR.ORG**

**(907) 766-2476**

**HAINES, ALASKA**

# SOUTHEAST ALASKA STATE FAIR

## FAIR NECESSITIES

JULY 30 - AUG 2  
2015  
HAINEES, AK

### FEATURING:

THE MOTET  
CASCADE  
JON WAYNE AND THE PAIN  
THE LARRY KEEB EXPERIENCE  
POBECAT  
BIPSY MOON

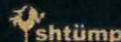
MOONALICE  
SITKA SILKIES  
THE LACKS  
RnR  
WET CITY ROCKERS  
NICOLE EDWARDS  
THE GOD PARTICLES

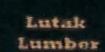
JIGKAAT KWAN HERITAGE DANCERS  
HARRISON B  
SOFT OLD DAY  
LOST BOYS OF SITKA  
WINDY VALLEY BOYS  
AND MANY MORE












SEAKFAIR.ORG

DESIGNED BY KEVIN FORBSTER



# Haines Hustle

5k-10k & trail half marathon

Saturday August 1, 2015

Haines, Alaska

Dalton City, at the Fairgrounds

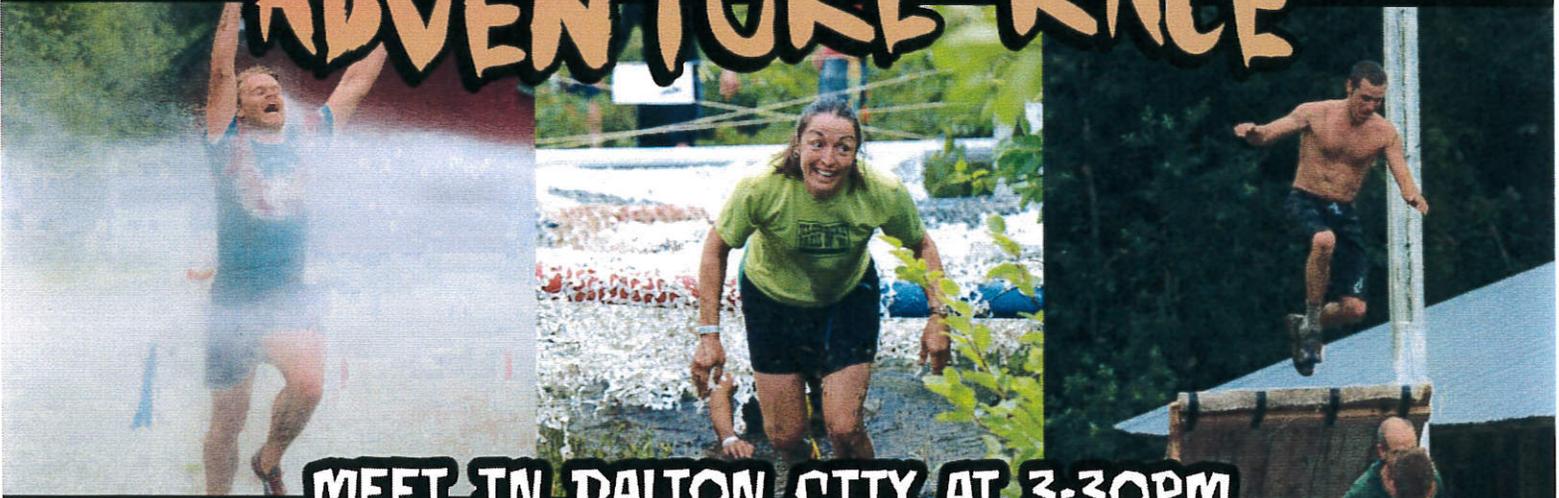
SOUTHEAST ALASKA STATE FAIR

FRIDAY!



AGES: 13&UP

JUNGLE  
ADVENTURE RACE



MEET IN DALTON CITY AT 3:30PM  
RACE STARTS AT 4:00PM  
CASH PRIZE!\* \$10 ENTRY

\*WINNERS (1 GUY & 1 GAL) SPLIT 1/2 OF THE POT. ALL PROCEEDS GO TO FAIR  
'JUNGLE BEASTS' (FLAG PULLERS) WANTED: SHOW UP AT 3:00PM



**Haines Borough  
Assembly Agenda Bill**

Agenda Bill No.: 16-633

Assembly Meeting Date: 3/29/16

Business Item Description:	Attachments:
Subject: Request for Community Purpose Exemption for Senior Citizens Center Inc.	1. Resolution 16-03-661 2. Senior Citizens Application for CPE status
Originator: Assessor	
Originating Department: Lands/Assessment	
Date Submitted: 3/14/16	

**Full Title/Motion:**  
Motion: Adopt Resolution 16-03-661.

**Administrative Recommendation:**  
The Assessor recommends adoption.

**Fiscal Impact:**

Expenditure Required	Amount Budgeted	Appropriation Required	Projected Impact to Future Operating Budgets
\$	\$	\$	Continued Reduced Prop Tax Rev.

**Comprehensive Plan Consistency Review:**

Comp Plan Goals/Objectives:	Consistent: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
-----------------------------	---

**Summary Statement:**

A complete application was received from Haines Senior Citizens Inc. requesting a Community Purpose Exemption for for a 13-Unit independent living congregate housing project for seniors, located at 153 1st St. South, with a legal description of Lot 17, Block E, Presbyterian Mission Plat, 62-329.

The assessor evaluated the request and recommends the assembly grant Community Purpose Exemption status because the property qualifies for this exemption under the factors outlined in HBC 3.70.040(D)(1)(a-k).

Borough Code requires assembly action on a request for community purpose exemptions.

**Referral:**

Referred to:	Referral Date:
Recommendation:	Meeting Date:

**Assembly Action:**

Meeting Date(s): 3/29/16	Public Hearing Date(s):
	Postponed to Date:

**A Resolution of the Haines Borough Assembly approving in response to an application from Haines Senior Citizens Center, Inc., as recommended by the borough assessor, a community purpose property tax exemption for property at 1<sup>st</sup> Avenue and Mission Street.**

**WHEREAS**, Haines Borough Code 3.70.040(D) provides for a Community Purpose Exemption for real property owned by an organization not organized for business or profit-making purposes and used exclusively for community purposes, provided the organization applies and meets the code and policy community purpose standards and requirements, and receives assembly approval; and

**WHEREAS**, a complete application was received from Haines Senior Citizens Center, Inc., requesting a Community Purpose Exemption for a 13-Unit independent living congregate housing project for seniors, located at 153 1<sup>st</sup> St. South, with a legal description of Lot 17, Block E, Presbyterian Mission Plat, 62-329; and

**WHEREAS**, the borough assessor evaluated the request and recommends the borough assembly grant Community Purpose Exemption status because the property qualifies for this exemption under the factors outlined in HBC 3.70.040(D)(1)(a-k); and

**WHEREAS**, HBC 3.70.040(D)(5)(c) requires the assessor to forward community purpose exemption applications to the assembly along with a recommendation for approval or denial,

**NOW, THEREFORE, BE IT RESOLVED** that the Haines Borough Assembly approves in response to an application from Haines Senior Citizens Center, Inc., as recommended by the borough assessor, a Community Purpose Property Tax Exemption for property specified in this resolution.

Adopted by a duly-constituted quorum of the Haines Borough Assembly this \_\_\_\_ day of \_\_\_\_\_, 2016.

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

Attest:

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



## *Haines Senior Village*

153 First Ave. South,  
PO Box 835  
Haines, AK. 99827  
Phone: 907-766-3199

*A Haines Senior Citizens Center, Inc. Retirement Community*

January 28, 2016

RECEIVED HAINES BOROUGH

Dean Olsen, Assessor  
Haines Borough  
P.O. Box 1209  
Haines, Alaska 99827

JAN 29 2016

CLERK'S OFFICE

Dear Dean,

Thank you for sending the necessary information to apply for the Community Purpose Exemption due March 31, 2016.

Haines Senior Village, built in 1996 and located at 153 First Street South, is a thirteen Unit Independent Living project for Seniors that is in compliance with the Senior Citizens Housing Development Fund (SCHDF) program as well as the Alaska Housing Finance Corporation (AHFC). Our property consists of the thirteen housing rental units (three designated as Low Income Units), and grounds for resident gardening, recreation, storage and parking.

Haines Senior Village is an Equal Housing Opportunity regardless of sex, race, creed, color, sexual orientation, or national origin.

We have made available on a weekly basis, at no charge, use of our Haines Senior Village Community Living Room to the Men of Note singing group, the Bahai Faith Group, and a knitting and crocheting group.

Thank you for your consideration for this exemption. Please advise me if you need additional information.

Regards,

Valery McCandless,  
Manager, Haines Senior Village

(907) 305-0875



# APPLICATION FOR LOCAL EXEMPTIONS & EXCLUSIONS



## Haines Borough Office of the Assessor

103 Third Avenue S.  
P.O. Box 1209  
Haines, AK 99827  
907-766-2231

This form is to be used to apply for a community purpose exemption of real property assessments. Community Purpose Exemptions are regulated by HBC 3.70.040 Local exemptions & exclusions and the current assembly-adopted administrative policy. The applicant has the burden of proof to show the property is eligible for exemption from property tax. The Assessor may require additional information, to be provided in a timely manner. **POSTMARK DEADLINE is March 31, of the applicable year.**

**Return applications to:** Haines Borough Administration Building, 103 Third Ave S., or FAX to 907.766.2716. Telephone assistance is available at 907.766.2231 (Ext. 33).

### Applicant Contact Information:

Name Haines Senior Citizens Center Inc. Phone # (907) 766-3199  
Address 153 First Street South Email hainesseniervillage@aptalaska.net

Assessment/Tax Year 2016  
Parcel # C-MIS-0F-1700

Organization Name Haines Senior Citizens Center, Inc.

Property Description: (type of property, building size, lot size, etc.)

Haines Senior Village is a 13 Unit Independent Living Congregate Housing Project for Seniors. We have three Low Income designated units of the thirteen total.

### Non-profit Community Purpose Exemption

(HBC 3.70.040 Local exemptions and exclusions)

Initial **yes** or **no** to answer the following:

1. Is the organization organized as a not-for-profit profit entity? Yes  No
2. Does the organization have a current IRS 501(c)(3) or 501(c)(4) exemption ruling? Yes  No
3. Is this property used exclusively (100%) for the exemption sought? Yes  No  If no explain:  
\_\_\_\_\_
4. Is any portion of the building or lot used for other purposes? Yes  No  If yes explain:  
\_\_\_\_\_
5. Was any of this property used for rental purposes last year or previous year? YES  NO  (If yes, please provide the total amount received and all expenses associated with the rental cost.)  
Total rent collected: \_\_\_\_\_ Expenses: \_\_\_\_\_

Explain: \_\_\_\_\_

Continued >>

## APPLICATION FOR LOCAL EXEMPTIONS & EXCLUSIONS

6. Is there a Membership Fee or fee to use or enter the property? YES \_\_\_\_\_ NO  If yes explain:  
 \_\_\_\_\_

7. Was property utilized as long-term residential housing? YES  NO \_\_\_\_\_ If yes, was property used for at least one of the following:

YES  NO \_\_\_\_\_ Providing affordable rental housing for low income residents  
 YES  NO \_\_\_\_\_ Providing affordable rental housing with access to care for Senior Citizens (age 65 and older)  
 YES \_\_\_\_\_ NO  Providing affordable rental housing with access to care for US military Veterans with a service related disability of 50% or higher as determined by the Veteran's Administration *One veteran with 40% disability.*  
 YES  NO \_\_\_\_\_ Providing affordable rental housing with access to care for members of the community with a long term illness, injury, or disability

8. Describe the nature and uses of this property as it is related to the exemption requested (non-profit function), and explain how the use of this property is eligible for the exemption sought with relation to HBC 3.70.040(D)(1) [Attach additional information, as needed.]  
*Haines Senior Village is a thirteen Unit Independent Living housing project for Seniors that is in compliance with the Senior Citizens Housing Development Fund (SCHDF) program as well as the Alaska Housing Finance Corporation (AHFC). We run at full capacity with a waiting list. The Senior Village Community Living Room has been available to the Men of Note singing group, the Bahai Faith group and a knitting/crochet group on a weekly basis all without charge. HSEQ I is an all volunteer Board. A Statement of Purpose is attached. All property contains living units, storage or parking.*

**Applying for an exemption of real property assessments under HBC 3.70.040, Local exemptions and exclusions, does not guarantee tax exempt status, but is granted case by case upon review of each application. If approved the exemption is valid for a period of three (3) years and claimants must submit annual validation statements to the assessor no later than March 31<sup>st</sup> of each year the exemption remains valid. \_\_\_\_\_ (Applicants initials)**

***I hereby certify that the information provided is true and correct to the best of my knowledge.***

Principal/Agent: Valery McCandless Title: Manager  
 Signature: Valery McCandless Date: 1-28-2016

**Attention:** All information required on page 3 of this application must be included when applying before exempt status is considered.

# APPLICATION FOR LOCAL EXEMPTIONS & EXCLUSIONS

**HBC 3.70.040 Local exemptions and exclusions:**

**D. Community purpose exemption.** The borough exempts from taxation the real property of an organization not organized for business or profit-making purposes and used exclusively for community purposes, provided that income derived from rental of that property does not exceed the actual cost to the owner of the use by the renter.

A request for exemption from the property taxes must be received by **March 31** of the applicable tax year. The property must be in use as of January 1 of the tax year in order to obtain an exemption for that year. Exemptions are not prorated and are granted based on two critical criteria: 1) not for profit ownership and, 2) exclusive use of the property for an exempt purpose. Typically vacant land is not exempt.

*The property owner is responsible for proving that the property is used exclusively for an exempt purpose and qualifies for an exemption.*

**Documentation Requirements:**

- A letter to the Assessor requesting exemption
  - Must provide a description of the use of the property and consistency with the requested exemption
  - Must describe any rental income received by the applicant organization including;
    - Any property, or portions of the property from which rentals of income are derived
    - Actual operating expenses, excluding debt service or depreciation
- Copy of By-Laws
- Copy of Articles of Incorporation
- Copy of IRS 501(c)(3) or 501(c)(4)
- Where property is leased by the organization to other entities, financial statements for the past tax year including income and expense reports, and description of any debt service or depreciation included in the financial statements for the property
- Documentation supporting/describing the activities of the organization. For example, brochures, pamphlets and web pages are acceptable forms of documentation.
- The municipal assessor or designee may request additional information prior to its determination, as reasonably necessary to determine the exempt status of a property in accordance with municipal code and regulations and state law.

**DO NOT WRITE IN SHADED AREA**

Assessor Approval Yes  No  Signature Dean Miller Date 3-22-16

# **HAINES SENIOR CITIZENS CENTER INC**

## **Statement of Purpose**

The Haines Senior Citizens Center Inc is organized exclusively for (1) charitable and educational purposes, (2) to procure and hold property and facilities, and (3) to plan and carry out programs and activities which meet the health, safety and general welfare needs of Haines' senior citizens, and other related services designed to maintain and enhance the quality of life of Haines' senior citizens. HSCC is the governing entity for the Haines Senior Village and the Haines Senior Center. HSCC may function in an advisory capacity to other organizations and programs and services to meet those needs. HSCC may also act as spokesman and advocate for the seniors in the Haines area.



**JERUSHA GATFIELD**  
COMPLIANCE SPECIALIST III  
INTERNAL AUDIT

[www.ahfc.us](http://www.ahfc.us)

4300 BONIFACE PARKWAY  
ANCHORAGE, AK 99504  
P.O. BOX 101020  
ANCHORAGE, AK 99510-1020

PHONE: 907-330-8414  
TOLL FREE: 800-478-2432  
FAX: 907-330-8407  
E-MAIL: [jgatfield@ahfc.us](mailto:jgatfield@ahfc.us)



September 11, 2015

Haines Senior Citizens Center Inc.  
Ms. Valery McCandless, Manager  
P.O. Box 835  
Haines, Alaska 99827

**RE: 2015 Annual Compliance Review for Haines Senior Village (desk)**

Dear Ms. McCandless:

The Alaska Housing Finance Corporation (AHFC) has completed its review of documentation for Haines Senior Village to determine compliance with the Senior Citizens Housing Development Fund (SCHDF) program as well as the Grant Agreement between Haines Senior Citizens Center, Inc. and AHFC.

Based on the documentation submitted on August 28, 2015, no reportable items of noncompliance were identified. You may consider the 2015 review of Haines Senior Village closed with no further action required. If you have questions regarding this review or the SCHDF program please feel free to contact me at 907-330-8414 or by email at [jgatfield@ahfc.us](mailto:jgatfield@ahfc.us).

Sincerely,

Jerusha Gatfield  
Compliance Specialist III  
Internal Audit Department  
Alaska Housing Finance Corporation

cc; Mr. Daniel Delfino, Planning Section Manager - AHFC  
Mr. David White, Compliance Officer - AHFC  
AHFC Mortgage Department (Loan #149730)

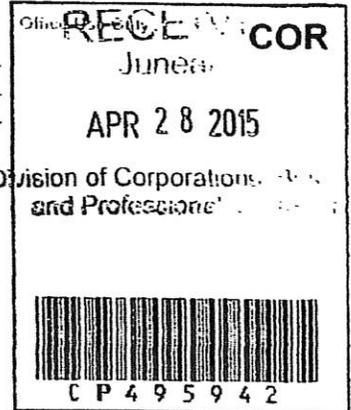




STATE OF ALASKA  
DEPARTMENT OF  
**COMMERCE**  
COMMUNITY AND  
ECONOMIC DEVELOPMENT

Bill Walker, Governor  
Chris Hladick, Commissioner  
Janey Hovenden, Director

Division of Corporations, Business and Professional Licensing



**Nonprofit Corporation**  
2015 Biennial Report  
For the period ending June 30, 2015

- This report is due on July 02, 2015
- \$25.00 if postmarked before August 02, 2015
- \$30.00 if postmarked on or after August 02, 2015

RE#10417755  
✓ 25 dk

Entity Name: HAINES SENIOR CITIZENS CENTER INC.  
Entity Number: 24559D  
Home Country: UNITED STATES  
Home State/Province: ALASKA

Registered Agent  
Name: Anne Hanssen  
Physical Address: 153 1st Ave South, Haines, AK 99827  
Mailing Address: PO Box 835, HAINES, AK 99827

Entity Physical Address: 153 FIRST AVENUE SOUTH, HAINES AK 99827  
Entity Mailing Address: P.O. BOX 835, HAINES AK 99827

Please include all officials. Check all titles that apply. Must use titles provided. All domestic non-profit corporations must have a president, vice president, secretary, treasurer, and at least three directors. The secretary and the president cannot be the same person.

Name	Address	% Owned	Assistant Secretary	Assistant Treasurer	Director	President	Secretary	Treasurer	Vice President	Intentionally Left Blank	Intentionally Left Blank
SHIRLEY COLLINS	PO BOX 557 HAINES 99827	N/A				X					
DEBORAH VOGT	PO BOX 675 HAINES 99827	N/A							X		
MARDELL GUNN	PO BOX 1474 HAINES 99827	N/A					X				
RONALD JACKSON	PO BOX 961 HAINES 99827	N/A						X			

If necessary, attach a list of additional officials on a separate 8 1/2 X 11 sheet of paper.

