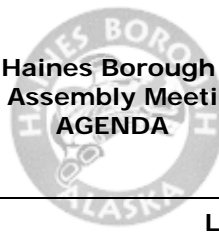


Haines Borough
Borough Assembly Meeting #267
AGENDA



April 8, 2014 - 6:30 p.m.

Location: Assembly Chambers, Public Safety Bldg.

Stephanie Scott,
Mayor

Dave Berry Jr.,
Assembly Member

Diana Lapham,
Assembly Member

Debra Schnabel,
Assembly Member

Joanne Waterman,
Assembly Member

George Campbell,
Assembly Member

Jerry Lapp,
Assembly Member

David Sosa,
Borough Manager

Julie Cozzi,
Borough Clerk

Michelle Webb,
Interim 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 – Approval of Minutes
- 8B – Sheldon Museum and Cultural Center Director Report
- 9A – Tourism Advisory Board Minutes
- 9B – Downtown Revitalization Committee Minutes
- 9C – Historic Dalton Trail Road Maintenance Service Area Minutes
- 9D – Klehini Valley Volunteer Fire Department Board / Fire Service Area #3 Minutes
- 9E – Sheldon Museum and Cultural Center Board of Trustees Minutes
- 10A – Findings of Fact & Conc. of Law for Big Salmon Ventures Conditional Use Permit
- 11A2 – Adoption of Resolution 14-04-548
- 11A3 – Adoption of Resolution 14-04-549
- 11A4 – Adoption of Resolution 14-04-550
- 11A5 – Adoption of Resolution 14-04-551
- 11B1 – Introduction of Ordinance 14-04-373
- 11B2 – Introduction of Ordinance 14-04-374
- 11B3 – Introduction of Ordinance 14-04-375
- 11C1 – Board Appointments
- 12A – Op Ed Piece from Mayor Scott for the Juneau Empire

***4. APPROVAL OF MINUTES – 3/4/14 Joint SB/BA Meeting and 3/25/14 Regular Meeting**

5. PUBLIC COMMENTS [Any topics not scheduled for public hearing]

6. MAYOR'S COMMENTS/REPORT

- A. Update on Petition to Intervene**
- B. Artplace America Site Visit Report**

7. PUBLIC HEARINGS

A. Ordinance 14-03-371 – Second Public Hearing

An Ordinance of the Haines Borough amending Borough Code Title 5 Subsection 5.04.130(A), Section 5.18.030, Chapter 5.20, and Section 5.22.010 to repeal commercial passenger vehicle permitting.

This ordinance is recommended by the commerce committee. The ordinance was introduced on 3/11. At the first public hearing on 3/25/14, the assembly requested several amendments, which have been presented as a substitute ordinance in the packet. The requested memo from the borough attorney is also included.

Motion: Adopt Ordinance 14-03-371.

B. Ordinance 14-02-370 - First Public Hearing

An Ordinance of the Haines Borough amending Haines Borough Code Title 3 to remove Haines Senior Assisted Living Inc. Property from the list of community purpose exemptions because it has been determined to be a required exemption under HBC 3.70.030(A) (3).

*This ordinance is recommended by the interim borough manager, the contract assessor, and the assistant assessor. It was set for a first public hearing on 3/25. However, additional correspondence was requested from the State Assessor regarding this matter, which is still pending. **Suggested Motion:** Postpone Ordinance 14-02-370 to the 4/22/14 borough assembly meeting.*

7. PUBLIC HEARINGS ---continued---

C. Ordinance 14-03-372 - First Public Hearing

An Ordinance of the Haines Borough amending Borough Code Title 3 section 3.60.080 to update the Borough Manager's purchasing authorization limits.

This ordinance is recommended by the finance committee, the manager, and the finance director. It was introduced on 3/25. **Motion:** Advance Ordinance 14-03-372 to a second public hearing on 4/22/14.

8. STAFF/FACILITY REPORTS

A. Borough Manager – Julie Cozzi prepared a final interim manager report

*B. Sheldon Museum and Cultural Center Director – Staff Report of 3/20/14

9. COMMITTEE/COMMISSION/BOARD REPORTS & MINUTES

*A. Tourism Advisory Board – Report of 1/24/14 and 2/24/14 Meetings

*B. Downtown Revitalization Committee – Report of 3/24/14 Meeting

*C. Historic Dalton Trail Road Maintenance Service Area - Report of 3/22/14 Meeting

*D. Klehini Valley Volunteer Fire Department Board of Directors / Fire Service Area #3 - Report of 3/1/14 Meeting

*E. Museum Board of Trustees - Report of 1/16/14 and 2/14/14 meetings

F. Assembly Standing Committee Reports

10. UNFINISHED BUSINESS

*A. Findings of Fact & Conclusions of Law for Big Salmon Ventures Conditional Use Permit

On 3/25/14 the borough attorney presented the findings of fact and conclusions of law for the Big Salmon Ventures conditional use permit, which had been denied by the Planning Commission and then was reheard by the borough assembly. At the 3/25/14 meeting, the assembly requested a number of changes to be implemented during the recess of the meeting. After the recess, the meeting reconvened on 3/28/14 with a new draft of the findings of fact to review. A number of other amendments were requested of the borough attorney, and the item was postponed to this meeting. The newest draft of the findings of fact (as well as a redline version) are included in the packet for assembly review and possible adoption. Note: The assembly's vote on the draft findings is not an opportunity to change the outcome of the assembly's CUP action but does formalize the reasons for that decision.

Motion on the Table: Adopt the findings of fact and conclusions of law as drafted by the borough attorney for the Big Salmon Ventures heliport conditional use permit.

B. Testing of the Impact of Heliskiing Operations at 26 Mile Heliport

On 3/25/14 the assembly moved "that the Haines Borough Manager be directed to design, describe, and conduct the implementation of a test of the impact of heliskiing operations at 26 Mile heliport, which is conditionally approved for use in the 2015 season." The motion was then postponed to this meeting. Clerk's Note: Mayor Scott recommends amendment of this motion to change the words "a test of" to "monitoring".

Motion on the Table: That the Haines Borough Manager be directed to design, describe, and conduct the implementation of a test of the impact of heliskiing operations at 26 Mile heliport, which is conditionally approved for use in the 2015 season.

11. NEW BUSINESS

A. Resolutions

1. Resolution 14-04-547

A Resolution of the Haines Borough Assembly authorizing the Borough Manager to pay for the operation and maintenance of a sauna at the Haines pool if the sauna is purchased with private funds.

This resolution is recommended by the administration. **Motion:** Adopt Resolution 14-04-547.

*2. Resolution 14-04-548

A Resolution of the Haines Borough Assembly authorizing the Borough Manager to execute a contract change order with Arcticom for the E-911 and Dispatch Services Project for an amount not to exceed \$34,495.00.

This resolution is recommended by the director of public facilities. **Motion:** Adopt Resolution 14-04-548.

*3. Resolution 14-04-549

A Resolution of the Haines Borough Assembly authorizing the Borough Manager to contract with Carson Dorn, Inc. for an amount not to exceed \$113,000 for Haines Wastewater Treatment Plant Improvements Design.

*This resolution is recommended by the director of public facilities. **Motion:** Adopt Resolution 14-04-549.*

*** 4. Resolution 14-04-550**

A Resolution of the Haines Borough Assembly setting the date of the 2014 Board of Equalization for May 19.

*This resolution is recommended by the administration. **Motion:** Adopt Resolution 14-04-550.*

*** 5. Resolution 14-04-551**

A Resolution of the Haines Borough Assembly authorizing and designating certain persons to sign and endorse checks pertaining to the borough's First National Bank Alaska accounts, and authorizing certain persons as signatories for the borough's security cash accounts and investments.

*This resolution is recommended by the administration. **Motion:** Adopt Resolution 14-04-551.*

B. Ordinances for Introduction

*** 1. Ordinance 14-04-373**

An Ordinance of the Haines Borough repealing Chapter 2.68 of the Haines Borough Code and reenacting Chapter 2.68 as Title 11 with amendments to certain borough election and election contest procedures.

*This ordinance was discussed by the assembly committee-of-the-whole on 3/5 and again on 3/25. **Motion:** Introduce Ordinance 14-04-373 and set a first public hearing for 4/22/14.*

*** 2. Ordinance 14-04-374**

An Ordinance of the Haines Borough amending the Port of Haines Terminal Tariff No. 3 to provide for a 5% annual increase to the lightering facility flat fee and to clarify terms of facility use.

This ordinance is recommended by the harbormaster, interim manager, and finance director.

Motion: Introduce Ordinance 14-04-374 and set a first public hearing for 4/22/14.

*** 3. Ordinance 14-04-375**

An Ordinance of the Haines Borough amending Haines Borough Code Title 2 Section 2.08.030 and 2.16.020 to modify the starting date of assembly member and mayor regular terms of office.

*This ordinance is recommended by the borough clerk. **Motion:** Introduce Ordinance 14-04-375 and set a first public hearing for 4/22/14.*

C. Other New Business

*** 1. Board Appointments**

*Appointment applications have been received for seats on the Chilkat Center Board and seats on the Downtown Revitalization Board. These boards have reviewed these applications and the mayor plans to make the appointments. She seeks assembly confirmation. **Motion:** Confirm the mayor's appointment of Lorraine Dudzik to the Chilkat Center Advisory Board for a term ending 11/2017, and Christy Fowler and Heather Lende to the Downtown Revitalization Committee.*

*** 2. Manager Request for Approval of Contract Sum Exception - *The interim manager has determined it to be in the best interest of the borough to contract with the borough mechanic at a higher sum than \$500 per year for use of his service truck. As provided in HBC 2.62.030 (recently adopted Ordinance 14-01-364), the manager requests assembly approval of this exception by motion. **Motion:** Approve the manager's request for an annual contracting exception of up to \$5,000 for Jonathan Sheets.***

3. Winter Tourism Study

Staff seeks direction from the assembly regarding the proposal in the packet from McDowell Group in the amount of \$29,000 for a study of the economic impacts of winter season activities in Haines. If the assembly accepts this proposal, staff will prepare a budget amendment to request funds from the FY14 budget. Fund balance from Fund 23 (Economic Development and Tourism Promotion) would be allocated for this study.

Possible Motion: Accept the McDowell Group proposal for a tourism study of the economic impacts of winter season activities in Haines and request a budget amendment to the FY14 budget to allocate fund balance from Fund 23 (Economic Development and Tourism Promotion) for this study.

12. CORRESPONDENCE/REQUESTS

***A. Op Ed Piece from Mayor Scott for the Juneau Empire**

Motion: Support Mayor Scott's request to send the attached op ed piece to the Juneau Empire newspaper.

13. SET MEETING DATES

A. Committee-of-the-Whole - Local Legislative Priorities, Part 2 needs to be rescheduled. Note: this meeting was initially scheduled for April 29th, but a budget Committee-of-the-Whole was set for that time.

14. PUBLIC COMMENTS

15. ANNOUNCEMENTS/ASSEMBLY COMMENTS

16. ADJOURNMENT

**Haines Borough Assembly & Haines Borough School Board
Joint Session**

March 4, 2014 – 6:30pm

Haines School Library

Minutes

A. Call to Order/Pledge to the Flag

Mayor **SCOTT** called the meeting to order at 6:30 pm in the Haines School Library and led the pledge to the flag.

B. Assembly Roll Call – Michelle **WEBB**, Interim Borough Clerk

Present: Mayor Stephanie **SCOTT**, and Assembly Members Jerry **LAPP**, Debra **SCHNABEL**, George **CAMPBELL**, Diana **LAPHAM**. Dave Berry and Joanne Waterman were absent.

C. School Board Roll Call – Ashley **SAGE**, District Secretary

Present: Vice President Sarah **SWINTON**, Sara **CHAPPELL**, Brian **CLAY**, Scott **DODDRIDGE**, Lisa **SCHWARTZ**, Brenda **JOSEPHSON**. President Anne Marie **PALMIERI** participated by phone.

Staff Present: Michael **BYER**/Superintendent, Julie **COZZI**/Interim Borough Manager, Michelle **WEBB**/Interim Clerk, Carlos **JIMENEZ**/Director of Public Facilities, Darsie **CULBECK**/Executive Assistant, Jila **STUART**/Finance Director, Margaret **MCLAUGHLIN**/ Mosquito Lake Teacher Aide, Kate **BAERLOCHER**/Mosquito Lake Teacher, Cheryl **STICKLER**/Principal, Judy **EREKSON**/Accounting, Genevieve **ARMSTRONG**/Food Program Coordinator, and Suzanne **NEWTON**/Student Services Aide.

Visitors Present: Tom **MORPHET**/CVN, Margaret **FRIEDENAUER**/KHNS, **Alissa HENRY**/Treasurer of Chilkat Valley Preschool (CVP) Board, Renee **HOFFMAN**/Office Manager of CVP, Kim **LARSON**, and others.

D. Approval of Agenda

Motion: **LAPP** moved to “approve the agenda,” and the motion carried unanimously.

E. Public Comments - None

F. Business

a. School District Major Maintenance Projects Status and Action Plan

Motion: **LAPP** moved to “adopt a resolution to request the legislature to fund the Department of Education and Early Development (DEED) Capital Improvement Projects (CIP) funding through the Department of Education.” The motion carried unanimously.

SCOTT thanked **BYER** for starting the Major Maintenance staff meetings which have been helpful for communication between the borough and the school.

In discussion, **BYER** summarized the school’s process of application to the DEED major maintenance program through the Southeast Regional Resource Center (SERRC). There have been several major maintenance upgrades to the school conducted through this program, and the school has been well ranked to receive

funds every year. This year, there has been no money allocated to this fund. The school is trying to "fix what we have", as encouraged by the governor in his State of the State address. It was noted that completed projects are also eligible to receive reimbursement through this program.

In discussion of the application process to place bond measures on the 2014 ballot, **SCHNABEL** questioned and **STUART** clarified the state's process of debt reimbursement and DEED application before putting a bond on the ballot. **SCOTT** questioned, and **STUART** further clarified that the state's reimbursement money was through the yearly appropriation process. The application minimum of \$250,000 for each application was discussed. **JIMENEZ** stated the high school locker room project needed to be done at the same time as the pool locker rooms. **JOSEPHSON** stated she felt it was important for each of the projects to stand on their own merits, if possible, so that the community can vote on their priorities. **JIMENEZ** talked about a roof repair versus the roof replacement. Staff clarified that they were seeking guidance from the boards before moving forward with the expense of the application process. **CHAPPELL** asked about the qualification of the pool/school locker room project for these funds, as the pool is a borough building, not a school building. **CAMPBELL** spoke to the cost of the application and the tax impacts. **JOSEPHSON** stated the amounts reported would be larger if the state reimbursed at a lower level. **SCHNABEL** remarked the boards could always just choose not to bond. **CLAY** spoke about the roof repair issue. He felt that chasing roof repairs was not useful. Also, he felt that the public will need to be educated about what the bonding will be used for. **JIMENEZ** stated the current roof has 10-15 years of life left if repaired, but both options have been presented. **CLAY** moved to amend the motion to have the roof repairs removed and include the high school roof replacement instead, but the motion died from a lack of a second.

CAMPBELL asked about Mosquito Lake School, and **CHAPPELL** responded that it was considered major maintenance. **JIMENEZ** said a decision about the future status of Mosquito Lake School will affect this.

Motion: **SCHNABEL** moved to "authorize staff to proceed with the application process by contracting with SERRC for up to \$6,000 for the following applications (as amended): project 1 (High School Air Handling Unit) alone, project 2 (Vocational Ed. Mechanical Upgrades) alone, project 3 (High School Locker Room) with project 6 (Pool Locker Room and Entry), project 5 (Mosquito Lake Mechanical Systems Upgrades) alone, and project 7 (HS Roof Replacement) alone." The motion carried unanimously by roll call vote.

In discussion, **SCHNABEL** stated this will allow the projects that are married to be applied for together, but allows the voters to pick and choose which bonds to vote for. **CHAPPELL** stated that she did not know enough about the roof repairs to not have it included at this point. **JIMENEZ** offered to provide the roof assessment. **SCHNABEL** felt if the roof replacement project is not voted for, then the repair could be funded through other methods. **JIMENEZ** cautioned the estimate could go up if other issues are found and discussed particulars of the project. **JOSEPHSON** clarified the roof replacement proposed was for another flat roof. **CAMPBELL** asked if it would be more advantageous to apply for each project individually, and then the borough could bundle them later. **STUART** stated that applying for each project separately would be fine as long as each met minimum price threshold. **SCHNABEL** remarked that some projects will be done together, so combining the financing and engineering would be better. **SCHNABEL** amended the motion to clarify SERRC would be used to develop the applications. There was a secondary amendment from **CAMPBELL** to cap the

amount "up to \$6,000". The secondary amendment carried with the mayor breaking the tie, and the primary motion carried 9-2. **JOSEPHSON** amended the motion to unbundle project 1 and 2, and the motion carried 7-3.

b. Six-year Capital Improvement Plan, per Borough Charter 7.04 (A)

In discussion, **BYER** stated that the projects of the previous item are basically the 6-year improvement plan. There are plans for each building available.

c. Mosquito Lake School Update

In discussion, **BYER** stated enrollments at Mosquito Lake School are declining. They did not have 10 students during the counting period, and this affects the state funding of the school. There were only 9 students during the counting period, and now there were only 5 or 6. He reported public meetings had been held and new projects have been implemented, but the decline has persisted. At the most recent meeting at the school, a committee was established. This committee will present at next Tuesday's board meeting to decide the school's fate next year. **SCOTT** stated that the borough's interest in this matter is the physical building the school is housed in. **LAPP** asked about the cut in funding. **BYER** stated the school has been financially breaking even for a while. However, it was now losing money, and will cost more next year. **CAMPBELL** was surprised to hear there was no discussion of sending Mosquito Lake children to the Klukwan School. **BYER** stated he has spoken to the superintendent in Klukwan and they would be happy to receive new students. **JOSEPHSON** and **SCOTT** stated that it is the parents' choice for schooling location.

d. FY15 Budget – Reserve & Expenditure Forecasts

EREKSON spoke to the FY14 actual budget and the FY15 budget. She explained the color coding and the impacts onto the budget. The totals will leave the school dipping into their reserves. **LAPP** asked about the superintendent salary, and **EREKSON** had already taken \$5,000 off the figure. **SCOTT** asked about the school's reserves and **EREKSON** stated it is the same as the borough's fund balance. **BYER** stated they are only allowed to carry over 10%. A number of factors, such as union bargaining, are currently unknown for the upcoming year. Also, the state may have some alterations to the funding formula which will also affect the FY15 budget. The borough has historically funded above the minimum, and the Haines School is ranked #3 in the state. **CAMPBELL** asked about the art room move, and the price of this move. **BYER** stated the air handlers in this area are old, energy inefficient, and need to be replaced. **CAMPBELL** asked if there was a school population increase, how many more students the school could handle with the current facilities. **BYER** stated if a whole class of young children arrived, there would be a scramble, and modular classrooms would probably be used. **JOSEPHSON** agreed this was discussed during construction, and modularity would be the first choice for expansion. **LAPP** also mentioned the high school was designed to have a second story.

BYER, **CHAPELL**, and **CLAY** discussed the funding concerns for the school. **JOSEPHSON** stated because the school is facing a deficit, they will be looking to the borough to help with funding. **SCOTT** stated her thanks for the school's help in funding maintenance of the building. **COZZI** and **JIMENEZ** reviewed an idea of possibly having the school maintenance position become a borough position. This would provide needed redundancy in maintenance and repairs and would be logical considering the school is a borough building. **CAMPBELL** asked about the construction and trade class. **BYER** stated it is not on the docket for next year.

CAMPBELL stated if there is no trade class, then would it be possible to do a work study class with the borough or local craftsmen. **BYER** spoke about the current work study program. He also took the opportunity to talk about The Alaska Learning Network which provides classes online. It provides classes taught and designed by Alaskans, for specialty courses. It is in danger of being cut, and he encourages support of this program.

e. Chilkat Valley Preschool

Motion: **CHAPELL** moved to “approve in concept locating the preschool modular building on the school campus, and assign resolution of technical and building details to borough and school district staff; and furthermore, that technical and building details, and a proposed memorandum of understanding, be brought to the assembly and school board on or before August 1, 2014.” The motion carried 9-2 with **JOSEPHSON** and **CAMPBELL** opposed.

In discussion, **CHAPELL** said as a school board member, former president of Chilkat Valley Preschool (CVP), and parent of 3 graduates, she was in favor of the preschool’s plan. The CVP program is expandable, and can take any child. The borough has indicated that they would like the CVP out of the Human Resource (HR) building that they have been using. Therefore, the CVP has presented the attached plan. **HOFFMAN** stated it was the goal of their plan to move a modular building onto borough land. She clarified they are not asking for funding or grants, just the use of land. This is the same level of support that the borough has provided previously through the use of the HR building. They felt having the preschool located on school property has been a successful model in other areas.

JOSEPHSON was concerned that CVP is a private preschool. In all cases she was aware of; the preschool on a school campus was public and managed by the school board. The state is looking at addressing preschooling, but is not available now. She read from the borough’s attorney opinion and the discussion about whether this was considered child care or education. She was sensitive about liability issues and taking up space that the school may need in the future for school modulares. **CHAPELL** was in support of the preschool at the school, and felt since it is borough property, it was a borough choice. State funding for preschools and the impact of preschool education on school performance was discussed.

SCOTT read from the borough attorney’s memo which was in support of the ability to support and fund the preschool through the infrastructure of providing a community benefit with the use of public funds. **SCOTT** stated providing land was indirect funding.

LARSON stated as a private day care provider, she was limited on the number of children she can serve with her license. **EREKSON** reported on her research of the differences between day care and educational programs.

CLAY said his concern regarding the expansion was space in the playground and asked about proposed emergency exits. **LAPP** agreed. **HENRY** stated they have their own insurance and will work out playground scheduling details.

LAPP asked why the preschool didn’t want to take possession of the HR building. **HENRY** stated it would be too expensive. **SCHNABEL** pointed out the borough has been supporting the CVP for 41 years, and was in support of this proposal. **CAMPBELL** was concerned about the ability of the CVP to maintain a new building on school grounds if they had not maintained the HR building. He is also concerned that if borough land is being made available to private entities, then

perhaps there should be an open bid process. **LAPHAM** spoke against an open bid process. The Head Start program was discussed. **PALMIERI** stated it was her opinion that this preschool is just moving from one borough property to another. While there were a number of details to work out, she suggested that the Major Maintenance group start to work on this. An agreement from that group could come before the school board. She also inquired about how long a time period the school land would be for. She suggested the arrangement be revisited every couple of years.

JOSEPHSON asked about the school district attorney opinion included in the packet. She felt that current law did not support this proposal. In response, **SCHNABEL** stated it would be important to have an MOU before an agreement. However, she agreed that having a private building on borough land could be problematic.

CAMPBELL was against this proposal and felt the information before the board was not accurate. He encouraged the CVP to make a new proposal with more accurate information. He felt there were too many issues to proceed. **SCHNABEL** moved to amend the motion to add "and that technical and building details, and a proposed MOU, be brought to the joint assembly and school board on or before Aug. 1, 2014," and the motion carried unanimously.

f. School-Library Path Discussion

In discussion, **SCHNABEL** wanted to ensure there is a safe route available from the school to the library. The proposed route presented will need some work to meet up with the existing path. This path was chosen because the other possible route had the potential to damage the track during snow removal. A sign, staking the path, and brush work would be required. **BYER** agreed. Moving the back stop would allow a more direct path. **SCHNABEL** stated there is no budget yet, but she would like the route supported. **BYER** said the proposed trail is the path that is already being used. **SCHNABEL** remarked there may need to be an MOU constructed and she would recommend that lights be added to the trail in the future. **CHAPPELL** was in favor of this proposed path and felt it would increase safety. **NEWTON** was concerned part of this area was used for school skiing and snowshoeing, and wanted to make sure this area would still be available for classes. **CHAPPELL** stated there was trail money in the budget and the snow blower from the school could probably be used. **LAPP** stated a packed gravel surface will allow the trail to be used by people with mobility issues.

CLAY inquired about moving the school crossing lights closer to the school area. **JIMENEZ** stated the state was going to move them this summer.

Motion: **SCHNABEL** moved to "approve the path from the Haines Borough Public Library to the Haines School in concept and have the administration work on the details." The motion carried unanimously.

SCHNABEL encouraged the school district to keep the Safe Routes to School program active.

G. Board/Assembly Comments

SCHNABEL thanked residents for coming to the meeting and for their participation in community issues.

CLAY pointed out it was **BYER**'s last meeting and thanked him for his work.

JOSEPHSON said the school's success was not coincidence. It came from hard work. She thanked all the parties involved.

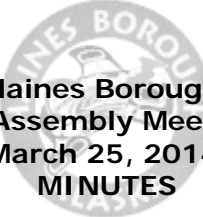
H. Adjournment - 9:17pm

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

ATTEST:

Stephanie Scott, Mayor

Michelle Webb, Interim Borough Clerk



Haines Borough
Borough Assembly Meeting #266
March 25, 2014
MINUTES

1. **CALL TO ORDER/PLEDGE TO THE FLAG:** Mayor **SCOTT** called the meeting to order at 6:30pm in the Assembly Chambers and led the pledge to the flag.

2. **ROLL CALL**

Present: Mayor Stephanie **SCOTT**, and Assembly Members Debra **SCHNABEL**, Dave **BERRY**, George **CAMPBELL**, Diana **LAPHAM**, and Joanne **WATERMAN**. Jerry Lapp was absent.

Staff Present: Julie **COZZI**/Interim Borough Manager, Michelle **WEBB**/Interim Clerk, Carlos **JIMENEZ**/Director of Public Facilities, Darsie **CULBECK**/Executive Assistant, Tanya **CARLSON**/Tourism Director, Bill **MUSSER**/Police Chief, Phil **BENNER**/Harbormaster, Albert **GIDDINGS**/Community and Youth Development Director, and others.

Visitors Present: Karen **GARCIA**/CVN, Margaret **FRIEDENAUER**/KHNS, Don **TURNER** Jr., Karen **HESS**, Don **HESS**, Sean **GAFFNEY**, Bill **KURZ**, Libby **KURZ**, Kyle **GRAY**, Jon **HIRSCH**, Doug **OLERUD**, Scott **SUNDBERG**, Marlena **SAUPE**, Paul **NELSON**, Joe **ORDONEZ**, Chris **NAGY**, Jim **STUDLEY**, Steve **FOSSMAN**, and others.

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

The following Items were on the published consent agenda:

Consent Agenda:

- 4 – Approve of Minutes
- 6B – Request from Alaska Arts Confluence
- 8B – Chilkat Center Advisory Board Report
- 8C – Library Director Report
- 9A – Library Board Minutes
- 9B – Riverview Road Maintenance Service Area Minutes
- 9C – Planning Commission Minutes
- 9D1 – Commerce Committee Report
- 11A2 – Adoption of Resolution 14-03-546
- 11B2 – Introduction of Ordinance 14-03-372
- 11C1 – Board Appointments
- 11C2 – Amend Previously Adopted Resolution 12-06-367
- 12A – Request for Letter of Support from Chilkat Indian Village
- 12B – Request for Letter of Support from Takshanuk Watershed Council
- 12C – Report from Southeast Conference

Motion: **WATERMAN** moved to approve the agenda and the consent agenda, with the following amendments. The the letter from Bureau of Land Management was added as item 12H. The request from Parks and Recreation Advisory Committee to to authorize manager to work with Alaska Division of Parks for Battery Point Markers was added as item 11A2a. The following items were removed from the consent agenda: 11C1 – Board Appointments, 12A – Request for Letter of Support from Chilkat Indian Village, 12B - Request for Letter of Support from Takshanuk Watershed Council, and item 4 – Approve of Minutes, and 11A2 – Adoption of Resolution 14-03-546. The motion, as amended, carried unanimously.

4. APPROVAL OF MINUTES – 3/11/14 Regular Meeting

Motion: **BERRY** moved to “approve the minutes as amended to: list the topic of the speakers under public comments (items 5 and 14) and to have the minutes corrected to show that that E. Holle spoke against the resolution in item 11A6 and both D. and G. Hess spoke in favor of the resolution.” The motion carried unanimously, as amended.

5. PUBLIC COMMENTS

The following individuals spoke during public comments:

TURNER speaking on his own behalf, not as a member of the Ports and Harbor Advisory Committee, asked to have item 10B - the harbor dump trailer postponed.

The following people spoke against House Bill 368: **CARLSON, OLERUD, KURZ, D. HESS,** and **CULBECK.**

SAUPE spoke in favor of House Bill 368.

K. HESS stated she was attending the meeting to represent the Haines - Skagway Fast Ferry and would be happy to answer any questions and thanked the borough allowing them to operate at the dock. She also spoke in support the special ski event.

NELSON asked the assembly to consider a borough solid waste management plan.

ORDONEZ was in favor of the special ski event, but outlined the negative effects of opening currently closed commercial ski areas.

GAFFNEY supported the Jilkaat Kwaan Cultural Heritage Center project and the Fast Ferry.

NAGY spoke against opening special ski event areas.

STUDLEY was in support of the Jilkaat Kwaan Cultural Center project.

SUNDBERG was against House Bill 368 and in favor of special ski event. He stated that South East Alaska Backcountry Adventures (SEABA) has stopped business for the season. He announced that he would like to have a big ski event next year.

FOSSMAN was against the special ski event and the addition of ski areas.

6. MAYOR’S COMMENTS/REPORT

A. Additional Information from the APC (AP&T) Intervention

***B. Request from Alaska Arts Confluence to Appoint Liaison**

7. PUBLIC HEARINGS

A. Ordinance 14-01-364 – Second Public Hearing

An Ordinance of the Haines Borough amending Haines Borough Code Title 2 Section 2.62.030 to allow an assembly approved exception to the contract or sale limit to a borough officer or employee.

Mayor **SCOTT** opened and closed the public hearing at 7:11pm. There were no public comments.

Motion: **BERRY** moved to “adopt Ordinance 14-01-364.” The motion carried unanimously.

B. Ordinance 14-03-371 - First Public Hearing

An Ordinance of the Haines Borough amending Borough Code Title 5 Subsection 5.04.130(A), Section 5.18.030, Chapter 5.20, and Section 5.22.010 to repeal commercial passenger vehicle permitting.

Mayor **SCOTT** opened the public hearing at 7:13pm.

The following people spoke for the ordinance: **K. HESS, ORDONEZ, GAFFNEY**

Mayor **SCOTT** closed the public hearing at 7:20pm. There were no other public comments.

Motion: **LAPHAM** moved to "advance Ordinance 14-03-371 to a second public hearing on 4/8/14," and carried unanimously.

Motion: **CAMPBELL** moved to "have language proposed for the next meeting in the form of amendments to approve: 1.) the existing code definition of unique classic vehicle and 2.) a requirement that vehicles be specifically identified by number or letter, not by license plate." The motion carried unanimously.

Motion: **WATERMAN** moved to "request the administration consult the borough attorney review the removal of the requirement to have the borough listed as an additional in the auto insurance." The motion carried without dissent.

8. STAFF/FACILITY REPORTS

A. Interim Borough Manager – 3/25/14 Report

***B. Chilkat Center Advisory Board – Staff Report of February 2014**

***C. Library Director – Staff Report of 2/18/2014**

9. COMMITTEE/COMMISSION/BOARD REPORTS & MINUTES

***A. Library Board – Minutes of 1/15/14 Meeting**

***B. Riverview Road Maintenance Service Area – Minutes of 8/12/13 & 3/6/14 Meetings**

***C. Planning Commission – Minutes of 2/13/14 Meeting**

D. Assembly Standing Committee Reports

***1. Commerce Committee – Report of 3/11/14 Meeting**

10. UNFINISHED BUSINESS

A. Reconsideration of Resolution 14-03-544, as amended

A Resolution of the Haines Borough Assembly approving the temporary addition of territory to the Commercial Ski Tour Areas map to allow for a 2014 special ski competition event.

