

## MANAGER'S REPORT

February 14 – Valentine's Day

February 19 – President's Day (Borough Offices Closed)

DATE: February 8, 2024  
 TO: Mayor and Borough Assembly  
 FROM: Annette Kreitzer, Borough Manager

### **Assembly Follow-up:**

- 1) Work with the Friends of Mosquito Lake School & Community Center/Four Winds Resource Center to produce a new MOU for administration of the Borough facility known as the Mosquito Lake School. – *I have included funding in the budget amendment on the February 13 Assembly agenda to plow the Mosquito Lake facility to ensure access for school bus turnaround, garbage collection, and fuel delivery. We currently have an MOU with the FOMLSCS/FWRC, which requires them to pay for snowplowing. If the Assembly desires the Borough to undertake snowplowing it must direct me to do that and approve the budget amendment to pay for it.*
- 2) Heliskiing and InfoEx: *Meeting with Heliski operators Friday, February 9 to discuss the issue of InfoEx membership and the best way to provide the information to the Haines Avalanche Center. (Forster- 1/9/24)*
- 3) Porcupine Trail FEMA Appeal: *Have seen no response from CIV; have contacted federal lobbyist regarding consultant/ attorney to evaluate and advise regarding appeal; awaiting list from Assembly Member Dawson (Schnabel -1/23/24)*
- 4) Grant List Update – *Attached to Manager Report (Loomis – request)*

### **Administration**

#### **HUMAN RESOURCES:**

- Public Facilities Director position is being advertised locally and with AML – it will be advertised more broadly within the State. Director Ed Coffland's last day with the Borough will be February 29.
- We are advertising for a Planning & Zoning Technician, the Assembly approved funding for previously.
- I am working with Local 71 and the Borough negotiating team before advertising the Assistant Harbormaster position.
- Police Chief position – Met with Sgt. Dryden on contract terms, he is reviewing a draft contract.
- IT support for the Library and potentially some position restructuring – this is still a work in progress.
- Fire Chief position – Had an introductory Zoom meeting February 7 with contractor AP Triton to begin the Operational Audit-Fire Department Strategic Planning project this month. Project Team

is Assistant Fire Chief Darwin Feakes, Contract and Grants Administrator Annelise Silk and Borough Manager. The Public Safety Advisory Board will be contacted to determine how they wish to be included (Feakes is a member); per Assembly action 11/28/23 - *SCHNABEL moved to add a "Condition that the project team identified includes the Public Safety Advisory Board," and the motion carried unanimously.* Contractor will be sending questionnaires and contact information requests as next steps.

**UPCOMING PUBLIC EVENTS/MEETINGS:**

February 12: Haines Sheldon Museum  
February 12: Rescheduled Advisory Board & Committee Training (Clerk)  
February 13: Finance Committee  
February 13: Assembly Meeting  
February 14: Property Tax Assessment Ad Hoc Advisory Board  
February 20-22: Alaska Municipal League (AK attending)  
February 20: Commerce Committee  
February 20: Proposed Property Tax Assessments COW  
February 22: Ports & Harbors Advisory Committee  
February 22: *Parks & Rec Advisory Council (Tentative)*  
February 26: Comprehensive Plan Jt. Work Session Planning Commission & Assembly

**UPCOMING MANAGER MEETINGS:**

Haines Borough Comp Plan (standing meeting every Friday)  
Heliski Operator Pre-Season meeting  
Assembly Member Schnabel (standing meeting)

**REQUIRED REPORTING TO ASSEMBLY:**

1) 16.16.060 Failure to pay – Harbormaster’s report is attached. ... *“The harbormaster shall submit a report to the borough assembly of all such delinquencies and such report shall include the description of the vessel, the name and address of its owner and the type and value of such fees as are delinquent.”*

**COMPREHENSIVE PLAN:**

Here is the revised project schedule:

- **Week of February 12th** – Public Review Draft is released for a 45-day Comment Period.
- **Week of February 26th** – Consultant Team visits Haines to launch and get initial feedback on the Public Review Draft. Joint work session with the Planning Commission and Assembly, open houses in the Upper Valley and Townsite, and many other small group or community events to get feedback on the Draft Plan.
- **Mid-February through end of March/early April** – 45-Day Comment Period Opens and Closes. During this time, Agnew::Beck is planning

topic-specific dialogues, in-person discussions, and other outreach to get robust and representative feedback from Haines residents and partners.