Purpose: WELFARE SENIOR CITIZENS

*see attached*

NAICS Code:

New NAICS Code (optional):

624120

Estimated value of all real or personal property of the corporation:

1,350,000



Signature: *Annie Hanssen* Printed Name: ANNIE HANSEN Date: 27 APR 15

State of Alaska  
Department of Commerce and Economic Development  
Division of Banking, Securities and Corporations

CERTIFICATE  
OF  
COMPLIANCE

The undersigned, as Commissioner of Commerce and Economic Development of the State of Alaska, and custodian of corporation records for said state, hereby certifies that

HAINES SENIOR CITIZENS CENTER INC.

on July 17, 1981, filed in this office its Articles of Incorporation, as a nonprofit corporation organized under the laws of the State of Alaska.

I FURTHER CERTIFY that said corporation has filed all biennial corporate reports due at this time and has paid all biennial filing fees due and payable at this time.

No information is available in this office on the financial condition, business activity or practices of this corporation.



IN TESTIMONY WHEREOF, I execute this certificate and affix the Great Seal of the State of Alaska on May 12, 1994.

Paul Fuhs

COMMISSIONER OF COMMERCE  
AND ECONOMIC DEVELOPMENT

08-144 (Rev. 10/88)

5840M-2 CORPORATION SECTION, P.O. BOX 110808, JUNEAU, AK 99811-0808

RESOLUTION # 94 -1

A RESOLUTION OF THE BOARD OF DIRECTORS  
OF HAINES SENIOR CITIZEN'S CENTER INCORPORATED  
AUTHORIZING THE SUBMITTAL OF AN APPLICATION FOR  
FINANCING TO THE ALASKA HOUSING FINANCE  
CORPORATION

WHEREAS, The Board of Directors has determined that an application for financing for a senior housing project is in the interest of the senior population whom we represent; and

WHEREAS, The President is authorized to sign all necessary application documents required by Alaska Housing Finance Corporation; and

WHEREAS, The President is empowered to act in all matters affecting this application on behalf of the corporation and to complete the closing transaction;

NOW THEREFORE BE IT RESOLVED by the Board of Directors that the President is directed to proceed on the above cited matters.

Passed this 19th day of May, 1994 by the following roll call vote:

9 Ayes                      \_\_\_\_\_ Nays                      \_\_\_\_\_ Abstain

Attest: *Wm. J. Gregg*  
Secretary

*STATE OF ALASKA*  
*Department of Commerce and Economic Development*  
*Division of Banking, Securities and Corporations*

I certify that the attached 8 pages are true copies of records on file with the Department of Commerce and Economic Development; Division of Banking, Securities and Corporations.



Paul Fuhs  
Commissioner

Certified By: Sally Masluf

Date: May 12, 1994





**Haines Borough  
Assembly Agenda Bill**

Agenda Bill No.: 16-634

Assembly Meeting Date: 3/29/16

Business Item Description:	Attachments:
Subject: Request for Community Purpose Exemption for Haines Animal Rescue Kennel	1. Resolution 16-03-662 2. HARK Application for CPE status
Originator: Assessor	
Originating Department: Lands/Assessment	
Date Submitted: 3/14/16	

**Full Title/Motion:**  
Motion: Adopt Resolution 16-03-662.

**Administrative Recommendation:**  
The Assessor recommends adoption.

**Fiscal Impact:**

Expenditure Required	Amount Budgeted	Appropriation Required	Projected Impact to Future Operating Budgets
\$	\$	\$	Continued Reduced Prop Tax Rev.

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

**Summary Statement:**  
A complete application was received from Haines Animal Rescue Kennel requesting a Community Purpose Exemption for property dedicated to stray animals, low cost spay/neuter & emergency veterinary services, and responsible pet care, located on Lot 40, Sec. 2, T31S, R59E, Small Tracts Sub.  
The assessor evaluated the request and recommends the assembly grant Community Purpose Exemption status because the property qualifies for this exemption under the factors outlined in HBC 3.70.040(D)(1)(a-k).  
Borough Code requires assembly action on a request for community purpose exemptions.

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

**Assembly Action:**  
Meeting Date(s): 3/29/16  
Public Hearing Date(s): \_\_\_\_\_  
Postponed to Date: \_\_\_\_\_

**A Resolution of the Haines Borough Assembly approving in response to an application from Haines Animal Rescue Kennel, as recommended by the borough assessor, a community purpose property tax exemption for property on Small Tracts Road.**

**WHEREAS**, Haines Borough Code 3.70.040(D) provides for a Community Purpose Exemption for real property owned by an organization not organized for business or profit-making purposes and used exclusively for community purposes, provided the organization applies and meets the code and policy community purpose standards and requirements, and receives assembly approval; and

**WHEREAS**, a complete application was received from Haines Animal Rescue Kennel requesting a Community Purpose Exemption for property dedicated to stray animals, low cost spay/neuter & emergency veterinary services, and responsible pet care, located on Lot 40, Sec. 2, T31S, R59E, Small Tracts Sub; and

**WHEREAS**, the borough assessor evaluated the request and recommends the borough assembly grant Community Purpose Exemption status because the property qualifies for this exemption under the factors outlined in HBC 3.70.040(D)(1)(a-k); and

**WHEREAS**, HBC 3.70.040(D)(5)(c) requires the assessor to forward community purpose exemption applications to the assembly along with a recommendation for approval or denial,

**NOW, THEREFORE, BE IT RESOLVED** that the Haines Borough Assembly approves in response to an application from Haines Animal Rescue Kennel, as recommended by the borough assessor, a Community Purpose Property Tax Exemption for property specified in this resolution.

Adopted by a duly-constituted quorum of the Haines Borough Assembly this \_\_\_\_ day of \_\_\_\_\_, 2016.

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

Attest:

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



## **HAINES ANIMAL RESCUE KENNEL**

**A PLACE FOR PETS AND THEIR PEOPLE**

PO Box 1533, Haines AK 99827  
www.harkalaska.org | (907) 766-3334

March 11, 2016

Dean Olson, Assessor  
Haines Borough Lands Department  
P.O. Box 1209  
Haines, AK 99827

RECEIVED HAINES BOROUGH

MAR 11 2016

CLERK'S OFFICE

Dear Mr. Olson,

On behalf of the Haines Animal Rescue Kennel (HARK) I respectfully request exemption for real property taxation on parcel #C-STR-02-40B0 for tax year 2016 per local code HBC3.70.040(D). This property and the improvements are owned by HARK, a 501(c)(3) organization, and as such are used exclusively for community purposes.

HARK is a non-profit corporation dedicated to finding appropriate homes for homeless animals, providing low cost spay/neuter and emergency veterinary services, and public education on responsible pet care. HARK is the only organization in our area providing shelter for stray, abandoned, and impounded animals, public access to emergency veterinary assistance, public grooming facilities, and educational opportunities that further the welfare of pets and people in our community.

HARK is funded primarily by donations and memberships. The organization is governed by a nine member Board of Directors, and daily operations are overseen by the Executive Director with additional support provided by the Animal Care Provider and volunteers. Net earnings are used solely to further HARK's mission and do not benefit any private entity or individual.

I have attached the Borough Application for Local Exemptions and Exclusions with the required supporting documentation. Please feel free to contact me with any questions or for any additional information.

Thank you for your time and attention.

Respectfully,

Tracy Mikowski  
Executive Director  
Haines Animal Rescue Kennel

# APPLICATION FOR LOCAL EXEMPTIONS & EXCLUSIONS



## Haines Borough Office of the Assessor

103 Third Avenue S.  
P.O. Box 1209  
Haines, AK 99827  
907-766-2231

This form is to be used to apply for a community purpose exemption of real property assessments. Community Purpose Exemptions are regulated by HBC 3.70.040 Local exemptions & exclusions and the current assembly-adopted administrative policy. The applicant has the burden of proof to show the property is eligible for exemption from property tax. The Assessor may require additional information, to be provided in a timely manner. **POSTMARK DEADLINE is March 31, of the applicable year.**

**Return applications to:** Haines Borough Administration Building, 103 Third Ave S., or FAX to 907.766.2716. Telephone assistance is available at 907.766.2231 (Ext. 33).

### Applicant Contact Information:

Name Tracy Mikowski Phone # (907) 766-3334  
Address PO Box 1533 Email Director@Harkalaska.org

Assessment/Tax Year 1/2016  
Parcel # C-STR-02-40B0

Organization Name Haines Animal Rescue Kennel

Property Description: (type of property, building size, lot size, etc.)

a portion of lot 40 sec. 2 T31S R59E  
Small Tracts Sub. Tract 2

### Non-profit Community Purpose Exemption

(HBC 3.70.040 Local exemptions and exclusions)

Initial **yes** or **no** to answer the following:

1. Is the organization organized as a not-for-profit profit entity? Yes  No
2. Does the organization have a current IRS 501(c)(3) or 501(c)(4) exemption ruling? Yes  No
3. Is this property used exclusively (100%) for the exemption sought? Yes  No  If no explain:  
\_\_\_\_\_
4. Is any portion of the building or lot used for other purposes? Yes  No  If yes explain:  
\_\_\_\_\_
5. Was any of this property used for rental purposes last year or previous year? YES  NO  (If yes, please provide the total amount received and all expenses associated with the rental cost.)  
Total rent collected: \_\_\_\_\_ Expenses: \_\_\_\_\_

Explain: \_\_\_\_\_  
\_\_\_\_\_

Continued >>

# APPLICATION FOR LOCAL EXEMPTIONS & EXCLUSIONS

6. Is there a Membership Fee or fee to use or enter the property? YES \_\_\_\_\_ NO X If yes explain:  
\_\_\_\_\_
7. Was property utilized as long-term residential housing? YES \_\_\_\_\_ NO X If yes, was property used for at least one of the following:
- YES \_\_\_\_\_ NO \_\_\_\_\_ Providing affordable rental housing for low income residents  
YES \_\_\_\_\_ NO \_\_\_\_\_ Providing affordable rental housing with access to care for Senior Citizens (age 65 and older)  
YES \_\_\_\_\_ NO \_\_\_\_\_ Providing affordable rental housing with access to care for US military Veterans with a service related disability of 50% or higher as determined by the Veteran's Administration  
YES \_\_\_\_\_ NO \_\_\_\_\_ Providing affordable rental housing with access to care for members of the community with a long term illness, injury, or disability
8. Describe the nature and uses of this property as it is related to the exemption requested (non-profit function), and explain how the use of this property is eligible for the exemption sought with relation to HBC 3.70.040(D)(1) [Attach additional information, as needed.]
- \_\_\_\_\_
- \_\_\_\_\_ please see attached \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

Applying for an exemption of real property assessments under HBC 3.70.040, Local exemptions and exclusions, does not guarantee tax exempt status, but is granted case by case upon review of each application. If approved the exemption is valid for a period of three (3) years and claimants must submit annual validation statements to the assessor no later than March 31<sup>st</sup> of each year the exemption remains valid. TJM (Applicants initials)

**I hereby certify that the information provided is true and correct to the best of my knowledge.**

Principal/Agent: Tracy Mikowski Title: Executive Director  
Signature: [Handwritten Signature] Date: March 15, 2016

**Attention:** All information required on page 3 of this application must be included when applying before exempt status is considered.

## APPLICATION FOR LOCAL EXEMPTIONS & EXCLUSIONS

### HBC 3.70.040 Local exemptions and exclusions:

**D. Community purpose exemption.** The borough exempts from taxation the real property of an organization not organized for business or profit-making purposes and used exclusively for community purposes, provided that income derived from rental of that property does not exceed the actual cost to the owner of the use by the renter.

A request for exemption from the property taxes must be received by **March 31** of the applicable tax year. The property must be in use as of January 1 of the tax year in order to obtain an exemption for that year. Exemptions are not prorated and are granted based on two critical criteria: 1) not for profit ownership and, 2) exclusive use of the property for an exempt purpose. Typically vacant land is not exempt.

***The property owner is responsible for proving that the property is used exclusively for an exempt purpose and qualifies for an exemption.***

### **Documentation Requirements:**

- A letter to the Assessor requesting exemption
  - Must provide a description of the use of the property and consistency with the requested exemption
  - Must describe any rental income received by the applicant organization including;
    - Any property, or portions of the property from which rentals of income are derived
    - Actual operating expenses, excluding debt service or depreciation
- Copy of By-Laws
- Copy of Articles of Incorporation
- Copy of IRS 501(c)(3) or 501(c)(4)
- Where property is leased by the organization to other entities, financial statements for the past tax year including income and expense reports, and description of any debt service or depreciation included in the financial statements for the property
- Documentation supporting/describing the activities of the organization. For example, brochures, pamphlets and web pages are acceptable forms of documentation.
- The municipal assessor or designee may request additional information prior to its determination, as reasonably necessary to determine the exempt status of a property in accordance with municipal code and regulations and state law.

**DO NOT WRITE IN SHADED AREA**

Assessor Approval Yes  No  Signature Dean M. Olsen Date 3-22-16

This year HARK will be celebrating its 15<sup>th</sup> year as a 501(c)(3) non-profit organization. Since its incorporation in 2001 it has grown from a group of volunteers utilizing a very small borrowed space to a fully-equipped facility with trained staff prepared to lend assistance 24/7. HARK's services are available to any member of the public, regardless of sex, race, creed, color, sexual orientation, or national origin without charge. There is no membership fee required.

There is free public access to educational materials, training tools and safety equipment. HARK also offers pet food and supplies, free of charge, to anyone in need. In addition to food and supplies HARK provides the public with spay/neuter and veterinary assistance (over \$5000 in 2015). The spay/neuter program and rabies voucher program benefit the community as a whole by diminishing the number of stray animals and likelihood of bite incidents as well as protection against rabies. HARK provides grooming services, de-wormers, and vital vaccinations regardless of the pet owner's ability to pay. First aid supplies and expertise are always available to assist injured pets – this is a very valued service to pet owners as there is often no veterinarian in town. Pet health-related products are available for public use as well, including a veterinary scale for those wishing to monitor their pet's weight and Elizabethan collars for pets recovering from surgery or other health issues. The facility also offers a small retail area with quality training tools and safety equipment for purchase as well as an abundance of new/used equipment free of charge. HARK also provides euthanasia services for terminally ill or injured pets as well as temporary freezer storage when needed. In addition HARK's facility provides shelter for stray or surrendered animals as well as animals impounded by the Borough. Fees associated with adoption, surrender, and boarding of impounded dogs are adjusted, or waived entirely, depending on the pet-owner's situation. The facility includes a kennel area for housing dogs and two separate rooms for cats. The public is always encouraged to visit with the animals available for adoption and HARK is a popular destination for classroom outings, Big Brothers/Big Sisters participants, and Girl Scout groups. In addition to regular daily dog-walkers there is also a vibrant Junior Volunteer Program at the shelter. HARK works alongside the court system to provide supervision and direction for those with court-appointed community service time as well as Haines School to help students attain the community service hours required for graduation. The HARK office manages the dog licensing requirement for the Borough, issuing licenses, maintaining records, and aiding with rabies vaccination compliance.

In addition to HARK's main building there is a shed on the property that has a kennel area available for 24/7 drop-off of stray/at-large dogs. The shed itself is storage for live traps, travel crates, and animal food/supplies. All of these items are available to anyone in need without charge.

HARK's outdoor areas are available to any member of the public and their use is encouraged. The organization brought a professional trainer to town and offered a variety of dog training/behavior classes on-site in 2015. The classes were open to everyone, regardless of ability to pay. The training activities have continued with many people making use of our open space (in particular the safe fenced areas) for training individually or in a planned group setting. It has also become a popular area for puppy play dates and socialization.

HARK contributes greatly to the quality of life for everyone here in Haines. Resident pet owners comment, frequently, that HARK was a large factor influencing their decision to move to Haines.



A PLACE FOR PETS  
AND THEIR PEOPLE

# The PAW Print

*Bringing Pets and People Together*

## Community Newsletter

January 2015

Inside this issue:

President's Corner 2

Volunteer Opportunities 2

Dog License Application 3

Membership Application 4

Services 5

Pick. Click. Give. 5

Contact Information 6

HARK found new loving homes for more than two dozen homeless animals in 2014. Here are just a few of their stories:

### Buddy

Visitors to Maui usually return with a smile, a tan, and some souvenirs for friends and family. But when HARK executive director Tracy Mikowski vacations on Maui, she returns with – what else? – a shelter dog ready for adoption!

Last January Tracy, and HARK Board Member Betsy Lyons, visited the Maui Humane Society Shelter in Pu'unene. From the many shelter dogs (mostly pit bulls) awaiting adoption, Tracy and Betsy picked out five small dogs to bring back to Haines. Prior to departure, they returned to the shelter to learn that all of the selected dogs had

been adopted, except for Buddy – a small sweet-natured older male terrier cross. So Buddy was packed up in a travel kennel, and transported to the Kahului Airport Alaska Airlines counter, and checked through to Juneau. Alaska Airlines sponsors the “Wings of Aloha” program, which transports shelter animals from Maui to adoptive homes on the Mainland.

Many hours later, Buddy, Tracy and Betsy arrived in Haines on the ferry. After a day of rest and recuperation, Buddy was delivered to his new best friend, Marge Ward. He immediately jumped into her lap, and they have been inseparable ever since. Thank you, Tracy and Betsy for yet another Happy Ending!



### Ladybug

Ladybug, an elderly Husky cross, was discovered living under an unoccupied house by residents of the Mosquito Lake area. We assumed that she had been left by the former occupant of the house, but when he was contacted we learned that Ladybug was not his dog. At the time she was turned in to HARK, Ladybug had numerous bite wounds and a large open lesion on her side, and

(Continued on Page 2)

## *Spay/Neuter...It's a Good Thing.*



February is  
Spay &  
Neuter  
Awareness  
Month

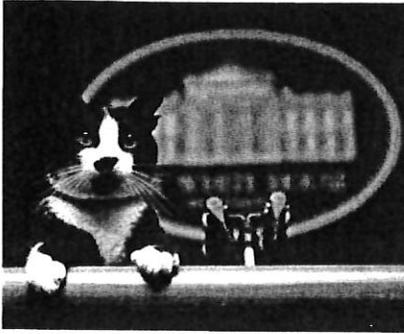
One of the very important programs we offer at HARK is financial assistance for spaying and neutering of dogs and cats here in the Chilkat Valley. As part of our mission to help curb overpopulation, we have applied for and received grant money to assist those pet owners who may not be able to neuter their pet otherwise. This year our Spay/Neuter Assistance Program lost its main

source of grant funding when that organization dissolved. But thanks to the Chilkat Valley Community Foundation's Matching Funds Grant, we will be able to continue our program. Applications are available on our website or at the shelter. As always, feel free to call if you have questions.

There are many good reasons for spaying and neutering including:

- Less roaming
- Less spraying/markings
- Fewer cancerous tumors
- Less homeless animals

Please spay or neuter your pet and please let us know how we can help.



The Haines Animal Rescue Kennel is a place for animals; but let's be honest, it's very much a place for people. HARK connects people with the services -- from pet grooming to veteri-

## *Pets and People (continued)*

was in very poor condition. We cleaned and treated her wounds, and provided her with a healthy diet. After a couple of weeks of food, rest, and loving care she was ready to go to Juneau for further treatment. The lesion on her side turned out to be an inflamed slow-growing tumor, which was removed by veterinarian Dr. Sam Smith. She returned to HARK wearing an Elizabethan collar and sporting an impressive surgical scar which healed nicely over the next few weeks. The HARK crew grew to love Ladybug's sweet disposition and she seemed to appreciate all the TLC and good food! When she was well enough to be fostered, she moved into a wonderful home where the foster family soon chose to adopt her. She continues to thrive.