Clerk's Note: the main motion to be considered, as postponed at the 3/11/14 meeting was:

"Adopt Resolution 14-03-544 with the following approved amendments:

1. Delete "involving a photo contest" in the first paragraph,
2. Strike in the fourth paragraph the language "based on a desire to protect wildlife and cultural resources in those particular areas,"
3. Change the proposal's dates to March 21 through April 10.
4. Only allow area 21 (striking areas 1 & 2) for the special ski event.

Motion: Adopt Resolution 14-03-544, as amended (above). The motion failed 3-2 with **SCHNABEL** and **WATERMAN** opposed.

B. Resolution 14-03-539

A Resolution of the Haines Borough Assembly authorizing the Borough Manager to contract with APC Equipment & Manufacturing in the amount of \$12,495 for the purchase and delivery of a dump trailer for the Ports and Harbors Department.

Motion: WATERMAN moved to “adopt Resolution 14-03-539. The motion failed 3-2 with BERRY and CAMPBELL opposed.

11. NEW BUSINESS

A. Resolutions

1. Resolution 14-03-545

A Resolution of the Haines Borough Assembly authorizing the Borough Manager to enter into a “preferential use agreement” with Haines-Skagway Fast Ferry, LLC for the 2014 summer tourism season.

There was no public comment.

Motion: BERRY moved to “adopt Resolution 14-03-545,” and the motion carried unanimously.

2. Resolution 14-03-546

A Resolution of the Haines Borough Assembly authorizing \$15,000 matching funds to be given to Alaska State Parks to further the development of Battery Point Trail.

Motion: CAMPBELL moved to “adopt Resolution 14-03-546” and the title was amended to “A Resolution of the Haines Borough Assembly offering \$15,000 in matching funds to the Alaska State Parks for use on the Battery Point Trail for materials and transportation of materials.” It was also amended to replace the statement after “NOW THEREFORE BE IT RESOLVED” to read “that the Haines Borough Manager enter in a Memorandum of Understanding with Alaska State Parks for the described project of improvements to the Battery Point Trail for the 2014 season.”

a. Battery Point Trail Markers (item added to agenda)

Motion: LAPHAM moved to “provide assistance to the State of Alaska Division of Parks and Outdoor Recreation as requested of March 12, 2014 letter.” The motion carried unanimously.

B. Ordinances for Introduction

1. Ordinance 14-02-370

An Ordinance of the Haines Borough amending Haines Borough Code Title 3 to remove Haines Senior Assisted Living Inc. Property from the list of community purpose exemptions because it has been determined to be a required exemption under HBC 3.70.030(A)(3).

Motion: BERRY moved to “introduce Ordinance 14-02-370 and set a first public hearing on 4/8/14.” The motion carried unanimously.

* 2. Ordinance 14-03-372

An Ordinance of the Haines Borough amending Borough Code Title 3 section 3.60.080 to update the Borough Manager’s purchasing authorization limits.

The motion adopted by approval of the consent agenda: “introduce Ordinance 14-03-372 and set a first public hearing for 4/8/14.”

C. Other New Business

1. Board Appointments

Motion: SCHNABEL moved to "confirm the mayor's appointment of Scott Visscher to the Riverview Road Maintenance Service Area Board for a term ending 11/2016." The motion carried to 4-1 with CAMPBELL opposed.

***2. Amend a Previously Adopted Resolution - 12-06-367
(Comerford Lease)**

A Resolution of the Haines Borough Assembly authorizing the Borough Manager to lease an easement within a borough-owned Right of Way to the Estate of Richard M. Comerford Thomas and Dena Selby.

The motion adopted by approval of the consent agenda: "amend Resolution 12-06-367 as proposed by the interim manager to reflect current property ownership."

3. Adoption of Findings of Fact and Conclusions of Law

Motion: BERRY moved to "adopt the Findings of Fact and Conclusions of Law as drafted by the borough attorney for the Big Salmon Ventures heliport Conditional Use Permit" and it was amended to:

- Direct the attorney to include in the findings of fact #3, the language from general use district code definition and correct statement to say 'general use planning/zoning district'.
- Correct the numbering in the findings of fact as there was no number 8 or 9 in the listing.
- Add an item number item 10 in the findings of fact which would indicate that the material in the record shows there were decibels measured on and off the Property and on adjoin properties.
- Clarify in number 14 in the findings of fact that the appeal was of planning commission to deny the timely filed conditional use permit application.

Motion: WATERMAN moved to "send these amendments and corrections to the borough attorney, and recess at the end of meeting till Friday evening." The motion carried unanimously.

12. CORRESPONDENCE/REQUESTS 36:17

A. Request for Letter of Support - Chilkat Indian Village

Motion: WATERMAN moved to "authorize Mayor Scott to send a letter of support to the Chilkat Indian Village Jilkaat Kwaan Cultural Heritage Center Project." The motion carried unanimously.

B. Request for Letter of Support – Takshanuk Watershed Council

Motion: BERRY moved to "authorize Mayor Scott to complete and send a letter of support for the Takshanuk Watershed Council grant request to the Department of Agriculture." The motion carried 4-1 with CAMPBELL opposed.

Motion: WATERMAN moved to "continue the meeting past 9:30pm to the end of the agenda items." The motion carried with no dissent.

***C. Report from Assembly Member Schnabel from Southeast Conference**

D. Request for Comment – Department of Natural Resources regarding Five Year Forest Management Plan

Motion: SCHNABEL moved to “the Haines Borough advance the recommendation of the Parks and Recreation Advisory Committee to Division of National Resources for consideration.” The motion carried unanimously.

E. Request for Funding – Southeast Senior Services

Clerk note: This was on the agenda for information purposes and no action was taken.

F. Request for Letter of Support – Public Input (HB 77)

Motion: SCHNABEL moved to “authorize Mayor Scott to send a letter of support from the Haines Borough assembly for House Bill 77.” Initially the motion carried 4-1, but the vote was successfully reconsidered. In the final vote, the motion failed 3-2 with BERRY and WATERMAN opposed.

G. Request for Comment - Reciprocal Fishing License (HB 368)

Motion: CAMPBELL moved to “send Representative Jonathan Kreiss-Tomkins a letter of thanks and appreciation for his attention and request that he withdraw House Bill 368.” The motion carried unanimously.

H. BLM letter draft (item added to agenda)

Motion: WATERMAN move to “approve the letter as drafted by Mayor Scott and have it sent to Mr. Bittner and the borough lobbyist.” The motion carried unanimously

13. SET MEETING DATES

A. Joint Planning Commission and Borough Assembly Meeting – May 7th,
time to be set later.

B. Budget Committee-of-the-Whole Dates as proposed in the document distributed at the meeting. The budget will be looked at fund by fund.

Motion: BERRY to approve the timeline for budget work as proposed (introduced). The motion carried unanimously.

C. Commerce Committee– April 22nd, 5pm.

14. PUBLIC COMMENTS

NELSON thanked the assembly all for the hard work.

CULBECK thanked Public Works for set up and asked for help cleaning up.

15. ANNOUNCEMENTS/ASSEMBLY COMMENTS

During assembly comments SCHNABEL, LAPHAM, BERRY, WATERMAN and CAMPBELL spoke.

Motion: WATERMAN moved to “recess until Friday at 5:30pm, the only topic being the findings of fact,” and the motion carried unanimously.

The meeting recessed at 9:57pm.

**Haines Borough
Borough Assembly Meeting #266, continued
On March 28, 2014**

ROLL CALL

Present: Mayor Stephanie **SCOTT**, and Assembly Members Jerry **LAPP**, Dave **BERRY**, George **CAMPBELL**, Diana **LAPHAM**, and Joanne **WATERMAN**, and Debra **SCHNABEL**.

Staff Present: Michelle **WEBB**/Interim Clerk

Visitors Present: Nicholas **SZATKOWSKI**

11C3. Adoption of Findings of Fact and Conclusions of Law, continued

The motion on the table was read.

Motion: "adopt the Findings of Fact and Conclusions of Law as drafted by the borough attorney for the Big Salmon Ventures heliport Conditional Use Permit with the following corrections and amendments:

- Direct the attorney to include in the findings of fact #3, the language from general use district code definition and correct statement to say 'general use planning/zoning district'.
- Correct the numbering in the findings of fact as there was no number 8 or 9 in the listing.
- Add an item number item 10 in the findings of fact which would indicate that the material in the record shows there were decibels measured on and off the Property and on adjoin properties.
- Clarify in number 14 in the findings of fact that the appeal was of planning commission to deny the timely filed conditional use permit application.

Furthermore, there was a motion to postpone this item until March 28th, 2014 and the meeting was recessed.

The following additional amendments and corrections were added:

- To replace the current #8 and #9 in the Findings of Fact into a new #8 reading: "Material in the record shows in some conditions for the decibel level associated with the use of the portion of Property proposed for use for a helipad to be measured at 62 decibels at one or more points at property approximately 1100 to 1600 feet from the helipad site." and renumber the subsequent items.
- Define the duration of use as the date of approval through March 31, 2015 in the Conclusions of Law, number 12, section e, sub section 3.

The following primary motions failed:

- Change number #3 in the conclusion of law to change the words from "high impact" to "specific uses". The motion failed unanimously.
- Change the duration of the period of use to commence at the signing of this document and end on February, 28th, 2015. The motion died from a lack of second.
- Change the duration of the period of use to commence at the signing of this document and end on February, 27th, 2015. The motion died from a lack of second.

Motion: **WATERMAN** moved that this document be sent back to the borough attorney for review. The motion carried unanimously.

Motion: **BERRY** move to table this item till the next borough assembly meeting on April 8th, 2014. The motion carried unanimously.

Motion: **SCHNABEL** moved "that the Haines Borough Manager be directed to design, describe, and conduct the implementation of a test of the impact of heliskiing operations at 26 mile heliport, which is conditionally approved for use in the 2015 season."

Motion: **CAMPBELL** moved to postpone this motion to directly follow the Findings of Fact and Conclusion of Law at the April 8th, 2014 assembly meeting. The motion carried 4-2 with **WATERMAN** and **BERRY** opposed.

14. PUBLIC COMMENTS

SZATKOWSKI stated that he felt the conditional use permit did not meet the requirements of law.

15. ANNOUNCEMENTS/ASSEMBLY COMMENTS

During assembly comments **BERRY** and **SCHNABEL** spoke.

16. ADJOURNMENT – 6:28pm

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

ATTEST:

Stephanie Scott, Mayor

Michelle Webb, Interim Borough Clerk



Haines Borough
Assembly Agenda Bill

Agenda Bill No.: 14-436
Assembly Meeting Date: 4/8/14

Business Item Description:	Attachments:
Subject: Repeal Commercial Passenger Vehicle Permitting	1. Ordinance 14-03-371 2. Substitute Ordinance from Clerk's Office 3. Memo from Borough Attorney
Originator: Commerce Committee	
Originating Department: Assembly	
Date Submitted: 3/4/14	

Full Title/Motion:
Motion: Adopt Ordinance 14-03-371.

Administrative Recommendation:

Fiscal Impact:		
Expenditure Required	Amount Budgeted	Appropriation Required
\$	\$	\$

Comprehensive Plan Consistency Review:	
Comp Plan Policy Nos.: N/A	Consistent: <input type="checkbox"/> Yes <input type="checkbox"/> No

Summary Statement:
On 2/26/14 the Commerce Committee met and this ordinance is a product of their discussion. The ordinance was introduced on 3/11. At the first public hearing on 3/25/14, the assembly requested several amendments, which have been presented as a substitute ordinance in the packet. The requested memo from the borough attorney has also been included.

Referral:			
Sent to:		Date:	
Recommendation:	Refer to:	Meeting Date:	

Assembly Action:	
Workshop Date(s):	Public Hearing Date(s): 3/25/14 & 4/8/14
Meeting Date(s): 3/11/14, 3/25/14, and 4/8/14	Tabled to Date:

AN ORDINANCE OF THE HAINES BOROUGH AMENDING BOROUGH CODE TITLE 5 SUBSECTION 5.04.130(A), SECTION 5.18.030, CHAPTER 5.20, AND SECTION 5.22.010 TO REPEAL COMMERCIAL PASSENGER VEHICLE PERMITTING.

NOW, THEREFORE, BE IT ENACTED BY THE HAINES BOROUGH ASSEMBLY:

Section 1. Classification. This ordinance is of a general and permanent nature and if adopted with or without 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 Subsection 5.04.130(A). Subsection 5.04.130(A) of the Haines Borough Code is hereby amended to read as follows:

NOTE: **Bolded/UNDERLINED** ITEMS ARE ADDITIONS TO THE CURRENT LANGUAGE
STRIKETHROUGH ITEMS ARE DELETIONS

5.04.130 Fees designated.

A. Application Fee. An applicant for a permit required by this title shall pay a nonrefundable application fee at the time of application in accordance with the following schedule:

Transient and itinerant merchant permit	\$25.00
Fair vendor permit	\$25.00
Commercial passenger vehicle permit (per vehicle)	\$50.00
Commercial tour permit – Requiring a public hearing (permit has not been previously denied)	\$125.00
Commercial tour permit – Not requiring a public hearing	\$25.00
Commercial passenger or tour vehicle parking permit (per business)	\$25.00
Commercial tour permit – Requiring a public hearing (permit has been previously denied)	\$1,000

No additional fee is due for a permit in the year it is first issued.

Section 5. Amendment of Section 5.18.030. Section 5.18.030 of the Haines Borough Code is hereby amended to read as follows:

NOTE: **Bolded/UNDERLINED** ITEMS ARE ADDITIONS TO THE CURRENT LANGUAGE
STRIKETHROUGH ITEMS ARE DELETIONS

5.18.030 Application process.

A. Application for a commercial tour permit and permit renewal shall be made using the procedures set out in Chapter 5.04 HBC and this chapter.

~~B. If the applicant intends to use a commercial passenger vehicle for conducting the tour or as a tour shuttle, the applicant must also obtain a commercial passenger vehicle permit under Chapter 5.20 HBC.~~

~~B.~~ An applicant must provide the following information:

1. Name, address, and telephone number of applicant and all principals.
2. Customer capacity; number of vehicles to be used; location of all phases of the tour(s), including where the tour(s) will be offered for sale and scheduled stops; a summary of the tour(s); a map showing the routes to be taken; and hours of operation. One copy of each published pamphlet or brochure describing each tour must accompany the application.
3. Brokers certificate of \$500,000 of current commercial general liability insurance naming the borough as additional insured. The policy shall not contain any self-insured retention or deductible in excess of \$1,000 and shall include a provision requiring written notification to be given to the borough by the insurance company not less than 30 days before the policy is canceled, modified, or terminated for any reason.
4. Proof of worker's compensation insurance where applicable by law.
5. A copy of current Haines Borough business license.
6. Current copy of a signed tour operator's code of conduct agreement which shall be approved by the borough assembly.
7. An explanation of any felony conviction within the past five years.
8. A safety and operating plan for heli-skiing and helicopter tours

Section 6. Amendment of Chapter 5.20. Chapter 5.20 of the Haines Borough Code is hereby amended to read as follows:

NOTE: **Bolded/UNDERLINED** ITEMS ARE ADDITIONS TO THE CURRENT LANGUAGE
STRIKETHROUGH ITEMS ARE DELETIONS

Chapter 5.20 Commercial Passenger Vehicle ~~Permits~~ Requirements

~~5.20.010 Permit required.~~

~~A. No person shall operate a commercial passenger vehicle or a commercial tour vehicle within the borough except as authorized by a current commercial passenger vehicle permit issued for such vehicle pursuant to this chapter and the procedures specified in Chapter 5.04 HBC.~~

~~B. Permit Display Required. A commercial passenger vehicle permit must be displayed in the lower right corner of the front windshield of the vehicle, or as otherwise specified by the manager.~~

~~5.20.020.010~~ Definitions.

For the purposes of this chapter, the following terms shall be defined as follows:

"Commercial passenger vehicle" means a motorized or nonmotorized vehicle or means of conveyance that is used to transport passengers for compensation, regardless of the form or manner of charging the passenger or the form or manner of collecting the compensation. "Commercial passenger vehicle" does not include courtesy shuttles, vehicles with a maximum capacity of six customers operated by fishing or hunting charter operators for excursions,

vehicles operated for guided overnight excursions occurring outside of the Haines Borough, school buses operating exclusively under a contract with a school district, vehicles operated by profit or nonprofit transportation providers for the sole purpose of providing transport for elderly or disabled persons and their attendants, and vehicles operated exclusively by, or on behalf of, the borough, state, or federal governments.

"Commercial tour vehicle" means a commercial passenger vehicle that is used to conduct, or in furtherance of, a "commercial tour" as defined in HBC 5.18.010(B). Unless otherwise defined or provided for in this section, any vehicle or means of conveyance used to transport nonemployee passengers to or from a commercial tour shall be considered a commercial tour vehicle.

"Courtesy shuttle" means:

1. A vehicle that is owned or operated by a hotel, motel, or other similar business providing overnight accommodations to the public and used to provide complimentary transportation to the overnight guests of the business; or

2. A vehicle owned or operated by an air carrier and used to provide complimentary transportation to or from the airport for the passengers of the air carrier.

"Taxi" means a commercial passenger vehicle that is used for the purpose of carrying passengers for pay or hire upon the streets of the city, operating from a fixed or mobile location but not limited in its operation to any particular route. A taxi operates on a call or hail basis to provide point-to-point transportation to a destination determined by the passenger.

"Unique Classic Vehicle"

~~**5.20.030 Limitation on vehicle size.**~~

~~A commercial passenger vehicle shall not exceed 40 feet in overall length.~~

~~**5.20.040 Permit application requirements.**~~

~~No permit shall be issued for a commercial passenger vehicle until the applicant has provided all of the following:~~

~~A. The name of the operations manager, emergency contact phone, and local home address.~~

~~B. Proof of current motor vehicle inspection on each motor vehicle to be permitted. Such inspection shall be performed by an inspector authorized to complete Federal Inspection Form # 400-FS-C2 in accordance with 49 CFR Part 396. For the purposes of this chapter, "current" means within the prior 12 months.~~

~~C. Proof of Alaska motor vehicle registration and display as required.~~

~~D. A list of all vehicles to be operated or controlled by the applicant and the applicant's agents or employees and the location of proposed depots and terminals if any.~~

~~E. A description of the color scheme or insignia to be used to designate the vehicle or vehicles of the applicant and the license number and length of each vehicle.~~

~~F. Name, address, and telephone number of the applicant and all principals.~~

~~G. A copy of brokers certificate of \$500,000 of auto and commercial general liability insurance naming the borough as additional insured on all motorized commercial passenger vehicles, except that nonmotorized commercial passenger vehicles require only the commercial general liability certificate. In order to add additional vehicles to the original application, the permit holder must submit proof of insurance and proof of motor vehicle inspection for each additional motor vehicle.~~

~~H. The permit application fee required by HBC 5.04.130(A) applies to each vehicle to be covered by the permit.~~

~~**5.20.050.020 Vehicle identification.**~~

~~A. A commercial tour vehicle **and a commercial passenger vehicle** must display the following:~~

~~1. Commercial passenger vehicle permit sticker.~~

~~2~~ **1.** Tour operator's identification on two sides and rear of vehicle readable from a distance of 50 feet.

B. Multiple vehicles of a commercial tour must be visibly distinguishable from each other.

C. The owner or operator of a unique or classic vehicle may request from the manager an exception from these display requirements to preserve the cosmetic integrity of the vehicle. The manager shall not unreasonably deny such a request.

5.20-~~060~~.030 Taxis.

A. Taxis must display the following for passenger review:

~~1. Commercial passenger vehicle permit sticker;~~

~~2~~**1.** The appropriate license required under state law for the driver of the vehicle;

~~3~~**2.** Rates, including information specifying whether the rate is per person, per trip, and whether there are additional charges for any other services, such as baggage handling and extra stops;

~~4~~**3.** Address and phone number for the clerk, in order to lodge complaints or comments.

B. Taxis shall operate on a call or hail basis, and may not solicit passengers except in accordance with an approved commercial tour permit issued under Chapter 5.18 HBC. Taxis must adhere to all traffic and parking laws and may not block or delay traffic.

5.20-~~070~~.040 Nonmotorized commercial passenger vehicles.

The owner or operator of a nonmotorized commercial passenger vehicle proposing tours or shuttle services shall designate routes and stops as required in HBC 5.18.030. In addition to designated stops, a nonmotorized commercial passenger vehicle may stop to pick up passengers hailing the vehicle along designated routes, so long as the vehicle can pull clear of the road traffic lane. Active solicitation from the vehicle to persons along the route is prohibited.

~~**5.20-080 Renewal.**~~

~~A commercial passenger vehicle permit issued under this chapter may be renewed annually upon application to the clerk in accordance with the procedure specified in Chapter 5.04 HBC and this chapter, including providing the information required by HBC 5.20.040 for each vehicle to be covered by the permit.~~

~~**5.20-090 Revocation or suspension.**~~

~~A commercial passenger vehicle permit may be revoked or suspended in accordance with HBC 5.04.120.~~

Section 7. Amendment of Section 5.22.010. Section 5.22.010 of the Haines Borough Code is hereby amended to read as follows:

NOTE: **Bolded/UNDERLINED** ITEMS ARE ADDITIONS TO THE CURRENT LANGUAGE
STRIKETHROUGH ITEMS ARE DELETIONS

Chapter 5.22 Commercial Passenger or Tour Vehicle Parking Permits

5.22.010 Permit required.

No person shall operate, park, stand, or stop a commercial vehicle within the designated parking area at the Port Chilkoot Dock or other public areas as designated by the borough assembly, except as authorized by a parking permit issued under this chapter and the procedures specified in Chapter 5.04 HBC.

A. An applicant for a commercial passenger or tour vehicle parking permit must possess a valid current commercial tour permit for the tour or tours the applicant offers ~~and a valid current commercial tour vehicle permit for each vehicle that will use the Port Chilkoot Dock parking area or other commercial passenger or tour vehicle parking area designated by the assembly.~~

Haines Borough
Ordinance No. 14-03-371
Page 5 of 5

B. A permit applicant must show evidence that use of the permit will be limited to transportation of goods or passengers to or from cruise ships or to provide other commercial passenger transportation services. Such evidence shall be a contract for the presale of tours on board a cruise ship or a description of the transportation service to be provided.

C. A permitted vehicle may use designated commercial vehicle parking areas at times when cruise ships are not in port; provided, that such use involves the provision of passenger tour services. A permitted vehicle is not allowed to use commercial vehicle parking areas when not engaged in a commercial tour activity.

D. Enforcement of the parking provisions in this chapter shall be in effect between May 1st and October 1st of each year.

ADOPTED BY A DULY CONSTITUTED QUORUM OF THE HAINES BOROUGH ASSEMBLY THIS
____ DAY OF _____, 2014.

ATTEST:

Stephanie Scott, Mayor

Michelle Webb, Interim Borough Clerk

Date Introduced: 03/12/14
Date of First Public Hearing: 03/25/14
Date of Second Public Hearing: 04/08/14

Proposed Substitute

RED and Curvey UNDERLINED items are additions to the proposed language.
~~Double STRIKETHROUGH~~ items are deletions.

HAINES BOROUGH, ALASKA
ORDINANCE No. 14-03-371

AN ORDINANCE OF THE HAINES BOROUGH AMENDING BOROUGH CODE TITLE 5 SUBSECTION 5.04.130(A), SECTION 5.18.030, CHAPTER 5.20, AND SECTION 5.22.010 TO REPEAL COMMERCIAL PASSENGER VEHICLE PERMITTING.

NOW, THEREFORE, BE IT ENACTED BY THE HAINES BOROUGH ASSEMBLY:

Section 1. Classification. This ordinance is of a general and permanent nature and if adopted with or without 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 Subsection 5.04.130(A). Subsection 5.04.130(A) of the Haines Borough Code is hereby amended to read as follows:

NOTE: **Bolded/UNDERLINED** ITEMS ARE ADDITIONS TO THE CURRENT LANGUAGE
STRIKETHROUGH ITEMS ARE DELETIONS

5.04.130 Fees designated.

A. Application Fee. An applicant for a permit required by this title shall pay a nonrefundable application fee at the time of application in accordance with the following schedule:

Transient and itinerant merchant permit	\$25.00
Fair vendor permit	\$25.00
Commercial passenger vehicle permit (per vehicle)	\$50.00
Commercial tour permit – Requiring a public hearing (permit has not been previously denied)	\$125.00
Commercial tour permit – Not requiring a public hearing	\$25.00
Commercial passenger or tour vehicle parking permit (per business)	\$25.00
Commercial tour permit – Requiring a public hearing (permit has been previously denied)	\$1,000

No additional fee is due for a permit in the year it is first issued.

Section 5. Amendment of Section 5.18.030. Section 5.18.030 of the Haines Borough Code is hereby amended to read as follows:

NOTE: **Bolded/UNDERLINED** ITEMS ARE ADDITIONS TO THE CURRENT LANGUAGE
STRIKETHROUGH ITEMS ARE DELETIONS

5.18.030 Application process.

A. Application for a commercial tour permit and permit renewal shall be made using the procedures set out in Chapter 5.04 HBC and this chapter.

~~B. If the applicant intends to use a commercial passenger vehicle for conducting the tour or as a tour shuttle, the applicant must also obtain a commercial passenger vehicle permit under Chapter 5.20 HBC.~~

~~B.~~ An applicant must provide the following information:

1. Name, address, and telephone number of applicant and all principals.
2. Customer capacity; number of vehicles to be used; location of all phases of the tour(s), including where the tour(s) will be offered for sale and scheduled stops; a summary of the tour(s); a map showing the routes to be taken; and hours of operation. One copy of each published pamphlet or brochure describing each tour must accompany the application.
3. Brokers certificate of \$500,000 of current commercial general liability insurance naming the borough as additional insured. The policy shall not contain any self-insured retention or deductible in excess of \$1,000 and shall include a provision requiring written notification to be given to the borough by the insurance company not less than 30 days before the policy is canceled, modified, or terminated for any reason.
4. Proof of worker's compensation insurance where applicable by law.
5. A copy of current Haines Borough business license.
6. Current copy of a signed tour operator's code of conduct agreement which shall be approved by the borough assembly.
7. An explanation of any felony conviction within the past five years.
8. A safety and operating plan for heli-skiing and helicopter tours

Section 6. Amendment of Chapter 5.20. Chapter 5.20 of the Haines Borough Code is hereby amended to read as follows:

NOTE: **Bolded/UNDERLINED** ITEMS ARE ADDITIONS TO THE CURRENT LANGUAGE
STRIKETHROUGH ITEMS ARE DELETIONS

Chapter 5.20 Commercial Passenger Vehicle ~~Permits~~ Requirements

~~5.20.010 Permit required.~~

~~A. No person shall operate a commercial passenger vehicle or a commercial tour vehicle within the borough except as authorized by a current commercial passenger vehicle permit issued for such vehicle pursuant to this chapter and the procedures specified in Chapter 5.04 HBC.~~

~~B. Permit Display Required. A commercial passenger vehicle permit must be displayed in the lower right corner of the front windshield of the vehicle, or as otherwise specified by the manager.~~

~~5.20.020.010~~ Definitions.

For the purposes of this chapter, the following terms shall be defined as follows:

"Commercial passenger vehicle" means a motorized or nonmotorized vehicle or means of conveyance that is used to transport passengers for compensation, regardless of the form or manner of charging the passenger or the form or manner of collecting the compensation. "Commercial passenger vehicle" does not include courtesy shuttles, vehicles with a maximum capacity of six customers operated by fishing or hunting charter operators for excursions,

vehicles operated for guided overnight excursions occurring outside of the Haines Borough, school buses operating exclusively under a contract with a school district, vehicles operated by profit or nonprofit transportation providers for the sole purpose of providing transport for elderly or disabled persons and their attendants, and vehicles operated exclusively by, or on behalf of, the borough, state, or federal governments.

"Commercial tour vehicle" means a commercial passenger vehicle that is used to conduct, or in furtherance of, a "commercial tour" as defined in HBC 5.18.010(B). Unless otherwise defined or provided for in this section, any vehicle or means of conveyance used to transport nonemployee passengers to or from a commercial tour shall be considered a commercial tour vehicle.

"Courtesy shuttle" means:

1. A vehicle that is owned or operated by a hotel, motel, or other similar business providing overnight accommodations to the public and used to provide complimentary transportation to the overnight guests of the business; or

2. A vehicle owned or operated by an air carrier and used to provide complimentary transportation to or from the airport for the passengers of the air carrier.

"Taxi" means a commercial passenger vehicle that is used for the purpose of carrying passengers for pay or hire upon the streets of the city, operating from a fixed or mobile location but not limited in its operation to any particular route. A taxi operates on a call or hail basis to provide point-to-point transportation to a destination determined by the passenger.

"Unique Historic or Custom Classic Vehicle" must meet the criteria as defined by the State of Alaska Division of Motor Vehicles.

~~5.20.030 Limitation on vehicle size.~~

~~A commercial passenger vehicle shall not exceed 40 feet in overall length.~~

~~5.20.040 Permit application requirements.~~

~~No permit shall be issued for a commercial passenger vehicle until the applicant has provided all of the following:~~

~~A. The name of the operations manager, emergency contact phone, and local home address.~~

~~B. Proof of current motor vehicle inspection on each motor vehicle to be permitted. Such inspection shall be performed by an inspector authorized to complete Federal Inspection Form # 400-FS-C2 in accordance with 49 CFR Part 396. For the purposes of this chapter, "current" means within the prior 12 months.~~

~~C. Proof of Alaska motor vehicle registration and display as required.~~

~~D. A list of all vehicles to be operated or controlled by the applicant and the applicant's agents or employees and the location of proposed depots and terminals if any.~~

~~E. A description of the color scheme or insignia to be used to designate the vehicle or vehicles of the applicant and the license number and length of each vehicle.~~

~~F. Name, address, and telephone number of the applicant and all principals.~~

~~G. A copy of brokers certificate of \$500,000 of auto and commercial general liability insurance naming the borough as additional insured on all motorized commercial passenger vehicles, except that nonmotorized commercial passenger vehicles require only the commercial general liability certificate. In order to add additional vehicles to the original application, the permit holder must submit proof of insurance and proof of motor vehicle inspection for each additional motor vehicle.~~

~~H. The permit application fee required by HBC 5.04.130(A) applies to each vehicle to be covered by the permit.~~

~~5.20.050.020 Vehicle identification.~~

~~A. A commercial tour vehicle **and a commercial passenger vehicle** must display the following:~~

~~1. Commercial passenger vehicle permit sticker.~~

~~2~~ **1.** Tour operator's identification on two sides and rear of vehicle readable from a distance of 50 feet.

B. Multiple vehicles of a commercial tour must be visibly distinguishable from each other **by clearly visible name, number, or letter, and not by license plate alone.**

C. The owner or operator of a ~~unique~~ **historic** or **custom** classic vehicle may request from the manager an exception from these display requirements to preserve the cosmetic integrity of the vehicle. The manager shall not unreasonably deny such a request.

5.20-~~060~~.030 Taxis.