- **Mid-April through May** – Plan is Revised, Finalized, and Moves through Adoption Process (with additional opportunities for community feedback). During this time, all community input received on the Public Review Draft, will be published along with how the team is addressing those comments in the revised/Final Plan.

#### **MAJOR PROJECT ISSUES:**

- Lutak Dock- MARAD Response– MARAD’s legal team has received input from all internal groups (Engineering, Environmental, Section 106, etc.) and anticipates a response to the Borough by February 16.
- Porcupine Road/potential appeal of FEMA Determination Memo: ProHNS and State Emergency Management personnel have been working with FEMA to clarify facts regarding FEMA’s determination memo. We have 60 days from January 4 to provide an appeal to the State, which has 60 days to respond to us before the appeal would be sent to FEMA. FEMA has 90 days to respond to an appeal.

#### **LEGISLATIVE ISSUES:**

Meet with State legislative delegation re: EO 132/CBEP Advisory Council and matching funds for Public Safety Building replacement (during AML).

#### **LEGAL ISSUES:**

- As the Ad Hoc Board which is working on issues related to property tax assessments has put a tremendous amount of effort into the work, I wanted to ensure the recommendations will withstand legal scrutiny and have referred some recommendations to the Borough Attorney.
- I’ve asked for guidance on several human resource issues.
- Producing responses to a number of Public Records Requests.

## **DEPARTMENT REPORTS**

### **Lands/Assessment/Permitting**

- Planning Commission will be considering three Conditional Use Permits related to resource extraction at its March meeting.
- Appraisal Company of Alaska staff are expected to make a first visit to meet with Assessment staff the week of February 20. Staff have been directed to:
  - Compile lease information and enter it into MARS.
  - Manually enter Senior Exemptions, as a mass import from the spreadsheet is not currently feasible due to inconsistent data entry.
  - Finalize ownership information.
  - Update changes from recent field inspections.

- Enter and update new plats.

## **Tourism**

- Tourism Director Rebecca (Reba) Hylton's report from the Pacific Northwest Cruise Symposium (Seattle) is attached. This meeting was an opportunity to focus solely on West Coast tourism. This was a good opportunity to take advantage of more targeted conversations with cruise lines in our market niche, and an opportunity to get feedback on a proposed floating dock.
- Shuttle request for proposals closed with one response. A Resolution will be forthcoming to enter into a contract to provide this service for visitors.
- Working with Haines Huts & Trails by supporting a subscription to [Nordic Pulse](#), which is a real time Nordic Ski trail app showing conditions of ski trails. The app is popular in the Yukon and we believe will be popular with Haines' residents as well. The app should be available by next month. We are looking to see if we can import the information into Cityworks, which catalogs all of the Borough's streets.
- Winterfest, the Alcan 200, Kat 2 Koot Adventure Race and more are taking place February 16-17. Check the [Tourism web page](#) for more info.

## **Public Facilities/Public Works/Grants Administration**

- Public Facilities Director Ed Coffland was unavailable for input for this report in time for publication. I will have a supplemental report for Public Facilities/Public Works.

## **Ports & Harbors**

- Letnikof Harbor – We have requested an estimate from one of the three grant writing companies on contract with the Borough to prepare a Port Infrastructure Development Program (PIDP) grant to replace the Letnikof float.
- Electricians have finished most of the work required for the capstan installation on the Port Chilkoot dock.

## **Library**

- Library Director Reba Heaton reports that 28 people turned out for the Exploring Horizons program on wildlife sketching.

## **Parks & Rec**

- Pool Manager Jae McDermaid reports that 5<sup>th</sup>-8<sup>th</sup> grade Cold Water Safety class begins a 4-week run February 12. High school water safety will follow with assistance of the USCG and Alaska State Troopers.