### **Skeeter**

Skeeter, the handsome Labrador retriever has found a new home, thanks to the caring efforts of his fans in Haines and new friends in Juneau! Skeeter's loving former owners asked for assistance from HARK after medical issues made it impossible for them to keep him. Skeeter, an outgoing, energetic and happy-go-lucky guy, is

## *President's Corner*

nary care -- that help them get the most out of pet ownership. We work on behalf of the municipality to ensure that we live alongside domestic animals according to law and we answer the call when there is a crisis involving an animal. We've been to doggie funerals and counseled tough animal surrenders. We reunite families with their lost puppies, match homeless kitties to comfy homes, and help people say goodbye to their furry friends when that final day comes.

You hear a lot about the animals at HARK, but what about the people? A

well known in our community. Therefore, finding him the perfect match was high on HARK's priorities.

Skeeter was featured on Petfinder, Haines Community Website, the Chilkat Valley News and KHNS. Shortly thereafter, we received a call from a lady in Juneau. She was looking for a young athletic dog as a surprise Christmas gift for her son whose beloved dog had died. She hoped that Skeeter might become her son's new best friend. The adoption application was submitted and the family passed with flying colors. Mom tried to entice her son to accompany her on the ferry to Haines, but he wasn't particularly interested. So she decided to let her son in on the reason for her trip -- a visit to HARK to meet Skeeter. No further explanation was necessary -- upon arrival at HARK, it was love at first sight! Balls were thrown, hugs exchanged, and friendships forged. Skeeter made the return trip to Juneau in time for Christmas. Numerous photos and emails later convinced us that happy endings aren't just for the movies!

dedicated volunteer board of directors oversees kennel management, while staff members are the structure and caring hands that operate the shelter. The volunteers enrich everything we do and make us successful, and our biggest strength, we've agreed, is our public support. - you. The binding network of community members, veterinarians, government officials and friends that make a local animal rescue kennel improve life for human-kind and animal-kind alike.

HARK is proud to be where it is now -- fully staffed, well managed and passionately supported. But we still have miles to run. We are moving closer to our goals to improve access to animal health resources, upgrade our facility, add services, increase community involvement, maintain sustainable funding and make sure that HARK is always fulfilling the community's needs for animal care and welfare.

It's the animals that make our mission meaningful, but it's the people who make it possible. Thank you for being part of HARK.

Tara Bicknell, President

## *A Great Place to Volunteer*

Haines Animal Rescue Kennel's group of dedicated and compassionate volunteers make a difference for animals on a daily basis. There are many ways to give of your time and expertise. We're always grateful to people who come in to the shelter to simply spend time with the animals, whether it's grooming, walking or just snuggling. We truly rely on our evening and Sunday dog-walkers to enrich the lives of our shelter dogs. Our Board of Directors are volunteers who give generously of their time as well. Our organization's continued success depends on our volunteers and we are so grateful to all of you who "lend a hand". Of course, many hands make light work and we are always thrilled to welcome

new volunteers. Please call for more information or stop by the shelter for a tour. The animals and staff would love to see you!



## The AWESOME Benefits of Membership

A membership, in addition to the fantastic feeling you receive knowing that you're helping animals, provides you with the following benefits:

- A cool (non-adhesive) sticker for your vehicle
- One free use of our Groom Room
- 15% off all our retail items
- Voting power at our Annual Member Meeting
- 50% off Micro-chipping

We hope you'll "JOIN" us!

Remember, you don't have to be a member to join us for our Annual Member Meeting. This year it will take place Saturday, March 28th. It's always fun and everyone is welcome, stay tuned for details!



## A Few of Our Many Services

HARK offers many pet related items for sale in the shelter including:

- Lupine collars/leashes
- Kong toys
- De-wormer & Flea/Tick/Mite treatments
- Vaccines
- Lights and reflective gear for your dog

We also provide free reflective vests for people!

We have travel crates and Elizabethan Collars (think "cone of shame") for rent for a very modest price.

Our Groom Room is one of our very popular services. For only \$10 you can use our professional dog washing tub, shampoos/conditioners, towels, brushes and blow dryers. Alternatively, for \$20 you can make an appointment for HARK staff to groom your dog for you. Staff will also be happy to trim your pet's toenails for just \$5.

Micro-chipping is available by appointment.

One of the most important services we offer is also often the most difficult to discuss—pet euthanasia.

HARK offers euthanasia for your terminally ill or critically injured pet, when our traveling veterinarians are not in town. Please call the shelter in advance to discuss options, or stop by the office to fill out an application. We'll need some information about your pet's age, health status, and previous veterinary care (if applicable). After careful consideration of the application, our trained staff will arrange to euthanize your pet at either the shelter or your home. If the situation is an emergency or after hours contact the Haines Police Department dispatch at 766-2121.

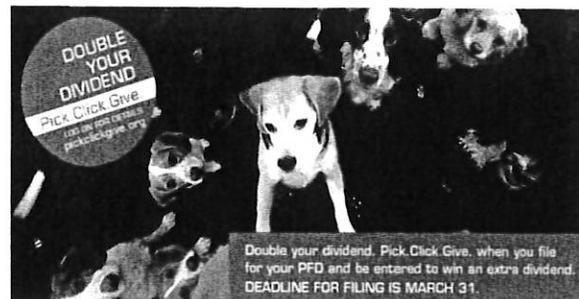


## Pick. Click. Give.

There are so many things to remember to do this time of year, including applying for your Permanent Fund Dividend. While you're filling out that application don't forget the wonderful non-profit organizations here in Haines that benefit when you Pick Click Give. Haines Animal Rescue is one of those local groups, with which, you can choose to share

a portion of your dividend check. Even if you have already filed your application you have until March 31st to log on again and choose Pick Click Give. It's a fantastic and easy way to give back to your community. It also automatically enters you in a sweepstakes to win double your dividend check! Sounds like a win-win situation to us.

Thanks so much to all of you who have contributed to HARK through Pick Click Give in the past and we hope you'll remember us again this year.





A PLACE FOR PETS  
AND THEIR PEOPLE

P.O. Box 1533  
Haines, AK 99827

PRST STD  
U.S. POSTAGE  
PAID  
Juneau, Alaska  
Permit No. 23

## POSTAL CUSTOMER

### Mission

The Haines Animal Rescue Kennel is a non-profit corporation that provides animal care and veterinary resources by offering shelter, education, and assistance for the health and welfare of animals, and for the people who care for them.

### Vision

A community of healthy, humanely-treated pets and compassionate people educated in responsible pet care with accessible, reliable veterinary care.

---

## H.A.R.K. Board and Staff

*Tara Bicknell—President*

*Lea Harris—Vice President*

*Bill Herman—Treasurer*

*Carrie Durr—Secretary*

*Betsy Lyons*

*Emily Stephens*

*Debbie Gravel*

*Tracy Mikowski—Executive Director*

*Janet Lawson—Animal Control Officer*

### Contact us:

Haines Animal Rescue Kennel (H.A.R.K.)  
857 Small Tracts Rd.  
P.O. Box 1533  
Haines, AK 99827

Phone : (907) 766-3334  
Email : [info@harkalaska.org](mailto:info@harkalaska.org)



## Thank You, Haines!

Thank you to everyone who donated to our holiday food drive. We received approximately 350 pounds of dry food, more than 100 cans of wet food, 50 pounds of biscuits, 40 pounds of cat litter and numerous fun toys, treats and chewies. We also received many gifts in the form of monetary donations for the animals. We are so grateful for the very kind and generous people that make Haines such a great place to live...for pets and people alike!



Forms, applications, Veterinary Calendar and animals available for adoption can be found on our website: [HarkAlaska.org](http://HarkAlaska.org)

And don't forget to "Like" us on Facebook to get regular animal updates and photos!



# ADOPT A PET



HARK's primary goal is to adopt pets to loving new homes. We strive to insure that the animals in our care and their potential new owner are a good match. If you are a local Haines resident you are required to come to the shelter to visit any potential match. If you live outside of Haines, we encourage you to look through our available pets and contact us if you find a pet you are interested in.

All animals are spayed/neutered, vaccinated and microchipped before leaving our shelter. If an unaltered animal can't be spayed/neutered prior to an adoption, then the adopting owner must agree to have the animal altered at the earliest convenience (HARK will pay for alterations). All adoptions include rabies vaccines and (in the case of dogs) a current Haines Borough dog license.

## AVAILABLE FOR ADOPTION

Animal  Breed

Age  Size

**Adoptable Pets**



**Autumn**

Domestic Medium Hair - buff  
Small, Adult  
Haines, AK



**Mona**

Domestic Long Hair  
Small, Adult  
Haines, AK



**Thadeus**

Domestic Short Hair - brown  
Large, Adult  
Haines, AK



**Yuki**

Husky, Retriever  
Medium, Baby  
Haines, AK

Viewing 1 to 4

Didn't find what you were looking for? Search [Petfinder.com](http://Petfinder.com) now:

Animal:  Breed:

Zip/Postal Code:

**FOSTER A PET**



HARK at times places pets in foster homes to live out their lives or as trial periods before a adoption happens. The length of fostering can vary from a few days to several months.

All animals placed in foster care will remain advertised for adoption. Foster homes will be given the first consideration prior to an adoption inquiry. If you feel that you can help by fostering an animal in your home, please fill out a fostering application (at right) and send it to HARK.

**DOG LICENSE**



Licensing your dog is a requirement of the Haines Borough (Ordinance 6.08.010). Licensing of your dog ensures that your animal can be returned to you in a timely manner if they stray from home.

All dogs over six months are required to have a dog license. Proof of vaccination (rabies, parvo and distemper) must be provided when licensing you pet. If proof of vaccination is not available at time of licensing, owners will be given a 90-day grace period to furnish proof.

**MICROCHIP ID'S**



**SPAY & NEUTER**



HARK is happy to offer the community the opportunity to microchip their pet(s). Microchipping is the only permanent method for pet identification and provides for the best chance of returning your pet after they have gone missing. It is a simple procedure – similar to a vaccination. And best of all, it lasts a lifetime.

If you would like to have your pet microchipped, give our staff a call to arrange an appointment. Walk-ins are welcome, but availability of chipping is not always guaranteed without an appointment.

Microchipping is included with the adoption of every cat and dog from HARK.

We strongly encourage everyone to spay or neuter their pet. Every adopted pet from HARK is required to be spayed or neutered - this is included in the adoption fees. Though HARK does not offer the service of spaying or neutering, we often are aware of upcoming spay/neuter clinics (see our [vet calendar](#) for upcoming vet visits).

HARK is the recipient of a grant that **allows us to offer financial assistance to those who need help** paying for altering their pet. Please fill out the "Spay/Neuter Application" at right and return it to the HARK office to apply for assistance.

Note: HARK does not make veterinarian appointments for spay/neuter - that responsibility is left to the owner.

## MORE ARTICLES...

- [Pet Health Supplies](#)
- [Groom Room](#)
- [Rental Supplies](#)
- [Pet Surrender](#)
- [Euthanasia](#)
- [Veterinarian Info](#)

1

2

3

End

## HARK SERVICES

ADOPT A PET

FOSTER A PET

PET SURRENDER

DOG LICENSE

MICROCHIP ID

EUTHANASIA

SPAY & NEUTER

PET HEALTH

GROOM ROOM

RENTAL SUPPLIES

# OUR STORY



Haines Animal Rescue Kennel was founded in 2001 by a group of local residents to promote the interests of pets and wildlife in the community. We are a federally recognized, non-profit organization, funded primarily by private donations and memberships. The organization is governed by a nine member board of directors, and daily operations are overseen by our Executive Director and the Animal Care & Control Officer. Additional support is provided by volunteers performing tasks that include animal care, cage cleaning, and providing office and clerical support.



## DOGGIE DANCE LESSONS



[PINK DRESS NOT INCLUDED]



[ABOUT US](#)

[THE HARK BLOG](#)

[OUR STORY](#)

[OUR MISSION](#)

[OUR BOARD](#)

[VIDEOS](#)

[LATEST NEWS](#)

[CONTACT US](#)

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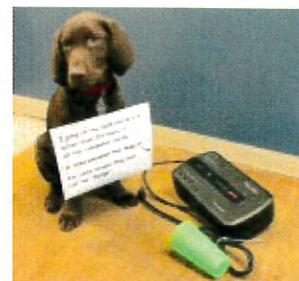
ADDRESS

Mailing: P.O. Box 1533  
Physical: 1 mile Small Tracts Rd.  
Haines AK 99827

# OUR MISSION



The Haines Animal Rescue Kennel is a non-profit corporation dedicated to finding appropriate homes for unwanted and homeless animals, providing low-cost spay/neuter services and educating the public on responsible pet care. It is our goal to provide shelter for stray and abandoned animals while they await permanent adoptions, to provide access to veterinary care and grooming facilities and to offer educational opportunities that further the welfare of pets and animals in our community.



[ABOUT US](#)

[THE HARK BLOG](#)

[OUR STORY](#)

[OUR MISSION](#)

[OUR BOARD](#)

[VIDEOS](#)

[LATEST NEWS](#)

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ADDRESS

Mailing: P.O. Box 1533  
Physical: 1 mile Small Tracts Rd.  
Haines AK 99827

For a girl with a kind of naked belly, ther nothing Kiska loves more than snow.

Like · Comment 3 Likes 1 Co



Linda Mikowski Very nice Betsy!  
Like · Reply · 1 · July 5, 2015 at 4:41pm



Michelle Oakley wow nice!  
Like · Reply · 1 · July 11, 2015 at 8:35am



Write a comment...

LIKED BY THIS PAGE



Fort Seward Lodge



Friends of Kotzebue K9



Wings of Alaska

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Ad Choices · More  
Facebook © 2016



Haines Animal Rescue Kennel  
July 2, 2015 ·

Show your support for HARK in the 4th of July Parade this Saturday! Bring your Patriotic Pooches and meet us at 10:00 am in Thor's Fitness (old Elk's Lodge) lot.



Like Comment Share

Nelle Jurgeleit-Greene, Kelsey Taylor, L Merrill Lowden and 10 others like this.

1 share



Haines Animal Rescue Kennel Thank you to everyone who joined us in the parade yesterday...what a good looking group of dogs and their people!  
Like · Reply · July 5, 2015 at 10:56am



Write a comment...



Haines Animal Rescue Kennel added 2 new photos.  
July 1, 2015 ·

A big thank you to the Girl Scouts for choosing to help out at HARK recently! We had a great time!



Like Comment Share

Nelle Jurgeleit-Greene, Diana White Lapham, L Merrill Lowden and 17 others like this.



Write a comment...

Search



**Emily Stephens**  
December 9, 2015 at 3:29pm

I think It should be a requirement to go t  
kitten break at HARK... [See More](#)

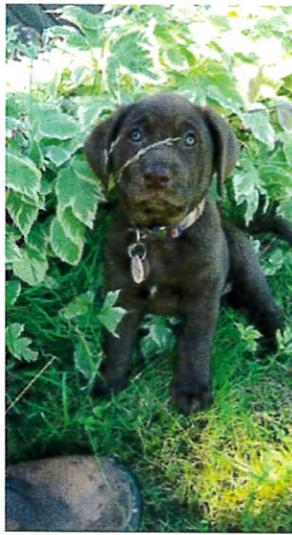
[Like](#) · [Comment](#)      3 Likes 1 Cor



**Courtney Frost Wendel**  
November 18, 2015 at 3:43pm

For a girl with a kind of naked belly, ther  
nothing Kiska loves more than snow.

[Like](#) · [Comment](#)      3 Likes 1 Cor



[Like](#)      [Comment](#)      [Share](#)

LIKED BY THIS PAGE



**Fort Seward Lodge**



**Friends of Kotzebue K9**



**Wings of Alaska**

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[Ad Choices](#) · [More](#)  
Facebook © 2016

**Susan Tandy, Shelley Hodnik, Melina Shields and 46 others like this.**      [Chronological](#)

[View 5 more comments](#)



**Hannah Mint** Is that your pup Hannah???

[Like](#) · [Reply](#) · August 15, 2015 at 9:46pm



**Ruth Fairall** Yes, she was in our home one night. SO cute!!!

[Like](#) · [Reply](#) · August 16, 2015 at 12:12am



[Write a comment...](#)



**Haines Animal Rescue Kennel** added 2 new photos.

August 13, 2015 ·

We're having lots of fun with our dog training classes! If you haven't attended yet there's still time to join us. Also, this Saturday, beginning at 1:00 pm at HARK, Trainer Jen Loup is offering a "Leash Walking Class" followed by a Q&A session. Jen will teach you how to keep your dog from pulling on a leash and how to manage their reactions to other dogs while leash walking. There will also be plenty of time for any of your dog training/behavior questions. Hope to see you there!



[Like](#)      [Comment](#)      [Share](#)

8 people like this.

[Chronological](#)

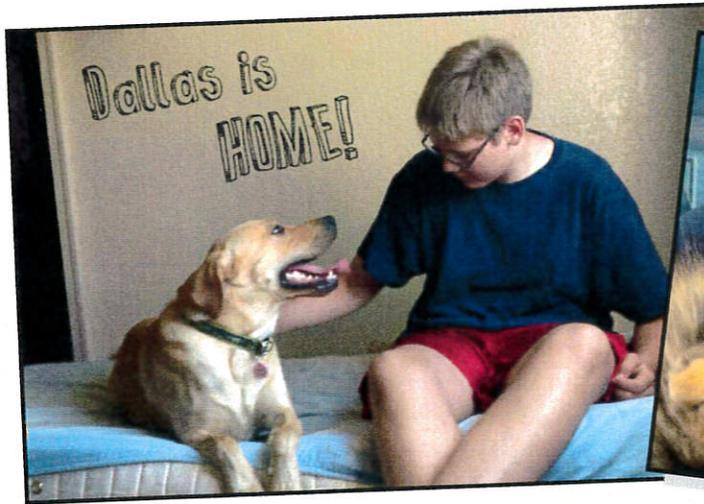


**Janet Lawson** stoked!

[Like](#) · [Reply](#) · August 13, 2015 at 5:06pm

Search

Every year  
the **Haines Animal Rescue Kennel**  
helps **over 50 pets** find loving new homes.



We just wanted to **thank**  
**ALL OUR SUPPORTERS**  
for making it possible to give  
these pets a second chance.



**H.A.R.K.**  
A PLACE FOR PETS AND THEIR PEOPLE

Visit us at: [www.HARKalaska.org](http://www.HARKalaska.org)

# PET HEALTH FAIR

HARK - A PLACE FOR PETS AND THEIR PEOPLE

Join the Haines Animal Rescue Kennel as they host a PET HEALTH FAIR. This event will feature a variety of LOCAL pet resources. ▷▷▷

**When: June 9th**

**Where: ANB Hall**

**Time: 10am-1pm**

**Admission: FREE!**

Friendly Dogs & Cats Welcome.  
(Must be on leash or in kennel)

## Featuring

### **Obedience Training Advice**

Kerry Cohen

### **Holistic Health Care**

Sabine Olsson

*Natural Treatment for Paws & Hooves*

### **Preventive Health Care**

Dr. David Strand

### **Snout to Tail Assessments**

HARK Staff

### **Micro-chipping**

HARK Staff

### **Shopping**

Leads, Collars, Toys & Training Tools

## FREE SERVICES

▷ **Nail Trimming**

▷ **Training Tips**

▷ **Snout-to-Tail Assessments**

**and more...**



# Professional Dog Training Is Coming To Haines!



CLASSES TAUGHT BY  
TRAINER/BEHAVIORIST  
JENNIFER LOUP

Professional dog training is coming  
to Haines for 2 weeks in August.