A. Taxis must display the following for passenger review:

~~1. Commercial passenger vehicle permit sticker;~~

~~2~~**1.** The appropriate license required under state law for the driver of the vehicle;

~~3~~**2.** Rates, including information specifying whether the rate is per person, per trip, and whether there are additional charges for any other services, such as baggage handling and extra stops;

~~4~~**3.** Address and phone number for the clerk, in order to lodge complaints or comments.

B. Taxis shall operate on a call or hail basis, and may not solicit passengers except in accordance with an approved commercial tour permit issued under Chapter 5.18 HBC. Taxis must adhere to all traffic and parking laws and may not block or delay traffic.

5.20-~~070~~.040 Nonmotorized commercial passenger vehicles.

The owner or operator of a nonmotorized commercial passenger vehicle proposing tours or shuttle services shall designate routes and stops as required in HBC 5.18.030. In addition to designated stops, a nonmotorized commercial passenger vehicle may stop to pick up passengers hailing the vehicle along designated routes, so long as the vehicle can pull clear of the road traffic lane. Active solicitation from the vehicle to persons along the route is prohibited.

~~5.20-080 Renewal.~~

~~A commercial passenger vehicle permit issued under this chapter may be renewed annually upon application to the clerk in accordance with the procedure specified in Chapter 5.04 HBC and this chapter, including providing the information required by HBC 5.20.040 for each vehicle to be covered by the permit.~~

~~5.20-090 Revocation or suspension.~~

~~A commercial passenger vehicle permit may be revoked or suspended in accordance with HBC 5.04.120.~~

Section 7. Amendment of Section 5.22.010. Section 5.22.010 of the Haines Borough Code is hereby amended to read as follows:

NOTE: **Bolded/UNDERLINED** ITEMS ARE ADDITIONS TO THE CURRENT LANGUAGE
STRIKETHROUGH ITEMS ARE DELETIONS

Chapter 5.22 Commercial Passenger or Tour Vehicle Parking Permits

5.22.010 Permit required.

No person shall operate, park, stand, or stop a commercial vehicle within the designated parking area at the Port Chilkoot Dock or other public areas as designated by the borough assembly, except as authorized by a parking permit issued under this chapter and the procedures specified in Chapter 5.04 HBC.

A. An applicant for a commercial passenger or tour vehicle parking permit must possess a valid current commercial tour permit for the tour or tours the applicant offers ~~and a valid current commercial tour vehicle permit for each vehicle that will use the Port Chilkoot Dock parking area or other commercial passenger or tour vehicle parking area designated by the assembly.~~

Haines Borough
Ordinance No. 14-03-371
Page 5 of 5

B. A permit applicant must show evidence that use of the permit will be limited to transportation of goods or passengers to or from cruise ships or to provide other commercial passenger transportation services. Such evidence shall be a contract for the presale of tours on board a cruise ship or a description of the transportation service to be provided.

C. A permitted vehicle may use designated commercial vehicle parking areas at times when cruise ships are not in port; provided, that such use involves the provision of passenger tour services. A permitted vehicle is not allowed to use commercial vehicle parking areas when not engaged in a commercial tour activity.

D. Enforcement of the parking provisions in this chapter shall be in effect between May 1st and October 1st of each year.

ADOPTED BY A DULY CONSTITUTED QUORUM OF THE HAINES BOROUGH ASSEMBLY THIS
____ DAY OF _____, 2014.

ATTEST:

Stephanie Scott, Mayor

Michelle Webb, Interim Borough Clerk

Date Introduced: 03/12/14
Date of First Public Hearing: 03/25/14
Date of Second Public Hearing: 04/08/14

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MEMORANDUM

TO: Julie Cozzi
Interim Borough Manager



FROM: Brooks W. Chandler
Borough Attorney

DATE: April 3, 2014

SUBJECT: Removal of Requirement of Naming Borough as Additional Insured on
Commercial General Liability Policy for Commercial Tour Permittee

You have asked for our input on the advisability of removing the requirement that applicants for a Borough commercial tour permit name the Borough as an additional insured on their commercial general liability policies. This requirement is set forth in HBC 5.18.030 C(3).

Based on the history of deaths associated with commercial ski tours, in my opinion, it is prudent to continue this requirement. I do not believe there is a significant cost to a permit applicant to include the Borough as an additional insured. I also do not believe any suit against the Borough arising from a privately operated commercial tour would be successful. However, defending a case costs money. One of the obligations of an insurer is to pay for defense costs. By requiring the Borough to be named as an additional insured, the Borough puts itself in position to require a tour permittee's insurance company to share the expense of defending the Borough with the Borough's insurance company.

There may be zero real life examples of this actually occurring. There was some finger pointing in the direction of the Borough after the death of Mr. Dodov but ultimately no claims were made against the Borough.

Whether the reduction of risk to the Borough justifies the cost to a permittee is a public policy decision for the Assembly.

Clerk's Note: On 4/3/2014 Mr. Chandler confirmed that the same analysis applied to auto insurance.



**Haines Borough
Assembly Agenda Bill**

Agenda Bill No.: 14-427
Assembly Meeting Date: 4/8/14

Business Item Description:	Attachments:
Subject: Remove Haines Senior Assisted Living Inc. Property from the List of Community Purpose Exemptions	1. Ordinance 14-02-370
Originator: Assistant Assessor (Agenda Bill by Clerk's Office)	
Originating Department: Assessment	
Date Submitted: 3/12/14; originally 2/20/14	

Full Title/Motion:
Suggested Motion: Postpone Ordinance 14-02-370 to the 4/22/14 borough assembly meeting.

Administrative Recommendation:

Fiscal Impact:

Expenditure Required	Amount Budgeted	Appropriation Required
\$	\$	\$

Comprehensive Plan Consistency Review:

Comp Plan Policy Nos.:	Consistent: <input type="checkbox"/> Yes <input type="checkbox"/> No
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Summary Statement:

This ordinance was on the 2/25/14 agenda for introduction, but removed at the administration's request. More information became available and was discussed at the 3/25/14 meeting. According to the borough's contract assessor and the assistant assessor, Haines Assisted Living (HAL) is a recognized non-profit charitable organization that qualifies for a required exempt status, not an optional community purpose exemption as it is classified now. When the new Soboleff-McRae Veterans Village building is completed, any rented space for commercial use will be taxable. At this time, the state assessor is gathering and reviewing all of the information for his written opinion. The suggested motion to postpone will allow time to receive this document requested at the 3/25/14 meeting.

Referral:

Sent to:	Date:
Recommendation:	Meeting Date:
Refer to:	

Assembly Action:

Workshop Date(s):	Public Hearing Date(s): 4/8/14
Meeting Date(s): 2/25, 3/25/14, & 4/8/14	Tabled to Date:

AN ORDINANCE OF THE HAINES BOROUGH AMENDING HAINES BOROUGH CODE TITLE 3 TO REMOVE HAINES SENIOR ASSISTED LIVING INC. PROPERTY FROM THE LIST OF COMMUNITY PURPOSE EXEMPTIONS BECAUSE IT HAS BEEN DETERMINED TO BE A REQUIRED EXEMPTION UNDER HBC 3.70.030(A)(3).

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 shall become effective immediately upon adoption.

Section 4. Amendment of Section 3.70.040. Haines Borough Code 3.70.040 is amended, as follows:

NOTE: **Bolded/UNDERLINED** ITEMS ARE TO BE ADDED OR CHANGED
STRIKETHROUGH ITEMS ARE DELETIONS

HBC 3.70.040 Local exemptions and exclusions.

A. The following property is exempt from general taxation:

1. Business inventory and items held for resale;
2. All motor vehicles which are subject to the motor vehicle registration tax described in Chapter 3.85 HBC.

B. The assembly may by ordinance exempt or partially exempt from taxation privately owned land, wetland and water areas for which a scenic, conservation, or public recreation use easement is granted to the borough. To be eligible for a tax exemption, or partial exemption, the easement must be in perpetuity. However, the easement is automatically terminated before an eminent domain taking of fee simple title or less than fee simple title to the property, so that the property owner is compensated at a rate that does not reflect the easement grant.

C. The increase in assessed value of improvements to real property shall be exempt from taxation if an increase in assessed value is directly attributable to alteration of the natural features of the land or to new maintenance, repair or renovation of an existing structure, and if the alteration, maintenance, repair, or renovation, when completed, enhances the exterior appearance or aesthetic quality of the land or structure. An exemption may not be allowed under this subsection for the construction of an improvement to a structure if the principal purpose of the improvement is to increase the amount of space of occupancy or nonresidential use in the structure or for the alteration of land as a consequence of construction activity. An exemption provided in this subsection shall continue for four years from the date the improvement is completed, or from the date of approval for the exemption by the assessor, whichever is later.

D. Pursuant to AS 29.45.050(b)(1)(A), the below-listed properties shall remain exempt from property taxation so long as they remain the property of their present owners (organizations not organized for business or profitmaking purposes) and so long as they remain used exclusively for community purposes:

1. Southeast Alaska Fairgrounds: that area containing 42 acres, more or less, in USS 735, currently owned by Southeast Alaska State Fair, Inc.;

2. Port Chilkoot Parade Ground, currently owned by Alaska Indian Arts, Inc., that area surrounding Block G, Port Chilkoot Subdivision, containing 7.58 acres, more or less, not used for commercial purposes;

3. Land and improvements situated on Lots 1 through 7, Block O, Presbyterian Mission Subdivision, currently owned by the American Bald Eagle Foundation;

4. Land and improvements situated on Small Tracts Road, specifically the north 300 feet of the west 100 feet of Lot 40, Section 2, Township 31 South, Range 59 East, of the Copper River Meridian, currently owned by the Haines Animal Rescue Kennel;

~~5. Land and improvements situated on Lots 5, 6 and 11 through 14, Block 8, Townsite Addition, dedicated to the Haines Senior Assisted Living Facility and owned by Haines Assisted Living Inc.;~~

~~65.~~ Charles Anway Cabin: Land and improvements situated on Lot 2C within the resubdivision of Lot 2, Meacock Subdivision within Survey 206 currently owned by the Chilkat Valley Historical Society;

~~76.~~ Land and improvements situated on Lots 1 through 5, Block 12, and Lots 5 through 8, Block 6, Townsite, currently owned by Takshanuk Watershed Council.

E. The borough exempts from taxation an interest, other than record ownership, in real property of an individual residing in the property if the property has been developed, improved, or acquired with federal funds for low-income housing and is owned or managed as low-income housing by the Alaska Housing Finance Corporation under AS 18.55.100 through 18.55.960 or a regional housing authority formed under AS 18.55.996.

F. Any firm that begins operation after July 1, 1986, in the Haines Borough to process timber after it has been delivered to the processing site, if the firm has a yearly payroll of at least \$250,000, shall have 75 percent of the real property exempted from taxation for a period of five years.

G. Land and improvements situated on Lots 17, 19, 22, 23, and 24, Block F, Mission Subdivision, owned by Haines Senior Citizens' Center, Inc.

H. Land and improvements in the SE1/4, SE1/4, Section 22, T28S, R55E, CRM, managed by Klehini Valley Sports and Recreation. This exemption shall require a review on a yearly basis and becomes void if property is not used exclusively for nonprofit recreation.

I. Hardship Exemption. That portion of the property tax levied on the residence of a qualified senior citizen or disabled veteran who applies for the exemption and meets the standards set forth in 3 AAC 135.040(b) and (c), which exceeds two percent of their gross household income.

1. In order to qualify for this exemption, the applicant must:

a. Have gross family income, from all sources in the prior year, which does not exceed 135 percent of the poverty guideline as established by the United States Department of

Health and Human Services for a similar sized household in the state of Alaska for the year requested;

b. Be eligible for a permanent fund dividend under AS 43.23.005 for the same year or for the immediately preceding year;

c. Not own more than one parcel of real property in Alaska on the date of application, excluding an adjacent parcel that is necessary for the use of the primary residence; and

d. Have net worth as of the date of application of less than \$250,000 including the first \$150,000 of the market value of the principal residence of the applicant.

2. This exemption will be apportioned in the same manner and formula as applied to the standard senior citizen/disabled veteran exemption previously granted.

3. An exemption may not be granted under this subsection except upon written application for the exemption on a form provided by the borough assessor. The applicant must also submit an affidavit, supplied by the borough, attesting that the applicant meets the subscribed criteria. The assessor shall require proof, in the form the assessor considers necessary, of the right to and amount of an exemption claimed under this subsection, and shall require a disabled veteran claiming an exemption to provide evidence of disability rating. The assessor may require additional proof under this section at any time. If the applicant fails to respond to a request for additional proof, such failure may be considered by the assessor in determining whether to grant the exemption.

4. The claimant must file the application no later than March 1st of the assessment year for which the exemption is sought. The claimant must file a separate application for each assessment year in which the exemption is sought.

5. If an application is filed by the deadline, and approved by the assessor, the assessor shall allow an exemption in accordance with the provisions of this section. If the claimant has already paid taxes for that year prior to approval of a timely application, the exempted tax amount shall be refunded to the claimant.

6. If an otherwise qualified claimant is unable to comply with the March 1st application filing deadline, the claimant may submit an application to the assessor's office for review by the assembly. If the claimant has submitted a valid application, the assembly may, by resolution, waive the claimant's failure to file the application by the March 1st deadline, and authorize the assessor to accept the application as if timely filed. For purposes of this subsection, an inability to comply must be caused by a serious medical condition of the applicant or member of the applicant's family, or an extraordinary event beyond the claimant's control. No late applications can be submitted after November 1st of the qualifying year. This section does not create any private rights whatsoever, nor does it in any manner require the assembly to introduce or adopt any such resolution.

7. Upon receipt of the completed application, any additional proof required, and affidavit, the borough assessor shall evaluate the request and grant or deny the hardship exemption within 15 borough business days. If denied, the borough assessor shall specify the reasons for the denial.

8. A person may appeal the apportionment of a hardship exemption granted under this chapter or a denial of an application to the board of equalization in accordance with HBC 3.72.100 through 3.72.120.

Haines Borough
Ordinance No. 14-02-370
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ADOPTED BY A DULY CONSTITUTED QUORUM OF THE HAINES BOROUGH ASSEMBLY THIS
____ DAY OF _____, 2014.

Stephanie Scott, Mayor

ATTEST:

Michelle Webb, Interim Borough Clerk

Initially on Agenda	02/25/14 – Removed from Agenda at Administration's Request (for clarification)
Date Introduced:	03/25/14
Date of First Public Hearing:	04/08/14
Date of Second Public Hearing:	___/___/___



Haines Borough
Assembly Agenda Bill

Agenda Bill No.: 14-440

Assembly Meeting Date: 4/08/14

Business Item Description:	Attachments:
Subject: Update the Borough Manager's Purchasing Authorization Limits	1. Ordinance 14-03-372 2. Memo from the Finance Director
Originator: Finance Director	
Originating Department: Finance	
Date Submitted: 3/17/14	

Full Title/Motion:

Motion: Advance Ordinance 14-03-372 to a second public hearing on 4/22/14.

Administrative Recommendation:

This amendment is recommended by the interim manager.

Fiscal Impact:

Expenditure Required	Amount Budgeted	Appropriation Required
\$ N/A	\$	\$

Comprehensive Plan Consistency Review:

Comp Plan Policy Nos.:

Consistent: Yes No**Summary Statement:**

At its meeting on 3/10/14, the finance committee reviewed the idea of increasing the manager's purchasing authorization limits and increasing the threshold for requiring competitive sealed bids. The committee recommends the proposed amendments. Also, subsequent to the committee meeting, staff has developed additional related amendments having to do with purchasing authorization limits for other staff and requirements for getting quotes. This ordinance was introduced on 3/25/14.

NOTE: Even when the manager authorizes purchases that do not require assembly approval, it is NEVER free from oversight. There is always accountability, and our entire purchasing system has many checks & balances. This is a matter of efficiency. Once a budget is approved, the idea is that the borough manager should be able to make necessary purchasing decisions within that budget.

Referral:

Sent to: Finance Committee

Date:

Recommendation: In support

Refer to:

Meeting Date: 3/10/14

Assembly Action:

Workshop Date(s):

Public Hearing Date(s): 4/8/14

Meeting Date(s): 3/25/14 & 4/08/14

Tabled to Date:

**AN ORDINANCE OF THE HAINES BOROUGH AMENDING BOROUGH CODE
TITLE 3 SECTION 3.60.080 TO UPDATE THE BOROUGH MANAGER'S
PURCHASING AUTHORIZATION LIMITS.**

NOW, THEREFORE, BE IT ENACTED BY THE HAINES BOROUGH ASSEMBLY:

Section 1. Classification. This ordinance is of a general and permanent nature and if adopted with or without 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 3.60.080. Section 3.60.080 of the Haines Borough Code is hereby amended to read as follows:

NOTE: **Bolded/UNDERLINED** ITEMS ARE ADDITIONS TO THE CURRENT LANGUAGE
STRIKETHROUGH ITEMS ARE DELETIONS

3.60.080 Purchasing authorization/procedures.

A. Authorization for all purchases must be obtained prior to ordering. Supplies, materials, equipment, or contractual services **not to exceed \$25,000** shall be **made on the open market, subject to subsection (B) of this section, by the borough manager or by other borough personnel in accordance with written purchase authorization issued by the borough manager.** ~~authorized under the following guidelines. Contracts for:~~

~~1. Up to \$1,000. Department heads may authorize purchases of single items not to exceed \$1,000 on the open market. No bids are required;~~

~~2. One Thousand One Dollars to \$10,000. The manager may authorize purchases of single items costing between \$1,001 and \$10,000 on the open market, subject to subsection (B) of this section;~~

~~3. Ten Thousand One Dollars to \$20,000. The borough assembly may authorize purchases on the open market of single items costing between \$10,001 and \$20,000, subject to subsection (B) of this section;~~

~~4. More than \$20,000. Unless exempted by the ordinances of the borough or this code, all contracts and purchases for an amount estimated to exceed \$20,000~~ **\$25,000** shall be by competitive sealed bid. See HBC [3.60.090](#) through [3.60.170](#) for sealed bid process.

B. Minimum Number of Bids. All open market purchases over ~~\$1,000~~ **\$2,500** shall, whenever possible, be based on no fewer than three written bids, quotations, or statements of interest from potential suppliers. Except as set out in HBC [3.60.170](#), the bid shall be awarded to the lowest responsible bidder in accordance with the standards set forth in HBC [3.60.160](#).

C. Public Record. The purchasing agent shall keep a record of all open market bids submitted in competition thereon, and such records shall also be open to public inspection.

~~D. Purchasing Authorization Limits. Purchasing authority shall be limited to a dollar amount not to exceed \$1,000 for department heads, \$200.00 for permanent employees, and up to \$100.00 for temporary employees as authorized by the department head.~~

E D. Project or contract specifications shall not be subdivided to avoid the requirements of this chapter. This provision shall not preclude the use of alternate deductible items.

Haines Borough
Ordinance No. 14-03-372
Page 2 of 2

ADOPTED BY A DULY CONSTITUTED QUORUM OF THE HAINES BOROUGH ASSEMBLY THIS
____ DAY OF _____, 2014.

ATTEST:

Stephanie Scott, Mayor

Michelle Webb, Interim Borough Clerk

Date Introduced: 03/25/14
Date of First Public Hearing: 04/08/14
Date of Second Public Hearing: __/__/__

Memo



Date: March 18, 2014
To: Mayor, Assembly
Cc: Julie Cozzi, Interim Manager
From: Jila Stuart, Chief Fiscal Officer
RE: Purchasing Authorization – Proposed Code Amendment 3.60.080

This memo provides background for the attached, proposed changes to HBC 3.60.080. At their meeting on March 10, the Finance Committee discussed and recommended #2 and #3 below. #1 and #4 were proposed or refined by staff after the finance committee meeting.

- 1. The removal from code of spending authorization limits for department heads and other employees subordinate to the Borough Manager.** The current code sets spending authorization limits for department heads and other employees. Because different department heads have different spending needs, it's not useful to have the same spending authority for all department heads. For instance, the Public Facilities Director manages multi-million dollar construction projects and close to \$2 million of annual operating budgets. Several other department heads make purchases only in the tens of thousands during a year. Also, the Manager may find it appropriate to give additional spending authorization non department heads such as the mechanic or the public works supervisor. They have a need for a higher spending authorization than a clerical employee or a lifeguard for instance. Under the current code all non-department heads have the same spending authority. It's appropriate for the manager to set these spending limits within his or her spending authority on a form designed for this purpose.
- 2. Increase Manager's spending authority to \$25,000.** An Assembly member raised the issue of why purchases, which have been approved in the budget, come back to the Assembly for approval. Currently the Manager's spending limit is \$10,000. Raising the purchase authorization would increase flexibility for the Manager so that he or she could make purchases without scheduling around Assembly meetings. Additionally, it would save staff time by reducing the size of meeting packets -though it may not save time at meetings since these items usually appear on the consent agenda. The chart below shows the Haines Borough's Manager spending limit compared to other communities:

Purchase Authorization Comparison Chart		
Municipality	Manager Approval	Public Bid Required
Haines	\$ 10,000	\$ 20,000
Wrangell	\$ 25,000	\$ 25,000
Petersburg	\$ 30,000	\$ 30,000
Skagway	\$ 5,000	\$ 25,000
Cordova	\$ 25,000	\$ 25,000
Kodiak	\$ 25,000	\$ 25,000
Ketchikan	\$ 50,000	\$ 50,000
Homer	\$ 25,000	\$ 25,000

3. **Increase threshold requiring competitive sealed bids.** Currently the threshold requiring complete sealed bids is \$20,000. The sealed bid process requires advertisement and a considerable amount of staff time. Bumping the threshold up to \$25,000 would slightly reduce the number of projects that require this process, expediting projects and saving staff time.
4. **Increase threshold requiring three written bids.** Currently purchases over \$1,000 require three written bids. Acquiring these bids is time consuming. The Borough mechanic, harbormaster, water operator, and facility maintenance techs currently spend a considerable amount of time procuring bids. Raising the threshold will free up staff time for other projects while still insuring the Borough gets the best price available for large purchases.

INTERIM MANAGER'S REPORT

DATE: April 7, 2014
 TO: Mayor and Borough Assembly
 FROM: Julie Cozzi, Interim Borough Manager

Administration

- **My last Report as Interim Manager:** I want to thank you for your faith in me when you appointed me six months ago to serve as interim borough manager. I have grown tremendously during this time and strongly believe I will be a better borough clerk. I cannot say it has been easy, but it has been rewarding...in so many ways! In addition to many things I could list, I appreciate the role I was privileged to play in hiring a new borough manager, chief of police, and several other new employees. I learned the borough manager position is in large part one of facilitation, rather like an orchestra conductor. I worked hard to do whatever I could to assist our hard-working professional borough employees. Whether making decisions, giving advice, answering questions, signing documents, pitching in on a project, or just providing a listening ear, I learned how important it is to help out and then get out of the way so the professionals can do their jobs. I'm so proud of each person I work with, and this period as manager has really given me more insight into the high caliber of people we Haines citizens are fortunate to have providing services for us. Thank you again for this experience, although I do have to admit I am ready to get back to my regular duties.
- **My Schedule in April:** I will out of the office April 14 through the afternoon of April 28 taking care of postponed medical appointments and visiting my aging parents. In my absence, Michelle Webb will continue to serve as interim borough clerk. She will be assisted by Administrative Assistant Kathy Friedle.
- **Michelle's Next Adventure:** As you know, Deputy Clerk Michelle Webb and her husband are moving to Fairbanks. She has accepted a job with the Fairbanks North Star Borough Clerk's Office and will start in that job on April 28. Michelle, you will be missed. Thank you for all of your work and especially your wonderful customer service!
- **Mud Slide Disaster in Snohomish County:** I have been asked how people may be able to extend support to the Washington State communities of Oso, Arlington and Darrington during this devastating time. I have been told the best way to offer support from afar is to use the following American Red Cross disaster relief link. You can help by clicking on the "Donate Now" under "Disaster Relief", and the specific event can be entered.
<http://www.redcross.org/wa/everett>

Economic Development/Tourism

- **Year-End Tourism Report for 2013:** Tourism Director Tanya Carlson submitted the attached report (*Appendix A*). The delay is because we have to wait for statistics to come in from various sources, and they are not usually available until the end of March each year.
- **Tourism Director:** Tanya's last day with the Haines Borough is Wednesday, April 9. Thank you for all you have done for us, Tanya. You will be missed. We wish you well on your new adventure with ATIA in Anchorage. Visitor Information Coordinator Tammy Piper has been appointed interim tourism director until a new one is hired. We are continuing to receive applications.
- **Reciprocal Fishing Licenses:** Last week, we received the following email through the borough's website from a gentleman named Ike Wood.

"I read with great interest the newspaper article about the salmon sport fishing issues in your beautiful community. I was happy to read how Haines requested the Alaska government rescind a bill that would have raised the cost of Yukoners getting Alaskan fishing licenses. Our children who have now moved away cut their teeth fishing, in your great land, and when we get together for family visits, the wonderful times they had going to Haines over the years always comes up. In fact when they return to the Yukon for holidays or family event, a visit to Haines is always part of their trip. Haines is like a second home to them and me. Our children were always taught to respect the people, and the land while visiting Haines, and to keep the beautiful land clean, and respect the fishing laws. Their children are being taught that respect when they visit. I never miss an opportunity to mention Haines to friends who plan a trip to the north as a place to visit. Thanx to the Borough Council for requesting the rescinding of the bill. I look forward to my next visit."

Finance

- **Secure Rural Schools:** Senator Lisa Murkowski shared the announcement by the U.S. Forest Service that Alaskan communities will receive more than \$14 million to support local schools and roads as part of the reauthorization of the Secure Rural Schools and Community Self-Determination Act. Yay!
- **FY2015 PILT Request:** NACo provided the attached letter (*Appendix B*) from several U.S. Congressmen asking for PILT funding to be included in the FY 2015 appropriations bill for Interior, Environment, and related agencies. Also attached is more information about PILT.
- **Lynn Canal-Icy Strait Resource Advisory Committee (RAC):** Some of you might remember Jennifer Norton who lived in Haines several years ago. She now lives in Juneau and is the Lynn Canal-Icy Strait RAC Coordinator. Attached as *Appendix C* is a call for proposals for FY14 funding through the Lynn Canal-Icy Strait RAC which will be approximately \$175,000. The process is similar to previous years and proposals must be received by April 30. The Committee will meet May 12 to review and vote on project submissions. Jim Studley, Jim Shook and Jerry Lapp are all current Lynn Canal-Icy Strait RAC members and could likely answer questions. They voted on the last round of projects. Additionally, applications for new RAC members are being accepted, and the application form and a recruitment flyer are attached. Jennifer must receive a completed hardcopy application via U.S. mail (or hand-delivered) with an original signature by April 30, 2014. They cannot be accepted via email or fax.

Lands-Assessment-Planning & Zoning

- **Assessment Notices:** Notices are being mailed out on approximately April 7. The appeal deadline is May 7, and the Board of Equalization is scheduled for May 19.

Ports and Harbors

- **Crane Lock:** The borough spent close to \$25,000 refurbishing the crane at the Small Boat Harbor this winter. There is a fee for using it, and a key is needed. Despite having advertised this in the paper, radio and posting notices all over town and at the harbor, the lock has already been cut four times. Harbor staff checks it as often as they can at night and on weekends but they have thus far been unsuccessful catching the person(s) stealing the services or cutting the lock. The borough spent about \$600.00 getting locks for the crane and keys to distribute to legitimate customers. It is disappointing one or more people cannot understand they need to pay for these services. Some options are to install surveillance cameras similar to those at the Lutak Dock or allow crane use only while harbor staff members are on duty. We are open to suggestions.
- **Harbor Garbage:** One morning last week, the harbormaster arrived at the Small Boat Harbor to find the dumpster was overflowing with household garbage, all the same white bags with orange drawstrings (see *Appendix D*). That is unusual this time of year. Evidence was gathered from the bags and has been turned over to the police department. It is illegal to use the harbor dumpster for disposal of household trash.

- **2014 Blessing of the Fleet**: The local churches would like to hold the Blessing of the Fleet at 3pm on Sunday, April 13. This annual event will take place in the harbor parking area.
- **Ice House Coil**: The coil for the Ice House repair will come on next week's Barge, and the servicemen from Key Mechanical are scheduled to be onsite 4/14/14.

Public Facilities

- **Third Avenue Street Improvements**: This project has been put out to bid and is posted at <http://www.hainesalaska.gov/publicfacilities/haines-borough-street-improvements-%E2%80%93-3rd-avenue>. Bids are due Tuesday, April 29th.
- **Port Chilkoot Dock Update**: All piles have been driven, and the crew is in the final completion of handrails. They are now working on the abutment between the new deck and the parking lot. The project is on schedule.
- **Letnikof Cove Renovation**: New floats for Letnikof should be on the next barge, and the work is scheduled to begin no later than April 15.

2013 End of Year Tourism Report (Calendar Year)

Prepared by Tanya Carlson

Advertising

Advertising and Listings were placed in the following:

- Yukon:
 - Yukon Vacation Planner
 - Whitehorse Visitor Guide
 - Last Great Road Trip
 - Last Great Road Trip - German
 - Yukon Winter Guide
 - Yukon News – May, June, July, August, October, November
 - Whitehorse Festival of Trees
 - TIA Yukon Fall Round-up Sponsorship (hosted)
 - Whitehorse Transit Bus Side Panel – 16 week run
 - Yukon North of Ordinary – 1 issue
- Regional Ads:
 - Skagway Visitor Guide
 - Mat-Su CVB
 - Fairbanks Guide
 - Juneau Travel Planner
 - Ketchikan Planner
 - AK Highway Historical Journey – Golden Circle Contribution
 - Juneau Empire – July, August
 - Capital City Weekly – Fair Ad
 - Alaska Broadcast Communications Inc – Juneau Radio Ads
 - Alaska Peace Officers Directory
- Major Print Publications:
 - Alaska State Vacation Planner
 - Alaska State Vacation Planner - German
 - Milepost Back Cover
 - Fish Alaska Magazine (3 issues)
 - Sunset Magazine – February, March, April, September
 - Alaska Magazine – October
 - America Magazine – Dutch Magazine
 - Life After 50 – 2 issues
 - Good Sam Directory
 - Northwest Travel Magazine – Sep/Oct, Nov/Dec
- Web Marketing:
 - Google Network Ads
 - Trip Advisor – 1 year page ownership, 3 month banner ad campaign
 - KING5 / NWCN – 3 month banner ad campaign
- Local Ads & PR
 - Southeast State Fair Entertainment Guide
 - Alaska State Museum Conference Sponsorship
 - Haines Coupon Book
 - Tourism Community Night

- Misc.
 - Re-ordered Fort Seward Walking Maps
 - BackRoads Alaska USB Drives
 - Haines USB Drives

Advertising had undergone a major overhaul the previous year so not much changed in the 2013 calendar year. Whitehorse transit was added and KING5 / NWCN replaced Discovery Digital. Juneau Empire was also planned in place of Capital City Weekly.

Local ads and public relation items were expanded this year to include local sponsorships for the Museum and Alaska Arts Confluence. HCVB also partnered with the Haines Chamber of Commerce to offer local businesses 4 classes on the importance of websites and social media. This was also one of the sponsorships for Alaska Arts Confluence; the other was for art on Main Street.

ROI on Print Advertising

Tracking ROI on print advertising, in general, is a very difficult task but we continue to try and tackle this as much as possible. One way is to create unique URL's for different ads. This is still not 100% effective but it is a step. Unique url's can be tracked through Google Analytics. Every time someone enters the Haines website through the unique url we are able to track that url's usage. The main issue is that people see a Haines ad, decide they want more information but look up the website later when the ad is no longer in front of them. The easiest thing to do is search "Haines, Alaska" where they are then brought to our main URL. Some national ads create leads which are emailed to the Haines CVB each week for people requesting more information on our destination. Lead generated advertising is another way to track ROI on print ads. The tables below represent our current lead generated advertising in 2012 and 2013.

