

MANAGER'S REPORT

February 29 – Leap Day (it's the Gregorian calendar)

March 10 – DAYLIGHT SAVINGS TIME (lose an hour of sleep)

DATE: February, 26, 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. UPDATE: Contractors are being queried for bids to accomplish the snowplowing.*
- 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) COMPLETE*
- 3) Porcupine Trail FEMA Appeal: *Revised appeal letter on agenda, along with Executive Session regarding legal options with potential legal partner Birch/Horton/Bittner/Cherot representative.*

Administration

HUMAN RESOURCES:

- Public Facilities Director position is being advertised locally and will be advertised more broadly within the State. Director Ed Coffland's last day with the Borough will be February 29. **UPDATE:** Preliminary interview with one candidate and will complete rest of interviews next week.
- We are recruiting for a Planning & Zoning Technician, the Assembly approved funding for previously.
- **UPDATE:** Local 71 and the Borough came to agreement on contract changes affecting the percentage increase for all employees in FY25, increasing the Assistant Harbormaster and the IT Tech II positions' compensation.
- Police Chief position – Met with Sgt. Dryden on contract terms, he is reviewing a draft contract. **UPDATE:** I expect to meet with Sgt. Dryden on contract terms the week of February 26.
- IT support for the Library and potentially some position restructuring – this is still a work in progress.
- Fire Chief position – Kick off meeting with contractor AP Triton to begin the Operational Audit-Fire Department Strategic Planning

project will be February 26. Project Team is Assistant Fire Chief Darwin Feakes, Contract and Grants Administrator Annelise Silk, Borough Manager and the Public Safety Advisory Board.

MANAGER MEETINGS:

February 23: Teams meeting with MARAD and Mayor Morphet re: Lutak Dock
February 20-22: Alaska Municipal League Winter Conference – emphasis on current legislation affecting municipalities.

UPCOMING PUBLIC EVENTS/MEETINGS:

February 26: Comprehensive Plan Jt. Work Session Planning Commission & Assembly. See the Comprehensive Plan Link below for more information on individual meetings.

COMPREHENSIVE PLAN:

Here is the revised project schedule:

- **Check the link above (COMPREHENSIVE PLAN) for the most current schedule and meetings.**
- **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– **UPDATE:** I forwarded the emailed decision from our MARAD grant administrators regarding the unauthorized purchase of steel for the project and the two options available to the Assembly. I have requested a meeting of the Lutak Working Group to address the permitting issues.
- Porcupine Road/potential appeal of FEMA Determination Memo: **UPDATE:** ProHNS and the Assembly review team (Schnabel, Aultman-Moore, and Morphet substituting for Dawson) along with the Manager and Clerk revised the appeal letter which has been provided to the Assembly and is on the agenda, along with a proposed

Executive Session regarding legal options with potential legal partner Birch/Horton/Bittner/Cherot representative.

- We have 60 days from January 4 (MARCH 4) to provide an appeal to the State, which has 60 days to respond to us (MAY 3) before the appeal would be sent to FEMA (*the State may not use all 60 days to respond to the Borough*). FEMA has 90 days to respond to an appeal.

LEGISLATIVE ISSUES:

With State lobbyist, met with State legislative delegation re: EO 132/CBEP Advisory Council, education funding, Lutak Dock and matching funds for Public Safety Building replacement (during AML).

With State lobbyist, met with Senate Finance staff regarding potential for matching funds for Public Safety Building with funds pending in federal appropriations bills (\$13.0 million). Early request to advise we would be seeking matching funds for two of the four sources of federal funding for the project.

LEGAL ISSUES:

- As the Ad Hoc Board which is working on issues related to property tax assessments have 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.
- **Planner Work for Week of 2/12**
- DBAC Application Submittal and update
- Week of 2/19: Meeting, Tannani Bay Sewer System
- Attendee's: J. Stuart, D. Turner
- Minutes
- D. Turner submitted a letter of claims
- Reviewed public records request documents
- Meeting, Takshanuk Watershed Council (TWC), LUP/Access
- LUP/Access -Sawmill Creek Road, State ROW; Jones Point Cemetery, Borough Land -Easement/Purchase Borough Property. TWC is purchasing DNR Lot C-SMR-00-0430 and interested in purchase or easement (portion of C-USS-00-1255 adjacent to DNR Lot C-SMR-00-0430) for access & security fencing.