Classes begin August 10th.

Personal training and consultations  
available by appointment.

- Puppy Kindergarten
- Basic Obedience/Manners
- Intermediate Obedience
- Specialized Training  
Modules
- Fun and Easy Tricks

**CONTACT HARK: 766-3334**



**Puppy class in small pen.**



**Haines Borough  
Assembly Agenda Bill**

Agenda Bill No.: 16-635

Assembly Meeting Date: 3/29/16

Business Item Description:	Attachments:
Subject: Request for Community Purpose Exemption American Bald Eagle Foundation (2nd & Haines Hwy)	1. Resolution 16-03-663 2. ABEF Application for CPE status for Property at 2nd Avenue & Haines Highway.
Originator: Assessor	
Originating Department: Lands/Assessment	
Date Submitted: 3/14/16	

Full Title/Motion:
Motion: Adopt Resolution 16-03-663.

Administrative Recommendation:
The Assessor recommends adoption.

Fiscal Impact:			
Expenditure Required	Amount Budgeted	Appropriation Required	Projected Impact to Future Operating Budgets
\$	\$	\$	Continued Reduced Prop Tax Rev.

Comprehensive Plan Consistency Review:	
Comp Plan Goals/Objectives:	Consistent: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

Summary Statement:
<p>A complete application was received from the American Bald Eagle Foundation requesting a Community Purpose Exemption for a Natural History Museum &amp; Raptor Center located on Lots 1-7, Block O, Presbyterian Mission Plat, 2nd Addition, shown on Plat 62-329 recoded with the Haines Recorder's office, together with all outbuildings.</p> <p>The assessor evaluated the request and recommends the assembly grant Community Purpose Exemption status because the property qualifies for this exemption under the factors outlined in HBC 3.70.040(D)(1)(a-k).</p> <p>Borough Code requires assembly action on a request for community purpose exemptions.</p>

Referral:	
Referred to:	Referral Date:
Recommendation:	Meeting Date:

Assembly Action:	
Meeting Date(s): 3/29/16	Public Hearing Date(s):
	Postponed to Date:

**A Resolution of the Haines Borough Assembly approving in response to an application from the American Bald Eagle Foundation, as recommended by the borough assessor, a community purpose property tax exemption for a Natural History Museum & Raptor Center at 2<sup>nd</sup> Avenue and Haines Highway.**

**WHEREAS**, Haines Borough Code 3.70.040(D) provides for a Community Purpose Exemption for real property owned by an organization not organized for business or profit-making purposes and used exclusively for community purposes, provided the organization applies and meets the code and policy community purpose standards and requirements, and receives assembly approval; and

**WHEREAS**, a complete application was received from the American Bald Eagle Foundation requesting a Community Purpose Exemption for a Natural History Museum & Raptor Center located on Lots 1-7, Block O, Presbyterian Mission Plat, 2<sup>nd</sup> Addition, shown on Plat 62-329 recorded with the Haines Recorder's office, together with all outbuildings,

**WHEREAS**, the borough assessor evaluated the request and recommends the borough assembly grant Community Purpose Exemption status because the property qualifies for this exemption under the factors outlined in HBC 3.70.040(D)(1)(a-k); and

**WHEREAS**, HBC 3.70.040(D)(5)(c) requires the assessor to forward community purpose exemption applications to the assembly along with a recommendation for approval or denial,

**NOW, THEREFORE, BE IT RESOLVED** that the Haines Borough Assembly approves in response to an application from American Bald Eagle Foundation, as recommended by the borough assessor, a Community Purpose Property Tax Exemption for a Natural History Museum & Raptor Center on the property specified in this resolution.

Adopted by a duly-constituted quorum of the Haines Borough Assembly this \_\_\_\_ day of \_\_\_\_\_, 2016.

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

Attest:

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

# APPLICATION FOR LOCAL EXEMPTIONS & EXCLUSIONS



Haines Borough  
Office of the Assessor  
103 Third Avenue S.  
P.O. Box 1209  
Haines, AK 99827  
907-766-2231

RECEIVED  
MAR 21 2016  
HAINES BOROUGH

This form is to be used to apply for a community purpose exemption of real property assessments. Community Purpose Exemptions are regulated by HBC 3.70.040 Local exemptions & exclusions and the current assembly-adopted administrative policy. The applicant has the burden of proof to show the property is eligible for exemption from property tax. The Assessor may require additional information, to be provided in a timely manner. **POSTMARK DEADLINE is March 31, of the applicable year.**

**Return applications to:** Haines Borough Administration Building, 103 Third Ave S., or FAX to 907.766.2716. Telephone assistance is available at 907.766.2231 (Ext. 33).

**Applicant Contact Information:**

Name American Bald Eagle Foundation Phone # 907-766-3094  
 Address P.O. Box 49 Haines, AK 99827 Email INFO@baldeagles.org  
113 Haines Highway  
 Assessment/Tax Year 2015-2016  
 Parcel # C-MIS000100 Lots 1-5 Block 0 Mission Subdivision  
C-MIS00600 Lots 6-7 Block 0 Mission Subdivision  
 Organization Name American Bald Eagle Foundation  
 Property Description: (type of property, building size, lot size, etc.)  
Natural History Museum & Raptor Center Lots 1-7  
Commercial property 10,000 Sq. FT

**Non-profit Community Purpose Exemption**

(HBC 3.70.040 Local exemptions and exclusions)

Initial yes or no to answer the following:

1. Is the organization organized as a not-for-profit profit entity? Yes  No
2. Does the organization have a current IRS 501(c)(3) or 501(c)(4) exemption ruling? Yes  No
3. Is this property used exclusively (100%) for the exemption sought? Yes  No  If no explain:  
\_\_\_\_\_
4. Is any portion of the building or lot used for other purposes? Yes  No  If yes explain:  
\_\_\_\_\_
5. Was any of this property used for rental purposes last year or previous year? YES  NO  (If yes, please provide the total amount received and all expenses associated with the rental cost.)  
Total rent collected: \_\_\_\_\_ Expenses: \_\_\_\_\_

Explain: \_\_\_\_\_

Continued >>

## APPLICATION FOR LOCAL EXEMPTIONS & EXCLUSIONS

6. Is there a Membership Fee or fee to use or enter the property? YES X NO \_\_\_\_\_ If yes explain:  
Admission Fee to Museum
7. Was property utilized as long-term residential housing? YES \_\_\_\_\_ NO X If yes, was property used for at least one of the following:  
 YES \_\_\_\_\_ NO X Providing affordable rental housing for low income residents  
 YES \_\_\_\_\_ NO X Providing affordable rental housing with access to care for Senior Citizens (age 65 and older)  
 YES \_\_\_\_\_ NO X Providing affordable rental housing with access to care for US military Veterans with a service related disability of 50% or higher as determined by the Veteran's Administration  
 YES \_\_\_\_\_ NO X Providing affordable rental housing with access to care for members of the community with a long term illness, injury, or disability
8. Describe the nature and uses of this property as it is related to the exemption requested (non-profit function), and explain how the use of this property is eligible for the exemption sought with relation to HBC 3.70.040(D)(1) [Attach additional information, as needed.]  
The Property is Fully Utilized as a Natural History Museum; live Raptor Center. We have open Houses, Classes, Training For our Youth to Become Raptor Handlers. These classes and open Houses are open to the Public Free of Charge. We invite the Public to utilize the Bldg For meetings, Seminars, Training For Guides, open For all students @ No Charge and discounted Family memberships For Locals. Our Facility has Been used For Voting, Elections, Festivals, Talks, Classes etc. We are a 501 c 3 Non Profit. used For Community purposes

Applying for an exemption of real property assessments under HBC 3.70.040, Local exemptions and exclusions, does not guarantee tax exempt status, but is granted case by case upon review of each application. If approved the exemption is valid for a period of three (3) years and claimants must submit annual validation statements to the assessor no later than March 31<sup>st</sup> of each year the exemption remains valid. CLM (Applicants initials)

I hereby certify that the information provided is true and correct to the best of my knowledge.

Principal/Agent: Cheryl McRoberts Title: Executive Director  
 Signature: Cheryl McRoberts Date: 3/15/2016

**Attention:** All information required on page 3 of this application must be included when applying before exempt status is considered.

# APPLICATION FOR LOCAL EXEMPTIONS & EXCLUSIONS

## HBC 3.70.040 Local exemptions and exclusions:

**D. Community purpose exemption.** The borough exempts from taxation the real property of an organization not organized for business or profit-making purposes and used exclusively for community purposes, provided that income derived from rental of that property does not exceed the actual cost to the owner of the use by the renter.

A request for exemption from the property taxes must be received by **March 31** of the applicable tax year. The property must be in use as of January 1 of the tax year in order to obtain an exemption for that year. Exemptions are not prorated and are granted based on two critical criteria: 1) not for profit ownership and, 2) exclusive use of the property for an exempt purpose. Typically vacant land is not exempt.

***The property owner is responsible for proving that the property is used exclusively for an exempt purpose and qualifies for an exemption.***

### Documentation Requirements:

- A letter to the Assessor requesting exemption
  - Must provide a description of the use of the property and consistency with the requested exemption
  - Must describe any rental income received by the applicant organization including;
    - Any property, or portions of the property from which rentals of income are derived
    - Actual operating expenses, excluding debt service or depreciation
- Copy of By-Laws
- Copy of Articles of Incorporation
- Copy of IRS 501(c)(3) or 501(c)(4)
- Where property is leased by the organization to other entities, financial statements for the past tax year including income and expense reports, and description of any debt service or depreciation included in the financial statements for the property
- Documentation supporting/describing the activities of the organization. For example, brochures, pamphlets and web pages are acceptable forms of documentation.
- The municipal assessor or designee may request additional information prior to its determination, as reasonably necessary to determine the exempt status of a property in accordance with municipal code and regulations and state law.

**DO NOT WRITE IN SHADED AREA**

Assessor Approval Yes  No  Signature Dean M. Olsen Date 3-22-16



**Haines Borough  
Assembly Agenda Bill**

Agenda Bill No.: 16-636

Assembly Meeting Date: 3/29/16

Business Item Description:	Attachments:
Subject: Request for Community Purpose Exemption American Bald Eagle Foundation (Allen Rd.)	1. Resolution 16-03-664 2. ABEF Application for CPE status for Property on Allen Road.
Originator: Assessor	
Originating Department: Lands/Assessment	
Date Submitted: 3/14/16	

Full Title/Motion:
Motion: Adopt Resolution 16-03-664.

Administrative Recommendation:
The Assessor recommends adoption.

Fiscal Impact:			
Expenditure Required	Amount Budgeted	Appropriation Required	Projected Impact to Future Operating Budgets
\$	\$	\$	Reduced Prop Tax Revenue

Comprehensive Plan Consistency Review:	
Comp Plan Goals/Objectives:	Consistent: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

Summary Statement:
<p>A complete application was received from the American Bald Eagle Foundation requesting a Community Purpose Exemption for a 14.3 acre parcel located on Allen Road, with a legal description of TL 15 &amp; 16, USS 207, together with all improvements, used for a flight mew, community garden, and other community purposes as described in the application.</p> <p>The assessor evaluated the request and recommends the assembly grant Community Purpose Exemption status because the property qualifies for this exemption under the factors outlined in HBC 3.70.040(D)(1)(a-k).</p> <p>Borough Code requires assembly action on a request for community purpose exemptions.</p>

Referral:	
Referred to:	Referral Date:
Recommendation:	Meeting Date:

Assembly Action:	
Meeting Date(s): 3/29/16	Public Hearing Date(s):
	Postponed to Date:

**A Resolution of the Haines Borough Assembly approving in response to an application from the American Bald Eagle Foundation, as recommended by the borough assessor, a community purpose property tax exemption for a parcel on Allen Road.**

**WHEREAS**, Haines Borough Code 3.70.040(D) provides for a Community Purpose Exemption for real property owned by an organization not organized for business or profit-making purposes and used exclusively for community purposes, provided the organization applies and meets the code and policy community purpose standards and requirements, and receives assembly approval; and

**WHEREAS**, a complete application was received from the American Bald Eagle Foundation requesting a Community Purpose Exemption for a 14.3 acre parcel located on Allen Road, with a legal description of TL 15 & 16, USS 207, together with all improvements, used for a flight mew, community garden, and other community purposes as described in the application; and

**WHEREAS**, the borough assessor evaluated the request and recommends the borough assembly grant Community Purpose Exemption status because the property qualifies for this exemption under the factors outlined in HBC 3.70.040(D)(1)(a-k); and

**WHEREAS**, HBC 3.70.040(D)(5)(c) requires the assessor to forward community purpose exemption applications to the assembly along with a recommendation for approval or denial,

**NOW, THEREFORE, BE IT RESOLVED** that the Haines Borough Assembly approves in response to an application from American Bald Eagle Foundation, as recommended by the borough assessor, a Community Purpose Property Tax Exemption for the property specified in this resolution.

Adopted by a duly-constituted quorum of the Haines Borough Assembly this \_\_\_\_ day of \_\_\_\_\_, 2016.

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

Attest:

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

# APPLICATION FOR LOCAL EXEMPTIONS & EXCLUSIONS



Haines Borough  
Office of the Assessor  
103 Third Avenue S.  
P.O. Box 1209  
Haines, AK 99827  
907-766-2231

RECEIVED  
MAR 21 2016  
HAINES BOROUGH

This form is to be used to apply for a community purpose exemption of real property assessments. Community Purpose Exemptions are regulated by HBC 3.70.040 Local exemptions & exclusions and the current assembly-adopted administrative policy. The applicant has the burden of proof to show the property is eligible for exemption from property tax. The Assessor may require additional information, to be provided in a timely manner. **POSTMARK DEADLINE is March 31, of the applicable year.**

**Return applications to:** Haines Borough Administration Building, 103 Third Ave S., or FAX to 907.766.2716. Telephone assistance is available at 907.766.2231 (Ext. 33).

## Applicant Contact Information:

Name American Bald Eagle Foundation Phone # 907-766-3094  
Address P.O. Box 49 Haines, AK 99827 Email INFO@BALDEAGLES.ORG

Assessment/Tax Year 2015-2016  
Parcel # C-207-TH-1500

Organization Name AMERICAN BALD EAGLE FOUNDATION

Property Description: (type of property, building size, lot size, etc.)

14.315 ACRES ALLEN ROAD RR FARM LAND!  
60x100 Flight Nests For Birds, BARN, Sheds

## Non-profit Community Purpose Exemption

(HBC 3.70.040 Local exemptions and exclusions)

Initial **yes** or **no** to answer the following:

1. Is the organization organized as a not-for-profit profit entity? Yes  No
2. Does the organization have a current IRS 501(c)(3) or 501(c)(4) exemption ruling? Yes  No
3. Is this property used exclusively (100%) for the exemption sought? Yes  No  If no explain:  
\_\_\_\_\_
4. Is any portion of the building or lot used for other purposes? Yes  No  If yes explain:  
\_\_\_\_\_
5. Was any of this property used for rental purposes last year or previous year? YES  NO  (If yes, please provide the total amount received and all expenses associated with the rental cost.)  
Total rent collected: 0 Expenses: \_\_\_\_\_

Explain: \_\_\_\_\_

Continued >>

# APPLICATION FOR LOCAL EXEMPTIONS & EXCLUSIONS

6. Is there a Membership Fee or fee to use or enter the property? YES \_\_\_\_\_ NO X If yes explain:  
 \_\_\_\_\_

7. Was property utilized as long-term residential housing? YES \_\_\_\_\_ NO X If yes, was property used for at least one of the following:

- YES \_\_\_\_\_ NO \_\_\_\_\_ Providing affordable rental housing for low income residents  
 YES \_\_\_\_\_ NO \_\_\_\_\_ Providing affordable rental housing with access to care for Senior Citizens (age 65 and older)  
 YES \_\_\_\_\_ NO \_\_\_\_\_ Providing affordable rental housing with access to care for US military Veterans with a service related disability of 50% or higher as determined by the Veteran's Administration  
 YES \_\_\_\_\_ NO \_\_\_\_\_ Providing affordable rental housing with access to care for members of the community with a long term illness, injury, or disability

8. Describe the nature and uses of this property as it is related to the exemption requested (non-profit function), and explain how the use of this property is eligible for the exemption sought with relation to HBC 3.70.040(D)(1) [Attach additional information, as needed.]

*The property is a 14.3 acre Farm being used as a Farm with a Haines Community Co-OP Gardens. We have 9 Families who have been growing Food for their Families for the past 2 years. For 2016 we have a total of 17 Families who have asked to garden for their families. The Farm Land, Equipment, barns, Sheds are used with a greenhouse and Root Cellar being built this year. We have a 60x100 Flight Nook which is used to train our Raptors @ The American Bald Eagle Foundation. The Public is invited to Farm on the property and join the existing groups by having a Plot. The Farm will be available for Weddings, Family Reunions, Bar-B-Ques, Farmers Markets from the participants, Tours, Lessons in Gardening etc. all for Community Purposes*

Applying for an exemption of real property assessments under HBC 3.70.040, Local exemptions and exclusions, does not guarantee tax exempt status, but is granted case by case upon review of each application. If approved the exemption is valid for a period of three (3) years and claimants must submit annual validation statements to the assessor no later than March 31<sup>st</sup> of each year the exemption remains valid. clm (Applicants initials)

**I hereby certify that the information provided is true and correct to the best of my knowledge.**

Principal/Agent: Cheryl McRoberts

Title: Executive Director

Signature: Cheryl McRoberts

Date: 3-15-2016

**Attention:** All information required on page 3 of this application must be included when applying before exempt status is considered.

# APPLICATION FOR LOCAL EXEMPTIONS & EXCLUSIONS

## HBC 3.70.040 Local exemptions and exclusions:

**D. Community purpose exemption.** The borough exempts from taxation the real property of an organization not organized for business or profit-making purposes and used exclusively for community purposes, provided that income derived from rental of that property does not exceed the actual cost to the owner of the use by the renter.

A request for exemption from the property taxes must be received by **March 31** of the applicable tax year. The property must be in use as of January 1 of the tax year in order to obtain an exemption for that year. Exemptions are not prorated and are granted based on two critical criteria: 1) not for profit ownership and, 2) exclusive use of the property for an exempt purpose. Typically vacant land is not exempt.

***The property owner is responsible for proving that the property is used exclusively for an exempt purpose and qualifies for an exemption.***

### Documentation Requirements:

- A letter to the Assessor requesting exemption
  - Must provide a description of the use of the property and consistency with the requested exemption
  - Must describe any rental income received by the applicant organization including;
    - Any property, or portions of the property from which rentals of income are derived
    - Actual operating expenses, excluding debt service or depreciation
- Copy of By-Laws
- Copy of Articles of Incorporation
- Copy of IRS 501(c)(3) or 501(c)(4)
- Where property is leased by the organization to other entities, financial statements for the past tax year including income and expense reports, and description of any debt service or depreciation included in the financial statements for the property
- Documentation supporting/describing the activities of the organization. For example, brochures, pamphlets and web pages are acceptable forms of documentation.
- The municipal assessor or designee may request additional information prior to its determination, as reasonably necessary to determine the exempt status of a property in accordance with municipal code and regulations and state law.