2012 Lead Lists	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	TOTAL
ATIA/AK V P	210	153	297	208	122	77	23	41	11	25	243	137	1,547
Bingo-FBNKS	23	3	167	104	77	62	123	1	17	44	45	51	717
Good Houskeeping	3	3	-	-	1	1	-	-	-	-	-	1	9
Sunset	5	152	166	155	44	28	4	7	5	3	-	2	571
Woodalls	5	8	3	5	9	9	6	7	4	5	3	3	67
SATC	35	24	13	8	12	14	13	8	5	8	6	15	161
Total Leads	281	343	646	480	265	191	169	64	42	85	297	209	3,072
BULK (everything)	547	494	838	660	401	305	341	198	124	160	368	272	4,708

2013 Lead Lists	Jan	Feb	March	April	May	June	July	Augus	Sept	Oct	Nov	Dec	TOTAL
ATIA/AK V P	43	242	242	306	94	23	37	13	7	10	280	291	1,588
Bingo-FBNKS	36	171	65	63	70	59	53	29	60	46	52	40	744
Good Housekeeping	-	1	-	-	-	1	-	-	-	-	-	-	2
Sunset	7	97	314	226	47	42	23	9	104	17	18	19	923
Woodalls	2	3	3	4	-	2	2	2	-	1	-	2	21
SATC	21	18	16	9	10	5	8	6	11	6	-	-	110
Total Leads	109	532	640	608	221	132	123	59	182	80	350	352	3,388
BULK (everything)	266	703	723	735	305	202	200	124	238	164	400	404	4,464

All are current ads except Good Housekeeping; we have not advertised with them for several years but seem to be getting some residual leads from old publications. Woodall's and Trailer Life joined forces about a year ago and now do the Good Sam Guide. We still participate in this publication but with a much smaller and more inexpensive ad.

ATIA/AK V P – 2.7% increase

Bingo – FBNKS – 3.8% increase

Sunset – 61.6% increase

Woodall's – 59.7% decrease – We reduced the size and cost of our Woodall's (Good Sam) ad. It has never been a major producer. The ad has only been retained as it is a major camping/RV publication.

SATC – 31.7% decrease – The SATC website had been little utilize as of late due to SATC re-branding and new website construction. The new website launched in January and is now being marketed (bugs are still being ironed out in the new site). These referrals should start to pick up over the next year.

The BULK numbers represent all leads sent along with direct Vacation Planner requests with the exception of international, special requests or quick orders (these cannot go bulk).

Haines Vacation Planner

The Haines Vacation Planner continues to be our key piece of collateral that is mailed out to leads, planner requests and given out at trade shows. Our printing company also creates an online magazine that is easy to read and download from our website. I believe this helps decrease the amount of Vacation Planner requests we receive by email and thus mailed direct.

4,553 Vacations Planners were sent throughout the US in 2013. The number of Planners mailed out in the US in 2013 decreased 7.5% from 2012. 213 Planners were mailed throughout Canada, a decrease of 30%. The state with the highest requests is California (773), which continues to hold true every year. The next highest is Washington (260) followed by Florida (238), Texas (212) and then Oregon (174). These results include those who request a Planner through the Haines website, call and request information and lead generated advertising. These results differed slightly in numbers requested keeping CA in the top spot, moving WA to the #2 position from #4 and brought OR into the top 5 while both TX and FL dropped slightly. Although difficult to tell after just one year, this could have to do with the Pacific Northwest push in advertising with Northwest Travel Magazine and KING5 / NWCN. Ontario, British Columbia, Alberta and Quebec are the top provinces requesting Vacation Planners.

Brochure Distribution

The Haines Tourism Department produces the official Haines Vacation Planner and other rack cards pertinent to our area. In addition to the individual requests processed through the Visitor Center, this literature is distributed in many venues:

- AMHS (Alaska State Ferry) Four ferry's (3 that visit Haines, 1 cross-gulf to/from Juneau)
- Visitor Centers throughout Alaska and British Columbia
- PR Services: Distribution along the Alaska Highway in the Yukon
- Rec-Vee Distributors: Four Canadian RV Shows
- Tok Visitor Center
- Yukon Tourism and Cultural offices

Other Promotional Projects

- Bid and won the Alaska Municipal League Conference for 2015.
- Social Media
 - Grew Haines' Facebook followers
 - Active participant on Trip Advisor
 - Started an Instagram page
- Haines Coupon Book – This has been a big success and businesses are very happy with it.
 - Distribution –
 - PC Dock for cruise ships
 - Canada in welcome packets for rental car & RV's

- Yukon Trade Show
- Inside Visitor Center
- CBC Whitehorse Radio interviews prior to Canadian long weekends.

Memberships

The Haines CVB/Tourism Department continues to hold membership in the following organizations keeping Haines in the mainstream of tourism throughout the globe:

- WACVB - Western Association of Convention and Visitor Bureaus:
 - Training and keeping current with trends and data of the tourism industry
- ATIA - Alaska Travel Industry Association:
 - Alaska tourism issues, training, and cooperative marketing opportunities
- ABA - American Bus Association – (will be dropped in 2014)
- NTA - National Tour Association:
 - Catering to connecting DMO's (Destination Marketing Organizations) and suppliers with group tour operators
- US Travel Association – (will be dropped in 2014)
- SATC - Southeast Alaska Tourism Council:
 - Tourism Director Tanya Carlson is currently the president
- TIAY - Tourism Industry Association of the Yukon
 - Yukon tourism issues and trends
- CVBs throughout Alaska

ABA and USTA will not be renewed in 2014. Instead, those monies will be applied to membership with the Gay and Lesbian Convention & Visitors Bureau (GLCVB) – as described in the FY14 Marketing Plan.

Convention, Trade Shows & Meetings Attended

- Yukon Trade Show – approx. 8,000 attendees
- TIA Yukon Spring Convention – hosted (approx. 115 registered participants)
- WACVB CEO Training Conference
- WACVB Tech Summit
- ATIA Annual Convention
- Alaska Media Road Show
- Travel Exchange - NTA & UMA Annual Convention & Trade Show
- LA Travel & Adventure Show – 28,422 attendees in 2013 (32,181 attendees in 2014)
- Seattle Bike Expo – approx. 7,000 attendees in 2013 (approx. 6,500 attendee in 2014)
- SATC Annual Board Meeting

Last October, a group from Haines & Sitka also met with heads from most of the top cruise lines to continue discussion on BackRoads Alaska. These meeting went exceedingly well and had much serious interest. Our meetings were pushing for business beginning in 2015.

As of March 2014, Princess will be returning to Haines for two calls with the Crown Princess in 2015, Celebrity will be making two stops with the Infinity and the Regatta will also be making to call in Haines. These calls are all attributed to the BackRoads Alaska initiative. Aside from these, a French line will also be making six calls in Haines. All combined, Haines can expect about 14,500 more cruise guests in 2015.

Travel Writers and Haines in the Media

Articles, Publications and Travel Writers/Photographers

- Jacob Maarten Van Splunter: *AmericA Magazine* (Dutch Publication), a Dutch publication entirely about travel to the U.S. and Canada. Jacob was brought to the Yukon for a story and wanted to come back to Haines. He did another 6 page story entirely on Haines – This is Jacob’s third article stemming from his trip here in 2011.
- Ross Borden: Matador Network – one of the leading online adventure travel blog sites. Ross worked on a photo essay highlighting Haines heli-skiing.
- Roy Stevenson - Freelance Writer – visited Haines in 2011. His third article will be published spring 2014 about kayaking in Juneau and Haines. The article will be published in three onboard magazines - HAL, NCL and Disney.
- Angie Robinson – Haines resident and Tour Guide: *Snow Rider Magazine* – published an article on the Alcan 200 and Leo Smith.
- Kristi Marcelle – Freelance Writer – *Ciao Bambino*: Has already produced two articles. One included Haines in her *Favorite 2013 Destinations*; her second article is *History, Hollywood and Adventure in Haines, Alaska*; this article focuses on things to do with families.

Convention Business

The Haines CVB bids on meetings and conferences. Haines bid on 1 meeting/convention in 2013:

- Alaska Municipal League – awarded 2017 Conference

Haines hosted several conferences in 2013.

- TIA Yukon Spring Conference – May (approx. 115 participants)
- Southeast Alaska Metropolitan Response System (approx. 100 participants)
- Alaska State Museum Conference – September (approx. 175 participants)

TIA Yukon is the only Conference that the Haines CVB was directly involved in. Haines CVB sponsored an event for the Alaska State Museum Conference.

Visitor Statistics

The tables below represent all statistics collected over the past year with the previous year for comparison. One statistic the Haines CVB has tried, unsuccessfully, to collect is the “Heads in Beds” from hotels / B&B’s, Inns, etc. It would be nice to see the trend of hotel occupancy over the years. This is not a unique problem for the Haines CVB. CVB’s around the state and throughout the US have difficulty collecting this data from their constituents.

2012	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept.	Oct.	Nov.	Dec.	Totals
Passengers Embarking	1,521	1,349	1,594	1,666	2,769	4,214	6,778	5,597	3,713	2,448	1,991	1,771	35,411
Vehicles Embarking	481	434	592	724	1,057	1,624	2,460	2,203	1,591	953	711	586	13,416
Passengers Disembarking	1,318	1,317	1,823	1,823	2,938	4,953	6,426	4,777	2,867	1,842	2,179	1,312	33,575
Vehicles Disembarking	399	481	633	831	1,180	1,877	2,112	1,819	1,177	695	675	498	12,377

2013	Jan.	Feb.	March	April	May	June	July	August	Sept.	Oct.	Nov.	Dec.	Totals
Passengers Embarking	1,549	1,465	1,697	1,979	2,931	4,031	6,756	5,530	4,256	2,066	1,852	1,610	35,722
Vehicles Embarking	564	520	624	784	1,100	1,609	2,481	2,247	1,630	874	665	592	13,690
Passengers Disembarking	1,349	1,483	1,943	2,089	3,323	4,323	6,224	4,708	3,205	1,600	2,011	1,553	33,811
Vehicles Disembarking	466	511	698	829	1,271	1,710	2,039	1,866	1,197	658	731	565	12,541

Passenger and vehicle traffic on the Alaska Marine Highway increased across the board in 2013 compared to 2012. Passengers arriving in Haines increased 0.7% and vehicles increased 1.3% from 2012 to 2013. For those embarking on the ferries in Haines, passenger counts increased 0.9% from 2012 to 2013 while vehicle traffic increased 2%.

The summer 2013 ferry schedule saw a return of a true daily service in the Northern Lynn Canal, where in 2012 we didn't have a Monday sailing. 2013 was also the 50th Anniversary for the Alaska Marine Highway so there was a lot of press around the ferry system and a big push for ridership. It will be interesting to see how ridership goes in 2014 without the big anniversary push.

Highway Traffic

Canadian and US Customs collect different information and thus two different tables are presented below.

*Northbound Traffic heading into Canada

2012	Passenger/ Pedestrian	Buses	Vehicle Total
Jan.	647	1	298
Feb.	703	1	336
Mar.	1,022	-	470
Apr.	1,819	1	851
May	2,356	1	1,102
Jun.	4,673	3	2,086
Jul.	5,028	3	2,196
Aug.	4,486	4	2,222
Sep.	2,781	4	1,330
Oct.	2,102	-	1,011
Nov.	744	1	435
Dec.	475	-	231
Total	26,836	19	12,568

2013	Passenger/ Pedestrian	Buses	Vehicle Total
Jan.	597	0	269
Feb.	573	0	370
Mar.	982	0	465
Apr.	1,481	1	823
May	2,556	2	1,199
Jun.	4,538	3	2,011
Jul.	5180	6	2,267
Aug.	4821	4	2,138
Sep.	2448	1	1,222
Oct.	1638	0	817
Nov.	730	1	354
Dec.	563	0	278
Total	26,107	18	12,213

Northbound Highway traffic between 2012 and 2013 decreased. Vehicle traffic decreased 2.8% between 2012 and 2013, Passenger / Pedestrian counts decreased 2.7% and bus traffic decreased 5.3% during the same time frame. These numbers take into account all who cross the border. The interesting thing is that passengers and vehicles disembarking AMHS ferries in Haines were up but northbound traffic was down. There are many reason this could be, including more visitors staying in Haines, possibly more visitors coming up from Juneau, fewer locals heading north, etc.

***Southbound Traffic heading into Haines**

2012	US Citizens	Aliens	Buses	Bus Pax	Vehicle Total	Vehicle Pax	Pedestrians & Bike
Jan.	573	271	-	-	537	698	-
Feb.	623	197	1	38	449	755	-
Mar.	801	339	-	-	621	1,062	-
Apr.	1,135	889	-	-	1,009	1,918	-
May	1,407	1,343	2	38	1,327	2,618	30
Jun.	2,491	2,838	7	79	2,524	5,213	31
Jul.	3,484	2,843	15	221	3,020	6,201	13
Aug.	2,704	3,250	4	59	2,851	5,843	15
Sep.	2,056	1,733	3	46	1,992	3,661	24
Oct.	1,015	1,487	-	-	1,289	2,427	1
Nov.	675	237	-	-	524	827	-
Dec.	514	135	-	-	319	549	-
Total	17,478	15,562	32	481	16,462	31,772	114

2013	US Citizens	Aliens	Buses	Bus Pax	Vehicle Total	Vehicle Pax	Pedestrians & Bike
Jan.	664	205	14	16	497	771	
Feb.	532	185	0		421	654	
Mar.	829	610	0		728	1,379	1
Apr.	1,086	681	1	10	925	1,679	
May	1,594	1,575	1		1,525	3,059	
Jun.	2,633	2,885	8		2,495	5,193	
Jul.	3,554	3,028	10		3,070	5,463	
Aug.	2,920	3,153	4		2,787	5,953	
Sep.	2,249	1,456	4		1,887	3,589	
Oct.	919	1,489	2		1,258	2,264	
Nov.	665	500	0		771	981	
Dec.	578	36	0		417	645	
Total	18,223	15,803	44	26	16,781	31,630	1

Haines CVB receives data direct from Dalton Cache border and cross references this with the national database at the end of each year for accuracy (www.transborder.bts.gov). The national database has not yet updated their border crossing information; it is only current through April of 2013.

Traffic coming into Haines from Canada at the Dalton Cache border crossing varied depending on transportation mode. Bike / Pedestrian traffic can no longer be tracked accurately as they seem to no longer be keeping track of it. In 2012, the border admitted they neglected to count bikes during the bike race as bikes and put them in vehicles instead; as shown above, they didn't separate out bikes/pedestrians at all last year.

US Citizens crossing the Dalton Cache border increased 5.1% while alien traffic increased 1.5%. These numbers are nice to see as US traffic had decreased by over 5% last year over the previous year and alien traffic has continued to increase. With continued marketing to the north we hope to continue to increase these figures. The US versus alien figure is relatively new and only goes back a few years. Previous years do not have consistent results to compare with. HCVB continues to target the Yukon and their German visitors.

Bus traffic increased 37.5% but bus passenger counts cannot be verified at this time. Bus passenger counts are usually collected off the national database which has only been updated through April of last year. Vehicle traffic increased 1.9%, passenger counts decreased by 0.4% between 2012 and 2013.

Air Passengers

Air statistics is another area that the Haines CVB began collecting in 2011. Information was available dating back to 2002 on the national website for the Bureau of Transportation Statistics.

2011 Haines Airport Passenger Statistics													
2011	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Totals
Origin Airport	290	295	522	899	873	786	973	957	775	824	448	344	7,986
Destination Airport	302	343	572	961	882	958	1,004	925	675	831	443	428	8,324

2012 Haines Airport Passenger Statistics													
2012	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Totals
Origin Airport	267	510	688	1,595	1,080	952	1,116	1,075	657	682	441	364	9,427
Destination Airport	298	577	798	1,588	1,179	1,093	1,257	1,097	640	776	503	397	10,203

2013 Haines Airport Passenger Statistics													
2013	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Totals
Origin Airport	353	489	676	747	999	1,126	1,220	1,253	820	791	511	345	9,330
Destination Airport	370	543	743	719	1,017	1,205	1,252	1,227	824	773	535	293	9,501

Air statistics seem to follow a general up down trend. With 2012 air numbers up over the previous year we expected air numbers to be down last year and they were. The amount of passengers departing Haines was down 1% and amount arriving was down 6.9%.

Air passenger statistics in and out of Haines fluctuate up and down virtually every year. This range is usually anywhere from a few hundred to about 1,500. Between 2009 and 2010 there was a sharp increase in air passengers. Outbound passengers rose 67.1% and incoming passengers rose 62.7%. In the collected data, 2009 was a record low year for inbound passengers and the second lowest for outbound passengers. 2011 and 2012 were in line with typical fluctuations, with 2012 increasing over our record year of 2010. Although, 2013 was down over the previous year it was still on par with 2010 numbers.

Cruise Statistics

2011	Ships	Passengers	Crew
May	1	1,421	605
June	7	6,859	2,979
July	6	7,095	3,329
August	6	9,187	3,835
September	3	2,701	1,182
Total	23	27,263	11,930

2012	Ships	Passengers	Crew
May	2	2,716	1,168
June	5	7,549	3,187
July	6	7,744	3,488
August	6	9,156	3,812
September	3	3,826	1,733
Total	22	30,991	13,388

2013	Ships	Passengers	Crew
May	3	3,919	1,729
June	5	7,958	3,408
July	5	6,928	2,941
August	6	10,941	9,622
September	2	1,950	1,844
Total	21	31,696	19,544

Cruise numbers have shown a steady decline over the last decade. However, 2012 started to show a revival in these numbers. In 2012 Haines received one less ship than 2011 and 2 less than 2010, but 2012 saw a 13.7% increase over 2011 and last year saw another 2.3% increase over 2012*.

2014 Cruise Forecast

Ship	Company	Length	Passenger Capacity	Crew Capacity	Arrival in Haines	Total Passengers	Total Crew
Admiralty Dream	Alaska Dream Cruises	143 ft	58	21	1	58	21
Alaskan Dream	Alaska Dream Cruises	104 ft	36	18	3	108	54
Baranof Dream	Alaska Dream Cruises	144 ft	49	19	5	245	95
American Spirit	American Cruise Lines	205 ft	100	25	7	700	175
Safari Legacy	Un-Cruise Adventures	192 ft	88	35	10	880	350
Regatta	Oceania Cruises	594 ft	684	400	1	684	400
Hanseatic	Hapaq-Lloyd	403 ft	184	125	1	184	125
Statendam	Holland America Line	719 ft	1,266	580	9	11,394	5,220
Oosterdam	Holland America Line	950 ft	1,848	812	9	16,632	7,308
Haines Convention & Visitors Bureau		Totals	4,170	1,977	46	30,885	13,748

Holland America will continue with their Wednesday dockings with the Statendam and the Oosterdam will replace the Zaandam. The Oosterdam is a slightly larger ship with higher capacity. Princess will not be making any stops in Haines in 2014. Alaska Dream Cruises, operated by Allen Marine Tours out of Sitka, will continue to call on Haines with 9 dockings in 2014. The American Spirit will continue their weekly calls and Un-Cruise Adventures (formerly Inner Sea Discoveries) will make regular calls in Haines totaling 10 for the 2014 season.

The estimated passengers are taken from maximum double occupancy. Most cruise ships sail full throughout the Alaska season but many staterooms will have 3-4 people in them and several may also have only 1 person. Looking at the 2014 estimate, and provided no ships cancel their dockings in Haines in 2014, cruise passengers should be on par with 2013.

* Final cruise numbers come from Dalton Cache. The border does not take into account the dockings, passenger or crew counts on smaller vessels that run only within Alaska (Alaska Dream Cruises, American Spirit, and Inner Sea Discoveries).

Looking into the Future

2015 will see a marked increase in cruise traffic to Haines. It will take continued effort to keep this trend moving upward for Haines' economic health and stability.

Ship	Company	Length	Passenger Capacity	Crew Capacity	Arrival in Haines	Total Passengers	Total Crew
Regatta	Oceania Cruises	594 ft	684	386	2	1,368	772
Crown Princess	Princess Cruises	951 ft	3,080	1,201	2	6,160	2,402
Infinity	Celebrity Cruises	965 ft	2,170	999	2	4,340	1,998
Statendam	Holland America Line	719 ft	1,266	580	9	11,394	5,220
Oosterdam	Holland America Line	950 ft	1,848	812	9	16,632	7,308
L'Austral	Compagnie du Ponant	466 ft	264	136	6	1,584	816
Admiralty Dream	Alaska Dream Cruises	143 ft	58	21	1	58	21
Alaska Dream	Alaska Dream Cruises	104 ft	36	18	4	144	72
Baranof Dream	Alaska Dream Cruises	144 ft	49	19	3	147	57
American Spirit	American Cruise Lines	205 ft	100	25	6	600	150
Safari Legacy	Un-Cruise Adventures	192 ft	88	35	10	880	350
Haines Convention & Visitors Bureau		Totals	9,643	4,232	54	43,307	19,166

Fast Ferry Statistics

Haines CVB began tracking the Haines Skagway Fast Ferry in 2011. We began tracking these numbers to help get a better idea of how many individuals come to Haines from our sister community. As this was another new area we requested information dating back to 2008. Tour participants are separated from independent travelers not on tour.

In 2011, statistics included results for both companies that operated regularly scheduled departures. There was only one company operating in 2012 but numbers did increase.

Year	Total Tour	Total Ind.	Total
2012	25,062	4,380	29,442
2013	27,686	4,845	32,531

Looking at the numbers presented in the table, the fast ferry does account for a sizable portion of visitors to the Haines area. In 2012 Tour Guests increased .7% over 2011 and 2013 saw another 9.5% increase. Independents (not taking a tour) were up 18.3% in 2012 over 2011 and another 10.5% in 2013. Comparing 2008 through 2011, independent travelers were slowly declining each year and then showed a sudden rise in 2011 and have continued to rise since.

There are a number of factors that could play into these numbers. The cost of tours to Haines out of Skagway averages \$200 per person. This is more expensive than most Skagway based tours due to the added ferry component. For people who chose to come to Haines independently they could have been doing so to save on the cost of tours.

Events

Haines CVB began tracking this category in 2011. We asked for data back to 2008. Many events are hard to track as ticket sales, or attendance, do not represent the total number of people who come to town for an event. According to just ticket sales, Brewfest increased 20% and plans to hold ticket sales at this rate (1500) indefinitely. The Fair increased 4.2% but again this is difficult to track as there are multiple days to purchase tickets. Some visitors may come for just a day while others may come for the whole Fair. Registered racers in the Bike Relay increased 4.4% in 2013 from 2012. Again, this is an area that does not reflect the amount of people that come in with the race. The race also draws spectators and race crews that are not accounted for in the statistics. Spring Fling, which was in its 8th year in 2013, increased 20% over 2012 and the Eagle Festival decreased 16.7%. The Eagle Festival, again, does not necessarily reflect the total spectators that come either during or near the event, it only reflects those who purchased tickets to participate in the various activities.

Visitor Center Statistics

These tables include both walk-in visitors and phone inquiries. Please note that we can only track where people are from if they choose to leave that information. Total number of people who come through the door at the Visitor Center are tracked by VC staff.

2012 Visitor Center Walk-in's & Phone Inquiries	
Country	Total Visitors
Australia	27
Austria	5
Canada	316
China	3
Denmark	3
England / UK	10
France	17
Germany	45
Ireland	-
Israel	3
Italy	4
Japan	6
Korea	-
Netherlands (Holland, Belgium, Luxembourg)	23
New Zealand	6
Norway	-
Philippines	-
Poland	3
Russia	-
Scotland	-
Slovakia	-
South Africa	2
Spain	1
Sweden	-
Switzerland	26
USA or none indicated	14,115
Whitehorse (Yukon)	39
Total of Visitors	14,654
Phone Inquiries	828

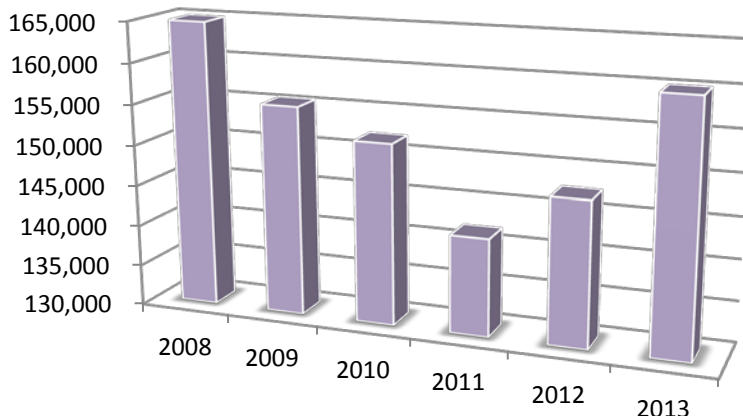
2013 Visitor Center Walk-in's & Phone Inquiries	
Country	Total Visitors
Australia	16
Austria	-
Canada	239
China	2
Denmark	-
England / UK	10
France	10
Germany	45
Ireland	-
Israel	-
Italy	-
Japan	-
Korea	-
Netherlands (Holland, Belgium, Luxembourg)	4
New Zealand	6
Norway	-
Philippines	-
Poland	-
Russia	-
Scotland	-
Slovakia	-
South Africa	-
Spain	-
Sweden	-
Switzerland	26
USA or none indicated	13,891
Whitehorse (Yukon)	58
Total of Visitors	14,307
Phone Inquiries	858

The numbers in the tables above represent a cross section of the visitors to the Haines area. Overall, visitors into the Visitor Center decreased 2.4% from 2012 to 2013 and phone inquiries increased 3.6%. Canadian visitors decreased by 19.5% but again, this number only reflects those who come in the VC and list where they are from.

Overall

Taking into account each travel mode and/or place of entry into Haines (AMHS, Highway, Air, Cruise, Fast Ferry), Haines received an estimated 160,039 visitors in 2013. This was an increase over 2012 by 7.8%.

Total Visitors to Haines



It is good to note that some statistics do not represent true visitor numbers. As discussed above, the cruise statistics, as reported by Dalton Cache, do not reflect the small cruise numbers and are thus missing from data. Haines CVB will be looking into how we can obtain the final tally on small ships for future but currently they are counted at double occupancy capacity. AMHS, Air, Highway and Fast Ferry statistics represent all people entering Haines by those means, which means local residents coming back on the ferry, highway or even a flight are not separated out and are presented in the numbers above.

Web Site Statistics

The Haines Visitor Center web site is a hub for those looking for information on Haines. Total number of website visits over the last year along with total unique visits is presented in the following table:

	Total Website Visits	Total Unique Visits
2012	111,024	84,453
2013	103,244	78,614
Difference	-7,780	-5,839

As visible in the numbers, website visits were down 7.5% in the last year. Unique visits, which are first time visitors to our website, were down 7.4% in the last year. This is partly/mostly due to decreased spending on Google ads over the last year. James Alborough, our contracted website developer, has been tasked to assist with better keyword and ad placement with Google and to then reinstate our \$10/day limit with the Google ad network. This will help better target people interested in what Haines offers translating to more value in what is spent.

Top 10 Countries, Cities and States of Origin

Country	Totals	% Diff from 2012	City	Totals	% Diff from 2012	State	Totals	% Diff from 2012
US	66,193	2.8%	Whitehorse	7,093	1.7%	Alaska	17,178	2.2%
Canada	14,036	4.5%	Haines	3,758	25.9%	California	7,871	6.5%
Greece	4,039	9.2%	Anchorage	3,512	10.5%	Washington	6,307	46.9%
Spain	3,091	60.0%	Juneau	3,440	5.4%	Texas	2,638	10.0%
France	2,242	40.5%	Skagway	2,874	157.8%	Florida	2,189	6.1%
Italy	1,883	21.2%	Athens	2,543	9.8%	New York	2,084	3.1%
Germany	1,817	23.2%	Seattle	2,118	14.6%	Oregon	2,083	9.8%
UK	1,280	32.2%	New York	1,302	20.7%	Colorado	1,813	10.2%
Australia	1,193	11.4%	Fairbanks	1,076	10.5%	Illinois	1,402	9.0%
Portugal	946	20.0%	San Francisco	958	0.0%	Pennsylvania	1,259	1.2%

Looking at the tables above, our top countries (outside of North America) looking for information on Haines include Greece, Spain, France and Italy. Direct Condor flights to Whitehorse help account for many of our German speaking travelers, Condor caters mainly to German speaking Europe but other European countries will connect to Condor for the direct flights. US and Canada are always the top two and account for a majority of visitors to Haines.

Breaking these numbers down to origin cities we find many communities close to home. Six of the top ten cities are in Alaska / Canada including Haines itself. Our community is the main coastal playground for Whitehorse and increased targeted marketing to this market will continue to take place in the next fiscal year. Although many in the Alaskan communities could be our neighbors planning their own personal holiday, it is also possible that a vast majority are visitors planning ahead to their next stop on their vacations that are already in progress.

Finally, looking at the top states that visit the Haines website tends to coincide with the vast number of US travelers to visit Haines with few surprises. West coast states do tend to travel to Haines more than other states. California,

Oregon and Washington are certainly areas to keep targeting and Colorado is a good possibility. Florida, Texas and Arizona continue to remain in the top 10; they are large retirement states. Many of these last three markets could be cruise travelers researching their ports of call and shore excursion possibilities.

Looking at the percent difference from 2012 column, there are many areas that are down over the previous year. Again, this partly goes to the fact we spent less on Google Ads for most of last year. Interestingly, we did additional targeted marketing in the Pacific Northwest via KING5 / NWCN and Northwest Travel Magazine. Visits to our website from a majority of this region did go up – Seattle 14.6% and Washington 49.6%.

Mobile Devices

This is a fast growing segment in website users. Haines does have a mobile site for easier loading and viewing on mobile devices. Google Analytics didn't start showing much in this category and really didn't track until mid 2011. It has been quickly growing in user numbers and types of devices ever since. Types of devices used vary greatly but iPad and iPhone account for the majority (roughly 4/5th's).

	2011	2012	% increase	2013	% increase
iPad	1,936	7,398	282.1%	10,604	43.3%
iPhone	1,911	4,880	155.4%	7,187	47.3%
Total Mobile Visits	5,689	15,342	169.7%	24,136	57.3%

Online Planner

In 2012, Haines CVB began to offer an easy to download, use and view version of the Haines Vacation Planner. This was accessible from our homepage and gave another option than having a hard copy sent. HCVB previously had a simple PDF version available on the website but it was not easily accessible and not always the most user friendly version to interact with.

The Digital Planner visits increased from 5,081 in 2011 to 9,530 in 2012, a 4.7% increase. The more important number is the time people spent interacting with it. In 2011, the average time spent with the PDF version was 103 seconds. The new magazine version, made available in 2012, saw an average time spent of 571 seconds. The new magazine version also has an interactive ability. Any and all businesses with email addresses or websites listed in the Haines Vacation Planner are live links in the digital magazine version. The 2012 Planner saw 342 click throughs on these live links. This helps to direct potential visitors directly to our local businesses to help plan their trip.

Unfortunately, we have discovered there was an issue in the tracking of last year's digital planning. We are currently working to resolve this issue and it is fixed for the 2014 planner but the 2013 analytics are still not available.