## **Police/Fire/Ambulance**

- There have been several structure fires this week. One resulted in a citizen putting to use fire extinguisher training.
- Fire and Ambulance statistics are attached to this report.
- Two staff are attending EMT II training in Juneau.

- Interim Police Chief Josh Dryden is working to bring training related to mental health interactions and de-escalation; and Crisis Intervention Training to Haines in April.

Name: **Care-a-Van**

Funding Agency: DOT

Status: Applied

Total Amount Requested: \$125,037.00

Name: **Brownfields**

Funding Agency: DEC

Status: Adopted by the Planning Commission 1/11/24.

Total Amount Requested: This is not a typical grant in that no money will be directly awarded to the Borough, rather if the grant is awarded, the Borough property will be cleaned up by DEC on behalf of the Borough.

Name: **BRIC Grant**

Funding Agency: FEMA

Status: In the application process.

Total Amount Requested: \$149,548.30

Name: **Energy Efficiency and Conservation Block Grant (EECBG)**

Funding Agency: DOE

Status: In the application process.

Total Amount Requested: TBD

Name: **Lead Service Line Inventory Grant (LSLI)**

Funding Agency: DEC

Status: Submitted.

Total Amount Requested: \$74,072.00

Name: **Safe Streets for All (SS4A)**

Funding Agency: DOT

Status: Awarded

Total Amount Requested: \$198,768.00

Name: **Pink Salmon Disaster Relief**

Funding Agency: NOAA

Status: Seeking Extension

Total Amount Requested: \$90,140.00

Name: **Basic Enhancement Grant (Library)**

Funding Agency: IMLS

Status: Yearly non-competitive

Total Amount: \$10,000.00

Name: **PLA Grant (Library)**

Funding Agency: IMLS

Status: Yearly non-competitive

Total Amount: \$7,000.00

Name: **Local Government Lost Revenue Grant (LGLR)**

Funding Agency: ARPA

Status: Awarded

Total Amount Awarded: \$617,267.07

Name: **Commercial Passenger Vessel Grant (CPV)**

Funding Agency: ARPA

Status: Awarded

Total Amount: \$285,790.00

Name: **Commercial Passenger Vessel Grant (CPV)**

Funding Agency: ARPA

Status: Awarded

Total Amount: \$285,790.00

Name: **Lutak Dock RAISE Grant**

Funding Agency: MARAD

Status: Awarded

Total Amount: \$20,000,000.00

Name: **Lutak Dock Legislative Grant**

Funding Agency: Department of Commerce

Status: Awarded

Total Amount: \$3,211,284.00

Name: **State and Local Cybersecurity Grant Program (SLCGP)**

Funding Agency: FEMA

Status: Awarded

Total Amount \$9,469.65

Name: **Port Infrastructure Development Program (PIPD)**

Funding Agency: MARAD

Status: Exploratory phase

Name: **Wastewater Influent and Lift Station Pump Upgrades (LOAN)**

Funding Agency: DEC

Loan Amount: \$579,867.00

Disbursed Amount: \$184,633.80

Principle Forgiveness: \$289,934.00

Name: **Sanitary Sewer Master Plan**

Funding Agency: DEC

Loan Amount: \$100,000.00

Disbursed Amount: \$74,997.00

Principle Forgiveness: \$75,000.00

Name: **Water System Master Plan**

Funding Agency: DEC

Loan Amount: \$100,000.00

Disbursed Amount: \$75,000.00

Principle Forgiveness: \$75,000.00

Name: **Lily Lake Water Treatment Plant Upgrade**

Funding Agency: DEC

Loan Amount: \$1,300,000.00

Disbursed Amount: \$0

Principle Forgiveness: \$1,300,000.00



Name: **Sanitary Sewer I&I Study Phase I (in process of becoming a loan agreement)**

Funding Agency: DEC

Loan Amount: \$75,000.00 (Pending Confirmation)