**DO NOT WRITE IN SHADED AREA**

Assessor Approval Yes  No  Signature Dean M. Olsen Date 3-22-16



**Haines Borough  
Assembly Agenda Bill**

**Agenda Bill No.:** 16-631  
**Assembly Meeting Date:** 3/29/16

Business Item Description:	Attachments:
Subject: Title 18 Revision to Clarify the Method for Calculating Building Height	1. Ordinance 16-03-431 2. Email string explaining planning commission recommendation
Originator: Planning Commission	
Originating Department:	
Date Submitted: 3/9/16	

**Full Title/Motion:**  
Motion: Introduce Ordinance 16-03-431, and schedule a first public hearing for 4/12/16 and a second hearing for 4/26/16.

**Administrative Recommendation:**  
.

**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 60; Goal 5 Page 199	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 Title 18 to clarify the method for calculating building height. Currently, the description of how building height is calculated does not match the definition in borough code. The planning commission worked on this over three different meetings, 12/10/15, 1/14/16, and 2/9/16. They request assembly adoption of this code change.

**Referral:**

Referred to:	Referral Date:
Recommendation:	Meeting Date:

**Assembly Action:**

Meeting Date(s): 3/29/16	Public Hearing Date(s):
	Postponed to Date:

**An Ordinance of the Haines Borough amending Haines Borough Code Section 18.20.020 and Sub-Section 18.80.030(B) to clarify the method of calculating building height.**

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 18.20.020 Section 18.20.020 of the Haines Borough Code is hereby amended as follows:

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

**18.20.020 Definitions – Regulatory.**

The definitions in this section are intended to be specific to this title. Any word or term not defined shall be used with the meaning of common or standard usage as determined by a current edition of Webster’s Unabridged Dictionary. The following words shall have the following meanings for the purpose of this title:

...

“Building” means any structure intended or used for the support, shelter or enclosure of persons, animals, or property of any kind.

“Building height” means the ~~maximum vertical dimension~~ **distance from grade plane to the highest point on** of a building ~~which is measured from a horizontal plane intersecting the mean building grade and measured at the center of each of the four exterior walls,~~ but not including **chimneys**, radio antennas, water towers, church spires, structures or enclosures constructed primarily for mechanical equipment and similar building mechanical features.

...

“Existing use” means a lawful structure, use or uses in existence as of the effective date of this title.

**“Exterior Wall” means a wall, bearing or nonbearing, that is used as an enclosing wall for a building.**

...

“Grade” means the degree of the slope of the land.

**“Grade Plane” means a reference plane representing the average of finished ground level adjoining the building at exterior walls. Where the finished ground level slopes away from the exterior walls, the reference plane shall be established as the average of the finished ground level measured at the lot line or, where the lot line is more than 6**

feet from the building, measured at a point 6 feet from the building. Window wells, stairwells and garage ramps intended solely to provide below-ground access to the structure need not be included in the average when calculating grade plane. Calculations shall disregard any fill or construction which the manager finds to have no significant purpose other than elevating the grade plane. In reaching such finding, the manager shall consider only those architectural, structural, safety, aesthetic, access or other purposes claimed by the developer and supported by reasonable evidence.

Section 5. Amendment of Sub-Section 18.80.030(B) Sub-Section 18.80.030(B) of the Haines Borough Code is hereby amended as follows:

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

**18.80.030 Setbacks and height.**

B. **Building H** height is measured from the average grade **plane** of the footprint of the structure to the highest point on the **building, but not including chimneys, radio antennas, water towers, church spires, structures or enclosures constructed primarily for mechanical equipment and similar building mechanical features** structure, measured at the center of each of the four exterior walls.

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: 03/29/16  
Date of First Public Hearing: \_\_\_/\_\_\_/\_\_\_  
Date of Second Public Hearing: \_\_\_/\_\_\_/\_\_\_

**From:** [Rob Goldberg](#)  
**To:** [Julie Cozzi](#)  
**Subject:** Re: building height code change  
**Date:** Wednesday, March 09, 2016 3:18:09 PM

---

Hi Julie,

Rob Miller worked on this before the February meeting. The commission made a few additions and approved the language as below. Rob M said that he wanted to come to the assembly meeting when this is discussed to explain the changes. His statement may have been misconstrued into a belief that he was still working on the language. At this point we'd like it to go to the assembly.

Did the assembly vote to send the ordinance about review of public projects back to us?

Will you be coming to the meeting tomorrow?

Thanks.

Rob

Rob Goldberg and Donna Catotti  
Catotti and Goldberg Art Studio  
PO Box 1154 Haines, AK 99827 USA  
907-766-2707  
artstudioalaska.com

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**From:** Julie Cozzi <jcozzi@haines.ak.us>  
**To:** Rob Goldberg <artstudioalaska@yahoo.com>  
**Sent:** Wednesday, March 9, 2016 2:56 PM  
**Subject:** RE: building height code change

Hi, Rob...

I was informed that Rob Miller is working on this and when he is ready he will let me know. Is that not correct?

Julie

---

**From:** Rob Goldberg [mailto:artstudioalaska@yahoo.com]  
**Sent:** Wednesday, March 09, 2016 1:26 PM  
**To:** Julie Cozzi  
**Subject:** building height code change

Hi Julie,

I don't know if this ever got to you from the planning commission's February meeting. The commission approved the following changes to Title 18 after it was discovered that the definition of "building height" was substantially different from the method of measurement described elsewhere in Code. It was also noted that it was possible for people to alter the measurement by piling dirt against the foundation of their home. The new language addresses these issues.

#### CURRENT CODE

18.20.020 "Building height" means the maximum vertical dimension of a building which is measured from a horizontal plane intersecting the mean building grade and measured at the center of each of the four exterior walls, but not including radio antennas, water towers, church spires, structures or enclosures constructed primarily for mechanical equipment and similar building mechanical features.

#### PROPOSED NEW LANGUAGE

18.20.020 **Building Height:** The vertical distance from **grade plane** to the highest point on the building, but not including chimneys, radio antennas, water towers, church spires, structures or enclosures constructed primarily for mechanical equipment and similar building mechanical features.

**Grade Plane:** A reference plane representing the average of finished ground level adjoining the building at **exterior walls**. Where the finished ground level slopes away from the **exterior walls**, the reference plane shall be established as the average of the finished ground level measured at the lot line or, where the lot line is more than six feet from the building, measured at a point six feet from the building. Window wells, stair wells and garage ramps intended solely to provide below ground access to the structure need not be included in the average when calculating **grade plane**. Calculations shall disregard any fill or construction which the manager finds to have no significant purpose other than elevating the **grade plane**. In reaching such finding, the manager shall consider only those architectural, structural, safety, aesthetic, access or other purposes claimed by the developer and supported by reasonable evidence.

**Exterior wall:** A wall, bearing or nonbearing, that is used as an enclosing wall for a building.

#### CURRENT CODE

18.80.030 B. Height is measured from the average grade of the footprint of the structure to the highest point on the structure, measured at the center of each of the four exterior walls.

#### PROPOSED NEW LANGUAGE

18.80.030 B. Building height is measure from the grade plane to the highest point on the building, but not including chimneys, radio antennas, water towers, church spires, structures or enclosures constructed primarily for mechanical equipment and similar building mechanical features.

Thanks.

Rob

Rob Goldberg and Donna Catotti  
Catotti and Goldberg Art Studio  
PO Box 1154 Haines, AK 99827 USA  
907-766-2707  
artstudioalaska.com



**Haines Borough  
Assembly Agenda Bill**

Agenda Bill No.: 16-637  
Assembly Meeting Date: 3/29/16

Business Item Description:	Attachments:
Subject: FY16 Budget Amendment Ordinance #3	1. Ordinance 16-03-432 2. Budget Amendment Worksheet
Originator: Borough Manager	
Originating Department: Administration	
Date Submitted: 3/14/16	

**Full Title/Motion:**  
Motion: Introduce Ordinance 16-03-432, and schedule a first public hearing for 4/12/16 and a second hearing for 4/26/16.

**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) Increase professional services for manager recruitment, 2) increase travel for manager candidates, 3) reduce public facilities payroll, 4) increase professional services for police chief recruitment, 5) reduce police department payroll, 6) reduce public works operating expense, 7) purchase public works pickup truck, 8) purchase 950M wheel loader, 9) reduce land management payroll, and 10) modify CIP appropriations.  
  
See the ordinance for more detail.  
  
The finance committee will review the ordinance prior to the second public hearing.

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

**Assembly Action:**  
Meeting Date(s): 3/29/16  
Public Hearing Date(s): \_\_\_\_\_  
Postponed to Date: \_\_\_\_\_

**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:

<b>(1) To appropriate \$18,750 of areawide general funds for professional services for Borough Manager recruitment and hire.</b>				
		Current FY16 Budget	Proposed FY16 Budget	Fund Balance Increase / (Decrease)*
01-01-10-7312	Professional Services - Admin	\$92,335	\$111,085	(\$18,750)
<b>(2) To appropriate an additional \$5,000 areawide general funds for Borough Manager recruitment and hire candidate travel.</b>				
		Current FY16 Budget	Proposed FY16 Budget	Fund Balance Increase / (Decrease)*
01-01-10-7334	Travel & per Diem - Admin	\$4,400	\$9,400	(\$5,000)
<b>(3) To reduce the payroll appropriation for the public facilities department due to the director being placed as Interim Borough Manager.</b>				
		Current FY16 Budget	Proposed FY16 Budget	Fund Balance Increase / (Decrease)*
01-04-20-61XX	Payroll Expense -Public Facilities	\$330,710	\$308,110	\$22,600
<b>(4) To appropriate \$18,750 of townsite general funds for professional services for Police Chief recruitment and hire.</b>				
		Current FY16 Budget	Proposed FY16 Budget	Fund Balance Increase / (Decrease)*
02-02-00-7312	Professional Services - Police	\$9,650	\$28,400	(\$18,750)
<b>(5) To reduce the appropriation for Police Department salary &amp; wages due to ongoing vacancies during the year.</b>				
		Current FY16 Budget	Proposed FY16 Budget	Fund Balance Increase / (Decrease)*
02-02-00-61XX	Payroll Expense – Police	\$414,818	\$399,818	\$15,000

<b>(6) To reduce budgeted operating expense for Public Works. Low diesel prices and low snow levels are resulting in reduced expenditures.</b>				
		Current FY16 Budget	Proposed FY16 Budget	Fund Balance Increase / (Decrease)*
02-04-00-6110	Salary & Wages – Public Works	\$217,907	\$210,907	\$7,000
02-04-00-6115	Employee Burden – Public Works	77,134	73,134	4,000
02-04-00-7230	Material & Equipment - PW	99,000	94,000	5,000
02-04-00-7312	Professional & Contractual	38,200	33,200	5,000
02-04-00-7355	Vehicle Expense - PW	71,350	53,350	18,000
Total reduction to Public Works Operating Budget				\$39,000
<b>(7) To budget for an operating transfer of \$38,500 from the Townsite Service Area Fund to the Capital Improvement Project Fund for purchase of a new F250 pickup truck with a pipe rack and tool box for use by the Public Works department.</b>				
		Current FY16 Budget	Proposed FY16 Budget	Fund Balance Increase / (Decrease)*
50-01-00-7392	Project Expense – Purchase Truck	\$0	\$38,500	(\$38,500)
02-98-00-8228	Operating Xfer – OUT From TSA	\$0	\$38,500	(\$38,500)
50-98-00-8228	Operating Xfer – IN to CIP	\$0	\$38,500	\$38,500
Total expenditure for Truck Purchase				(\$38,500)
<b>(8) To transfer \$225,000 from the Equipment Sinking Fund and \$73,000 from the Townsite Service Area Fund for Purchase of a new \$298,000 Caterpillar 2016 Model 950M Wheel Loader for use by the Public Works department.</b>				
		Current FY16 Budget	Proposed FY16 Budget	Fund Balance Increase / (Decrease)*
50-01-00-7392	Project Expense – 950M Loader	\$0	\$298,000	(\$298,000)
02-98-00-8228	Operating Xfer – OUT From TSA	\$0	73,000	(73,000)
50-98-00-8228	Operating Xfer – IN to CIP	\$0	73,000	73,000
61-98-00-8258	Operating Xfer – OUT From Sinking	\$0	225,000	(225,000)
50-98-00-8258	Operating Xfer – IN to CIP	\$0	225,000	225,000
Total expenditure for 950M Wheel Loader Purchase				(\$298,000)
<b>(9) To reduce the payroll appropriation for the Assessment and Land Management department due to staff leave without pay.</b>				
		Current FY16 Budget	Proposed FY16 Budget	Fund Balance Increase / (Decrease)*
01-01-17-61XX	Payroll Expense –Land Mgmt	\$240,206	\$214,206	\$26,000

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

Haines Borough  
Ordinance No. 16-03-432  
Page 3 of 4

<b>(10) To modify outstanding appropriations made from the Capital Improvement Project (CIP) fund between FY10 and FY16.</b>						
<u>Source</u>	<u>Project</u>	<u>Current Budget</u>	<u>Expended</u>	<u>Remaining</u>	<u>Proposed Budget</u>	<u>Increase/ (Decrease) Budgeted Expense</u>
FY16CIP	Addition to Public Wks Shop for Facilities	150,000	0	150,000	0	(150,000)
Proposed NEW	Rehabilitate old PW Shop for Facilities	0	0	0	150,000	150,000
FY14CIP	Road Improvements - Excursion Inlet	\$20,000	-	\$20,000	-	(\$20,000)
Proposed NEW	Excursion Inlet Community Improvements	-	-	-	20,000	20,000
FY15CIP	Pool Safety/Code Improvements	25,000	1,001	23,999	-	(23,999)
Proposed NEW	Pool Repairs & Improvements	-	-	-	23,999	23,999
FY16CIP	IT Thin Client Assessment	7,500	4,000	3,500	-	(3,500)
Proposed NEW	IT Wireless Bridge Connections	-	-	-	3,500	3,500
FY14CIP	Phone/Electrical Upgrades PS Building	50,000	19,272	30,728	25,000	(25,000)
Proposed NEW	IP Based Borough Phone System	-	-	-	25,000	25,000
10/11CIP	Areawide Road Improvements	65,000	65,866	(866)	65,866	866
FY14CIP	CYD Storage Building at Track Area	10,000	13,116	(3,116)	13,116	3,116
FY14CIP	Air Handling Units - High School	110,000	-	110,000	-	(110,000)
FY15CIP	Admin Building Replace Roof	99,729	78,500	21,229	78,500	(21,229)
FY15CIP	CYD Soccer Goal Posts	4,500	3,554	946	3,554	(946)
FY15CIP	Office Furniture	15,650	14,458	1,192	14,458	(1,192)
FY15CIP	Fire Dept Thermal Imaging Camera	15,000	11,188	3,812	11,188	(3,812)
FY15CIP	Picture Point Signage	28,000	-	28,000	-	(28,000)
FY16CIP	Copier - Admin Building	15,000	9,733	5,267	9,733	(5,267)
Proposed NEW	FAA Water Plant Siding	-	-	-	47,000	47,000
Proposed NEW	Sewer Lift Stations & Controls	-	-	-	120,000	120,000
<b>Net Increase to CIP Appropriations</b>						<b>(\$536)</b>

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

Haines Borough  
Ordinance No. 16-03-432  
Page 4 of 4

ATTEST:

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

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

Date Introduced: 03/29/16  
Date of First Public Hearing: \_\_\_/\_\_\_/\_\_\_  
Date of Second Public Hearing: \_\_\_/\_\_\_/\_\_\_

# HAINES BOROUGH

Proposed Amendments to the FY16 Budget - Ordinance #16-03-432



FUND	<div style="display: flex; justify-content: space-around; text-align: center;"> <div style="writing-mode: vertical-rl; transform: rotate(180deg);">Areawide General</div> <div style="writing-mode: vertical-rl; transform: rotate(180deg);">Townsite General</div> <div style="writing-mode: vertical-rl; transform: rotate(180deg);">Capital Improvement</div> <div style="writing-mode: vertical-rl; transform: rotate(180deg);">Equipment Sinking</div> </div>				Totals
	01	02	50	61	
FundBalance as of 06/30/2015 \$	2,827,849	1,486,459	1,552,456	323,791	
<b>FY16 Current BUDGET Excess Revenue Over (Under) Expense</b>	<b>11,945</b>	<b>(16,104)</b>	<b>(271,138)</b>	<b>181,966</b>	<b>Totals</b>
Proposed Amendments:					0
1. Increase Prof Svcs for Manager Recruitment	(18,750)				(18,750)
2. Increase Treavel for Manager Candidates	(5,000)				(5,000)
3. Reduce Public Facilities Payroll	22,600				22,600
4. Increase Prof Svcs for Chief Recruitment		(18,750)			(18,750)
5. Reduce Police Payroll		15,000			15,000
6. Reduce Public Works Op. Expense		39,000			39,000
7. Purchase PW Pickup Truck		(38,500)	0		(38,500)
8. Purchase 950M Wheel Loader		(73,000)	0	(225,000)	(298,000)
9. Reduce Land Management Payroll	26,000				26,000
10. Modify CIP Appropriations			(536)		(536)
<b>PROPOSED Excess Revenue Over (Under) CASH Expense</b>	<b>36,795</b>	<b>(92,354)</b>	<b>(271,674)</b>	<b>(43,034)</b>	<b>(276,936)</b>
Proposed Fund Balance 06/30/2016 \$	2,864,644	1,394,105	1,280,782	280,757	(276,936)
<b>Annual Operating Budget</b>	<b>4,844,429</b>	<b>1,080,462</b>			
Projected Fund Balance as % of Operating Budget	59%	129%			
Amount in excess of 6 months of operating budget	442,430	853,874			



**Haines Borough  
Assembly Agenda Bill**

Agenda Bill No.: 16-630  
Assembly Meeting Date: 3/29/16

Business Item Description:	Attachments:
Subject: Pilotlight Restaurant - Application for Public Convenience Alcohol License	1. Pilotlight Application for Public Convenience License 2. Alcohol Beverage Control Board Notice to the Borough 3. Public Comment - Fowler
Originator: Borough Clerk	
Originating Department: Administration	
Date Submitted: 3/10/16	

**Full Title/Motion:**

The borough assembly is provided an opportunity to approve, protest, or issue a statement of non-objection.

**Administrative Recommendation:**

**Fiscal Impact:**

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

**Comprehensive Plan Consistency Review:**

Comp Plan Goals/Objectives:

Consistent:  Yes     No

**Summary Statement:**

The Alcoholic Beverage Control Board has notified the borough that Cambria Holmes and Eric Forster have applied for a "Restaurant/Eating Place Public Convenience" alcohol license for the Pilotlight restaurant located at 31 Tower Road in Haines. Per AS 04.11, the local government body has 60 days to approve, protest, or issue a statement of non-objection. In this case, the assembly action must be submitted to the state no later than 5/2/16, although the ABC Board would appreciate it, as soon as possible. The Pilotlight's application is in pending status until they hear from the assembly.