Social Media/ Website

In 2012, Haines CVB reinstated its Facebook marketing after leaving it stagnant for about one year. HCVB has implemented its own blueprint for monitoring comments and posts. HCVB has actively marketed through Facebook ads in the past year, thus increasing people liking the Haines page and the amount of people who see the page in general.

Now that Facebook is publicly traded the platform has changed completely and has become very commercialized, for better or worse. Due to this, not all of our follows get to see our posts on a regular basis – only a small handful. The only to get more people to see posts is to promote. In general, we have budgeted \$5/day for Facebook advertising. Unlike Google we do not leave this open 365 days a year but rather promote specific posts at different time, which means we do it for a short time frame at more than \$5/day.

Facebook is important in a vast majority people's lives now and is a platform that cannot be ignored. As social media changes it is important for HCVB to stay up to date. Although many people have moved on to the next big platform (Vine) it is not our demographic. The youth are always the first to make a change (getting away from their parents watchful eyes) but Gen Xer's and Baby Boomers (our demographic) are still very much Facebook users.

As of March 2014, HCVB now has a Blog on the website. This Blog is tied into Facebook so when we post a new Blog it posts it on Facebook. A Blog on the website is extremely important. Due to the algorithms that search engine, like Google, use the more fresh data added to a website the higher the website will rank in a search. HCVB's website used to be number one in searches for "Haines, Alaska", now it is number two behind the government website. The reason is because there is constantly fresh data being added to the government site. Therefore it is not only to have a Blog on the visitor website but also to be sure to continue to refresh data, highlight something different on the home page constantly and just keep things fresh for our visitors.

Aside from Facebook and a Blog, HCVB also has a Twitter page and Pinterest page as well as a You Tube channel. James Alborough has been directed to assist with Google and You Tube so that Haines can utilize them both to the fullest.

The Website is a constant work in progress and will continue to develop as we move into 2014. Ideally we would like to give visitors as much information about Haines businesses as possible as well as Haines itself. Fine tuning should be ongoing. Ideally, the next step would be to add a suggested itineraries page. This page can give sample itineraries. Some of the itinerary ideas can be found in the Vacation Planner but itineraries should also branch out to include stays in our neighboring communities.

Looking Ahead to 2014 - 2015

Backroads Alaska

BackRoads Alaska continues to be in the forefront to entice more cruise ships to Haines. A website geared specifically to Cruise Execs was completed in 2013 and presented to the cruise lines. We don't want the cruise lines to forget about us and we need to keep reminding them that Haines IS open for business. The website should be kept up to date and emails checking in with each of the line should be sent.

BackRoads has finally started to pay off with Princess returning to Haines in 2015, the Regatta adding a docking and Celebrity bringing a ship for two stops as well.

Meeting / Convention Planner Packet

A new Meeting / Convention Packet is in place and a database of groups that are possibilities for conventions has been developed/updated. A meeting planner page was also developed on the HCVB website and HCVB will be actively seeking and bidding on possible future conventions. The Tourism Information Assistant has been directed to start making cold calls to organizations within Alaska to inquire into the meeting/convention bid process and start bidding.

As mentioned above, HCVB did get the bid for the 2017 Alaska Municipal League Conference.

Print Pieces (Collateral)

HCVB developed a series of brochures in 2013 that are a double sided rack card highlighting different topics. Topics include: Stomach Growling (restaurants/bars), Outdoor Enthusiast (outdoor activities), Happy Hours (bars/nightlife), Staying the Night (types of accommodations/campgrounds/RV parks), Art Lover (galleries & artists of Haines), Short on Time (things do with just a few hours to spare), History Hound (museums & history), Kids on Board (family activities) and Totem Poles (where and little bit about Haines' totem poles).

These pieces have not yet been printed and if there is room in the budget in the current FY they will be otherwise they will be printed in the next FY.

Tourism Marketing Plan

HCVB implemented its first, in a very long time, Marketing Plan in FY13. The FY15 Marketing Plan is already complete and in place for the budget process. The Marketing Plan backs up the department's budget and details what is planned for the upcoming FY.

Haines Coupon Book

The Haines Coupon Book continued to be a hit. The 2014 has just gone to the printer. The book will continue to be distributed at the PC Dock, in the VC and in the Yukon. Unfortunately, with the closing of the Whitehorse Chamber and Whitehorse undergoing various department shifts, no one has yet picked up the Yukon welcome packets that HCVB used to participate in. HCVB has contact the RV rentals in Whitehorse and we will be distributing the Haines Vacation Planner and Coupon Book directly them for distribution in their vehicle rentals.

Ideally, book will also be distributed at the ferry as people/vehicles disembark in Haines this summer. HCVB has had a hard time finding people to volunteer to distribute them at the ferry, however.

Although the coupon book is a big hit it is also time consuming and expensive. In an effort to cut cost in the FY15 budget the coupon book was brought to the Chamber to see if they would be interested in sharing it. The Chamber has agreed to take on the majority meaning HCVB will still contribute financially but the Chamber will pay the larger half. Coupons will be free to Chamber members and non-Chamber members will have to pay a fee to have their coupon in the book. HCVB will still be able to assist where needed with the development.

Appendix B

March 26, 2014

Dear Colleague:

The Payment in Lieu of Taxes (PILT) program was first signed into law in October, 1976 and was created to compensate local governments for large quantities of un-taxable federal lands within their jurisdiction. Local property and sales taxes typically fund county governments allowing them to provide essential services like law enforcement, infrastructure and education needs. The inability for counties to collect local taxes on federal lands is particularly burdensome, especially when counties often provide critical services on these very lands. PILT funding helps offset the losses of these critical revenues and allows for the continuation of essential services. PILT payments are distributed to 49 different states and nearly 2,000 counties throughout the nation.

The letter asks for PILT funding to be included in the Fiscal Year 2015 Interior, Environment and Related Agencies Appropriations bill. The full letter is below. Please contact Jeff Small at Jeff.Small@mail.house.gov with any questions or to sign on. DEADLINE is Thursday, April 3rd COB. Instructions will be sent along with the signed letter for submitting this request.

Sincerely,

Paul A. Gosar, D.D.S., Member of Congress

Rob Bishop, Member of Congress

Scott Tipton, Member of Congress

Steve Pearce, Member of Congress

Cynthia Lummis, Member of Congress

April 4, 2014

Dear Chairmen Rogers and Calvert and Ranking Members Lowey and Moran:

As you consider the Fiscal Year (FY) 2015 Interior, Environment and Related Agencies Appropriations bill, we urge you to prioritize resources and fully support the Payment in Lieu of Taxes (PILT) program. For almost 40 years, PILT payments have provided compensation to local governments to offset the loss of tax revenues that result from the presence of federal lands within their jurisdictions. PILT payments are distributed to 49 different states and nearly 2,000 counties throughout the nation.

With the federal government nearly \$18 trillion in debt and already the largest single owner of land in the country, we must work together to find fiscally responsible and creative solutions for land management challenges, including PILT. As we work to find solutions to these challenges, it is critical that PILT continue to be funded annually.

As you know, sales taxes and local property taxes typically fund local governments and provide important revenues for essential services, including law enforcement, infrastructure and education. Counties are often required to provide these services on tax-exempt federal lands. The federal government owns significant portions of land in counties throughout the country. PILT funding helps offset the losses of these critical revenues and allows for the continuation of essential services.

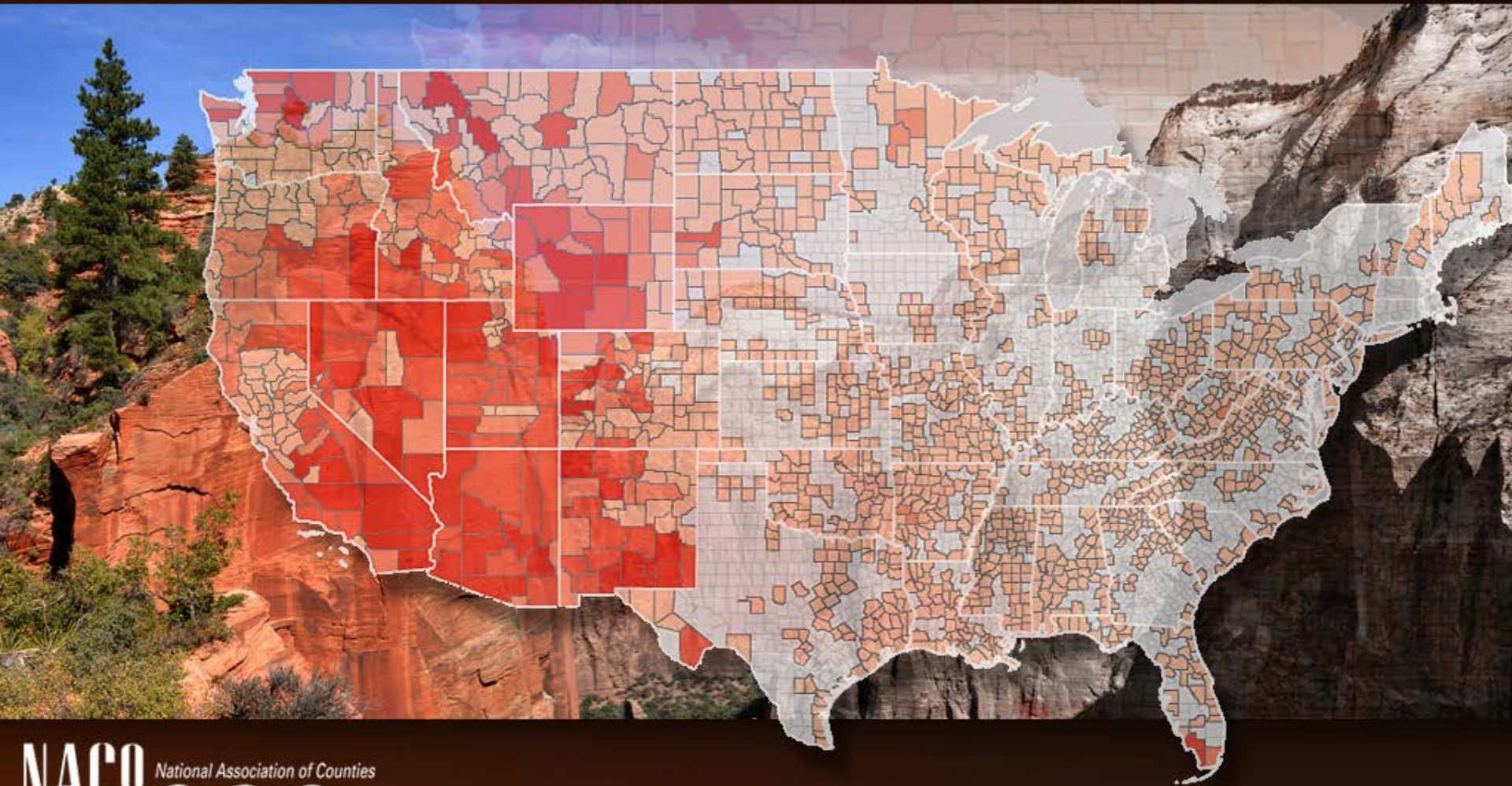
In Fiscal Year 2013, the national average for PILT payments was 66 cents per acre. This figure pales in comparison to the amount of revenues that would be generated for states and local governments if economic development and value-based taxation was allowed to occur on these lands.

The federal government has an obligation to reimburse local governments for large quantities of federal lands found within their jurisdiction. Failure to provide PILT payments in FY2015 and beyond places an unsustainable burden on local taxpayers as well as local governments. We ask that you recognize the importance of the PILT program and include funding in the Fiscal Year 2015 Interior, Environment and Related Agencies Appropriations bill.

As always, we thank you for your thoughtful consideration of this request, and for your continued leadership on your respective committees.

Sincerely,

The Payment in Lieu of Taxes (PILT) Program



Why Counties Matter

With America's system of **FEDERALISM**, counties are a **KEY LEVEL** of government, **DIRECTLY** serving the people.

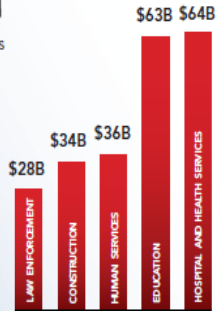


As governments created by states, counties provide **ESSENTIAL PUBLIC SERVICES** including many mandated by **FEDERAL** and **STATE** laws and regulations.

Expenditures

Total expenditures for counties in 2007

\$472 BILLION



Services

Counties employ more than

3.2 MILLION

Americans delivering a variety of services

- Healthcare
- Transportation
- Public Safety and Jails
- Courts
- Mental Health Services
- Build Local Economies
- Restaurant Inspections
- Community Colleges
- Recycling
- Solid Waste Management
- 911 Emergency Systems
- Parks and Recreation
- Elections
- Record Keeping



Elections

Counties fund and oversee more than

112,000

polling places and coordinate

700,000

poll workers **EVERY TWO YEARS**



There are more than

18,000



ELECTED COUNTY OFFICIALS

Preventive Health

Counties provide flu shots and other preventive health services through

1,947

HEALTH DEPARTMENTS

Counties own **75%**



of publicly owned **NURSING HOMES**

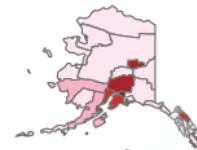
Counties own

964

hospitals and spent **\$68.3 BILLION** on healthcare services in 2007

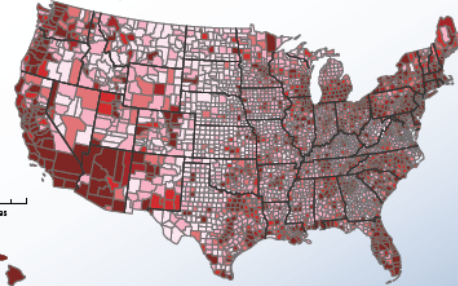


The United States Has **3,069** County Governments



Population

- 100,000 or more
- 70,000 to 99,999
- 50,000 to 69,999
- 30,000 to 49,999
- 10,000 to 29,999
- Less than 10,000



500 Miles

County Population Range

9,787,747



62

Loving Co., Texas | Los Angeles Co., California

Infrastructure

Counties invested

\$60 BILLION

on infrastructure in 2007

(highways, roads, bridges, utilities, water, and sewer)



Counties spent

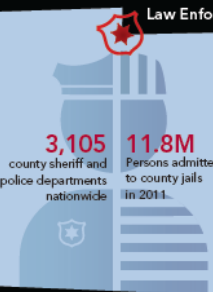
\$34 BILLION

on construction of county facilities

Law Enforcement

3,105 county sheriff and police departments nationwide

11.8M Persons admitted to county jails in 2011.



Transportation

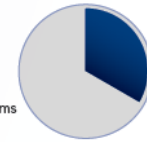
Counties own and maintain



44% of America's Roadways,

228,026 of America's Bridges,

and almost **1/3** of America's Transit Systems and Airports



NACO Data, 2012; NACO Analysis of U.S. DOT Data, 2008; U.S. DOT, 2011; NACO Analysis of U.S. FTA Data, 2011; NACO Analysis of U.S. FAA Data, 2010; NACO Analysis of American Hospital Directory Data, 2011; NACO Analysis of Census of Government Expenditure Data, 2007; Bureau of Justice Statistics, 2012; National Association of County and City Health Officials, 2013; U.S. Census Bureau, Population Division, Vintage 2011 Resident Population Estimates.

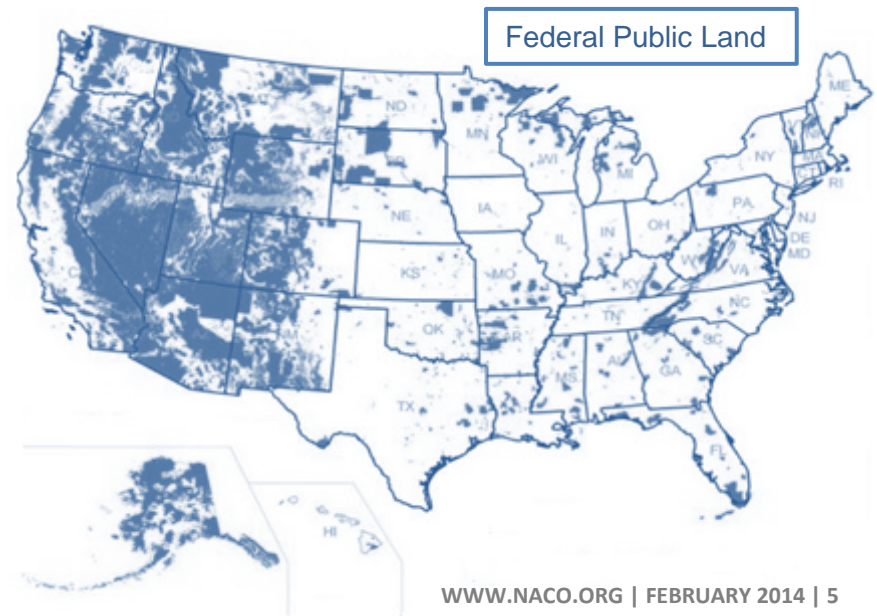
Presentation Overview

- **Why PILT Matters to Counties**
- **How PILT Works**
- **The History of PILT**
- **Current Funding Levels**

Why PILT Matters to Counties

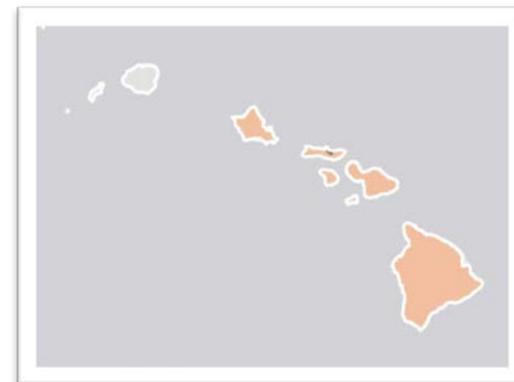
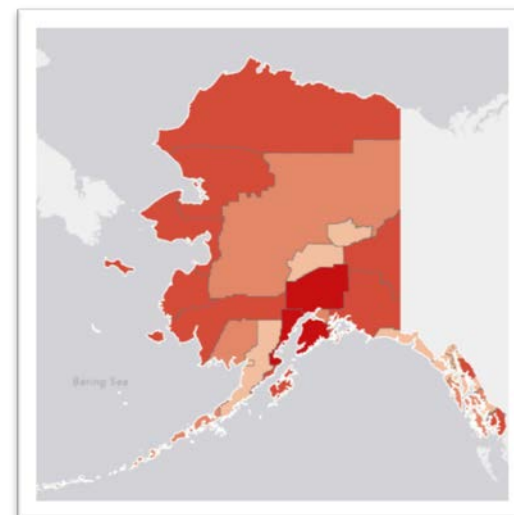
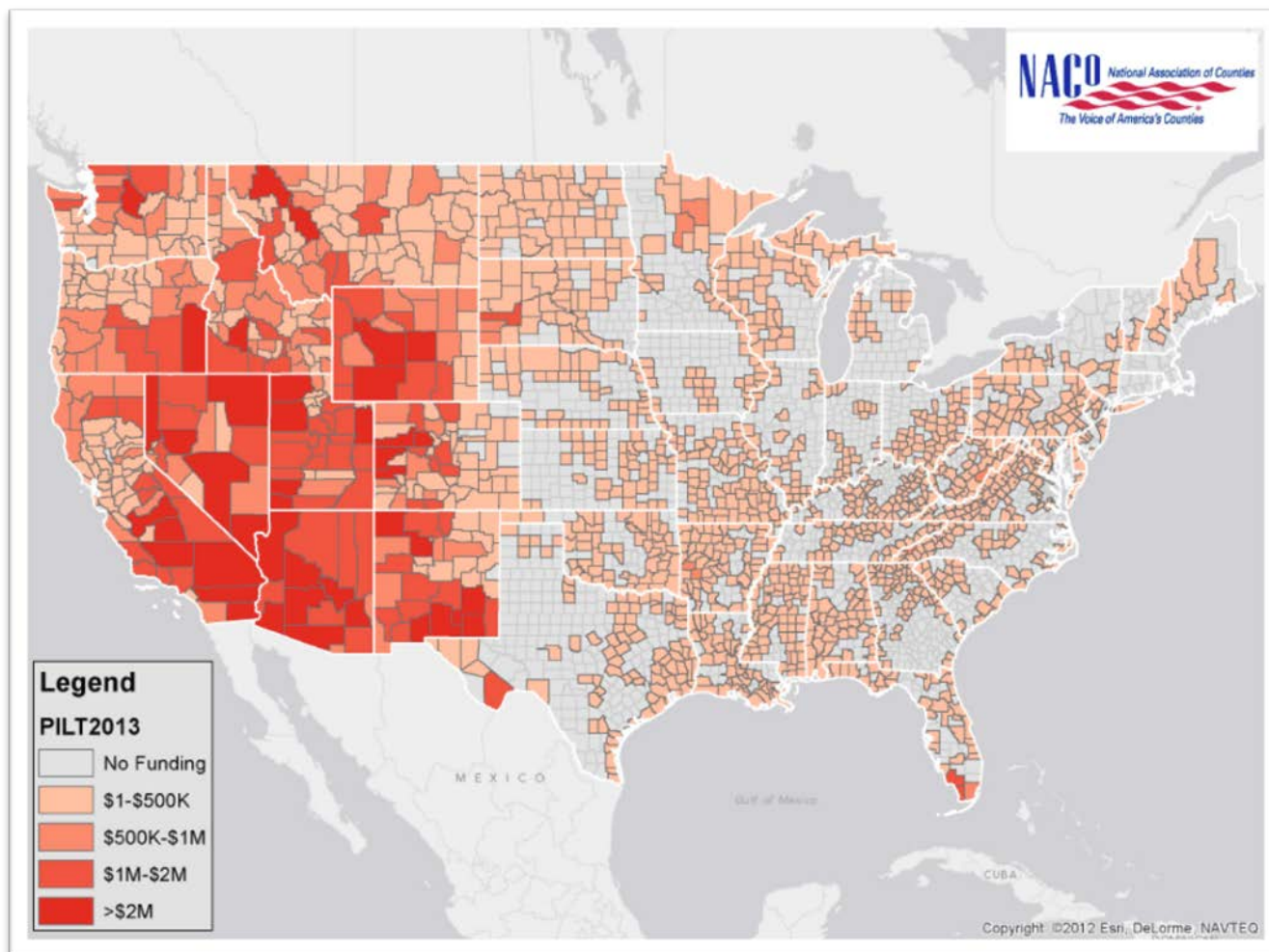
The Purpose of PILT is to Offset Losses in Tax Revenue

- Land owned by the federal government, referred to as federal or public land, is exempt from local property taxes
- **The Payment in Lieu of Taxes (PILT) program provides payments to counties and other local governments to offset losses in tax revenues due to the presence of tax-exempt federal land in their jurisdictions**
- Nearly 28 percent of land in the U.S. is public land
- Many counties have over 90 percent of their jurisdiction occupied by public land



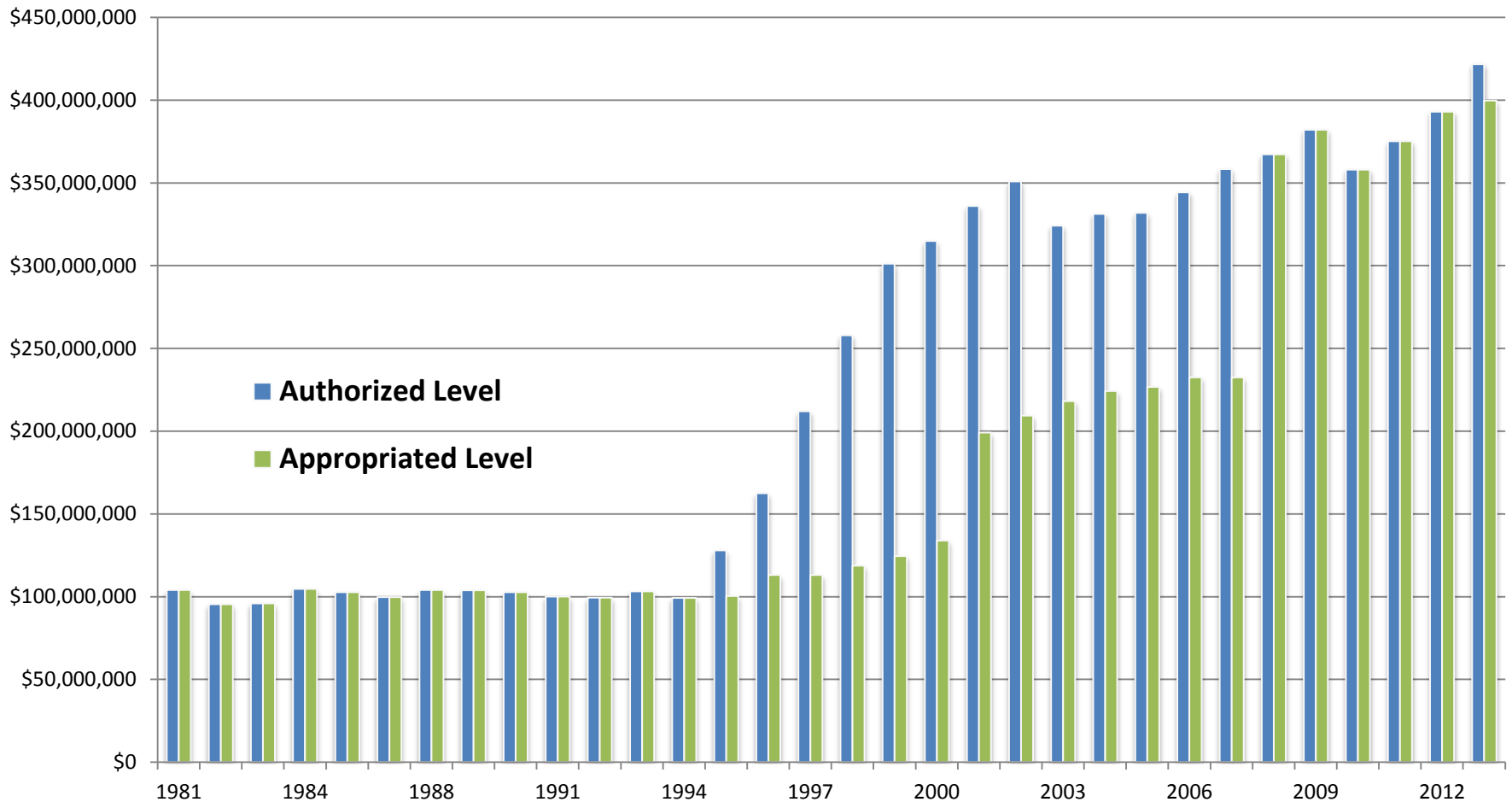
Why PILT Matters to Counties

FY2013 Annual PILT Payments – County by County Breakdown



Why PILT Matters to Counties

PILT Annual Funding Levels (1981-2013)



Why PILT Matters to Counties

PILT Funding and Public Land Presence in Selected Counties

As shown in the chart below, counties across the country rely on PILT funding to offset losses in tax revenue as a result of public lands in their jurisdictions

	FY2013 PILT Funding	Acres of Public Land	Total Acres	Percentage of County that is Public Land	Population
Clark County, NV	\$3,118,324	4,826,655	5,178,240	93%	2,000,759
Collier County, FL	\$1,243,582	511,762	1,475,136	35%	332,427
Eddy County, NM	\$3,168,147	1,578,129	2,686,720	59%	54,419
Harney County, OR	\$1,001,367	4,461,075	6,544,640	68%	7,212
Kenai Peninsula Borough, AK	\$2,662,396	6,553,513	10,248,320	64%	55,400
St. Louis County, MN	\$281,113	843,999	4,390,400	19%	200,319
Swain County, NC	\$577,301	239,725	346,240	69%	14,141
Sweetwater County, WY	\$3,073,531	4,603,356	6,714,240	69%	45,267

Why PILT Matters to Counties

Counties Often Provide Services on Public Lands

In addition to the services traditionally provided by counties across the country to their residents, counties with public lands in their jurisdictions often provide services on those lands that are crucial to their operation and maintenance, including the following:



**Search and
Rescue**



**Fire
Management**



**Solid Waste
Disposal**



**Emergency
Medical
Services**



**Law
Enforcement**

How PILT Works

PILT Payments and Categories of Public Lands

PILT payments are typically made **directly to counties**. However, states can choose to receive and reroute funds to local governments. Currently, only Wisconsin and Alaska employ this option.

According to the formula established by PILT law, there are three categories of public lands:

Federal lands in the National Forest System and the National Park System, lands administered by BLM, lands in Federal water resource projects, dredge areas maintained by the U.S. Corps of Engineers, inactive and semi-active Army installations, and some lands donated to the Federal government (**section 6902 payments**)

Federal lands acquired after December 30, 1970, as additions to lands in the National Park System or National Forest Wilderness Areas (**section 6904 payments**)

Federal lands in the Redwood National Park or lands acquired in the Lake Tahoe Basin near Lake Tahoe under the Act of December 23, 1980, (**section 6904 or 6905 payments**)



How PILT Works

Management of Public Lands (635-640 million total acres in the U.S.)



The Bureau of Land Management manages **248 million** acres of public land and is responsible for 700 million acres of subsurface mineral resources



The U.S. Department of Agriculture (USDA) Forest Service manages **193 million** acres of public land



The Fish and Wildlife Service manages **89 million** acres of public land



The National Park Service manages **80 million** acres of public land

The History of PILT

PILT Has Long Been a Top Priority for NACo

- In 1954, elected county officials from several western states joined together to develop a regional coalition of counties called the Interstate Association of Public Land Counties – an organization that would ultimately evolve into the Western Interstate Region (WIR) of NACo
 - ◆ *The primary purpose of WIR is to educate policy makers in Washington and advocate for federal payments to counties in lieu of lost property tax revenue due to the presence of a vast federal estate*
- While western counties continue to strongly support ongoing advocacy efforts to maintain annual PILT funding, PILT has been elevated to an issue of national prominence by counties across the country with federal land



The History of PILT

PILT's Major Legislative Milestones

PILT First Signed into Law – October 1976

After several years of growing pressure from county officials nationwide, the 94th Congress passed the Payment in Lieu of Taxes Act (PL 94-565) – which provided annual payments to counties. The PILT Act was codified in Chapter 69 of Title 31 of the United States Code.



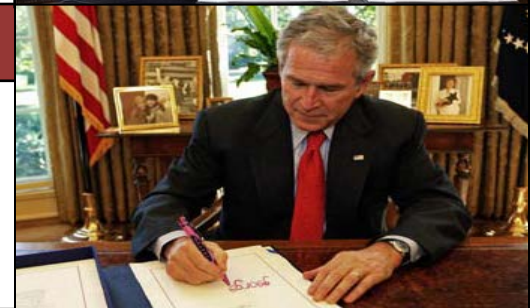
PILT Reform in 1994

The Act was amended in 1994 to provide for a more equitable authorization level in light of disparities that existed between property values and current PILT payments. The law, as amended, uses the consumer price index (CPI) to adjust the population limitation and the per acre dollar amounts.



PILT Reform in 2008

The Emergency Economic Stabilization Act (PL110-343) was enacted in 2008. The Act included language that modified the PILT program from a discretionary program (subject to annual appropriations) to a fully funded mandatory entitlement program. Congress provided five years of mandatory funding for PILT, from FY2008-FY2012.



The History of PILT

PILT's Authorization and Appropriation Levels

1976-1994

Historically, PILT payments were limited to an amount appropriated by Congress. Initially authorized at \$100 million, that amount was appropriated annually during the first decade of the Act. During the 1980s, there were attempts to zero out the amount in budgets, but Congress made the minimum amount available each year.