Disbursed Amount: \$

Principle Forgiveness: \$75,000.00

Name: **FEMA Beach Road Repairs**

Funding Agency: Division of Homeland Security and Emergency Management

Status: Awarded

Total Amount: \$1,778,405.26

Name: **FEMA Totem Street Repairs**

Funding Agency: Division of Homeland Security and Emergency Management

Status: Awarded

Total Amount: \$580,905.46

Name: **FEMA Porcupine Trail Road**

Funding Agency: Division of Homeland Security and Emergency Management

Status: Awarded- Deobligated, appeal in progress

Total funds expended to date: \$1,475,631.52

Name: **FEMA Lily Lake Road Repairs**

Funding Agency: Division of Homeland Security and Emergency Management

Status: Awarded

Total Amount: \$571,050.00

Name: **FEMA Second Avenue Repairs**

Funding Agency: Division of Homeland Security and Emergency Management

Status: Awarded

Total Amount: \$3,009,526.00

Name: **FEMA Cathedral View Drive Repairs**

Funding Agency: Division of Homeland Security and Emergency Management

Status: Awarded

Total Amount: \$1,234,865.00

Name: **FEMA Soap Suds Alley Area Repairs**

Funding Agency: Division of Homeland Security and Emergency Management

Status: Awarded

Total Amount: \$1,382,816.13

Name: **FEMA Dalton Street Repairs**

Funding Agency: Division of Homeland Security and Emergency Management

Status: Awarded

Total Amount: \$1,323,567.09

Name: **FEMA Haines Wastewater Treatment Plant**

Funding Agency: Division of Homeland Security and Emergency Management

Status: Awarded

Total Amount: \$24,675.70

Name: **FEMA Chilkat Center for the Arts**

Funding Agency: Division of Homeland Security and Emergency Management

Status: Awarded- Closing out

Total Amount: \$10,000.00

Name: **FEMA Boat Harbor**

Funding Agency: Division of Homeland Security and Emergency Management

Status: Awarded

Total Amount: \$45,055.35

Name: **FEMA HB Citywide Culverts and Minor Road Repairs**

Funding Agency: Division of Homeland Security and Emergency Management

Status: Awarded

Total Amount: \$1,078,949.25

Name: **Treasury Local Tribe Funds SLRF DCRA**

Funding Agency: ARPA U.S. Department of Treasury

Status: Awarded

Total Amount: \$617,267

**Name: Local Assistance & Tribal Consistency Fund**

Funding Agency: ARPA U.S. Department of Treasury FY22

Status: Awarded

Total Amount: \$621,300.00

**Name: Local Assistance & Tribal Consistency Fund**

Funding Agency: ARPA U.S. Department of Treasury FY23

Status: Awarded

Total Amount: \$621,300.00

**Name: Online With Libraries (OWL) (Library)**

Funding Agency: State Funded

Status: Yearly non-competitive

Total Amount: \$7,003

**Name: Universal Service Administrative Co. (USAC) (Library)**

Funding Agency: Government

Status: Awarded

Total Amount: \$6,216

**DEC Priority List 2024:**

Name:

Wastewater

Construction WWTP Influent Upgrades 2024 (currently 100% design)

Construction Recondition Clarifier and Tank (apply for design and construction?)- \$560,000

Construction Replace Main 50+ years old (will do more research with spreadsheet)

Planning Secondary Treatment Plant Conceptual Design / Study

Planning Recondition Clarifier and Tank Design

Water

Construction W4 Piedad WTP Upgrades

Construction Small Tracts Waterline Extension

Construction	Lily Lake WTP Upgrade ONLY IF BIDS COME BACK HIGHER THAN \$1.3 MILLION
Construction	Replace Main 50+ years old
Planning	Small Tracts Waterline Extension



# Report Ports & Harbors

Date: February 1, 2024

To: Borough Manager / Borough Assembly

From: Shawn Bell, Harbormaster

Re: Harbor Report/Impounded Vessels

**Current Impounded Vessel:**

Owner: Darin Barnes

Vessel: Sailboat "Demeter"

Address:

2521 E. Mtn. Village Drive

Suite B PMB #323

Wasilla, AK 99654

Current Account Balance: \$283.22

Reason for impound: Vessel has been unable to motor and is in dead storage. The owner has been contacted repeatedly to either repair the engine or remove it from the harbor. Harbor staff has had to pump water out of the boat several times and the vessel is now considered a nuisance. The owner has a right to redeem the vessel at any point prior to the sale. If the vessel was redeemed, the owner would be required to remove it from the harbor.