**Referral:**

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

**Assembly Action:**

Meeting Date(s): 3/29/16                      Public Hearing Date(s): \_\_\_\_\_  
 Postponed to Date: \_\_\_\_\_

## New Liquor License

Alcoholic Beverage Control Board  
550 West 7<sup>th</sup> Ave. Suite 1600  
Anchorage, AK 99501

(907) 269-0350  
Fax: (907) 334-2285  
<http://commerce.alaska.gov/dnn/abc/Home.aspx>

License is:  Full Year      OR       Seasonal      List Dates of Operation: \_\_\_\_\_

SECTION A - LICENSE INFORMATION			FEES
Office Use: License Year: _____	License Type: <i>Public convenience restaurant eating place</i>	Statute Reference: Sec. 04.11. <u>400(g)</u>	License Fee: \$ <u>600.00</u>
Office Use: License #: _____			Filing Fee:      \$100.00
Local Governing Body: (City, Borough or Unorganized) <i>Haines Borough</i>	Community Council Name(s) & Mailing Address: <i>Haines Borough Assembly P.O. Box 1209 Haines, AK 99827</i>		Rest. Desig. Permit Fee:      \$ <u>50.00</u>
Name of Applicant (Corp/LLC/LP/LLP/Individual/Partnership): <i>The Pilotlight LLC</i>	Doing Business As (Business Name): <i>The Pilotlight</i>	Business Telephone Number: <i>907-766-2962</i>	Fingerprint:      \$ <i>(\$49.75 per person)</i>
Mailing Address: <i>P.O. Box 1434</i>	Street Address or Location of Premises: <i>31 Tower Rd.</i>	Email Address: <i>thepilotlightllc@gmail.com</i>	<b>TOTAL</b> <u><b>849.50</b></u>
City, State, Zip: <i>Haines, AK 99827</i>	<i>Haines, AK 99827</i>		
SECTION B - PREMISES TO BE LICENSED			
Distance to closest school grounds: <i>3200 ft</i>	Distance measured under: <input checked="" type="checkbox"/> AS 04.11.410      OR <input type="checkbox"/> Local ordinance No. _____	<input type="checkbox"/> Premises is GREATER than 50 miles from the boundaries of an incorporated city, borough, or unified municipality. <input type="checkbox"/> Premises is LESS than 50 miles from the boundaries of an incorporated city, borough, or unified municipality. <input checked="" type="checkbox"/> Not applicable	
Distance to closest church: <i>760 ft</i>	Distance measured under: <input checked="" type="checkbox"/> AS 04.11.410      OR <input type="checkbox"/> Local ordinance No. _____		
Premises to be licensed is: <input type="checkbox"/> Proposed building <input checked="" type="checkbox"/> Existing facility <input type="checkbox"/> New building		<input type="checkbox"/> Plans submitted to Fire Marshall (required for new & proposed buildings) <input checked="" type="checkbox"/> Diagram of premises attached	

MAR 2 15 PM 8:10

# New Liquor License

Alcoholic Beverage Control Board  
550 West 7<sup>th</sup> Ave. Suite 1600  
Anchorage, AK 99501

(907) 269-0350  
Fax: (907) 334-2285  
<http://commerce.alaska.gov/dnn/abc/Home.aspx>

## SECTION C – LICENSEE INFORMATION

1. Does any individual, corporate officer, director, limited liability organization member, manager or partner named in this application have any direct or indirect interest in any other alcoholic beverage business licensed in Alaska or any other state?

Yes  No If Yes, complete the following. Attach additional sheets if necessary.

Name	Name of Business	Type of License	Business Street Address	State

2. Has any individual, corporate officer, director, limited liability organization member, manager or partner named in this application been convicted of a felony, a violation of AS 04, or been convicted as a licensee or manager of licensed premises in another state of the liquor laws of that state?

Yes  No If Yes, attach written explanation.

## SECTION D – OWNERSHIP INFORMATION - CORPORATION

*Corporations, LLCs, LLPs and LPs must be registered with the Dept. of Community and Economic Development.*

Name of Entity (Corporation/LLC/LLP/LP) (or N/A if an Individual ownership): <b>The Pilotlight LLC</b>		Telephone Number: <b>907-766-2962</b>	Fax Number:
Corporate Mailing Address: <b>PO Box 1434</b>	City: <b>Haines</b>	State: <b>AK</b>	Zip Code: <b>99827</b>
Name, Mailing Address and Telephone Number of Registered Agent: <b>Cambria Holmes, PO Box 1434 Haines, AK 99827</b>		Date of Incorporation OR Certification with DCED: <b>Feb 2nd, 2016</b>	State of Incorporation: <b>AK</b>

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 at least 10%)

Name	Title	%	Home Address & Telephone Number	Work Telephone Number	Date of Birth
<b>Cambria Holmes</b>		<b>50%</b>	<b>31 TOWER RD. HAINES, AK 99827</b> <b>805-459-9593</b>	<b>907-766-2962</b>	<b>2-7-87</b>
<b>Eric Forster</b>		<b>50%</b>	<b>31 TOWER RD. HAINES, AK 99827</b> <b>630-291-6520</b>	<b>907-766-2962</b>	<b>5-25-88</b>

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

Alcoholic Beverage Control Board  
 550 West 7<sup>th</sup> Ave. Suite 1600  
 Anchorage, AK 99501

## New Liquor License

(907) 269-0350  
 Fax: (907) 334-2285  
<http://commerce.alaska.gov/dnn/abc/Home.aspx>

### SECTION E – 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:	<input type="checkbox"/> Applicant <input type="checkbox"/> Affiliate	Name:	<input type="checkbox"/> Applicant <input type="checkbox"/> Affiliate
Address:		Address:	
Home Phone:	Date of Birth:	Home Phone:	Date of Birth:
Work Phone:		Work Phone:	
Name:	<input type="checkbox"/> Applicant <input type="checkbox"/> Affiliate	Name:	<input type="checkbox"/> Applicant <input type="checkbox"/> Affiliate
Address:		Address:	
Home Phone:	Date of Birth:	Home Phone:	Date of Birth:
Work Phone:		Work Phone:	

#### 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, and this application is not in violation of any security interest or other contracted obligations.
- 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.

<b>Signature of Licensee(s)</b>	<b>Signature of Licensee(s)</b>
Signature <i>Eric Forster</i>	Signature
Signature <i>[Signature]</i>	Signature
Name & Title (Please Print) <i>Eric Forster, Cambria Holmes members</i>	Name & Title (Please Print)
Subscribed and sworn to before me this <i>10<sup>th</sup></i> day of <i>February</i> , <i>2016</i>	Subscribed and sworn to before me this day of
Notary Public in and for the State of <i>Alaska</i>	Notary Public in and for the State of _____
My commission expires: <i>9/11/17</i>	My commission expires:



MAR 1 '16 AM 10:48

**STATE OF ALASKA  
ALCOHOLIC BEVERAGE CONTROL BOARD  
APPLICATION FOR RESTAURANT DESIGNATION PERMIT  
AS 04.16.049 & 3 AAC 304.715 - 794**

The granting of this permit allows access of persons under 21 years of age to designated licensed premises for purposes of dining, and persons between the ages of 16 - 20 for employment. If for employment, please indicate in detail what the employment duties will be in question #3.

License Number: 5464 Type: Public Convenience / Restaurant / Eating Place

This application is for designation of premises where: (Please check the appropriate items below)

- 1.  Bona fide restaurant pursuant to 3 AAC 304.305 & 3 AAC 304.715-794.
- 2.  Persons 16 - 20 years of age may dine unaccompanied.
- 3.  Persons under 16 may dine accompanied by a person 21 years of age or older.
- 4.  Persons between 16 - 20 years of age may be employed. \*(See note below)

Licensee's Name: THE PIOTLIGHT LLC

Name of Business: THE PIOTLIGHT

Business Address: 31 Tower RD City: HAINES

Hours of operation: MWTF 10-2 4-10 to SS 9-2 4-10. Telephone Number: 907-766-2962

2. Have police been called to your premises for any reason?  Yes  No  
(If you answered yes, please explain below).

3. \* Duties of employment: COOK, SERVE, DISH WASHING

4. Are video games available to the public on your premises?  Yes  No

5. Do you provide live entertainment, such as live music, pool tables, karaoke, dancing, sports or pin-ball?  
 Yes  No

6. How is food served?  Table Service  Buffett Service  Counter Service  Other \_\_\_\_\_

7. Is an owner, manager or supervisor 21 years of age or older always present during business hours?  Yes  No

**\*\*\* A MENU AND DETAILED PREMISES DIAGRAM MUST ACCOMPANY THIS APPLICATION \*\*\***

\*Employees 16 and 17 years of age must have a valid work permit and a letter maintained in your files from a parent or guardian authorizing employment at your establishment.

\*\*Please attach additional sheets of paper if more space is needed to describe food service, entertainment, etc.

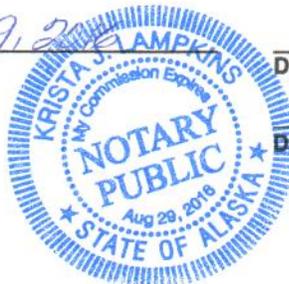
Erin Hansen  
Licensee Signature

Local Governing Body Approval

Subscribed and sworn to before me this 29<sup>th</sup> day of February 2016  
Date

Krista J. Lampkins  
Notary Public in and for Alaska

My Commission expires: August 29, 2018 Director, ABC Board



Date

MAR 1 15:41:05Z

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, counters, bars, coolers, stages, etc.

DBA: PICOTlight

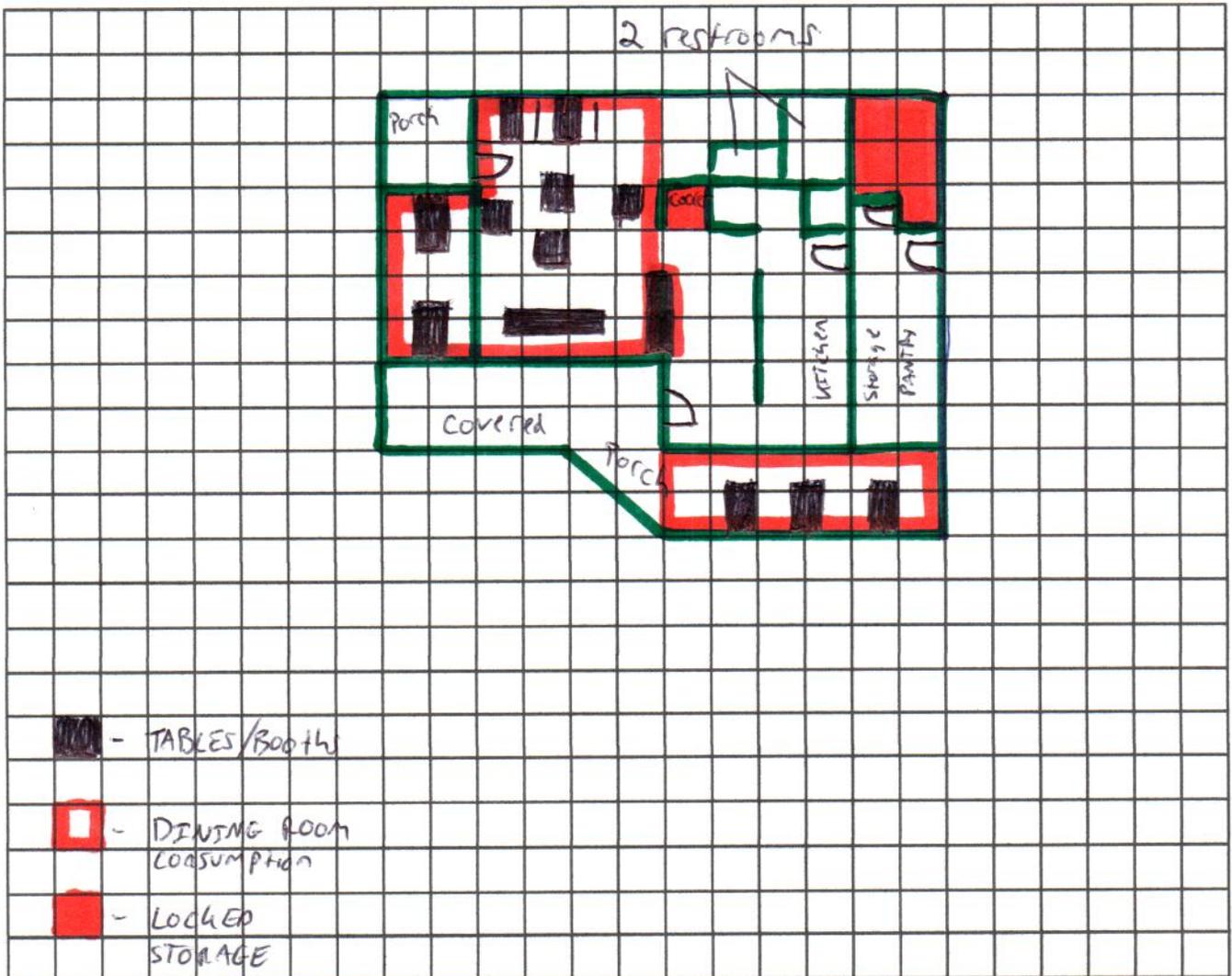
PREMISES LOCATION: 3170 WEA RD.

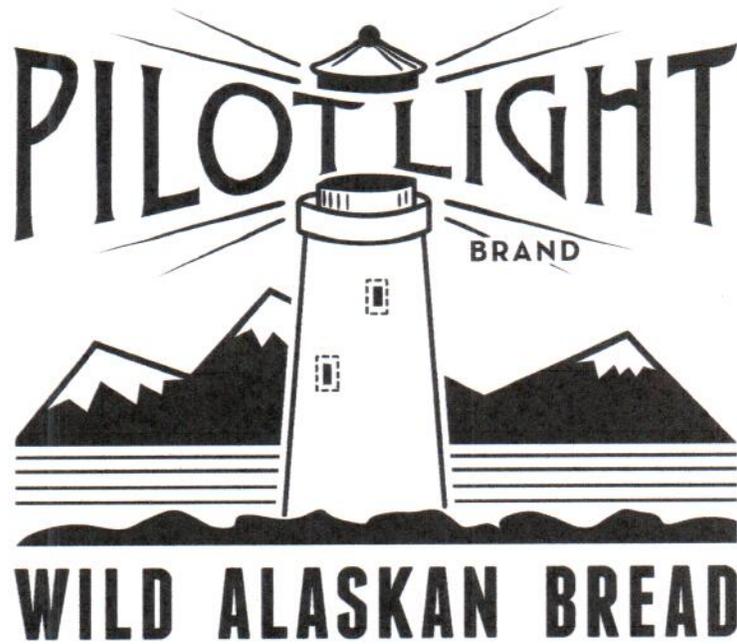
Indicate scale by x after appropriate statement or show length and width of premises.

SCALE A: X 1 SQ. = 4 FT.      SCALE B: \_\_\_\_\_ 1 SQ. = 1 FT.

Length and width of premises in feet: 48' x 40'

**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.**





BAKED IN HAINES, ALASKA 59°14'2"N 135°26'49"W

Cambria Holmes & Eric Forster

P.o. box 1434 Haines, AK

805.459.9593

630.291.6528

[Eric@shtumpa.com](mailto:Eric@shtumpa.com)

[CambriaMarie333@gmail.com](mailto:CambriaMarie333@gmail.com)

MAR 1 '16 AM 10:48

## Pilotlight Brunch Menu

Pilotlight Sourdough French Toast-  
Two pieces of house made sourdough French Toast  
With Whipped Cream + Seasonal Fruit

Breakfast Fajitas-  
Egg, Steak, or Rockfish  
With Onions, Potatoes, Peppers

Breakfast Sandwich  
Your choice of Biscuit or Sourdough bread  
With Egg, Apple, Tillamook Cheddar + Bacon

Biscuits and Gravy  
Fresh Buttermilk Biscuit  
Smothered in our house made Sausage Gravy

“Toasties”  
Sourdough toast topped with  
Any of the following:  
Avocado, Egg, Nutella, Peanut Butter, Butter, Roe,  
House Pickled Egg,  
Blue Cheese, Goat Cheese, Cheddar, Parmesean

Breakfast Salad-  
Greens, Fried Egg, Piece of Toast

## Pilotlight Lunch Menu

All Sandwiches Served on house baked Sourdough  
(white or Wheat)

Salmon Melt-  
Wild Alaskan Sockeye Salmon  
Topped with Melted Tillamook Cheddar, and local sprouts,  
Mayo, Dijon Mustard, Old Bay, + Sitka Seasalt

BLT-  
Thick cut Bacon, Local crisp lettuce, Fresh Tomatoes  
Mayo, Dijon, + Sitka Smoked Sea salt

Grilled Cheese-  
Extra Sharp Tillamook  
Additions: Blue Cheese, Goat Cheese, Onions, Apples,  
Avocado, + Parsley

PB + J/ PB + Nuttella

Caprese-  
Fresh Motz, Tomato, + Basil  
Housemade Basil Pesto + Balsalmic Reduction

Salads  
Kale, Caesar, Local Greens

Soups  
Salmon Bisque, Soupe du jour

## Pilotlight Dinner Menu

Housemade Gnocchi-  
Tomato or Pesto  
Seasonal Fish

Burger-  
Either Bison or Salmon  
With Truffle/Parmesan Fries

Cioppino-  
Local seafood stew

Double-decker Rockfish Tacos

Mussels

Shrimp Fettuccine

Kale Salad  
Caesar Salad  
Green Salad

	Apps-
Poutine	Fried Cheese Curds
Meatballs	Flat Bread
Oysters	Salmon Bisque
Truffle Fries	House Pickle Jar



THE STATE  
of **ALASKA**  
GOVERNOR BILL WALKER

Department of Commerce, Community,  
and Economic Development

ALCOHOLIC BEVERAGE CONTROL BOARD

550 W 7<sup>th</sup> Avenue Ste. 1600  
Anchorage, Alaska 99501  
Main: 907.269.0350  
TDD: 907.465.5437  
Fax: 907.334.2285

March 2, 2016

Haines Borough  
Attn: Julie Cozzi, Borough Clerk  
VIA Email: [jcozzi@haines.ak.us](mailto:jcozzi@haines.ak.us)

**The Pilotlight, LLC – Restaurant/ Eating Place-Public Convenience License #5464 DBA: The Pilotlight**

- ✓ **New Application**       **Transfer of Ownership**       **Transfer of Location**  
✓ **Restaurant Designation Permit**       **DBA Name Change**

We have received an application for the above listed licenses (see attached application documents) within your jurisdiction. This is the notice as required under AS 04.11.520. Additional information concerning filing a "protest" by a local governing body under AS 04.11.480 is included in this letter.

A local governing body as defined under AS 04.21.080(11) may protest the approval of an application(s) pursuant to AS 04.11.480 by furnishing 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 us 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 in 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 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 please refer to 3 AAC 304.145, Local Governing Body Protest.

**Note:** Applications applied for under AS 04.11.400(g), 3 AAC 304.335(a)(3), AS 04.11.090(e), and 3 AAC 304.660(e) must be approved by the governing body.

Sincerely,

Shilo Senquiz  
Business Registration Examiner  
907-334-0892  
[shilo.senquiz@alaska.gov](mailto:shilo.senquiz@alaska.gov)



A local governing body as defined under AS 04.21.080(11) may protest the approval of an application(s) pursuant to AS 04.11.480 by furnishing 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 us 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 in 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 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 please refer to 3 AAC 304.145, Local Governing Body Protest.