1995-2007

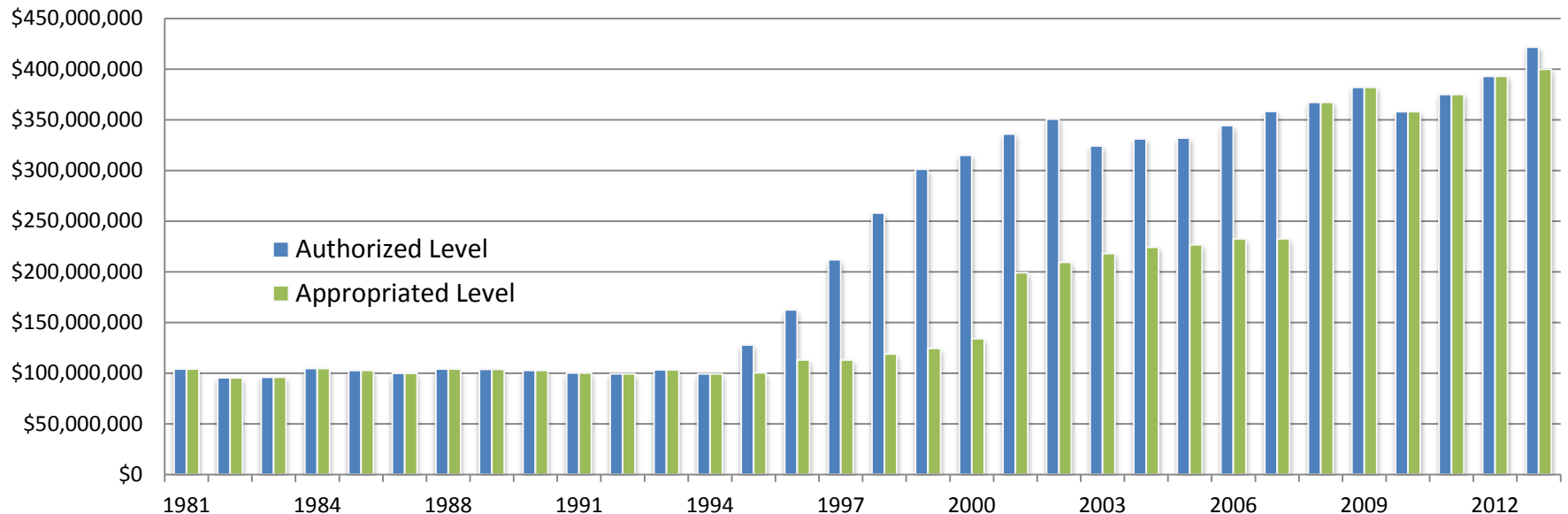
After the 1994 PILT reform, which tied authorization levels to the consumer price index (CPI), authorized and appropriated levels began to diverge. PILT is one of the few federal funding programs that has a "floating authorization" amount.

2008-2012

Despite increasing authorized levels after 1994, PILT was not fully funded until 2008, when it was changed from a discretionary to a mandatory program. As a result, PILT was fully funded between 2008 and 2012.

2013

The Moving Ahead for Progress in the 21st Century Act (MAP-21), enacted in July 2012, included mandatory PILT funding for 2013.



Current Funding Levels

FY2012

Authorized	Appropriated
\$393m	\$393m

FY2013

Authorized	Appropriated
\$421m	\$400m (post sequestration)

FY2014

Authorized	Appropriated
\$425m	\$425m

- Although funding for PILT was not included in the omnibus FY2014 funding bill, the program was fully funded through the five-year farm bill (H.R. 2642) signed into law on February 7, 2014.
- NACo thanks the many county officials and members of Congress who supported efforts to secure full funding for the PILT program in FY2014 and will continue to rely on their support to secure full funding for PILT in FY2015 and beyond.

Collaborating to Sustain Healthy Watersheds and Communities in the Lynn Canal-Icy Strait Region

REQUEST FOR PROPOSALS **Lynn Canal-Icy Strait Resource Advisory Committee** **Solicits Projects for 2014 Funding**

Project proposals for funding through the Secure Rural Schools Act Lynn Canal-Icy Strait Resource Advisory Committee (LC-IS RAC) are currently being accepted. Projects must meet the purposes of improving or maintaining existing infrastructure (roads & trails), implementing stewardship objectives that enhance forested ecosystems, and/or restoring and improving land health and water quality on National Forest System lands.

The LC-IS RAC has an estimated \$175,000 to fund natural resource-related projects on or directly affecting National Forest System lands around the communities of Haines, Gustavus, Hoonah, Pelican, Elfin Cove and Angoon. Projects do not have to be located on National Forest lands to qualify, but they must have direct benefit to Tongass National Forest resources. Proposals are encouraged to create or maintain local job opportunities and partnerships. Examples of projects approved for funding so far include:

- Road and trail maintenance on Admiralty Island and Hoonah Ranger District (\$184,225)
- Non-Native Invasive Plant Control (\$105,325)
- Couverdon Fish Passage Restoration and Maintenance (\$18,800)
- Kanalku Creek Falls Fish Pass Enhancement (\$38,215)
- Mitchell Bay Watershed Resource Inventory (\$50,850)
- Information Kiosk at Elfin Cove (\$7,500)

Project proposals will only be accepted by the LC-IS RAC on the approved project submittal form. Forms are available online at: <http://goo.gl/tnSEV>. Please carefully follow the instructions on the website to download and save the form to your computer to complete the information. Do not attempt to fill out the form online until you have thoroughly completed the information on your local copy. Hard copy forms are available at your nearest Forest Service office. If your proposal includes non-National Forest lands, a map of the project location is encouraged. If you have questions or would like to collaborate in developing a proposal, please contact the Lynn Canal-Icy Strait RAC Coordinator, Jennifer Norton at jennifersnorton@fs.fed.us or 907-789-6209.

Complete project proposals must be received by the Hoonah Ranger District or Admiralty Island National Monument by April 30, 2014. Proposal forms will be accepted through the LC-IS RAC website, email, fax or hardcopy. The RAC will meet to review and recommend projects for funding in May 2014 until all funds are committed. The meeting will be open for public comment. Meeting specifics, when finalized, will be publicized.

Hoonah Ranger District
PO Box 135
430A Airport Road
Hoonah, Alaska 99829
FAX: 907-945-3385

Admiralty Island National Monument
8510 Mendenhall Loop Road
Juneau, Alaska 99801
FAX: 907-586-8808
Email: jennifersnorton@fs.fed.us

Applicants Sought for Lynn Canal-Icy Strait Resource Advisory Committee

Applicants are needed for the Lynn Canal–Icy Strait Resource Advisory Committee (LC-IS RAC) to provide advice and recommendations to the Forest Service concerning projects and funding consistent with Title II of the Secure Rural Schools and Community Self-Determination Act. The committee operates in compliance with the Federal Advisory Committee Act and consists of 15 members representing a wide array of interests. Committee members review and make recommendations for funding of project proposals on or directly benefiting National Forest lands around the communities of **Angoon, Elfin Cove, Gustavus, Haines, Hoonah and Pelican**. The Forest Service currently has vacancies for members to represent the following interest groups:

Category A

- Organized labor or non-timber forest product harvester groups
- Commercial timber industry.
- Land use permit holders within Lynn Canal-Icy Strait.

Category B

- Nationally or regionally recognized wildlife or hunting organization or watershed association.

Category C

- Holds a State-elected office.
- Holds a Borough or local-elected office.
- A local teacher or school official.
- Represent an Alaska Native group within or adjacent to Lynn Canal-Icy Strait.

The application form and additional information can be obtained by calling the Lynn Canal-Icy Strait RAC Coordinator at the Forest Service District Office in Juneau at 907-789-6209. Applications with original signatures are **due by April 30, 2014**.

Committee members are appointed and serve a four-year term without compensation, although travel and per diem expenses may be reimbursed. The Committee will meet as often as is necessary to complete their business which may include one or two meetings each year in Juneau.

Equal opportunity practices in accordance with United States Department of Agriculture policies shall be followed in all appointments to the committee. To help ensure recommendations of the committee have taken into account the needs of the diverse groups served by USDA, membership shall include to the extent possible, individuals with demonstrated ability to represent women, men, racial, ethnic groups, and persons with disabilities. The USDA prohibits discrimination in all of its programs and activities on the basis of race, color, national origin, age, disability, and where applicable, sex, marital status, familial status, parental status, religion, sexual orientation, political beliefs, genetic information, reprisal, or because all or part of an individual's income is derived from any public assistance program.

United States Department of Agriculture
**ADVISORY COMMITTEE OR RESEARCH AND PROMOTION
 BACKGROUND INFORMATION**

Lynn Canal – Icy Strait Resource Advisory Committee

Privacy Act Notice

Public Laws 95-113 and 93-579 permit collection of the data requested on this form. The information is used to determine qualifications, suitability and availability for service on advisory committees or research and promotion boards/councils. The information will be used to conduct background clearances and/or for annual reports on advisory committees or research and promotion boards/councils. Failure to submit this information may result in non-selection of a prospective advisory committee member, board/council member or termination of the committee or board/council.

PLEASE PRINT CLEARLY OR TYPE

1. Name (Last, First, Middle) – Mr., Mrs., Miss., Ms., Dr.	2. Social Security Number: Passport Number and Issuing Country: <i>(foreign citizens only)</i>
3. Residence Address (include ZIP code)	4. Business No. Home No: Cell or Mobile: FAX: e-Mail Address:
5. Place of Birth	6. Date of Birth

7. *This information is Voluntary and data will not be used to grant preferential treatment:* (See last page for definition of categories.)

What is your gender? <input type="checkbox"/> Male <input type="checkbox"/> Female	Ethnicity: <input type="checkbox"/> Hispanic or Latino <input type="checkbox"/> Not Hispanic or Latino	What is your race? <i>(Mark all that apply)</i> <input type="checkbox"/> American Indian or Alaska Native <input type="checkbox"/> Asian <input type="checkbox"/> Black or African American <input type="checkbox"/> Native Hawaiian or Other Pacific Islander <input type="checkbox"/> White
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8. Company/Business Name	
9. Company/Business Address (include ZIP Code)	9a. Occupation/Title

10. [Insert appropriate commodity question(s) from supplemental list.] *(To be completed by R&P Board Members Only)*

10a. If applicable, how long have you been engaged in farming or production, and what is the size of your farming operation. (i.e. List acreage and pounds produced by kind of crop, as well as, kinds and numbers of livestock?)

11. List your business experience. *(Use the Continuation Sheet for additional space to answer.)*

12. List education and any specialized experience. *(Use the Continuation Sheet for additional space to answer.)*

13. List applicable farm/handler/producer/importer or co-op member industry organizations (indicate whether a member or officer and how long affiliated).

14. List other affiliations and/or service as a community leader that would benefit you in your role as a member of the advisory committee or research and promotion board/council.

15. List any Federal advisory committee or board on which you are currently a member and the number of years you have served on that committee or board. *(To be completed by current Advisory Committee Members Only)*

16. List sources of income in excess of \$10,000 for the past calendar year from other than your primary employment. List only sources; do not show amounts of income from each source. *(To be completed by Advisory Committee Nominees Only)*

17. Have you ever been convicted of a felony? (A felony is defined as any violation of law punishable by imprisonment of longer than one year). () Yes () No. If yes, please explain on the attached continuation sheet.

18. As a result of your participation in Federal programs, have any judgments been rendered against you? As a result of participation in any governmental programs relative to the purposes of the advisory committee or research and promotion board/council for which you are a nominee, have any civil or criminal actions been initiated against you?
() Yes () No. If yes, please explain on the attached continuation sheet.

19. Name as you would prefer it to appear on official correspondence.

Signature

Date

Continuation Sheet for Form AD-755

If you need more space for an answer, use this sheet. Please number each answer to correspond to the number on Form AD-755. When you have completed your answer(s), attach to Form AD-755.

Lynn Canal – Icy Strait Resource Advisory Committee

Name (Last, First, Middle) _____

Social Security or Passport Number: _____

According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0505-0001. The time required to complete this information collection is estimated to average 30 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.

The U.S. Department of Agriculture (USDA) prohibits discrimination in all its programs and activities on the basis of race, color, national origin, gender, religion, age, disability, political beliefs, sexual orientation, and marital or family status. (Not all prohibited bases apply to all programs.) Persons with disabilities who require alternative means for communication of program information (Braille, large print, audiotape, etc.) should contact USDA's TARGET center at (202) 720-2600 (voice and TDD).

To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 1400 Independence Avenue, SW, Washington, DC 20250-9410 or call (202) 720-5964 (voice and TDD). USDA is an equal opportunity provider and employer.

Definition of Ethnicity and Race Categories

Ethnicity:

A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.

Race:

American Indian or Alaska Native – A person having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment.

Asian – A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.

Black or African American – A person having origins in any of the black racial groups of Africa.

Native Hawaiian or Other Pacific Islander – A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

White – A person having origins in any of the original peoples of Europe, the Middle East or North Africa.

Appendix D



RECYCLED
ONLY

FILTERS

M-63 Garb.

CAUTION
DO NOT PLAY IN, ON
OR AROUND OR OCCUPY
THIS CONTAINER FOR
ANY PURPOSE.

NOTICE
NO PARKING
DO NOT BLOCK
CONTAINER.

GARBAGE ONLY!
NO: BATTERIES, METAL, PAINT,
WASTE OIL / OIL PRODUCTS OR
OTHER HAZARDOUS MATERIALS
Please Close Lid - Thank You

3/20/14

Director's Report

Volunteer Hours:

In **February**, 27 people volunteered a total of 297.5 hours for the museum. 65.5 hours were given to the reception desk, 26 hours to education, 142 hours to exhibits, 49 hours to Eldred Rock and 15 hours from board members. Compare this with 2013, when volunteers gave 212.25 hours to the museum in February.

In **January**, 29 people volunteered a total of 119.5 hours. 51 hours at the reception desk, 23 hours for education, 16 hours in administration, 11 hours by the board, and 24.5 hours for Eldred Rock. Compare this with 2013, when volunteers gave 231 hours to the museum in January.

Visitors:

In **February**, 407 people attended museum activities. 39 were involved in the Walk and Talk on Friday mornings, held off-site. 234 attended a special event. Walk-ins included 94 locals, 18 paying visitors, 6 non-paying visitors, and 16 kids. Special events included exhibit openings, History Day awards reception, and board meetings. Compare this with 2013, when 458 people attended museum activities in February. (In 2013 we had two school classes visit the museum and 39 people attend a mining presentation. This year our school is visiting in March.)

In **January**, 351 people attended museum activities. 37 were involved in the Walk and Talk on Friday mornings, held off-site. 205 attended a special event. Walk-ins included 53 locals, 17 paying visitors, 9 non-paying visitors, and 0 kids. Special events included a welcoming party for the new director and a farewell party for Henriette Arenson. Compare this with 2013, when 238 people attended museum activities in January.

Exhibits

Strung Up and Reconfigured: Puppetry in Haines and Beyond opened on February 21. The exhibit has been popular, with people visiting the museum on most days to see it. March 1, *Puppet Day*, was packed with families and puppeteers. We had 4 puppet-making work stations and activities throughout the day. What we found was that the crowd decreased significantly because of hunger. I ran out and bought some pizzas and sodas, but by the time I returned, most of the crowd was gone. Next time we have a day-long event, we need to include lunch in some manner. All of the puppet events have been popular – the opening, the curator's evening talk, and puppet day. The knitting workshop will be held this weekend. No one came to the first one because it was during our last major snowfall. I hope we will get a turnout for this weekend from the knitters and crocheters. For the last two weeks of the exhibit, we have added another display case in the lower level of the museum. It contains the puppets created by Haines School children during 2 ½ weeks working with Paulette Caron. I am working on a small exhibit booklet to give to all of the exhibitors.

Jeff Brown: Masterpieces of Merriment is scheduled to open April 11. I have just received the contract from the Juneau-Douglas Museum. We need to transport the exhibit the week of April 1 to Haines and then back to Juneau. Are any board members interested? We will need help with the reception for this exhibit.

Six Week Spotlights- All of the artists have been contacted and dates have been set for each exhibit. This has the Hakkinen Gallery filled until the end of September.

Fall Exhibit: I am exploring a snow and ice exhibit for the first part of the winter. There is a show that is circulating in Colorado that would be nice to build upon with our own collection. There are a number of public programs to tie to this topic, including casting snowflakes, a snowman competition, and ice carving. Other possible exhibits include one from the Smithsonian on Native Americans who are also African Americans, a rainwear exhibit and competition, and an Abstract Expressionists show.

Programs

We celebrated **Elizabeth Peratrovich** day with children's crafts and an evening movie.

Puppet Day (see above) was a big success. The museum was filled with families. Since then, children have come to visit and do the puppet craft in the children's area.

European Puppetry evening lecture by Byrne Power was well attended, with nearly every seat filled.

Time for Tots at the Museum: Wednesday morning programming for little children. This has been somewhat popular. The most that have come have been 5 children. A couple times there were no children.

Spring Break Camp at the Museum: 15 children attended on Monday and 19 children attended on Wednesday. The camp is offered for three days during spring break. Children seem to have self-selected. They are ages 5 to 12. The older children are probably staying home on their own, but this age isn't quite old enough to do so. On Monday the children learned about collecting, sorting and processing collections. On Wednesday the children learned about the Agents of Deterioration and how museums monitor and protect collections from them. On Friday the children will be making an exhibit about Haines, as they see it.

Grants

Applied for and received \$6,000 from the Rasmussen Foundation for the Donna Cattoti painting of Charlie Jimmy. Painting is now owned by the museum.

Applied for funding from the Alaska Humanities Forum for the Tlingit Language class. It will be awhile before we hear the results of that application.

Facilities

Exploring Expansion

Met a second time with the architect, Corey Wall, from Juneau. He measured our museum and galleries and put our floor plan into his computer. He took our initial construction blueprints back to Juneau. He suggested that we become recipients of the Foraker Group's Pre-Development Program (<http://www.forakergroup.org/index.cfm/Shared-Services/Pre-Development>). I found out that this is an invitation only initiative and we would need to work with the Rasmussen Foundation to be invited into it. I have been playing phone tag with the individual at the Rasmussen Foundation who can help us with this. Pre-Development Program's goals are:

“Pre-D offers guidance and technical resources for planning new facilities and renovating or expanding existing ones. We assist nonprofit, municipal and tribal organizations to determine the feasibility of their projects and develop the documentation needed for funding applications.

Pre-D's core purpose is planning *Sustainable Capital Projects*, which we define as projects that contribute to the long-term viability of the organization and the community it serves.”

Halon

It will cost \$2,150 to have the halon tested and the staff trained on the halon. We are supposed to have the system inspected every six months. They have not sent me a bid on the cost of moving our halon panels out of the front entry.

Moving the Gift Shop

Moving the shop is hard to do without an expansion and moving the Halon panels. Blythe needs to have her office near the shop, so it can be monitored at all times. She predicts inventory would have to be at least halved to fit in the current front entry space, and there is no place for her office in that space.

Storage Needs

In order for us to meet our mission, we need to be able to acquire collections from the community and rotate displays. We have some major gaps in our collection, including locally made puppets and material from the fishing and logging industries. If an expansion isn't possible, perhaps we should reconfigure our museum so the lower level is primarily storage. This would greatly increase our ability to acquire more collections and to rotate collections off of exhibit.

Respectfully submitted,

Helen Alten

Tourism Advisory Board Meeting Agenda / Meeting Minutes

9A

Friday, January 24 – 1:30 pm (Assembly Chambers)

Meeting Call to Order: Barb Mulford – President – 1:30 pm

Roll Call: Present Barb Mulford, Michael Marks, Rhonda Hinson, Karen Hess, Judy Heinmiller, Jeff Butcher (phone)

Absent

Also Present Tanya Carlson, Scott Sundberg, Stephanie Scott, Shori Heaton

Approval of excused / unexcused absences:

Approval of Agenda: Hess moved to approve the agenda, Heinmiller seconded; all in favor of agenda.

***Approval of Minutes:** None

Public Comments: N/A

Chair Report: None

New Business: *Board Vacancies*

Jason Gaffney has stepped down and Karen is not planning on renewing her seat. This leaves two seats up on the board. Sundberg's application is still on file and eligible to fill one of the seats should the board choose.

Hess motions to recommend Sundberg to fill an open seat, Marks seconded; all in favor.

Economic Development Summit - Panel

The Haines Chamber of Commerce in cooperation with the borough is hosting an economic development summit. The idea is to share information through 15 different panels of various industries in the borough and one is tourism. The Summit is planned for March 8.

Southeast Cooperative Marketing Campaign - AMHS

Assembly member George Campbell was interested in having someone from Haines on the ferry from Juneau to talk about Haines. An idea came up to have a cooperative effort between all southeast communities to chip in for something to cover our ports.

Carlson feels it's an excellent topic. She wonders if this is something that should be presented to Southeast Conference and have their tourism group work on it. Mulford will draft a letter to Southeast Conference. The problem affects all of our communities equally not just Haines so Southeast Conference is a perfect spot for this.

Old Business:

Picture Point Design Committee – Judy

First meetings have happened and the design is great. It is also probably more than we have money for. Marks said the people at the Library meeting liked the trails, benches, natural setting and didn't want to disturb the natural view. Only about 8 people attended the meeting at the Library. The neighbors of the property did attend and they were very supportive of the project.

All user groups were in mind when the design was planned. Marks feels that everyone did a good job and the community is looking forward to it.

PC Dock Construction- Update

Carlson said as far as she knows everything is still on schedule. Most likely they will be done early. Their deadline is June 2 no matter what but they are currently running ahead of schedule.

Hess asked about the long ramp at the end of the pier, if it was the new ramp. Carlson does not know but assured Hess that the new ramp will be longer, wider and the elevation it starts at will be lower, creating a much shallower grade than our previous ramp.

Economic Impact Study - Update

Carlson handed out the two previous proposals from McDowell Group plus the current proposal. The first proposal had a summer and winter EIS, the second melded a market assessment with the EIS for the full year and the last is specific to heli-skiing. Carlson feels that general consensus is a winter study looking at all winter activities.

The problem the Visitor Center has is that there are no set/designated areas for winter activities. There are areas known to locals but they are not mapped, there's no signage, etc. It becomes a liability to send visitors unfamiliar with our area up the highway to look for groomed areas and use them. The study that we should look at is an EIS and Market Assessment for just winter – October 1 to April 30. The cost, however, is going to go up from the original \$10,500.

Hess reminded everyone that the reason we wanted the EIS overall to begin with is to say - this is how much money this industry or this season brings to our community.

Activities to include are: Bald Eagle Fest, holidays, winter activities (ski plane, snowmobile, cross country, snow shoe), heli-skiing, Alcan 200, school sports/ activities, Canadian Thanksgiving.

Directors Update:

Ship Pop-Up Displays

Carlson would like to help draw more visitors over to Haines either as part of a tour or even independently. Haines does not have any posters or eye popping displays on board; some companies have brochures. She is looking at a small table top pop-up brochure that advertises Haines. She was looking at splitting the cost between all operators sold out of

Skagway and the Visitor Center. Price would be dependent on how many ships a company is sold on, so it is different for each company.

2012 Haines Visitor Center Survey

In 2012 we distributed a 20 question survey to Haines visitors through the Visitor Center, Bald Eagle Foundation, Captain's Choice hotel and Hotel Halsingland. We collected over 400 surveys. It is not a scientific survey and there were certainly some pieces of data that got thrown off due to the type of survey. Ideally we would like only one member of a traveling party to fill out the survey otherwise we have duplicate data. We did give incentives – we had a short 3 minute Haines video, 30th Anniversary pins for the Chilkat Bald Eagle Preserve and a DVD ROM provided by Steve Vick. The draft of the results is finally complete and Carlson just has to get an executive summary together.

FY15 Marketing Plan / Budget

Set a Marketing Plan meeting for January 30 at 10:00 am in the Library.

SATC Board Retreat

Carlson just returned from the SATC Board Retreat where she is president of the board. The retreat went very well. She explained some of the history of the organization and noted that they are redeveloping to get back into collective marketing of the Inside Passage. The new website just went live and membership dues increased to participate in three Travel & Adventure Shows in California. This actually saves the department money in the long run and gets us to two more shows. The shows will be in LA, San Diego and San Francisco.

Upcoming Schedule

Carlson will be out from February 5 – 22. She will be attending both the LA Travel & Adventure Show and then NTA working from Seattle in between. March 1 – 2 will be the Seattle Bike Expo.

Board Comments:

Heinmiller asked about the PC Dock Welcome sign. Carlson said the deadline was extended as there were only two submissions. Shori mentioned that it was cost prohibitive. Carlson said that was good to know and urged that this get passed on to the borough. Ideally, it needs to be something nice to represent Haines.

Set Next Meeting Date: Wednesday, February 28, 2014 – 9:30 am

Assembly Chambers, Safety Building

Hess motioned to adjourn, Marks seconded; all in favor. Meeting ended at 2:57 pm.

Tourism Advisory Board Meeting Agenda / Meeting Minutes

Monday, February 24 – 9:30 am (Assembly Chambers)

Meeting Call to Order: Barb Mulford – President – 9:43 am

Roll Call: Present Barb Mulford, Michael Marks, Rhonda Hinson, Karen Hess, Judy Heinmiller (phone)

Absent Jeff Butcher, Scott Sundberg

Also Present Tanya Carlson, Stephanie Scott, Diana Lapham

Approval of excused / unexcused absences: Due to a late reminder for the meeting Marks motioned to excuse both Sundberg and Butcher, Hess seconded; all in favor.

Approval of Agenda: Marks moved to approve the agenda, Hinson seconded; all in favor of agenda.

***Approval of Minutes:** None

Public Comments: Scott asked if there had been a motion for Hess to continue to in her seat. Mulford said it is on the agenda for today.

Chair Report: *Coupon Book*

Carlson asked the Chamber if they would like to take over the Coupon Book as part of member benefits. It would help cut the cost to the tourism department who would still make a financial contribution to it but several thousand less than currently.

Scott recommends that Carlson speak with the manager to make a memorandum of understanding with the Chamber for the coupon book. She's not sure if it is necessary but Mulford agrees and feels that it should also extend to Holiday festivities. She also commented that there are changes to the Chamber bylaws that have been put forth that would remove government from being able to be a member. This would get rid of the ex-officio seat on the board for the tourism director.

TAB's role

Mulford asked the question of how to get in front of items. She was asked by Assembly Member Schnabel if TAB had a response to the heli-port but TAB was unaware. Scott felt it was a good thing and reminded TAB that they are there to help advise the Assembly. Lapham also commented that it helps the Assembly if they have letters from the TAB or the Chamber to help reinforce decisions and it helps the community as a whole to see that we are all working together.

Hess motions that TAB write a letter of support for the sale of property to the Aspen Hotel, Hinson seconded; all in favor.

Hess motions that TAB write a letter for the Assembly to hear Big Salmon Ventures appeal, Marks seconded; Hess mentioned that the letter does not have to be lengthy just that the TAB recommend that the Assembly hear the appeal. All in favor

Mulford asked if TAB should write a letter to the head of Fish & Game thanking her (Cora Campbell) for keeping the reciprocal fishing licenses and bulleting out the economic importance. Hinson motioned for the letter, Hess seconded; all in favor.

New Business:

Board Appointments

Marks motioned for Karen to remain on the board for another term, Heinmiller seconded; all in favor.

Marks motioned for Mulford to remain in her seat for another term, Hess seconded; all in favor.

Old Business:

Economic Development Summit - Panel

The Economic Development Summit is scheduled for March 8 from 10 am to 3 pm. There will be many panels and provide a networking opportunity to make things happen. Hess will be presenting stats form tourism and Sundberg will speak to winter tourism.

Southeast Cooperative Marketing Campaign - AMHS

Mulford drafted a letter to Southeast Conference and asked if it was best to send on a letter head or email Shelly directly. This letter was for cooperative marketing efforts on the ferry system since the forest service personnel have been discontinued. The recommendation is that each community put forth \$1000. Carlson felt it could be informal and start a conversation with her detailing what the idea is and go from there.

Hess also mentioned that if we can't put someone on the ferry what about a pop-up display. Mulford asked how much it is to put something on the ferry. At the moment, it is \$200 per ferry. Ideally, something like this should be put on for free.

Picture Point Design Committee - Judy

There is a meeting today at 2:00 pm. The public comment period had closed and that will be looked at in the meeting today. Mulford said there were many legitimate concerns – restrooms out of the view shed, no small parking lot in the third section, etc.

PC Dock Construction- Update

Substantial completion is June 3. If construction has to go that late it will affect two ships. Currently they are still running ahead of schedule. Carlson said either way substantial completion is June 2 or that is the date that needs to stay in mind.

Economic Impact Study - Update

There are several factors for this study. Fund 23 does not have enough funds left between tourism and economic development in the current fiscal year. It would have to come from fund balance which would require a budget amendment. Or, we can wait and do the study next year and plan for it in the budget.

Mulford feels that tourism is one of the few items from the borough that brings in money and she feels that this would help prove what tourism is doing for our community and that it is a good investment.

Scott recommends that TAB push for the economic impact study now. She feels there will be support from the Assembly.

Hess motioned to have a Winter Economic Impact Study and Market Assessment, Marks seconded; all in favor.

Directors Update: Transition

Carlson said her last day will be April 9. Budget is due this week and the coupon book will go to print at the end of March. Ideally it would be nice to have a replacement in time to do a handover. Advertisement of position should be out soon.

Ship Pop-Up Displays

Carlson has brought the pop-up display to the tour operators and everyone seems good with it. Hess will check with the cruise lines to see who will and will not allow them. Carlson also thought putting one in the Westmark would also be good. The pop-up will be one general design that can be used across the board and not highlight any one tour but rather the wildlife and scenery.

Hess mentioned that the Orca Song will be gone this year and instead there will be another 150 passenger boat, the Rachel Marie.

Update

LA Travel & Adventure Show went very well. The show was sold out on the exhibitor side. The final door count has not come in yet. SATC will be participating in three of the Travel & Adventure Shows next year, which helps stretch our dollars – LA, San Diego and San Francisco.

Carlson attended NTA last week. She feels that this should be an every other year trip in the future. NTA is the National Tour Association and they focus on group tour operators. It is a very important market that helps fill hotel rooms. It is important not to lose touch with the operators but it is also a very expensive show. A lot of people from Alaska attend this event but the feeling was mutual attendance was down this year as were meetings for everyone. Carlson recommends that the department keep track of both NTA and ABA (American Bus Association), which we dropped membership to last year, and decide in the future if a

change needs to be made. They are both very similar organizations and attendance at their annual conventions seem to go in waves back and forth between the two.

Upcoming Schedule

Carlson will be leaving for the Seattle Bike Expo this week and will be promoting both bike events. She hopes the Haines Century Ride will happen this year.

Board Comments:

Mulford asked when the sensitivity training would happen for the membership to GLCVB. Carlson said it should wait until her replacement was on board either next month or in May.

Set Next Meeting Date: Thursday, March 20, 2014 - 9:30 am

Assembly Chambers, Safety Building

Hess motioned to adjourn, Marks seconded; all in favor. Meeting ended at 12:02 pm.

Downtown Revitalization Committee Meeting
March 24, 2014

Lenise Henderson Fontenot called the meeting to order at 5:05 p.m. Members in attendance: Lenise Henderson Fontenot, Heather Lende, Patty Campbell, and Kristine Harder. Absent: Harriet Brouillette. Others in attendance: Mayor Stephanie Scott, Assistant Borough Manager Darcie Culbeck, Tom Morphet, Dave Olerud, Charlotte Olerud, and Joe Parnell.

