Haines Borough Borough Assembly Meeting #311 AGENDA

March 29, 2016 - 6:30 p.m. Location: Assembly Chambers, Public Safety Bldg Jan Hill. 1. CALL TO ORDER/PLEDGE TO THE FLAG Mayor **ROLL CALL** 2. Margaret Friedenauer, Assembly Member **APPROVAL OF AGENDA & CONSENT AGENDA** 3. Diana Lapham, [The following Consent Agenda items are indicated by an <u>asterisk</u> (*) and will be enacted by Assembly Member 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 Mike Case removed and that item will be considered by the assembly on the regular agenda.] Assembly Member Consent Agenda: Tresham Gregg, Assembly Member 4 – Approve Assembly Meeting Minutes 8B - Accept Museum Report George Campbell, 8C - Accept Lobbyist Report Assembly Member 8D – Accept Library Report Ron Jackson 8E – Accept Fire Department Report Assembly Member 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 Brad Ryan 11A5 - Adopt Resolution 16-03-664 Interim Manager 11B1 – Introduce Ordinance 16-03-431 Julie Cozzi. MMC 11B2 – Introduce Ordinance 16-03-432 Borough Clerk *4. APPROVAL OF MINUTES - 3/9/16 Regular Krista Kielsmeier 5. PUBLIC COMMENTS - Sign-up is NOT required Deputy Clerk [This is for any topics not scheduled for public hearing.] MAYOR'S COMMENTS/REPORT 6. PUBLIC HEARINGS - None 7. STAFF/FACILITY REPORTS 8. 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. <u>Memorandum of Agreement/Lease – Audio/Lighting Equipment, Chilkat Center</u>

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.

<u>Motion</u>: 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. <u>Resolution 16-03-660</u>

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. <u>Resolution 16-03-661</u>

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 1st Avenue and Mission Street.

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

*3. <u>Resolution 16-03-662</u>

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. <u>Motion</u>: Adopt Resolution 16-03-662.

*4. <u>Resolution 16-03-663</u>

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 2nd Avenue and Haines Highway.

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

*5. <u>Resolution 16-03-664</u>

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. <u>Ordinance 16-03-431</u>

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. <u>Motion</u>: 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. <u>Motion</u>: 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. <u>Alcohol License – Pilotlight, LLC</u>

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, (2nd Monday in May per HBC 3.72.110(B)) Purpose: Hear Property Tax Appeals

14. PUBLIC COMMENTS

15. ANNOUNCEMENTS/ASSEMBLY COMMENTS

16. ADJOURNMENT