- Meeting, Food Truck Inquiry -General permitting inquiry; interested in discussing options for borough lots if others are still inquiring; Indicating G.Campbell is interested in selling food truck court.

PLANNER ACTION ITEMS

- Utility Easements – FEMA Citywide Culverts & Road Repairs
- Certified Letter or other delivery method to Moyer & Josephsons to understand perceived impacts.
- 5th to 6th Avenue Property Owner Coordination,
- March PC Meeting
- Clarification for design review, 5th to 6th Avenue Drainage Improvements
- CUP 24-001, Resource Extraction, CUP 19-003 Extension, Recommendations Memo

PROPERTY ASSESSMENTS

- 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

- Haines Attendance at Outdoor and Adventure Shows:
 - Kiara Hylton is currently representing us at the Outdoor and Adventure Show in Toronto from February 23rd to 25th.
 - Tourism Director Rebecca Hylton will be attending the same show in Vancouver March 2-3. These events provide targeted exposure to outdoor enthusiasts and adventure travelers, showcasing our destination effectively.
- Port Facilities Update for Skagway:

Skagway's new concrete float dock broke into three pieces during transportation, potentially affecting their scheduled use of the Ore Dock. Director Hylton reached out to Skagway authorities and CLAA to let them know that Haines is available for additional cruise calls if needed. She is keeping in close communication with her connections in Skagway and will give updates as they become available.
- Website Enhancement:

Tourism is currently working on adding a blog section to its website. This initiative aims to provide engaging content to potential visitors, further promoting our destination and increasing online engagement.

- Vacation Planner:
This year's planner incorporates several enhancements, including the integration of QR Codes for easy accessibility to Tourism's website, the inclusion of Tlingit language to honor local heritage, (thanks to CIA for their assistance) and a renewed focus on visual appeal to captivate our audience. Printing is imminent.
- Community Stakeholders Meeting - Thursday, Feb 22nd:
Lead by the Tourism Department.
Attendees include:
Amanda Brandon from the Chamber,
Zach Wentzel and Jay Katzeek from CIA,
Katrina Hotch from CIV,
Cindy Zuluaga Jimenez from HEDC.
This quarterly meeting serves as a platform to discuss and communicate tourism-related initiatives.
- Rescheduling of TAB Meeting:
The TAB Meeting scheduled for Feb. 29th will be rescheduled due to a lack of a quorum. A new date will be announced shortly.
- Participation in Borough Meetings:
Director Hylton presented recommendations for a Port Development/Impact Fee to the Commerce Committee on February 20. If the Finance Committee the Fee be placed on the agenda.
- Winter Fest, although a rebuilding year for this event, was a success with participation up for all events from the previous few years. Tourism will debrief with the hosting organizers and give them some constructive feedback on how to make the events a bit more seamless, and learn how the Department can be of more assistance in their endeavors.

Public Facilities/Public Works

- 1.) A \$1.2 million bid package for Lily Lake WTP Upgrade
- 2.) Awarding the school roof construction contract
- 3.) The school door replacement bid documents.
- 4.) Piedad WTP re-piping project.
- 5.) 5th and 6th Ave drainage 65% design
- 6.) Visitor Center Parking Lot repaving and drainage improvements
- 7.) Lutak Junk Car Processing and Staging Facility 35% design package.
- 8.) I & I data collection
- 9.) Janae's Park construction award.
- 10.) Water model bid proposal package.
- 11.) Piedad and Admin/Library Backup Generator 65% design.
- 12.) Used Oil Shed bid package.
- 13.) Lead Line Inventory Survey
- 14.) WWTP 301H permit renewal

- 15.) Letnikof Float conceptual design
- 16.) PC Dock Lightering Float conceptual design.
- 17.) Dalton Street FEMA reconstruction construction package.
- 18.) Second Avenue FEMA reconstruction construction package.
- 19.) Cathedral View FEMA reconstruction construction package.
- 20.) Minor Road and Culvert FEMA reconstruction construction package.
- 21.) Safe Roads Grant
- 22.) FY25 CIP list
- 23.) Employee evaluations
- 24.) Repairing 950H loader and 160M grader – see detail below