**Intent to Impound: Feb. 6th**

Owner: John Upton

Vessel: Fishing Boat "Nancy K"

Last Known Address:

PO Box 1481

Haines, AK 99827

Current Balance: \$1,442.11

Reason for impound: Past due unpaid moorage and lack of owner care/upkeep of the boat. Harbor staff has been unable to make contact with the owner. The owner has a right to redeem the vessel at any point prior to the sale.

# PNW Cruise Symposium Report

Conference: PNW Cruise Symposium. Host: CLIA (Cruise Lines International Association)

Location: Seattle, WA. Dates: January 31st - February 1st, 2024

The PNW Cruise Symposium served as a crucial gathering for industry stakeholders, providing a platform for valuable discussions and networking opportunities. Events like these are paramount for communities like Haines, especially considering the anticipated influx of over 90,000 cruise ship passengers in 2024. As the Tourism Director, having face time with three top cruise line executives representing a total of nine different cruise ship brands proved invaluable, offering insights and potential partnerships to further enhance Haines' position in the cruise industry.

Participation in symposiums of this caliber is essential for communities reliant on tourism, as it not only fosters collaboration and innovation but also ensures that their voices are heard on a larger stage. With Governor Dunleavy and various elected officials and city managers from across SE Alaska, Vancouver, Whittier, Seward, Anchorage, and Seattle in attendance, the symposium provided a unique opportunity for Haines to showcase its offerings and engage with key decision-makers.

The intimate setting of the symposium facilitated meaningful interactions and discussions, allowing for deeper connections and the exploration of potential opportunities for growth and collaboration. Moving forward, it is imperative for Haines to continue its presence at such events, recognizing their significance in shaping the future of tourism and economic development in the region.

## Attendees Met:

Sandra Weis - Itinerary Planner for NCL, Oceania, and Regent

Racheal Roy - Executive Director of the Sitka Chamber of Commerce

Alexandra Pierce - CBJ's Tourism Manager

Wendy Lindskoog - RCCL (Royal Caribbean Cruises Ltd.)

Robert Morgenstern - Vice President of Shore Operations for Holland America, Princess

Bill Fletcher - Senior Director, Consumer Programs at Holland America Line & Seabourn

Others (Allen Marine, Manager Ryan from Skagway, Bonnie Weslund from HAP/Carnival)

## Key Meetings and Discussion Highlights:

### Meeting with Sandra Weis:

Discussion on floating dock, possible growth strategies, and plans for 2025

NCL's willingness to assist with planning the Floating Dock

Insights into Regent's absence in Haines and plans for Klawock in 2025

### Meeting with Racheal Roy:

Insights into Sitka's community discussions regarding limiting cruise growth

Collaboration efforts with the cruise ship industry and stakeholders

### Meeting with Alexandra Pierce:

Discussion on MOUs with cruise lines and managing cruise ships in SE Port communities

Invitation for a zoom call with Haines Borough to discuss industry collaboration and shared experiences

### Meeting with Wendy Lindskoog:

Overview of floating dock conceptual designs and desire for sustainable growth

No developments in deployment for the foreseeable future

Agreement to provide contacts within Celebrity Cruise Lines and Silversea

### Meeting with Robert Morgenstern:

Capacity concerns in other ports and the need for industry growth  
Port Development Fee, with a request for implementation delay until 2025  
Identification of ships to court for increased berthing in Haines  
Discussion on Klawock development, CVP grant funds, and Skagway

**State of the Industry:**

Alaska ranks as the 3rd strongest cruise market globally.  
Demand for Alaska cruises is at an all-time high.  
Expedition cruising is the fastest-growing sector within the cruise industry.  
Vancouver has plans to start on a new cruise terminal.

**Additional Connections Made:**

Allen Marine's land purchase in Haines for potential port development.  
Manager Ryan from Skagway's inquiry about collecting sales tax from onboard ship purchases.  
Invitation from Bonnie Weslund from HAP/Carnival to bring kids onboard Carnival Ships in Haines.