**Note:** Applications applied for under AS 04.11.400(g), 3 AAC 304.335(a)(3), AS 04.11.090(e), and 3 AAC 304.660(e) must be approved by the governing body.

Sincerely,

Shilo Senquiz  
Business Registration Examiner  
907-334-0892  
Shilo.senquiz@alaska.gov

March 2, 2016

Haines Borough Assembly  
PO Box 1209  
Haines, Alaska 99827

Dear Haines Borough Assembly Members:

This letter is in regards to the applications for Public Convenience Licenses (AS 04.11.400 (g)) which were recently advertised in the Chilkat Valley News. They are being applied for by The Pilotlight Restaurant and Sarah J's Espresso Shoppe.

Licenses to serve alcohol in a community are limited for the public good. Haines has already reached the quota for Restaurant and Eating Place Licenses allowed by the ABC Board.

A business can get around this by applying for a Public Convenience License for which they are required to get signatures from at least half of the adults in a one mile radius of their establishment. They also must prove to the ABC Board that they are a "bona fide restaurant." Applications must be approved by the local governing body as well as the ABC Board. There are no limits to the number of Public Convenience Licenses a community may have.

It is uncomfortable to have to write this letter. This is a small town and we like the owners of each of these businesses. But the truth is, every additional permit in Haines lowers the value of our Beverage Dispensary License and affects our ability to keep going year round as we have for the last 60 years. For fees of \$400 a year, the owner of a Public Convenience License can compete with a nearby restaurant which may have paid \$25,000 for a Restaurant and Eating Place License or a bar which may have paid \$100,000 for a Beverage Dispensary License.

We are particularly concerned with the public convenience aspect of Sarah J's application. In a town of 2000 people, there are 11 places to drink alcohol within a half mile radius, 7 of which also serve food. Sarah J.'s has no bathroom and is a drive-through coffee shop traditionally frequented by kids and teenagers. Permitting would restrict access to anyone under 16 unaccompanied by a chaperone over 21.

What do we want as a community? Should everyone get a license? With increased competition, will businesses overserve to make a buck and stay solvent? How may this affect existing businesses, many of which are struggling? These are the things we hope you consider when approving or denying these applications.

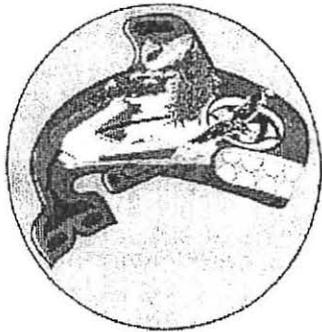
Thank you sincerely,

A handwritten signature in black ink that reads "Christy Fowler + Bob Fowler" followed by a small 'x' mark.

Christy & Bob Fowler  
Pioneer Bar  
Bamboo Room Restaurant  
PO Box 190  
Haines, AK 9827

cc:  
Mayor Jan Hill  
ABC Board  
Sarah J's Espresso Shoppe  
The Pilotlight LLC





RECEIVED  
MAR 10 2016  
Haines Borough

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

APPLICATION FOR SALES TAX EXEMPTION CERTIFICATE  
HAINES BOROUGH

THE FOLLOWING ORGANIZATION:

St. Vincent de Paul Society Diocesan Council of Southeast Alaska, IN.

a non-profit corporation, organized under the laws of the State of Alaska, 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: 8617 Teal St., Juneau, AK 99801  
St. Lucy's Conference @ 219 Union St, Haines, AK, 99827  
Date of Incorporation: 1988, May 15 Federal Employer I.D. #: 92-0125695

Briefly Describe the Organizations Current and/or Proposed Activity in the Borough:

We purchase services from Haines vendors AND we provide assistance (Food vouchers, clothing vouchers etc) to HAINES RESIDENTS

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.

Organization Representative  
Print Name: DAN AUSTIN  
Title: GENERAL MANAGER  
Phone: 907 321-5222  
Email: ST-VINCENT-de Paul, Juneau @ GCI.NET

\*\*\*\*\*

DECLINED BY THE ASSEMBLY ON \_\_\_\_\_

Reason: \_\_\_\_\_

APPROVED BY THE ASSEMBLY ON \_\_\_\_\_

\_\_\_\_\_  
Haines Borough Mayor  
Date: \_\_\_\_\_

\_\_\_\_\_  
Assigned Sales Tax Exemption Number

INTERNAL REVENUE SERVICE  
P. O. BOX 2508  
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date: SEP 24 2010

ST VINCENT DE PAUL SOCIETY DIOCESAN  
COUNCIL SOUTHEAST ALASKA INC.  
8617 TEAL ST  
JUNEAU, AK 99801

Employer Identification Number:  
92-0125695  
DLN:  
600264057  
Contact Person:  
EUGENIA P ASCENCIO-MADRIGAL ID# 95133  
Contact Telephone Number:  
(877) 829-5500  
Accounting Period Ending:  
June 31  
Public Charity Status:  
509(a)(2)  
Form 990 Required:  
Yes  
Effective Date of Exemption:  
December 23, 2009  
Contribution Deductibility:  
Yes  
Addendum Applies:  
No

Dear Applicant:

We are pleased to inform you that upon review of your application for tax exempt status we have determined that you are exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code. Contributions to you are deductible under section 170 of the Code. You are also qualified to receive tax deductible bequests, devises, transfers or gifts under section 2055, 2106 or 2522 of the Code. Because this letter could help resolve any questions regarding your exempt status, you should keep it in your permanent records.

Organizations exempt under section 501(c)(3) of the Code are further classified as either public charities or private foundations. We determined that you are a public charity under the Code section(s) listed in the heading of this letter.

Please see enclosed Publication 4221-PC, Compliance Guide for 501(c)(3) Public Charities, for some helpful information about your responsibilities as an exempt organization.

Letter 947 (DO/CG)

ST VINCENT DE PAUL SOCIETY DIOCESAN

Sincerely,

A handwritten signature in cursive script that reads "Robert Choi".

Robert Choi  
Director, Exempt Organizations  
Rulings and Agreements

Enclosure: Publication 4221-PC

**St. Vincent de Paul Society Diocesan Council Southeast Alaska**

**Resolution 2011- 001**

A resolution to adopt the bylaws for St. Vincent de Paul Society Diocesan Council Southeast Alaska

Whereas, the organization has revised its articles of incorporation effective August 16, 2010 and,

Whereas, the by-laws of the organization require revision to reflect changes in the organization's governance and,

Whereas, the board has reviewed the attached by-laws.

Now Therefore, it is resolved that the board has voted to approve and accept the By-Laws.

Adopted at a regular meeting of the Board on the 15<sup>th</sup> day of February, 2010

Mary Sitterer \_\_\_\_\_ 2/15/11  
President Date

Theresa Harris \_\_\_\_\_ 2/15/11  
Secretary Date

**By-laws of  
St. Vincent de Paul  
Diocesan Council of S.E. Alaska  
Approved by the Board February 15, 2011**

**Article 1 – OFFICIAL NAME OF ORGANIZATION**

The name of the Corporation is: St. Vincent de Paul Society, Diocesan Council of Southeast Alaska (subsequently referred to as the “District Council”). This corporation is affiliated with the National Council of the United States, Society of St. Vincent de Paul, Inc. (subsequently referred to as the “National Council”).

**Article 2 – LOCATION OF PRINCIPAL OFFICE AND CORPORATE SEAL**

**Offices**

The statutory office of the District Council of the Diocesan Council of S.E. Alaska, Society of St. Vincent de Paul, Inc., shall be in the City of Juneau, State of Alaska, and at such other locations as determined by the District Council. The District Council shall determine the name of the agent for service of process.

The executive office of the Corporation shall be in the City of Juneau, State of Alaska. Other offices may be established at such other places as the District Council may from time to time determine.

The business of the Corporation shall be transacted at the executive office of the Corporation unless otherwise directed by the District Council.

**Seal**

The District Council may adopt, use and alter the Corporate Seal.

The Corporate Seal shall have inscribed thereon the:

Name of the corporation, the year of its organization and, the state in which it is incorporated.

Said seal may be used by causing it, or a facsimile thereof, to be impressed or affixed to any paper, writing or other document.

**Article 3 – STATEMENT OF PURPOSE AND MISSION**

The corporation is organized and operated exclusively for charitable, religious, educational, and scientific purposes, including, for such purposes, the making of distributions to organizations that qualify as exempt organizations under section 501(c)(3) of the Internal Revenue Code.

Inspired by Gospel values, the Society of St. Vincent de Paul, a Catholic lay organization, leads women and men to join together to grow spiritually by offering person-to-person service to the needy and suffering in the tradition of its founder, Frédéric Ozanam, and patron, Vincent de Paul.

As a reflection of the whole family of God, members, who are known as Vincentians, are drawn from every ethnic and cultural background, age group, and economic level. Vincentians are united in an international society of charity by their spirit of poverty, humility and sharing, which is nourished by prayer and reflection, mutually supportive gatherings and adherence of a basic Rule.

Organized locally, Vincentians witness God's love by embracing all works of charity and justice. The Society collaborates with other people of good will in relieving need and addressing its causes, making no distinction in those served, because in them Vincentians see the face of Christ.

#### **Article 4 – TAX EXEMPTION**

This corporation is organized under the Nonprofit Benefit Corporation Law for the State of Alaska for charitable purposes.

The District Council will ensure that its tax-exempt status is maintained by complying with all applicable Federal and State requirements, including IRS policies.

As a 501 (c) (3) organization, if the District Council chooses to lobby it shall not exceed the allowable 501 (c) (3) limits.

#### **Article 5 – PARLIAMENTARY AUTHORITY**

Agreed upon forms of consensus building shall govern the Council/Board in all cases in which they are applicable and in which they are not inconsistent with these Bylaws and any special rules of order the Council/Board may adopt. "Robert's Rules of Order, Newly Revised" may also be used.

#### **Article 6 – AMENDING THE BYLAWS**

Bylaws may be amended, altered or repealed at any regular or special meeting with concurrence of the majority of the membership present, provided however, that 60 days written notice of the meeting at which proposed amendments, alterations or repeals of any article be sent to all members prior to the meeting.

#### **Article 7 - MEMBERSHIP, NON DISCRIMINATION POLICY, AND COMPENSATION**

##### **Membership of the District Council**

The Society is a Catholic lay organization open to all Catholics and non-Catholics who wish to live their faith by loving and serving their neighbor. However non-Catholics are precluded from serving as officers of the organization.

#### **Non-Discrimination Policy**

The Council actively seeks to recruit and retain volunteers without regard to race, creed, color, gender, sexual orientation, disability, marital status, veteran status, national origin, age or physical handicap.

#### **Compensation**

No part of the property belonging to this entity nor its net earnings or income shall ever inure to the benefit of any member or individual, or any person having a personal or private interest in the activities of the Council. There shall be no fee or honorarium for Council service beyond reimbursement of expenses.

No one who receives a salary or other remuneration from the Society or any of its branches shall serve on the District Council as a voting member or proxy.

#### **Article 8 – MEMBERSHIP OF COUNCIL/BOARD AND TERMS OF OFFICE**

This District Council/Board, the Diocesan Council of S.E Alaska shall be composed of:

- A duly elected President who must be an active member
- The Presidents of affiliated Conferences
- Members appointed by the President
- Officers of the District Council/Board (Vice-president, secretary and treasurer)
- Spiritual Advisor (non-voting)
- General Manager (non-voting)

All Presidential appointments to the District Council/Board require District Council/Board approval.

All appointments by a District Council/Board President are for that President's term of office unless other wise noted.

The Diocesan Council of S.E. Alaska often is without participating Conferences. Therefore, the Diocesan Council of S.E. Alaska board will be no larger than 9 members or smaller than 5.

Board members will be appointed for a 3 year term.

Missing 3 consecutive board meetings without being excused could result in being ask to resign from the Board.

#### **Article 9 – ADMISSION PROCEDURES AND ELECTION PROCESS**

### **Election Process for President of the District Council/Board**

The District Council/Board is directed by a President elected through a process that culminates in a secret ballot for a three year term which may be renewed once. A retiring President, who has just served two consecutive terms, is not eligible for re-election as President until a further period of three years has elapsed.

The President of the District Council/Board convenes a Nominating Committee whose duty it will be to initiate and conclude the election process for the position of President of the Council/Board.

### **Extraordinary Circumstance**

Should the President resign, become permanently incapacitated, be removed from the office under Article 17, or die during the term of office, the Vice President of the Council/Board shall serve as President until the election of a new President.

If the President, because of illness or any other reason, were unable to attend and preside at any meeting of the District Council/Board or conduct Council business, this privilege and duty may be delegated to the Vice President.

## **Article 10 – MEETING FREQUENCY AND NOTICE REQUIREMENTS**

### **Meetings of the District Council/Board**

Regular or special meetings of the District Council/Board, which may be conducted face to face or by electronic means, may be called at any time and place, as follows:

1. As noted in the approved annual calendar of meetings;
2. By the President, upon at least a minimum of 48 hours notice;
3. By a simple majority of District Council members, upon at least a minimum of 48 hours notice.

Notices may be given by mail, fax, email or telephone.

### **Waiver of Notice**

Meetings held without notice as provided in these Bylaws shall be valid if each Council/Board member entitled to notice (i) attends the meeting without protesting lack of notice either before or when such meeting convenes; or (ii) signs a written waiver of notice or a written consent to (a) the action being taken, (b) convening of the meeting, or (c) approval of the minutes of the meeting, either before or after the meeting; and (iii) such written consents or approvals are filed with the minutes of the meeting.

## **Article 11 – QUORUM REQUIREMENTS, PROXIES, AND OPEN MEETINGS**

### **Quorum**

A simple majority of members of the District Council/Board shall constitute a quorum. For amending the Bylaws (Article 6) or termination of the General Manager's employment (Article 20), these actions require a two-thirds majority of the Board.

**Proxies**

Each District Council/Board member shall be entitled to one vote which must be cast in person. Council/Board members may not designate an alternate or proxy if they are unable to attend a meeting.

**Open Meetings**

All meetings of the District/Council Board shall always be open to members. This does not preclude the District Council/Board going into Executive (closed) Session during a meeting.

**Article 12 – COUNCIL/BOARD MEETING**

Meeting procedures may include: a punctual call to order, roll call; opening prayer led by the Spiritual Advisor, approval of minutes of previous meeting; general managers report; Treasurer's report; any other reports by officers or directors; old business; new business; time and place of next meeting; secret collection; closing prayer; adjournment.

**Article 13 – VOTING PROCEDURES, RESOLUTIONS, AND GOVERNANCE RESPONSIBILITIES****Voting Procedures**

Each District Council/Board member has one vote. Once a quorum is present at a meeting, a simple majority of those eligible to vote is required to approve or disapprove a resolution.

**Resolutions**

The Council initiates action by adoption of resolutions. Resolutions can relate to approval of specific items or indicate continuing approval, e.g. spending limits. The Council may from time to time adopt a standing operating procedure-governing submission of resolutions. Outside of a meeting a simple majority of all Council members may adopt a resolution by electronic or unanimous (if required by state law) written consent, unless prohibited by law.

**Governance Responsibilities**

The government and power of the District Council/Board shall be vested in its President, appointees, and the Conference Presidents and members who constitute the District Council/Board. Their Governance responsibilities include but are not limited to:

1. Electing the District Council President;
2. Approving the Organizational Structure, including Officers and any Auxiliary Boards;
3. Approving the Annual budget and any amendments to the Annual Budget;

4. Approving policies or standing operating procedures that may be established to exceed budgeted expenditures or non-budgeted financial commitments up to certain dollar limits;
5. Recommending dissolution or the sale of all the corporation's assets;
6. Reviewing the Annual Audit and Audit review and ensuring that an Annual Report of the corporation is compiled in a timely manner;
7. Recommending to the (Arch)Diocesan Council (in accordance with the approved National procedures) amendments to The Rule of the Society and the National Council's governance policies;
8. Approving reports from auxiliary Boards, if applicable;
9. Approving Presidential appointments, if applicable;
10. Approving policies as required by the Rule, Articles of Incorporation, Bylaws or Federal or State laws; and addressing other issues as requested by the President;
11. Reviewing and evaluating the leadership, mission and planning of the District Council.

**Article 14 – CIRCUMSTANCES UNDER WHICH COUNCIL/BOARD MEMBERS, OFFICERS AND THE PRESIDENT MAY RESIGN OR BE SUSPENDED**

A Council/Board member may resign under the following conditions:

- Voluntary resignation of the part of the member.
- Cessation of effective membership; e.g. through protracted non-attendance at Council/Board meetings without excused absence.

For reasons prompted by the seriousness of a particular situation, the President may be removed from office by a two-thirds vote of the Council/Board.

For reasons prompted by the seriousness of a particular situation, a Council/Board member may be removed by a two-thirds vote of the Council/Board provided that the Board member may have the opportunity for a hearing.

**Article 15 – POWERS OF THE EXECUTIVE COMMITTEE**

The Council/Board may have an executive committee of a minimum of members sufficient to perform the duties.

The executive Committee may consist of the President, Vice-president, Secretary, Treasurer, and the Executive Director (non-voting).

The executive committee may act in place and stead of the Council/Board between meetings on all matters, except those specifically reserved to the Council/Board by these Bylaws or by federal or state law. The executive committee shall report its actions to the Council/Board at the next meeting. The President calls meetings of the executive

committee. The Executive Committee may elect to hold meetings face to face or by other means agreed to in advance of the meeting.

#### **Article 16 – DESCRIPTIONS AND POWERS OF STANDING AND AD HOC COMMITTEES OR SPECIAL PRESIDENTIAL APPOINTMENTS**

If the District Council President deems it necessary and appropriate one or more Standing Committees or Ad Hoc Committees can be formed and disbanded as the need arises. The district Council/Board establishes the charges for such committees through resolutions.

#### **Article 17 - DUTIES OF OFFICERS**

##### **Officers**

Role and responsibilities of President

The President attends to the progress of the Council/Board. The President supports the Council members in their Vincentian action, helping and assisting them as circumstances require.

The President ensures that links and communication are effectively maintained between the Conferences and Councils for which it has responsibility or to which it is attached. The President attends National Council meetings and represents the District Council/Board.

The President shall, in general supervise all affairs of the Council/Board. The President shall preside at all meetings of the Council/Board or its Executive Committee (if any) and shall be an ex-officio member of all other committees.

The President shall have responsibility for governance of the Council/Board and shall see that all orders and resolutions of the Council/Board or its Executive Committee are carried into effect. The President, or duly authorized agent shall execute all deeds, mortgages, bonds, contracts and other documents requiring a seal, under the seal of the corporation and shall have the general powers and duties of the supervision and management usually vested in the office of President of a corporation.

The President will advise the Council/Board of the requisite financial support that is to be provided to higher Council(s) and the Region annually.

##### **Vice President**

Role and responsibilities of the Vice President

There must be at least one Vice President. The Vice President shall perform the duties of the President in the event of the President's temporary absence, and shall have such other duties as the President or Council/Board may assign. The Vice President will collaborate

with the President in all matters affecting the Council/Board. The Vice President shall attend the Council meetings.

### **Secretary**

#### Role and Responsibilities of Secretary

The secretary shall attend meetings of the Council/Board and Executive Committee and ensure that all votes are recorded and minutes kept of all proceedings. The Secretary shall give or cause to be given notice of all meetings of the Council/Board and Executive Committee and shall perform such other duties as may be prescribed by the President, Council/Board or Executive Committee.