Per Public Works Superintendent Patrick Cowart:

- Troubleshoot diagnose and repair AWD system on 160m2 grader.
- Install now wiring harness for right side.
- Calibrate AWD system.
- Replace springs on speed sensors.
- Troubleshoot ongoing cab lift motor problem on Rescue 1 (still work in progress)
- Reconstruct ditch on Highland (will need more attention as spring comes around)
- Repair/ replace damaged bent or broken street signs in various areas around town.
- Make list of signs that are missing and need ordered.

Next week:

- Attempt repair of manhole cover on 3rd Ave. due to snow plow damage, weather permitting.
- Prepare for forecasted snow.
- Weld and repair any damaged chains.
- Repair/ replace broken auto greaser lines on 950m.
- Install new window in Doosan
- Inspect/order parts for brakes on Mack truck.
- Diagnose/repair hydraulic leak on Broce sweeper
- Deal with any arising issues via phone or email
- Assist other departments as needed (Water/Wastewater need some help with a pipe fitting job on Piedad).

Grants Administration

1. Master contract with diesel dog (LERMSA work)
2. Notice Of Intent To Award (NOITA), Boretide (High School Roof Replacement Phases II & III)
3. Notice To Proceed (NTP) Boretide (High School Roof Replacement Phases II & III)
4. Master contract Dawson construction
5. TA Dawson- waterline replacement
6. Used oil shed project manual (then out to bid)
7. Lily Lake WTP Upgrade Bid Documents
8. TA- Reid Middleton PC Dock
9. TA- SERB water lateral repairs
10. TA- Joiner Engineering Wastewater permit
11. Pink Salmon Disaster relief grant extension- narrative and budget
12. DEC Priority funding list- 2/29

13. DEC Disbursement WWTP Lifts
14. SS4A Grant agreement
15. Jenae's playground- tracking final numbers on project with SERB
16. Change order proHNS Dec 2020 Flood event
17. Call to get snowplow proposals mosquito lake school
18. EECBG grant application
19. Visitor center TA w/proHNS
20. PIDP Grant
21. We have a bid opening (lawn maintenance at Emerson field) on Friday 2/24

Ports & Harbors

- We are actively advertising for the Assistant Harbormaster position.
- Preparing auction details/advertisement for impounded vessel "Nancy K".
- PIDP Grant – partnering with AML to apply for a grant to replace the Letnikof float. Continuing to work with Moffatt & Nichol for Letnikof Conceptual Design.
- Starting to work with Reid Middleton on PC Dock Conceptual Floating Dock Design.
- Gathering info/documentation for PC Dock Anode Replacement project.
- Preparing a grant extension request for Letnikof Pink Salmon Disaster Grant

Parks & Rec

- Pool Manager Jae McDermaid reports cold water safety classes continue for 5th -8th grade. Regular swims have been busy and weekend birthday party rentals and kayak roll classes have been going great. Water safety next week will focus on how to be safe on and around ice. The 2nd grade will be having a party to celebrate their accomplishments throughout the year and next Sunday will be the last kayak roll class for the public until April.
- Yoga with Sarah Elliot on the upper deck starts next Wednesday.

Police/Fire/Ambulance

- Interim Police Chief Dryden attended the SEARHC tabletop emergency management exercise, which provided an opportunity to network with other stakeholders. He would like to see some borough-wide tabletops and practical exercises in the future – I intend to hold a meeting of known EOC volunteers to discuss this and to appoint an EOC Incident Commander.
- Next week- during the HBSD health workshop, the PD is presenting an "Impaired Driving Simulation" course to middle school and high school. This course uses our fatal vision impairment goggles, a golf cart, and a simulated road course. Dryden says It's a great course to help young adults better understand the dangers of impaired and buzzed driving.
- HVFD conducted EMT II and III refresher courses Feb. 22-25. A Code Blue grant has been submitted requesting a new ambulance to replace Medic2 and portable radios. Supported the Alcan 200 Snowmachine Relay with medical

crew for the race. Sean Reed and Sean Silk passed the EMT II course and State test recently.