Lenise Henderson volunteered to chair the meeting. Kristine made the motion to elect Lenise chair. The motion passed. Kristine Harder volunteered to take minutes. The group agreed to rotate note taking duties.

After introductions, Lenise went over the history and past activity of the DNC committee.

New Business:

Joe Parnell presented a large plywood mural by Aaron Nash, and asked that the committee explore a mural project to cover the windows of vacant buildings.

Darcie Culbeck asked the committee to take the lead in developing the Borough Campus green space. Kristine moved the motion, Heather seconded, the motion passed.

Mayor Scott proposed that we begin the project by installing flowering whiskey barrels and boulders. The committee voted to support picnic tables and flowers, but not boulders, due to concerns of long term planning and costs associated with moving boulders. Mayor Scott also asked the group to explore working with the Alaska Arts Confluence.

Discussion ensued on the definition of the DRC, as well as what our priorities and direction should be. The committee will look at the Comprehensive Plan at the next meeting and identify which actions to concentrate on.

Lenise move, Patty seconded a request to the Borough to appoint Christy Tengs to the DRC. The motion passed. Lenise moved, Kristine seconded that the Borough appoint Heather Lende to the committee. The motion passed.

Tom Morphet asked Mayor Scott to explore whether the Borough could provide staff support the take minutes at the meetings. The motion passed.

The next meeting will take place at The Rusty Compass on Monday April 28, 2014 at 5 pm.

Kristine moved, Lenise seconded, motion passed to adjourn the meeting at 6:30.

HISTORIC DALTON TRAIL
ROAD MAINTENANCE SERVICE AREA
Board of Directors Meeting
Saturday, 3/22/14

Minutes/Annual Report

The meeting was called to order at 2:00 pm.

Board members present: John Hunt, Leonard Banaszak, Carol Meismer and Robert Venables.

The agenda was approved without objection.
Minutes from 3/9/13 – approved unanimously.

Old Business:

The Chilkat Lake Road (CLR) repairs begun in 2013 were discussed at length. The project had been identified by the borough as a legislative priority over 2 years ago and was funded by the state as part of the borough's "outside the townsite" road CIP needs list. Work done in the Eagle Vista zone is complete – and appreciated (as is the repairs to the dangerous section of hillside that was repaired). Funding is not yet identified for completing work needed on CLR. The road repairs are designed and a number of problematic patches of road have been excavated and repaired. However, those new repairs along, with many other sections of roadway, are left exposed and needs to be chip-coated to avoid losing the value of work completed as well as further damage to CLR (analogy used of building an expensive house without putting a roof on it). The RMSA Board urges the Borough to prioritize the completion of this already initiated project.

New Business:

Board Chair Appointment: Motion made to nominate Venables as Chair. Passed unanimously.

FY15 Budget Recommendations:

For Historic Dalton Trail RMSA - Last year's billing from DOT for plowing CLR was over \$9,200 – board recommends a budget of \$9,500 be raised for next fiscal year (this will allow for summer work orders as needed).

For the Eagle Vista Zone – Maintain current budget levels for next year. New winter contractor is doing a good job (recommend extending contract). Thanks to the Borough for needed roadwork. Advise brushing as needed in years to come.

For Chilkat Lake Zone – there is an emergency need to address this spring as the culverts have been undermined and are in danger of being lifted and road washed out. Recommend Borough to address ASAP and raise \$2,000 of repair funds from this zone's property owners with balance to come from Borough's "outside townsite" road CIP fund.

For Porcupine Road Zone – there is a need for annual road grading, especially as this road receives increased use from borough residents and visitors. A one mil tax on private property owners in this zone will raise approx. \$1,300. It is uncertain if all the mining companies using this road are currently within the RMSA boundaries. Recommend first attempt to raise funds voluntarily from mining companies and tour companies that use this road and supplement maintenance budget with a 1 mil tax to this zone. The borough should continue to work with the mining companies to leverage opportunities to improve the condition of Porcupine Road and address needed CIP needs annually.

Board Vacancies:

Both Robert Venables and Carol Meisner reapplied for seats currently held on the RMSA. The Board recognized both members as being very engaged and tenured members and recommends the mayor reappoint both to another term.

Misc. RMSA issues:

The possibility of having snow plowing equipment placed in the service area was discussed. Future firehall needs, school and possible use of equipment for other service areas were discussed as well. If borough equipment becomes surplus or other plowing equipment is available, the Board encourages the borough to consider this alternative as needs grow in this and other service areas along the Highway.

The meeting was adjourned at 2:55 pm.

Klehini Valley Volunteer Fire Department
Board of Directors Meeting
March 1, 2014

Meeting Minutes – Annual Report

The meeting was called to order by Chair Venables. Board members present: Chief Robert Clay, Sean McLaughlin, Sage Thomas and Robert Venables. Absent: Keith Brooks (out of town/excused). Department members present: Treasurer Holly Sage. There were no members of the public present.

Motion by Sage /McLaughlin to re-elect Robert Venables as Board Chair. Passed unanimously.

Motion by Sage /McLaughlin to approve the minutes of March 2, 2013. Minutes approved.

Chief's Report: Chief Clay reported 10 members are engaged in training sessions on a regular basis and they are looking at expanding training resources. The board encouraged the Chief to communicate with the townsit's fire department for possible use of their training videos and suggested joint exercises. The communications systems connecting to downtown dispatch service is still not performing adequately but the remedy is underway. Rolling stock is in good condition and ready to go. The department also rebuilt the emergency rescue snowmachine. The borough has received bids to replace the firehall's septic system which is scheduled to be completed this summer (the water system is "fixed" but still has a smell to the water). The Chief also reported on the recent structure fire – there was good response from KVVFD as well as from town.

New Business: The department's proposed FY15 budget was discussed. The treasurer presented the year to date financials and the department's budget request. Discussion also centered on how to finance a future fire truck after the final 3 payments are made on the current loan with the recommendation that the budget continue to raise those funds with placement into an equipment sinking fund.

McLaughlin/Sage to approve the FY15 budget for a total of \$28,418.00 and ask the borough to (continue to) include a new tender/pumper fire truck on the 6-year CIP. Motion passed

Board Reappointment

Keith Brooks has reapplied for the seat he currently occupies. The board noted his many years as a resident of the service area and appreciates his skills and perspectives. The board recommends that the Mayor reappoint him for another term.

Misc.

The Board requested the Chief to reach out to anyone in Klukwan who might be interested in participating in training opportunities. Discussion ensued regarding the Canadian border facilities and the need for that government to contribute to the fire department's budget. Previous conversations have been initiated in the past. The Chair will ask the borough for an update.

With no other business before the board, the meeting was adjourned.

SHELDON MUSEUM AND CULTURAL CENTER, INC
Board of Trustees Meeting Minutes
Thursday, January 16, 2014, 10:30 a.m. at the Sheldon Museum

CALL TO ORDER: 10:38 a.m. by Board President Jim Heaton

ATTENDANCE: BOARD: Jim Heaton, Michael Marks, Jim Shook, Bob Adkins, Lorrie Dudzik, and Dave Pahl
 STAFF: Helen Alten and Blythe Carter BOROUGH LIAISON: Not present

ADDITIONS TO THE AGENDA: Form 990 under New Business.

- Update on investment of Endowment Funds under Old Business.
- Gaming Permit under Old Business.

APPROVAL OF AGENDA: M/S Jim S. & Lorrie to approve amended agenda - approved unanimously

APPROVAL OF MINUTES: M/S Michael & Jim S. to approve minutes - approved unanimously

STAFF REPORT: Most activities over the Christmas closure involved educational activities and research. Students are researching information for their National History Day projects, plus lots of outside research questions.

- **History Day Open House** is tentatively scheduled for Feb. 10, with project judging to take place prior to that.
- All non-student research questions are logged, documented, and kept on file. (Who? What? Dates? Etc). Staff time is also logged. One hour is the maximum staff research time allowed without incurring charges.
- **Grant Suggestion** – bring in an expert to review our archival system and its methodology.
- **Grant Suggestion** – apply for a grant to digitize our collection.
- SMCC needs a Procedures Document update.

OLD BUSINESS: Issues and Expectations – Moving the gift shop downstairs to the entry foyer would make it smaller by approx. 30% Suggestion was made to enclose the breezeway for more space. A general discussion followed regarding ways that the entry could be remodeled or expanded. An architect will be visiting soon. Helen will get him to come look at the area and make suggestions.

- **Board Membership Renewal** – Anastasia and Jim S. have re-applied. Don't know about Jan Hill.
- **A donated tool kit appears to be missing and unaccounted for.**
- **Henriette's Going Away Party** is a finger food potluck, Friday, January 24, 5:00-6:30 p.m.
- **Building Siding** – No further information.
- **Investing the Endowment Fund** – nothing ever happened. Jerrie's resignation and the Alaska State Museum Conference interfered. The Fund is approx \$133K. The sticking point was giving up control of the fund balance.
- **Membership Drive** – Helen plans to target local's friends, relatives, and previous residents as possible sources of supportive membership.
- **Gaming Permit** – We need a second Board Member to act as controller. We need to pursue this, but a gaming permit may require SMCC to be a "membership organization," with at least 25 paying members.
- It was suggested that Helen should to meet the Borough Tourism Director to see about piggy backing on their publicity campaigns.

NEW BUSINESS: Election of Officers – M/S Michael & Jim S. that we retain the present slate of officers. Passed.

Jim Heaton – President
 Jim Shook – Vice President
 Bob Adkins – Secretary
 Michael Marks - Treasurer

- **Six Week Spotlight** – There are six applications currently on file. Addison Field (AK State Museum) has been suggested as the judge for the competition. Helen will contact him. The Spotlight will start in May.

- **Possible Puppet Exhibit** – Discussion involved French puppeteers, a Tlingit language ventriloquist, Metlakatla puppeteers, and several local puppeteers. We need to explore funds for shipping, possible transportation donation by AML, and similar related exhibits. Helen will explore with Lorrie and Michael's help.
- **Shared Funding with HBSD for SMCC Educational Coordinator** – No discussions have been held as yet.
- **Clan Trust Items** – We are currently storing quite a number of Sockeye Clan items that we are not allowed to exhibit, nor are we receiving storage fees. We did receive the gift of a bent wood box from Nathan Jackson. We need to negotiate a clear agreement with the Clan, perhaps involving storage fees, exhibit privileges, and/or volunteer time. Encourage the Clan to seek a grant for funds for archival storage.
- We also need to know what items Klukwan will be taking when they open their museum in a year or two.

NEXT BOARD MEETING: Wednesday, February 12, 2014 at 1:30 p.m

MEETING ADJOURNED: at 12:09 p.m.

Respectfully submitted,

Bob Adkins, Secretary

SHELDON MUSEUM AND CULTURAL CENTER, INC
Board of Trustees Meeting Minutes
Friday, February 14, 2014, 3:30 p.m. at the Sheldon Museum

CALL TO ORDER: 3:40 p.m. by Board President Jim Heaton

ATTENDANCE: BOARD: Jim Heaton, Michael Marks, Jim Shook, Bob Adkins, Lorrie Dudzik, John Hagen, and Dave Pahl STAFF: Helen Alten and Blythe Carter BOROUGH LIAISON: Not present GUEST: Joan Snyder

ADDITIONS TO THE AGENDA: Coupon Book update under New Business.

APPROVAL OF AGENDA: M/S Jim S. & Dave to approve amended agenda - approved unanimously

APPROVAL OF MINUTES: M/S Michael & Jim S. to approve minutes - approved unanimously

GUEST PRESENTATION: Joan Snyder made a request that SMCC start planning for a new and larger building. She handed out a history of SMCC and a letter making her case for a new structure in a more central location.

She also informed the Board that she will no longer be doing the Haines History radio program after this April.

The SMCC Board would like to thank Joan for her 16 years of presenting Haines history on the radio.

STAFF REPORT: Architect Corey Wall will be in Haines again next week. He has estimated \$3200 for a set of as-built building plans, \$2700 for conceptual plans for building addition/remodeling, and \$6000 for public review and fund raising program. This will give us a set of buildable plans plus a community awareness program.

- Museums Alaska is lobbying for 50/50 State funding for museum building projects. A lengthy discussion followed.
- Suggestions - Buy the vacant building across the street for archival storage and/or possible office space.
 - Buy the vacant lot just below the bank building
- Architect will be here for a Friday 2/21/14 meeting with Helen. All are welcome to attend.
- Seek Rasmussen and Foraker Group grant information regarding construction projects.

OLD BUSINESS: Open Board Seat – Kyle Grey, FNBA local manager, was suggested. Helen, Michael, and Lorrie will approach him.

- Six Week Spotlight – John Hagen, Maor Cohen, and Alexander Feit were selected for this season's spotlights.
- Membership Levels – Need to cut the number of levels to three. Have exhibit opens for members only, then general public openings the next day.
- Puppet Exhibit opens Feb. 20. Local participation has been beyond expectations.
- Form 990 has been submitted.

NEW BUSINESS: Elizabeth Peratrovich Day volunteers were Michael & Lorrie, John, and Jim S.

- Puppet Exhibit – Michael and Lorrie volunteered to help – Feb. 20
- Byrne Power honorarium – M/S Michael & Jim S. to give an SMCC honorarium of \$150, **plus** whatever contribution FNBA makes, **plus** whatever donations come in during the opening reception. Approved.
- Tot Time – Need to publicize and make parents aware of the program. Talk to Holly at the Library.
- Tlingit Language – A \$10,000 grant was submitted to the Alaska Historical Forum, for instructional equipment and technology.
- A grant request was submitted to the Rasmussen Art Acquisitions Fund to purchase a Donna Cattoti painting.
- Eldred Rock Trip – scheduled for either May 3 or 10. Ed Page from the Alaska Marine Exchange will meet the group there. Need to see about insurance for the project.
- SMCC Volunteer Appreciation Reception is scheduled for May 24 at the Chilkat Center.
- Summer hours start May 19.
- Wally Olson has granted SMCC rights to reprint and sell his books. They are in demand for use as text books.

- Computer System Upgrade – M/S Michael & Jim S. to pay Warren Johnson \$2646 to upgrade eight computers. Approved.
- Short term and Contractual Collections Staff – Helen has authority to hire Andrea Nelson and CJ Jones for collection update work.
- Summer Intern Housing – ask Arlene Brooks.
- Photo Policy – We have no policy regarding commercial, scholarly, non-duplicative, or presentational photo use, quantity discounts, or non-profit use. Needs to be developed. Copyright discussion followed.
- Joint Museums Coupon Book- further cooperation needed. Blythe will handle.

Board Comments/Discussion: Chit Chat Café – Volunteers, telling real stories, will begin March 20. These will be recorded, and will occur during winter months only (*March and April in 2014*). Each session will be limited to 7 speakers. Each speaker will be limited to 7 minutes. Each session will begin at 7 p.m., and admission cost will be \$7. Open to the public. Good opportunity for SMCC publicity.

NEXT BOARD MEETING: Thursday, March 20, 2014 at 11:00 a.m

MEETING ADJOURNED: at 5:09 p.m.

Respectfully submitted,

Bob Adkins, Secretary

IN THE MATTER OF

APPEAL FROM THE DECISION OF THE HAINES BOROUGH PLANNING COMMISSION DENIAL OF A TEMPORARY CONDITIONAL USE PERMIT APPLICATION FOR DEVELOPMENT OF A HELIPORT ON LOT 10 SUNDBERG SUBDIVISION

Appellant: Big Salmon Ventures LLC
Appellant's Representative: Scott Sundberg

Appellee: Haines Borough Planning Commission
Appellee's Representative: Julie Cozzi, Interim City Manager

Having sat to hear an appeal pursuant to Section 18.30.060 of the Haines Borough Code and held a properly noticed public hearing on the above-referenced appeal on March 11, 2014, considered all of the evidence in the record as identified in this decision and all of the additional information provided at the appeal hearing and having voted to reverse the decision of the Planning Commission, and order the Commission to issue a Conditional Use Permit with conditions the Borough Assembly of the Haines Borough adopts the following:

FINDINGS OF FACT AND CONCLUSIONS OF LAW

FINDINGS OF FACT

1. The property involved in this appeal is Lot 10 Sundberg Subdivision located at Mile 26 Chilkat Lake Road within the boundaries of the Haines Borough ("the Property").
2. The owner of the Property is Big Salmon Ventures, LLC.
3. The Property is located in a land use district designated on the Haines Borough Zoning Map as Amended as a General Use district.
4. The Property is about 20.79 acres.
5. There is no evidence in the record that the Property is adjacent to a state-identified anadromous stream.
6. On or about January 27, 2014, Big Salmon Ventures LLC submitted an application for a conditional use permit to allow development of a commercial heliport on the Property ("the Application").
7. On January 29, 2014 the Application was accepted as complete.

8. Material in the record shows in some conditions the decibel level associated with use of the portion of the Property proposed for use as a helipad to be measured at 62 decibels at one or more points at property approximately 1100 to 1600 feet from the helipad site.

9. On February 13, 2014 the Planning Commission held a public hearing on the Application. The Commission vote on a motion to approve a temporary one year permit with conditions that are stated in the permit application was 3 yes and 4 no so the CUP application with the proposed one year permit period was denied.

10. The Commission then passed by a vote of 6-1 a recommendation that the Assembly authorize the Borough Manager to issue a temporary conditional use permit that allowed for a limited pre-approved Borough monitored number of landings all of which were to be at least 1,100 feet from the centerline of Chilkat Lake Road between the hours of 8:30 and 4:30 to gauge impacts with continued noise measurement and monitoring.

11. The Planning Commission did not prepare any written findings of fact. The Assembly has reviewed the recording of the Commission deliberations at the meeting and has determined that the main factor leading to denial of the application was noise associated with the proposed use as referenced in objections to the proposed use received from members of the public.

12. A timely appeal from the decision of the Planning Commission was filed by Big Salmon Ventures on February 18, 2014.

CONCLUSIONS OF LAW

1. The following items, in addition to those presented by Appellant and Appellee at the appeal hearing are considered part of the record of this proceeding:

Minutes and recording of 02/13 Planning Commission Meeting
Pages 42-137 of the Assembly Packet for the March 11, 2014
Assembly meeting
3/8/2014 Basford e-mail
3/8/2014 Jans e-mail

2. As the party challenging the decision of the Commission, Big Salmon Ventures had the burden of proof in establishing the permit was wrongfully denied. HBC 18.30.060(B).

3. The General Use Zoning District, as defined in HBC 18.70.090(D), is intended to allow as broad a range of land uses as possible. Any use is allowed but a conditional use permit is required for landfills, commercial power plants, cemeteries, heliports and for a hazardous

materials storage facility. HBC 18.70.030(D)(5).

4. Any property within the General Use District proposed for use as a commercial heliport in support of commercial ski tours requires a conditional use permit. HBC 18.70.030(D)(5), HBC 5.20.080(F)(14)(d).

5. The conditional use permit process is intended to evaluate proposed uses and issues of community-wide importance and subject those proposed uses to a broader public process and higher standards than approvals by the manager. The conditional use process is intended to afford the commission and the community the flexibility necessary to make development approvals that are appropriate to specific sites, uses, or designs provided certain conditions are met. HBC 18.50.010.

6. Before a conditional use may be allowed the Planning Commission must find that all of the following criteria are met:

A. The use is located on the site so as to avoid undue noise and other nuisances and dangers.

B. The development of the use is such that the value of the adjoining property will not be significantly impaired.

C. The size and scale of the use is such that existing public services and facilities are adequate to serve the proposed use.

D. The specific development scheme of the use is consistent and in harmony with the comprehensive plan and surrounding land uses.

E. The granting of the conditional use will not be harmful to the public safety, health or welfare .

F. The use will not significantly cause erosion, ground or surface water contamination or significant adverse alteration of fish habitat on any parcel adjacent to state-identified anadromous streams .

G. The use will comply with all required conditions and specifications if located where proposed and developed, and operated according to the plan as submitted and approved.

H. Comments received from property owners impacted by the proposed development have been considered and given their due weight.

HBC 18.50.040(A). Finding that even one of the general standards is not met requires the conditional use to be denied without consideration as to whether any of the other general standards are met.

7. The conditions to be included in the permit must be taken into consideration when determining whether the criteria for issuance of a conditional use permit have been met.

8. The denial of the CUP application with a one year time limitation but the adoption of a recommendation for issuance of a temporary conditional use permit implies that a time limitation of less than one year or the imposition of additional conditions may have been approved by the Commission. It also implies that the Planning Commission assumed the interim borough manager had the legal authority to issue conditional use permits.

9. The planning commission erred by giving undue consideration to the statements related to undue noise as opposed to the decibel information and by failing to consider fully the difference in noise impact between a one year permit and a permanent conditional use permit which contained the other conditions referenced in the Planning Commission recommendation. In particular, the Commission's apparent belief that the Borough Manager has authority to issue conditional use permits on a temporary basis is incorrect as a matter of law.

10. If the Planning Commission had incorporated its recommendations into a conditional use permit that permit would have met all eight of the standards of section 18.50.040(A). Therefore such a permit should have been granted by the Commission provided it was subject to additional conditions as set forth in these findings of fact and conclusions of law .

11. In particular, the Assembly finds that restricting the conditional use of the property as a heliport for a period expiring in one year and that is further subject to the conditions set forth in this decision results in location of a use on the property which does not generate "undue noise" as that phrase is used in HBC 18.50.040(A) and also provides "due weight" to the comments received from property owners impacted by the proposed use.

12. The Planning Commission is hereby directed to issue a Conditional Use Permit to Big Salmon Ventures, LLC for use of Lot 10, Sundberg Subdivision as a heliport with the following conditions:

a. Duration of Period of Use. This is a temporary conditional use permit which shall commence on the date of approval and shall expire March 31, 2015.

b. Operating Hours. 8:00 A.M. to 6:00 p.m..

c. Only one Haines Borough commercial ski tour permittee that has been authorized to use the heliport by Big Salmon Ventures and that has an agreement with a licensed and certified air transport business may use the heliport.

d. No use of Bell 212 helicopters.

e. The following conditions proposed by the applicant are also included in the permit:

1. Fuel storage to be done in accordance with ADEC standards with a fuel spill containment program in place before operations begin.

2. Specific identified GPS flight paths after take off and landing that will create the least amount of noise and impact to nearby residences and take place over state lands to be submitted to the Borough, tracked using GPS tracking and reported in the manner required by SEABA's commercial ski tour permit.

3. Allowance of emergency use for state and federal response, medical, firefighting.

4. Up to 1 voluntary shut down of operations per month for special nearby events that would be considered a nuisance or would disturb the quality of the planned event.

13. The conditional use with the above conditions meets the standard of section 18.50.040(A)(2) because there is no evidence in the record that use of the property for a heliport for a year subject to these conditions will significantly impair the value of the adjoining property.

14. The conditional use with the above conditions meets the standards of section 18.50.040(A)(3) because the size and scale of the proposed heliport is adequately served by existing borough services.

15. The conditional use requested meets the standards of section 18.50.040(A)(5) because granting the conditional use with the conditions specified above results in a seasonal use during a fairly short window for one year which is not harmful to the public safety, health or welfare.

16. The conditional use with the above conditions meets the standards of section 18.50.040(A)(4) because; 1) a specific development scheme which is consistent and in harmony with the comprehensive plan accompanied the application and; 2) the limited temporary use allowed provides an opportunity to more objectively assess longer term impacts and noise associated with use of the Property as a heliport which is consistent with the comprehensive plan suggestion that the Borough develop a management plan and criteria for siting of heliports and ; 3) because a variety of uses with noise impacts are already permitted in the general use district.

17. The conditional use with the above conditions meets the standards of section 18.50.040(A)(6) because a heliport on the Property will not cause erosion, ground or surface water contamination.

18. The conditional use with the above conditions meets the standards of section 18.50.040(A)(7) because the Assembly presumes the applicant will comply with all permit conditions. If this assumption proves incorrect the permit may be revoked as allowed by Borough code.

Wherefore, having set forth findings of fact and conclusions of law, the Borough

Assembly of the Haines Borough sitting as an appeal body under HBC 18.30.060 hereby REVERSES the decision of the Haines Borough Planning Commission denying the application for a conditional use to allow use of Lot 10, Sundberg Subdivision as a heliport and ORDERS the Planning Commission to issue a conditional use permit to Big Salmon Ventures LLC with the conditions contained above.

Duly adopted this ___th day of April, 2014.

Hon. Stephanie Scott
Mayor, Haines Borough

IN THE MATTER OF

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DENIAL OF A TEMPORARY CONDITIONAL USE PERMIT APPLICATION FOR
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9. On February 13, 2014 the Planning Commission held a public hearing on the Application. The Commission vote on a motion to approve a temporary one year permit with conditions that are stated in the permit application was 3 yes and 4 no so the CUP application with the proposed one year permit period was denied.

10. The Commission then passed by a vote of 6-1 a recommendation that the Assembly authorize the Borough Manager to issue a temporary conditional use permit that allowed for a limited pre-approved Borough monitored number of landings all of which were to be at least 1,100 feet from the centerline of Chilkat Lake Road between the hours of 8:30 and 4:30 to gage impacts with continued noise measurement and monitoring.

11. The Planning Commission did not prepare any written findings of fact. The Assembly has reviewed the recording of the Commission deliberations at the meeting and has determined that the main factor leading to denial of the application was noise associated with the proposed use as referenced in objections to the proposed use received from members of the public.

12. A timely appeal from the decision of the Planning Commission was filed by Big Salmon Ventures on February 18, 2014.

CONCLUSIONS OF LAW

1. The following items, in addition to those presented by Appellant and Appellee at the appeal hearing are considered part of the record of this proceeding:

Minutes and recording of 02/13 Planning Commission Meeting
Pages 42-137 of the Assembly Packet for the March 11, 2014
Assembly meeting
3/8/2014 Basford e-mail
3/8/2014 Jans e-mail

2. As the party challenging the decision of the Commission, Big Salmon Ventures had the burden of proof in establishing the permit was wrongfully denied. HBC 18.30.060(B).

3. The General Use Zoning District, as defined in HBC 18.70.090(D), is intended to allow as broad a range of land uses as possible. Any use is allowed but a conditional use permit is required for high impact uses-landfills, commercial power plants, cemeteries, heliports and for a hazardous materials storage facility. HBC 18.70.030(D)(5).

4. Any property within the General Use District proposed for use as a commercial heliport in support of commercial ski tours requires a conditional use permit. HBC 18.70.030(D)(5), HBC 5.20.080(F)(14)(d).

5. The conditional use permit process is intended to evaluate proposed uses and issues of community-wide importance and subject those proposed uses to a broader public process and higher standards than approvals by the manager. The conditional use process is intended to afford the commission and the community the flexibility necessary to make development approvals that are appropriate to specific sites, uses, or designs provided certain conditions are met. HBC 18.50.010.

6. Before a conditional use may be allowed the Planning Commission must find that all of the following criteria are met:

A. The use is located on the site so as to avoid undue noise and other nuisances and dangers.

B. The development of the use is such that the value of the adjoining property will not be significantly impaired.

C. The size and scale of the use is such that existing public services and facilities are adequate to serve the proposed use.

D. The specific development scheme of the use is consistent and in harmony with the comprehensive plan and surrounding land uses.

E. The granting of the conditional use will not be harmful to the public safety, health or welfare .

F. The use will not significantly cause erosion, ground or surface water contamination or significant adverse alteration of fish habitat on any parcel adjacent to state-identified anadromous streams .

G. The use will comply with all required conditions and specifications if located where proposed and developed, and operated according to the plan as submitted and approved.

H. Comments received from property owners impacted by the proposed development have been considered and given their due weight.

HBC 18.50.040(A). Finding that even one of the general standards is not met requires the conditional use to be denied without consideration as to whether any of the other general standards are met.

7. The conditions to be included in the permit must be taken into consideration when determining whether the criteria for issuance of a conditional use permit have been met.

8. The denial of the CUP application with a one year time limitation but the adoption of a recommendation for issuance of a temporary conditional use permit implies that a time limitation of less than one year or the imposition of additional conditions may have been approved by the Commission. It also implies that the Planning Commission assumed the interim borough manager had the legal authority to issue conditional use permits.

9. The planning commission erred by giving undue consideration to the statements related to undue noise as opposed to the decibel information and by failing to consider fully the difference in noise impact between a one year permit and a permanent conditional use permit which contained the other conditions referenced in the Planning Commission recommendation. In particular, the Commission's apparent belief that the Borough Manager has authority to issue conditional use permits on a temporary basis is incorrect as a matter of law.

10. If the Planning Commission had incorporated its recommendations into a conditional use permit that permit would have met all eight of the standards of section 18.50.040(A). Therefore such a permit should have been granted by the Commission provided it was subject to additional conditions as set forth in these findings of fact and conclusions of law .

11. In particular, the Assembly finds that restricting the conditional use of the property as a heliport for a period expiring in one year and that is further subject to the conditions set forth in this decision results in location of a use on the property which does not generate "undue noise" as that phrase is used in HBC 18.50.040(A) and also provides "due weight" to the comments received from property owners impacted by the proposed use.

12. The Planning Commission is hereby directed to issue a Conditional Use Permit to Big Salmon Ventures, LLC for use of Lot 10, Sundberg Subdivision as a heliport with the following conditions:

a. Duration of Period of Use. This is a temporary conditional use permit which shall commence ~~April 1, 2014~~on the date of approval and shall expire ~~May 3~~March 31, 2015.

b. Operating Hours. 8:00 A.M. to 6:00 p.m.

c. Only one ~~company is allowed~~Haines Borough commercial ski tour permittee that has been authorized to use the heliport by Big Salmon Ventures and that has an agreement with a licensed and

certified air transport business may use the heliport.

d. No use of Bell 212 helicopters.

e. The following conditions proposed by the applicant are also included in the permit:

1. Fuel storage to be done in accordance with ADEC standards with a fuel spill containment program in place before operations begin.

2. Specific identified GPS flight paths after take off and landing that will create the least amount of noise and impact to nearby residences and take place over state lands to be submitted to the Borough, tracked using GPS tracking and reported in the manner required by SEABA's commercial ski tour permit.

3. Allowance of emergency use for state and federal response, medical, firefighting. 2015 Dates of operation: ~~February 1st through May 3, 2015;~~

~~2014 Dates of operation: No operations after May 3, 2014.~~

~~4. Allowance of emergency use for state and federal response, medical, firefighting.~~

~~5.~~ Up to 1 voluntary shut down of operations per month for special nearby events that would be considered a nuisance or would disturb the quality of the planned event.

13. The conditional use with the above conditions meets the standard of section 18.50.040(A)(2) because there is no evidence in the record that use of the property for a heliport for a year subject to these conditions will significantly impair the value of the adjoining property.

14. The conditional use with the above conditions meets the standards of section 18.50.040(A)(3) because the size and scale of the proposed heliport is adequately served by existing borough services.

15. The conditional use requested meets the standards of section 18.50.040(A)(5) because granting the conditional use with the conditions specified above results in a seasonal use during a fairly short window for one year which is not harmful to the public safety, health or welfare.

16. The conditional use with the above conditions meets the standards of section 18.50.040(A)(4) because; 1) a specific development scheme which is consistent and in harmony with the comprehensive plan accompanied the application and; 2) the limited temporary use allowed provides an opportunity to more objectively assess longer term impacts and noise associated with use of the Property as a heliport which is consistent with the comprehensive plan suggestion that the Borough develop a management plan and criteria for siting of heliports and ; 3) because a variety of uses with noise impacts are already permitted in the general use district.