The Secretary shall see that the seal of the corporation is kept in safe custody and that same is affixed to any instrument requiring it, and when so affixed, it shall be attested to by his/her signature or by the signature of the Treasurer. The Secretary is responsible for ensuring that records are kept of formal documents, meeting attendance and that the annual reports are collated.

### **Treasurer**

#### Role and Responsibilities of Treasurer

The Treasurer shall coordinate the Board's financial oversight responsibilities of the District Council of S.E. Alaska. He/she will provide an overview of the finances of the District Council at Board meetings. In conjunction with the General Manager, the Treasurer will review the annual budget and recommend action to the full Board as well as monitor its implementation and financial policies.

The Treasurer shall be a member of the Finance Committee and attend meetings of the Council/Board and Executive Committee.

The Treasurer or any other designated officer shall be able to sign checks providing the General Manager is not available.

## **Article 18 – SELECTING AND APPOINTING OFFICERS AND A SPIRITUAL ADVISOR**

Vice President Secretary and Treasure are appointed by the president and approved by the District Council. The Spiritual Advisor of the Diocesan Council of S.E Alaska has traditionally been appointed by the Bishop of the Diocese of Juneau.

### **Spiritual Advisor**

Role and responsibilities of the Spiritual Advisor: The Spiritual Advisor must be Catholic. Traditionally, within the St. Vincent de Paul Society Diocesan Council of SE Alaska the spiritual advisor has been appointed by the Bishop. If for some reason the Bishop cannot designate a spiritual advisor, he/she may be appointed by the President in compliance with the National Council Guidelines set forth in the Handbook for Spiritual Advisors dated March 1999 and any amendments thereto. The Spiritual Advisor serves at

the pleasure of the President, attends the meetings, participates in the discussions and provides the necessary guidance to the Council and its members on spiritual matters. An ordained (e.g. Bishop, Priest or Deacon) Spiritual Advisor does not vote, however, a lay spiritual advisor (e.g. a Religious sister, brother, lay person) may vote.

#### **Article 19 – TERMS OF OFFICE AND TERM LIMITS**

##### **President**

The term of office of the President (excluding extraordinary circumstances) is three years, once renewable (ending at the end of the fiscal year). Once a President has served for two three-year terms, that person will not be eligible for re-election as President until a three-year term has elapsed under a different President.

##### **Officers and the Spiritual Advisor**

All Officers named by the President serve at the pleasure of the President. Such appointments terminate automatically when a new President takes office.

Reappointment – An incoming President may reappoint an Officer and others who served under the previous President.

#### **Article 20 – PROVISION FOR A GENERAL MANAGER**

The Society of St. Vincent de Paul S.E. Alaska has a General Manager, hired by the Council/Board and supervised by the President, and accountable to and evaluated by the Council/Board. The General Manager shall have general and active management responsibilities for the Council, implementing the policies and governance directives of the Council/Board and implementing the policy governance directives of the President and shall administer the day-to-day affairs of the District Council/Board including having responsibility for the supervision and management of the staff.

The Council/Board shall review the General Manager at least annually. The General Manager shall serve as an ex officio member of the Council/Board without vote and shall not be counted in determining the quorum.

##### **Resignation or Removal**

The General Manager may resign at any time by giving written notice to the President of the Council/Board. Such resignation shall take effect at the time specified therein, or, if no time is specified, at the time of acceptance by the President of the Council/Board.

The President may remove the General Manager from the employment of the Council/Board with the concurrence of two-thirds of the Council/Board. The Personnel Policies of the Council/Board and such other policy governance directives as may be adopted or implemented by the Council/Board may outline other terms and conditions of employment and termination.

## **Article 21 – ANNUAL REPORT, AUDITS AND ORGANIZATION ACCOUNTABILITY**

The Board/Councils will use good stewardship in maintaining the Society's assets. The Society uses money and property to help relieve the suffering of those in need and these funds must be handled with the utmost care, prudence, and generosity.

The General Manager after consultation with the President and Council/Board may employ a qualified, independent accounting firm to perform an annual audit or audit review of the financial books and records of the Council/Board. If required by federal or state law, an Audit Review Committee will be appointed

## **Article 22 – DIVERSION OF FUNDS**

The funds of the society shall be used for the works of the Society, including Vincentian, meetings, formation, training, twinning and collaboration (purchasing front line services) in payments for clients. However, funds shall not be diverted in the form of donations or contributions to other organizations or charities except occasionally for other organizations sharing our Vincentian values. Donations to other organizations must be approved by the Council/Board. The Treasurer is charged as the responsible Officer to ensure adherence after consultation with the Council/Board.

## **Article 23 – INDEMNIFICATION, INSURANCE AND CONFLICT OF INTEREST**

### **Indemnification**

The private property of the Council/Board, Officers and Auxiliary Board Members shall not be subject to the payment of the corporate debts of the Council.

The corporation shall, by resolution of the Council/Board, provide for indemnification by the corporation of any and all of its Council/Board and Officers (including Auxiliary Board Members) against expenses actually and necessarily incurred by them in connection with the defense of any action, suit, or proceeding in which they or any of them are made parties or a party by reason of having been directors or Officers of the corporation, except in relation to matters as to which such director or Officer or former director or Officer shall be adjudged in such action, suit, or proceeding to be liable for negligence or misconduct in the performance of his or her duty and to such matters as shall be settled by agreement predicated on the existence of such liability for negligence or misconduct.

### **Insurance**

The Council/Board develops policies that clearly define types and amounts of coverage it will provide and ensures that within those guidelines insurance is purchased, if appropriate, to cover, among other things, volunteers, property, general liability, directors and Officers and workers compensation.

## **Conflict of Interest Purpose**

The purpose of the conflict of interest policy is to protect this tax-exempt organization's interest when it is contemplating entering into a transaction or arrangement that might benefit the private interest of an officer or director of the Organization or might result in a possible excess benefit transaction. This policy is intended to supplement but not replace any applicable state and federal laws governing conflict of interest applicable to nonprofit and charitable organizations.

## **Definitions**

### **1. Interested Person**

Any director, principal officer, or member of a committee with governing board delegated powers, who has a direct or indirect financial interest, as defined below, is an interested person.

### **2. Financial Interest**

A person has a financial interest if the person has, directly or indirectly, through business, investment, or family:

- a.** An ownership or investment interest in any entity with which the Organization has a transaction or arrangement,
- b.** A compensation arrangement with the Organization or with any entity or individual with which the Organization has a transaction or arrangement, or
- c.** A potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which the Organization is negotiating a transaction or arrangement. Compensation includes direct and indirect remuneration as well as gifts or favors that are not insubstantial. A financial interest is not necessarily a conflict of interest. Below, number 2 under procedures, a person who has a financial interest may have a conflict of interest only if the appropriate governing board or committee decides that a conflict of interest exists.

## **Procedures**

### **1. Duty to Disclose**

In connection with any actual or possible conflict of interest, an interested person must disclose the existence of the financial interest and be given the opportunity to disclose all material facts to the directors and members of committees with governing board delegated powers considering the proposed transaction or arrangement.

### **2. Determining Whether a Conflict of Interest Exists**

After disclosure of the financial interest and all material facts, and after any discussion with the interested person, he/she shall leave the governing board or committee meeting while the determination of a conflict of interest is discussed and voted upon. The remaining board or committee members shall decide if a conflict of interest exists.

### **3. Procedures for Addressing the Conflict of Interest**

- a.** An interested person may make a presentation at the governing board or committee meeting, but after the presentation, he/she shall leave the meeting during the discussion of, and the vote on, the transaction or arrangement involving the possible conflict of interest.
- b.** The chairperson of the governing board or committee shall, if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement.
- c.** After exercising due diligence, the governing board or committee shall determine whether the Organization can obtain with reasonable efforts a more advantageous transaction or arrangement from a person or entity that would not give rise to a conflict of interest.
- d.** If a more advantageous transaction or arrangement is not reasonably possible under circumstances not producing a conflict of interest, the governing board or committee shall determine by a majority vote of the disinterested directors whether the transaction or arrangement is in the Organization's best interest, for its own benefit, and whether it is fair and reasonable. In conformity with the above determination it shall make its decision as to whether to enter into the transaction or arrangement.

### **Violations of the Conflicts of Interest Policy**

- a.** If the governing board or committee has reasonable cause to believe a member has failed to disclose actual or possible conflicts of interest, it shall inform the member of the basis for such belief and afford the member an opportunity to explain the alleged failure to disclose.
- b.** If, after hearing the member's response and after making further investigation as warranted by the circumstances, the governing board or committee determines the member has failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action.

### **Records of Proceedings**

The minutes of the governing board and all committees with board delegated powers shall contain:

- a.** The names of the persons who disclosed or otherwise were found to have a financial interest in connection with an actual or possible conflict of interest, the nature of the financial interest, any action taken to determine whether a conflict of interest was present, and the governing board's or committee's decision as to whether a conflict of interest in fact existed.
- b.** The names of the persons who were present for discussions and votes relating to the transaction or arrangement, the content of the discussion, including any alternatives to the proposed transaction or arrangement, and a record of any votes taken in connection with the proceedings.

### **Compensation**

- a. A voting member of the governing board who receives compensation, directly or indirectly, from the Organization for services is precluded from voting on matters pertaining to that member's compensation.
- b. A voting member of any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the Organization for services is precluded from voting on matters pertaining to that member's compensation.
- c. No voting member of the governing board or any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the Organization, either individually or collectively, is prohibited from providing information to any committee regarding compensation.

### **Annual Statement**

Each director, principal officer and member of a committee with governing board delegated powers shall annually sign a statement which affirms such person:

- a. Has received a copy of the conflicts of interest policy,
- b. Has read and understands the policy,
- c. Has agreed to comply with the policy, and
- d. Understands the Organization is charitable and in order to maintain its federal tax exemption it must engage primarily in activities which accomplish one or more of its tax-exempt purposes.

### **Periodic Review**

To ensure the Organization operates in a manner consistent with charitable purposes and does not engage in activities that could jeopardize its tax exempt status, periodic reviews shall be conducted. The periodic reviews shall, at a minimum, include the following subjects:

- a. Whether compensation arrangements and benefits are reasonable, based on competent survey information and the result of arm's length bargaining.
- b. Whether partnerships, joint ventures, and arrangements with management organizations conform to the Organization's written policies, are properly recorded, reflect reasonable investment or payments for goods and services, further charitable purposes and do not result in increment, impermissible private benefit or in an excess benefit transaction.

### **Use of Outside Experts**

When conducting the periodic reviews, the Organization may, but need not, use outside advisors. If outside experts are used, their use shall not relieve the governing board of its responsibility for ensuring periodic reviews are conducted.

Approved by the Board February 15, 2011

**AMENDED AND RESTATED ARTICLES OF INCORPORATION**  
**OF**  
**ST. VINCENT de PAUL SOCIETY**  
**DIOCESAN COUNCIL OF SOUTHEAST ALASKA, INC.**

We, the undersigned, being resident, adult persons residing in the State of Alaska, have agreed to and do hereby associate ourselves for the purpose of incorporating as a benevolent, educational and charitable corporation under and pursuant to the laws of the State of Alaska, and to this end do hereby adopt and subscribe the following Amended and Restated Articles of Incorporation.

These Amended and Restated Articles of Incorporation correctly set out the provisions of the Articles of Incorporation as amended, they have been adopted as required by law and they supersede the original Articles of Incorporation and all amendments thereto.

**ARTICLE I**

The name of the corporation is "ST. VINCENT de PAUL SOCIETY DIOCESAN COUNCIL OF SOUTHEAST ALASKA, INC.

**ARTICLE II**

The corporation is to have perpetual existence.

**ARTICLE III**

The corporation is organized and operated exclusively for charitable, religious, educational, and scientific purposes, including, for such purposes, (a) to make distributions to organizations that qualify as exempt organizations under section 501(c)(3) of the Internal Revenue Code; (b) to construct; own and manage low income housing; and (c) to foster affordable housing opportunities for those in need in Southeast Alaska.

No part of the net earnings of the corporation shall inure to the benefit of, or be distributable to its members, trustees, officers, or other private persons, except that the corporation shall be authorized and empowered to pay reasonable compensation for service rendered and to make payments and distributions in furtherance of the purposes set forth in this Article III.

No substantial part of the activities of the corporation shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the corporation shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of or in opposition to any candidate for public office.

Notwithstanding any other provision of these Articles, the corporation shall not carry on any other activities not permitted to be carried on (a) by a charitable organization exempt from Federal income tax under section 501 (c) (3) of the Internal Revenue Code of 1986 or the corresponding provision of any future United States Internal Revenue Law) or (b) by a charitable organization contributions to which are deductible under section 170(c)(2) of the Internal Revenue Code of 1986 (or corresponding provision of any future United States Internal Revenue Law).

#### **ARTICLE IV**

The mailing address of the registered office of the corporation is P.O. Box 32819, Juneau, Alaska 99803. The physical address of the registered office of the corporation is 9309 Glacier Highway, Suite A201, Juneau, Alaska 99801, and the name of its registered agent at such address is Baxter Bruce & Sullivan P.C.

#### **ARTICLE V**

The corporation shall have no capital stock and the private property of the incorporators and members shall not be liable for the debts of the corporation.

#### **ARTICLE VI**

The management of this corporation shall be vested in a Board of Directors whose initial members shall consist of no less than three (3) nor more than nine (9) members. The exact number of subsequent members shall be fixed by the bylaws of this said corporation, as shall the qualifications, terms of office, manner of appointment, time and place of meetings, and powers and duties of such board of Directors. Board members shall receive no compensation for their services to the corporation; however, they may, if approved by the board prior to expenditure, be compensated for out-of-pocket expenses such as travel expenses incurred on behalf of the corporation.

#### **ARTICLE VII**

The president will appoint other directors after consultation with the council, and fill any vacancies caused by death, resignation or other causes, and should, for any reason, the

corporation ever be without directors, the then Roman Catholic Bishop of the Diocese of Juneau, Alaska, shall appoint three directors who will elect their new president. The newly elected president may then appoint other directors, to complete the Board of Directors.

#### ARTICLE VIII

Upon the dissolution or winding up of the corporation, its assets remaining after payment, or provision for payment, of all debts and liabilities of this corporation shall be distributed to a nonprofit fund, foundation or corporation which is organized and operated exclusively for charitable purposes and which has established its tax exempt status under Section 501(c) (3) of the Internal Revenue Code.

Any such assets not so disposed of shall be disposed of by a court of competent jurisdiction of the county in which the principal office of the corporation is then located, exclusively for such purposes or to such organization(s), as the court shall determine, which are organized and operated exclusively for such purposes.

#### ARTICLE IX

The names and addresses of the corporation's Incorporators are as follows:

<u>Name</u>	<u>Address</u>	
Joseph M. Smith	P.O. Box 020409	Juneau, AK 99802
Paul E. Paradis	P.O. Box 32400	Juneau, AK 99803
Jacqueline D. Paradis	P.O. Box 32400	Juneau, AK 99803
Joan Heidersdorf	P.O. Box 020658	Juneau, AK 99802
Robert Crabtree	P.O. Box 021746	Juneau, AK 99802
Larry Welp	P.O. Box 020254	Juneau, AK 99802
Leroy Messing	2780 Engineers Cut-off	Juneau, AK 99802
Homer Beedle	9435 Glacier Highway	Juneau, AK 99801
Helen Bonnett	P.O. Box 34936	Juneau, AK 99803

The names and addresses of the corporation's present directors are as follows:

Charles Van Kirk	P.O. Box 33883	Juneau, AK 99802
Bob Rehfeld	9309 Glacier Hwy. #B200	Juneau, AK 99801
Theresa Harris	P.O. Box 23194	Juneau, AK 99802
Ida Barnack	8292 Garnet Street	Juneau, AK 99801
Thomas Smith	8617 Teal Street, #107	Juneau, AK 99801
Alan Rogers	P.O. Box 34401	Juneau, AK 99803
Anna Marg Rear	P.O. Box 240497	Douglas, AK 99824

Mindy Voigt                    3264 Mendenhall Loop R. #3    Juneau, AK 99801  
Barbara Bechtold            2564 Meadow Lane            Juneau, AK 99801  
Dan Austin                    8617 Teal Street                Juneau, AK 99801  
Father Patrick Travers      9055 Atlin Drive                Juneau, AK 99801

**ARTICLE X**

The seal of the corporation shall be two concentric circles with the words "ST. VINCENT de PAUL SOCIETY" and "DIOCESAN COUNCIL OF SOUTHEAST ALASKA, INC." inscribed thereon.

IN WITNESS WHEREOF, the undersigned have executed these Restated and Amended Articles of Incorporation this \_\_\_\_ day of January 2013.

\_\_\_\_\_  
Mindy Voigt, President

\_\_\_\_\_  
Theresa Harris, Secretary

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.

<b><u>EXEMPT #</u></b>	<b><u>NAME OF ORGANIZATION</u></b>
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

<b><u>EXEMPT #</u></b>	<b><u>NAME OF ORGANIZATION</u></b>
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
144	Rural Ak. Comm. Action Program (RURAL CAP)

<b><u>EXEMPT #</u></b>	<b><u>NAME OF ORGANIZATION</u></b>
	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
172	Haines Baptist Church Box 1245, Haines, Alaska 99827

<b><u>EXEMPT #</u></b>	<b><u>NAME OF ORGANIZATION</u></b>
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	Ugly's 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
188	NRA and Friends of NRA Box 1519 Fritz Cove, AK 99603

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

<p style="text-align: center;">SCHEDULE*</p> <p style="text-align: center;"><b>BUDGET MEETINGS AND PUBLIC HEARINGS</b></p> <p style="text-align: center;">FY17 BUDGET</p> <p style="text-align: center;">All meetings will be held in the Assembly Chambers in the Public Safety Building</p>	
DATE/TIME	AGENDA
Tues, <b>4/12/16</b> 5:30-6:15	<b>Committee of the Whole:</b> Budget Overview
Tues, 4/12/16 - 6:30pm	Regular assembly meeting
Mon, <b>4/18/16</b> 5:30-7:30	<b>C.O.W.:</b> Areawide General Fund, Townsite Service Area, Harbor, Lutak Dock & Port Chilkoot Dock
Tues., <b>4/26/16</b> - 6:30pm	<b>Introduction</b> of Budget Ordinance at regular meeting
Tues, <b>5/3/16</b> -5:30-7:30	<b>C.O.W.:</b> Capital Improvement Projects, Water, Sewer, Medical Service Area, Fire, Land Sales, Permanent Fund, Economic Development & Tourism, Commercial Passenger Vessel Tax, & Debt Service Funds
Tues., <b>5/10/16</b> - 6:30pm	<b>First Public Hearing</b> of Budget Ordinance at regular meeting.
Mon.,5/9/16 - 6:00pm	Board of Equalization
Tues., <b>5/24/16</b> - 6:30pm	<b>Second Public Hearing</b> of Budget Ordinance at regular meeting.
Tues., <b>6/14/16</b> - 6:30pm	<b>Third Public Hearing</b> (if needed) of Budget Ordinance at regular meeting. Adopt Budget.

Note: Per Haines Borough Charter 9.01(D), the budget must be adopted by June 15.

\*Schedule and Agenda subject to change.

Please check the website periodically for updates: [www.hainesborough.us](http://www.hainesborough.us)