17. The conditional use with the above conditions meets the standards of section 18.50.040(A)(6) because a heliport on the Property will not cause erosion, ground or surface water contamination.

18. The conditional use with the above conditions meets the standards of section 18.50.040(A)(7) because the Assembly presumes the applicant will comply with all permit conditions. If this assumption proves incorrect the permit may be revoked as allowed by Borough code.

Wherefore, having set forth findings of fact and conclusions of law, the Borough Assembly of the Haines Borough sitting as an appeal body under HBC 18.30.060 hereby REVERSES the decision of the Haines Borough Planning Commission denying the application for a conditional use to allow use of Lot 10, Sundberg Subdivision as a heliport and ORDERS the Planning Commission to issue a conditional use permit to Big Salmon Ventures LLC with the conditions contained above.

Duly adopted this ___th day of ~~March~~April, 2014.

Hon. Stephanie Scott
Mayor, Haines Borough

**Haines Borough
Assembly Agenda Bill**



Agenda Bill No.: 14-441

Assembly Meeting Date: 4/8/2014

Business Item Description:	Attachments:
Subject: Sauna proposal	1.) Resolution 14-04-547 2.) Sauna Memo 3.) Letter from Chamber
Originator: Darsie Culbeck	
Originating Department: Administration	
Date Submitted: 4/2/14	

Full Title/Motion:
Motion: Adopt Resolution 14-04-547.

Administrative Recommendation:
Recommend passage

Fiscal Impact:

Expenditure Required	Amount Budgeted	Appropriation Required
\$ 800 or less annually	\$	\$

Comprehensive Plan Consistency Review:

Comp Plan Policy Nos.: Goal 14, Objective 14A, 14B, 14C, 3L	Consistent: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
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Summary Statement:

The resolution obligates the Haines Borough to funding the operation of a sauna at the Haines Pool, if private funds are used to purchase and install the sauna. Yearly costs are expected to be less than \$800 and may be offset by additional pool revenues.

Referral:

Sent to:	Date:
Recommendation:	Refer to: Meeting Date:

Assembly Action:

Workshop Date(s):	Public Hearing Date(s):
Meeting Date(s): 4/8/14	Tabled to Date:

A Resolution of the Haines Borough Assembly authorizing the Borough Manager to pay for the operation and maintenance of a sauna at the Haines pool if the sauna is purchased with private funds.

WHEREAS, the Haines Borough 2025 Comprehensive Plan Goal 14 directs the Haines Borough to “provide a diversity of parks, recreation facilities, trails and open spaces to foster the health and wellness of Haines Residents”; and

WHEREAS, the comprehensive plan Objective 14B directs the Haines Borough to “keep the swimming pool in good repair and provide a range of programs that cater to different user groups”; and

WHEREAS, the comprehensive plan Objective 14C directs the Haines Borough to “create public place for indoor fitness equipment and recreation”; and

WHEREAS, the pool manager and more than thirty residents have indicated their support of a community sauna at the Haines pool; and

WHEREAS, the Haines Chamber of Commerce is willing to fundraise for the purchase and installation of a sauna at the Haines pool,

NOW, THEREFORE, BE IT RESOLVED that the Haines Borough Assembly authorizes the Borough Manager to pay for the operation and maintenance of a sauna at the Haines pool if the sauna is purchased with private funds.

Adopted by a duly-constituted quorum of the Haines Borough Assembly on this _____ day of _____, 2014.

Stephanie Scott, Borough Mayor

Attest:

Michelle Webb, Interim Borough Clerk

Sauna Proposal

Thirty community members have signed a petition supporting the installation of a sauna at the Haines Borough Swimming Pool. The pool manager, Haines Dolphins swim coach, Haines Borough Public Facilities Director, Parks and Recreation Advisory Board and Haines Chamber of Commerce are in favor of a sauna for the following reasons;

Pool marketing and more users; a sauna should bring in more users and create additional pool revenues. A sauna also adds to the idea of a multiuse pool complex with exercise machines, yoga, and fitness classes in addition to swimming.

Possible energy savings; a sauna will allow swimmers to warm up before and after swimming. This allows the water temperature to remain at 80 instead of the 81-83 requested by some users.

Economic Development; A sauna could be seen as a “plus” when someone is considering moving to Haines. This fits in with the Location Neutral Economy referenced in the 2025 Haines Borough Comprehensive Plan.

Health Benefits; Saunas have numerous well documented health benefits including stress reduction, elimination of toxics, improvements to the cardio vascular system, and helps with chronic fatigue, mild depression, rheumatoid arthritis, musculoskeletal pain and skin conditions. For more details; <http://www.drwhitaker.com/the-health-benefits-of-saunas/>

The Haines Chamber of Commerce feels that a sauna has economic and wellness value to the community and has agreed to fundraise for the purchase and installation of the sauna. It is hoped that the Haines Borough will cover the operational costs which are detailed below.

Operation costs

Electricity use; It is estimated that a sauna will cost \$2.94 per day, based on 3 hours of use per day. At 5 days per week and 52 weeks per year, the yearly costs will \$764.

Electricity math; (\$0.22 per kwh was used) A traditional heated sauna uses a 8 kW heater, 240 volt, 3 phase power; The average cost per kWh of electricity in Haines is approximately \$0.22 so a 8 kW heater will cost approximately \$1.68 to run for one hour, if the heater runs continuously for one hour. Typically a sauna heater will run for 75% of the first hour and 50% of subsequent hours because the space is preheated. Thus, a 8 kW heater will cost about \$1.26 the first hour and \$.84 each subsequent hour of continuous use.

The sauna would be located on “Deck” near the East stairs.



Haines Chamber of Commerce

"Working Together to Build Business & Community"

219 Main Street, Suite 14

PO Box 1449 · Haines, AK 99827

907-766-2202 · 907-766-2271 (Fax)

chamber@haineschamber.org · www.haineschamber.org

April 3, 2014

2014 Board of Directors

Barbara J. Mulford,
President
Takshanuk Mountain
Trail, Inc.

**Rodney Hinson, Vice
President**
Alaska Rod's

Patty Campbell,
Secretary
Haines Cable TV/ Radio
Shack Dealer

Scott Sunberg,
Director
Southeast Alaska
Backcountry Adventures

Kathi Lapp, Director
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William Kurz, Director
Haines Port
Development Council

Stan Mzenkis,
Director
The Butler Did It

Kyle Gray, Director
First National Bank
Alaska

Thomas Ely, Director
Sockeye Cycle

Tanya Carlson,
Ex-Officio Member
Tourism Director

Shori Heaton,
Haines Chamber of
Commerce Office
Manager

Dear Respected Mayor and Assembly Members,

The Haines Chamber of Commerce writes this letter of support for the construction and maintenance of a community sauna to be located at the Haines Community Pool.

The mission of the Greater Haines Chamber of Commerce is to promote economic growth that contributes to the local quality of life by:

- * Advocating the interests of its membership to the community and government organizations.**
- * Facilitating cooperative programs that provide the resources necessary for business.**
- * Educating its members and the community on the importance of a sustainable economy.**

At our last Board meeting, the Haines Chamber Board of Directors voted unanimously to not only support the establishment of a sauna at our local pool but to also be the 'fiscal sponsor' of this endeavor. The Board feels that this addition will be an enhancement to the recreational aspect of our community and will be an additional draw to individuals and families considering visiting or relocating to our community.

As a fiscal sponsor, the Chamber will coordinate fundraising efforts, soliciting sponsorships to 'Friends of the Haines Sauna', collect these contributions and, once the financial goal is met, issue payment to the Haines Borough.

The Haines Chamber strives to improve commerce within our community. The addition of a sauna at our pool is an effort to attract 'Location Neutral' residents and families, thus providing new citizens purchasing goods and services locally.

We see this as an opportunity to continue our working relationship with our local government and hope you look favorably on this endeavor and realize the benefits that outweigh future maintenance costs.

Sincerely,
The Greater Haines Chamber of Commerce
Board of Directors



**Haines Borough
Assembly Agenda Bill**

Agenda Bill No.: 14-444

Assembly Meeting Date: 4/8/14

Business Item Description:		Attachments:
Subject: Authorize Change Order with Arcticom for the E-911 and Dispatch Services Project		1. Resolution 14-04-548 2. Memo from Chief of Police 3. Arcticom Proposal 4. Letter from Alaska Department of Corrections 5. Draft Change Order
Originator: Chief of Police		
Originating Department: Police		
Date Submitted: 3/31/14		

Full Title/Motion:
Motion: Adopt Resolution 14-04-548.

Administrative Recommendation:
The Director of Public Facilities recommends adoption of this resolution.

Fiscal Impact:		
Expenditure Required	Amount Budgeted	Appropriation Required
\$ 34,495.00	\$ 50,000	\$ 0

Comprehensive Plan Consistency Review:	
Comp Plan Policy Nos. : Objective 16C and 16D, Pages 331-332	Consistent: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

Summary Statement:
The assembly on 11/12/13 authorized a contract with Arcticom for E-911 and Dispatch Services for an amount not to exceed \$487,319.30. The work consisted of replacement of the radio base station and repeater, E-911 and dispatch equipment, and dispatch furniture. Additional items were identified to address the insufficient visual coverage of the security monitoring system at the jail. Arcticom quoted a price of \$34,495.00 to upgrade the system, including installation of nine interior cameras, one exterior camera and other technical upgrades, bringing the total contract to \$535,449.30. The Chief of Police recommends this change order to ensure a more timely completion of the project. A portion of the change order will be funded by a \$15,000 grant from the Department of Corrections for a Haines Borough audio/video recording system. The assembly appropriated \$50,000 in the FY12 budget's CIP fund for a police security system at the Public Safety Building, sufficient to cover the remainder of the change order.

Referral:			
Sent to:		Date:	
Recommendation:	Refer to:	Meeting Date:	

Assembly Action:	
Workshop Date(s):	Public Hearing Date(s):
Meeting Date(s): 4/8/14	Tabled to Date:

A Resolution of the Haines Borough Assembly authorizing the Borough Manager to execute a contract change order with Arcticom for the E-911 and Dispatch Services Project for an amount not to exceed \$34,495.00.

WHEREAS, the Haines Borough Assembly on 11/12/13 authorized a construction contract with Arcticom for the E-911 and Dispatch Services Project for an amount not to exceed \$487,319.30; and

WHEREAS, the work consisted of replacement of the radio base station and repeater equipment, E-911 equipment, dispatch equipment and dispatch furniture; and

WHEREAS, additional items were identified for inclusion in the project to address the insufficient visual coverage of the outdated security monitoring system at the jail; and

WHEREAS, Arcticom quoted a price of \$34,495.00 to upgrade the jail security and monitoring system; and

WHEREAS, the proposal includes furnishing and installation for nine interior cameras, one exterior camera and other technical upgrades, bringing the total contract to \$535,449.30; and

WHEREAS, the Chief of Police recommends this change order to ensure a more timely completion of the project, with a contractor that is already on-site; and

WHEREAS, a portion of the change order will be funded by a \$15,000 grant from the Alaska Department of Corrections (Regional and Community Jails Program) for a Haines Borough audio/video recording system; and

WHEREAS, the assembly appropriated \$50,000 in the FY12 budget's Capital Improvement Projects (CIP) fund for a police security system at the Public Safety Building, sufficient to cover the remainder of the change order,

NOW, THEREFORE, BE IT RESOLVED that the Haines Borough Assembly authorizes the Borough Manager to execute a contract change order with Arcticom for the E-911 and Dispatch Services Project for an amount not to exceed \$34,495.00.

Adopted by a duly-constituted quorum of the Haines Borough Assembly on this ____ day of _____, 2014.

Stephanie Scott, Mayor

Attest:

Michelle Webb, Interim Borough Clerk



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) 907.766.2190

Fire Dept. 907.766.2115 ♦ (fax) 907.766.3373

Inter-Office Memo

DATE: March 31, 2014

TO: Julie Cozzi, Interim Manager

FROM: Wm. (Bill) Musser, Chief of Police

REFERENCE: Change Order Request for Dispatch and E-911 Systems Project

I am requesting a change order in the current Dispatch/E-911 Systems project to accommodate the jail security and monitoring system. I have reviewed the bid for the E911/Dispatch equipment installation and remodel. I believe the work proposed will greatly benefit the citizens of the Haines Borough, and provide a better quality workplace for our Dispatch/Jailers. However, it is the combined function of our dispatchers as jailers for our Community Jail that has me concerned. Having arrived at the end of February of this year, I discovered the work for the Dispatch/E-911 Systems project and remodel well under way in terms of the wiring preparation. I also learned that we needed to upgrade the jail's security monitoring system due to an insufficient visual coverage by the current monitors and very outdated equipment. Such an insufficiency is a safety issue for officers, jailers, and those in our custody for whom we are responsible.

ARCTiCOM was the company awarded the Dispatch/E-911 Systems project bid and will be responsible for the maintenance of the Dispatch/E-911 system. Carlos Jimenez, working with Sgt. Ford, whom at the time was the interim Chief of Police, obtained a cost proposal from ARCTiCOM for expanding and upgrading the jail security monitoring. The proposal (attached to this memo and dated February 27, 2014) includes furnishing and installation for nine interior cameras, one exterior camera, two power over Ethernet (POE) switches, one 4 TB (terra byte) network video recorder (NVR), one wall-mounted rack for the NVR, installation of cable supports to meet category 5e standards, installation of fire rated chases for wall and floor penetrations as required to meet code (some of this is already in place with the Dispatch/E-911 Systems project), and testing, certification, and labeling of data drops. The overall cost projected by ARCTiCOM is \$34,495.00.

In reviewing the prior CIP funds, I found that in 2012, \$50,000 had been included in the Borough budget for jail security upgrades. Apparently, this approved and listed CIP was not followed up on by the prior Manager or Chief of Police. Given the significant need for this type of upgrade in the jail, to help limit the Borough's liability regarding jail standards, and for the safety of officers, dispatchers, and those in

the custody of the community jail, I respectfully recommend a change order for the current Dispatch/E-911 Systems project to include the proposal from ARCTiCOM for the jail security monitoring upgrade.

My request is made based on the following:

- A. It is my understanding, supported by the Dispatch/E-911 Systems project award, that ARCTiCOM was the choice out of three submissions, as they were able to complete the project in whole, provide the necessary equipment, and follow-up with maintaining the system. They are an Alaskan company and understand the needs and restrictions imposed by Alaska's geography.
- B. ARCTiCOM is familiar with the Haines Borough Public Safety Building, having already laid some of the infrastructure in place for the chases and floor penetrations throughout the public safety building that lend themselves to the jail security monitoring project.
- C. The cabling, networking, and switch installations are focused to the Dispatch center where the Dispatch/Jailers will be working the radios, answering the phones, and monitoring prisoners in the community jail.
- D. The proposed jail security monitoring project is already included in the Borough's CIP, and such a project is consistent with and enhances the Dispatch/E-911 Systems project by providing for a continuity of service and integration of modernized equipment that is integral to the current project.
- E. From a business perspective, utilization of a central provider for equipment, installation, repair, and maintenance saves the Borough money, rather than having multiple providers, each taking care of a piece of the repair and maintenance. Also, we do not suffer additional dispatch down time or displacement of the dispatch functions if the system was to be installed after the Dispatch/E-911 Systems project.
- F. Timely completion of this project also helps the Haines Borough Police Department to better serve and protect those in our custody and housed in the community jail, while enhancing the safety of officers and jailers through improved visual monitoring of the jail interior, booking area, and sally port.
- G. Approval of this request for a change order would ensure a much more timely completion of the now needed upgrade to the jail security and monitoring system currently in place.

ARCTICOM

TWO WAY RADIO - SALES - WIRELESS DATA - SERVICE - COMMUNICATIONS - SUPPORT - SATELLITE

February 27, 2014

Haines Borough
213 Haines Highway
Haines, Alaska 99827

907-766-2231

ATTN: Carlos Jimenez

cjimenez@haines.ak.us

RE: Camera Installation for the Public Safety Building in Haines, Alaska

For the sum of **\$34,495.00**, we propose to provide the materials and labor required for the camera installation listed above. The price of this installation includes the following items:

Furnish and install one exterior camera.

Furnish and install nine interior cameras.

Furnish and install one 4TB Network Video Recorder (NVR).

Furnish and install one wall mounted rack for the NVR.

Furnish and install two Power Over Ethernet (POE) switches.

Furnish and install cable supports to meet category 5e standards.

Furnish and install fire rated chases for wall and floor penetrations as required to meet codes.

Test, certify and label all of the above data drops.

PLEASE NOTE: The manufacturer for all the equipment listed above is Toshiba, the cost can be lower going with a different manufacturer, but it will affect the quality.

EXCLUSIONS:

The following items are not included in this proposal:

Any code upgrades deemed necessary by the Borough of Haines or required by the National Electrical Code. If any code discrepancies are noticed by our crews while they are on site, they will be brought to your attention.

Cutting, patching or painting of any finishes (Sheetrock, pavement, roofs, concrete, landscaping, fire stopping, etc.). Disposal of any hazardous waste or asbestos related work requiring certified or specially trained workmen. If there is any asbestos in the building, it shall be the owners responsibility to notify us prior to the start of work.

Voice or data cabling other than as listed above.

Any special freight costs other than surface freight to Anchorage.

Standby time due to weather for travel or delay of waiting on other contractors.
Any special freight costs other than surface freight to Anchorage.

If this proposal is accepted, our billing will be based on the materials and labor furnished during the billing month. All bills will be due on the tenth of the month following the billing date. All past due accounts will be subject to a service charge of 1 1/2 % per month or the maximum allowed by law. If there is any additional wiring requested by the owner, all materials will be billed at Trade Service end column pricing plus 15% overhead and 10% Profit Margin. All additional electrical and voice / data / labor will be billed at a rate of \$105.00 per hour for regular time (not over 8 hours per day or 40 hours per week and between the hours of 07:00 and 17:30) or \$157.50 per hour for overtime (any scheduled time worked other than as listed for regular time above, on weekends, or on holidays). This proposal is based on the use of prevailing (Davis-Bacon) wage rates. This quote is good for 30 days from the date of this proposal. If this proposal is acceptable to you and you would like us to proceed with the project, please sign this copy and fax it back to our office at 907-276-1913 and we will contact you for scheduling. If you have any questions or if we can be of further assistance, please feel free to call me at 907-276-0023.

Thank You,

Joey Acosta
ARCTICOM
310 E. 76th Unit B
Anchorage, Alaska 99518
Direct: 907-317-5894
FAX: 907-276-1913
joey.acosta@arcticom.com



**REGIONAL & COMMUNITY JAILS PROGRAM
FY2014 CAPITAL PROJECTS**

REGIONAL & COMMUNITY JAIL NAME: Haines Borough

AMOUNT OF CAPITAL FUNDS: \$32,500.00

The following is a breakdown of the maintenance, repair, and renovation, fire and life safety, and security equipment that has been approved by the Department of Corrections for expenditure by the Haines Borough:

- Security Door Pass Card System / Audio/Video Recording System - \$15,000.00
- Toilet replacement / Plumbing Repair - \$10,000.00
- Visitor Room Remodel - \$7,500.00

These capital projects were funded by the Legislature in the State of Alaska's Capital Bill, Chapter 16 SLA 2013 Section 1 Page 59 Line 32. The appropriation request to the Legislature was based upon the capital budget information that you provided to the Department of Corrections. If there are any surplus funds available after the listed items have been procured, the remaining funds may be used for other maintenance, repair, and renovation, fire and life safety, and security equipment, as long as the intended purchase(s) relates to the confinement of the State of Alaska's prisoners.

Please sign below and return the original copy to:

Alaska Department of Corrections
Attn: April Wilkerson, Director
Administrative Services
P.O. Box 112000
Juneau, Alaska 99811-2000

Upon receipt of the signed copy of this Capital Project Contract, the Department of Corrections will issue a check in the amount of \$32,500.00 to the **Haines Borough**

For the Borough / City:

By: Mark Ewert

BOROUGH MANAGER
Official Title

Date: 10/11/2013

For the Department of Corrections

By: _____

Director, Administrative Services
Official Title

Date: _____

HAINES BOROUGH

CHANGE ORDER

ORDER NO. 3
Page 1 of 1

DATE: April 1, 2014

PROJECT NAME: E-911 and Dispatch Services Project

CONTRACT AGREEMENT DATE: November 21, 2013

OWNER: HAINES BOROUGH

CONTRACTOR: Bering Straits Information Technology, dba Arcticom

The following changes are hereby made to the CONTRACT DOCUMENTS:

Justification: Extra work as described below.

Original CONTRACT AGREEMENT: \$487,319.30 DAYS: June 30, 2014

Current CONTRACT AGREEMENT adjusted by previous CHANGE ORDER(S) \$500,954.30 DAYS June 30, 2014

This CHANGE ORDER will **increase** the CONTRACT AGREEMENT by \$34,495.00 DAYS

The new CONTRACT AGREEMENT including this CHANGE ORDER will be \$535,449.30 DAYS June 30, 2014

The date for completion of all work will be June 30, 2014 (Date).

DESCRIPTION OF CHANGES	INCREASE IN CONTRACT AMOUNT (\$)	(DECREASE) IN CONTRACT AMOUNT (\$)	CONTRACT TIME EXTENSION (DAYS)
Furnishing and installation for nine interior cameras, one exterior camera, two power over Ethernet (POE) switches, one 4 TB network video recorder (NVR), one wall-mounted rack for the NVR, installation of cable supports to meet category 5e standards, installation of fire rated chases for wall and floor penetrations as required to meet code, and testing, certification, and labeling of data drops	34,495.00		
TOTALS	\$34,495.00	\$	
NET CHANGE CONTRACT AMOUNT INCREASE OR (DECREASE)	\$34,495.00		

Signatures Required:

The undersigned Contractor approves the foregoing Change Order as to the changes, if any, in the contract price specified for each item, including any and all supervision costs and other miscellaneous costs relating to the change in work, and as to the extension of time allowed, if any, for completion of the entire work on account of said Change Order. The Contractor agrees to furnish all labor and materials and perform all other necessary work, inclusive of that directly or indirectly related to the approved time extension, required to complete the Change Order items. This document will become a supplement of the contract and all provisions will apply hereto. It is understood that the Change Order shall be effective when all signatures are in place.

Owner: _____ Date: _____

Contractor: _____ Date: _____

State or Federal Agency, if applicable: _____ Date: _____



**Haines Borough
Assembly Agenda Bill**

Agenda Bill No.: 14-445
Assembly Meeting Date: 4/8/14

Business Item Description:	Attachments:
Subject: Authorize Contract with Carson Dorn, Inc. for Haines Wastewater Treatment Plant Improvements Design	1. Resolution 14-04-549 2. Proposal from Carson Dorn, Inc.
Originator: Director of Public Facilities	
Originating Department: Public Facilities	
Date Submitted: 3/31/14	

Full Title/Motion:
 Motion: Adopt Resolution 14-04-549.

Administrative Recommendation:
 The Director of Public Facilities recommends adoption of this resolution.

Fiscal Impact:

Expenditure Required	Amount Budgeted	Appropriation Required
\$ 113,000	\$ Approx. \$40,000	\$ Approx \$73,000

Comprehensive Plan Consistency Review:

Comp Plan Policy Nos. : Objective 15A, Page 252	Consistent: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
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Summary Statement:

The assembly on 12/10/13 adopted Resolution 13-12-525, ranking Wastewater Treatment Facility Upgrades as the top priority for FY 2015. The DEC's Municipal Matching Grant program typically has a deadline in early August. These grants fund up to 70% of the cost for selected projects. The Borough would receive additional points if substantially complete engineering plans are approved by DEC before the deadline. Carson Dorn, Inc. has provided a quote of \$113,000 for the design and anticipates having the 95 percent complete plans available by 7/1/14. On 3/10/14 the Finance Committee met and identified funds from lower priority projects appropriated in previous years that could be re-appropriated for this design in an upcoming FY14 budget amendment ordinance. The Borough has applied with DEC for loan funding for this project that, if approved, could reimburse the Borough for the cost of this design. The Borough will fund a portion of the design with currently available advanced engineering funds.

Referral:

Sent to:	Date:
Recommendation:	Meeting Date:
Refer to:	

Assembly Action:

Workshop Date(s):	Public Hearing Date(s):
Meeting Date(s): 4/8/14	Tabled to Date:

A Resolution of the Haines Borough Assembly authorizing the Borough Manager to contract with Carson Dorn, Inc. for an amount not to exceed \$113,000 for Haines Wastewater Treatment Plant Improvements Design.

WHEREAS, the Haines Borough Assembly on 12/10/13 adopted Resolution 13-12-525, ranking Wastewater Treatment Facility Upgrades as the top Capital Budget priority for the state of Alaska for FY 2015; and

WHEREAS, the Alaska Department of Environmental Conservation's (ADEC) Municipal Matching Grant program typically has a deadline in early August; and

WHEREAS, these grants fund up to 70 percent of the cost for selected projects; and

WHEREAS, the Borough applied for a Municipal Matching Grant in 2013 for the wastewater treatment plant and narrowly missed being funded, based on a point system; and

WHEREAS, the Borough would receive additional points on its questionnaire if substantially complete engineering plans are approved by ADEC before the questionnaire deadline; and

WHEREAS, Carson Dorn, Inc. has provided a quote of \$113,000 for Haines Wastewater Treatment Plant Improvements Design, with 95 percent complete plans available by July 1, 2014; and

WHEREAS, on 3/10/14 the Finance Committee met with the Public Facilities Director and the Finance Director and identified funds from lower priority projects appropriated in previous years that could be re-appropriated for this design in an upcoming FY14 budget amendment ordinance; and

WHEREAS, the Borough has applied with ADEC for loan funding for this project that, if approved, could reimburse the Borough for the cost of this design; and

WHEREAS, the Borough will fund a portion of the design with currently available advanced engineering funds,

NOW, THEREFORE, BE IT RESOLVED that the Haines Borough Assembly authorizes the Borough Manager to contract with Carson Dorn, Inc. for an amount not to exceed \$113,000 for Haines Wastewater Treatment Plant Improvements Design.

Adopted by a duly-constituted quorum of the Haines Borough Assembly on this ____ day of _____, 2014.

Stephanie Scott, Borough Mayor

Attest:

Michelle L. Webb, Interim Borough Clerk



Mr. Carlos Jimenez
Public Facilities Director
Haines Borough
PO Box 1209
Haines, AK 99827

March 21, 2014

Re: Haines Wastewater Treatment Plant Improvements Design Fee Proposal

Dear Mr. Jimenez:

Thank you for asking us for a fee proposal to develop a bid ready set of plans and specifications for improvements to your existing wastewater treatment plant. We've met with Borough staff to review needed work at the plant and to more fully develop the scope of work that should be included in the construction bid package. There have been some additions to earlier construction cost estimates developed for the Borough and so we have prepared a revised Total Estimated Project Costs to account for the most significant of these added items. The most significant of these additional construction cost items include 1) replacing the influent pumps, piping and their control panel; 2) replacing the structural steel for the wastewater treatment building; 3) replacing the building shell for the solids handling building; 4) replacing the scum baffle and effluent weir for the clarifier; and 5) replacing the septage receiving station. The following table is an updated version of the estimated project cost estimate developed on December 9, 2013 and includes the significant additional construction cost items:

**ESTIMATED PROJECT COSTS
HAINES 2014 WWTP PROPOSED UPGRADE
Revised March 21, 2014**

Item	Description	Est. Cost
1	Demolition and Disposal of Existing Building and Equipment to be Replaced	\$100,000
2	Replace Building Shell (80' x 80')	\$640,000
3	Upgrade Building Electrical and HVAC to meet current code requirements	\$150,000
4	Self Cleaning Screen, Screenings Compactor and Grit Removal (2 @ \$280,000 each)	\$560,000
5	Screening Installation (Frt. OH&P and Install)	\$150,000
6	Screening System Piping Modifications	\$30,000
7	Screw Press Sludge Dewatering Equipment	\$200,000
8	Screw Press Installation (Frt. OH&P and Install)	\$100,000
9	Screw Press Piping Modifications	\$30,000
10	Sludge Pump and Polymer System	\$50,000
11	Influent Pumps, Piping and Control System	\$150,000
12	Structural Steel for WWTP Building	\$320,000
13	Building Shell for Solids Handling Building	\$100,000
14	Scum Baffle and Effluent Weir for Claifier	\$50,000
15	Septage Receiving Station	\$50,000

Estimated Construction Total	\$2,680,000
Design (10%), Inspection (10%), Administration and Permitting (5%), Contingency (25%)	\$1,340,000
Estimated Project Total	\$4,020,000

Following is a listing of the improvements that will be included in the construction bid package. We would suggest including some of these items in the construction bid documents as Additive Alternates to the bid package to allow the Borough some flexibility in matching the work to available funding.

- 1) Replace the influent pump control panel with a new pump control panel with variable speed drive controllers to reduce power costs and to ensure more consistent flow rates through the plant.
- 2) Replace the old leaking piping in the influent wet well along with the isolation valves and the check valves.
- 3) Replace the influent pumps with new pumps.
- 4) Install magnetic flow meter for monitoring influent flow rates and for recording daily total flows.
- 5) Replace lighting with new more efficient T-5 florescent lights
- 6) Remove existing wastewater treatment plant building and siding and replace it with galvanized steel main structural elements and replace all siding with a foam core sandwiched metal siding.
- 7) Remove existing siding for the solids handling building and replace it with a foam core sandwiched metal siding.
- 8) Remove existing sludge feed pump and replace the pump with a variable speed control pump to regulate sludge flow rate to the sludge dewatering unit. Provide alarm interlock with sludge dewatering screw press to shut down pump in event of screw press shut down.
- 9) Replace the sludge feed system polymer mixers with new mixers
- 10) Replace the sludge feed system polymer feed pump with a new pump with greater capacity.
- 11) Install magnetic flow meter for monitoring sludge feed flow rates and for recording total sludge flows.
- 12) Install new water booster pumps for high pressure wash down.
- 13) Remove used oil heater.
- 14) Remove existing steel effluent weir and scum baffle in the clarifier and replace them with a new fiberglass effluent weir and scum baffle.
- 15) Replace grease removal system in the clarifier.
- 16) Remove existing rotary drum influent screens and replace them with new influent screens and grit removal system.
- 17) Remove existing belt filter press sludge dewatering system and replace it with a screw press.
- 18) Replace septage receiving station.
- 19) Install two new blowers for sludge aeration system.

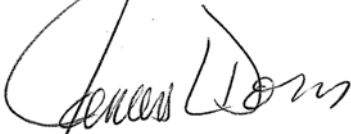
We are proposing a fee for preparing 100% complete plans and specifications including electrical, instrumentation and controls design. We will provide the Borough with a review set of plans for the project when they are about 65% complete along with an updated estimate of probable construction costs. At this point the Borough will be able to provide direction on additive alternates if necessary. We anticipate providing the Borough with a 65% set of plans on June 1, 2014.

Once we receive review comments from the Borough on the 65% complete plans, we will proceed with preparing a set of plans that are substantially complete (approximately 95%). We anticipate having the 95% complete plans available by July 1, 2014 and will submit them to the Alaska Department of Environmental Conservation for review and approval. When the Borough has secured adequate funding for the project and is ready to advertise for construction bids we will complete the last remaining work items and prepare the final bid ready documents.

Our proposed fee for preparing the 100% complete bid ready plans, specifications and updated cost estimates as described above is \$113,000. This represents approximately 4.2% of the estimated construction cost.

Please let me know if you have any questions about any of the work items or the proposed fee. If the scope of work and fee is acceptable, please sign this letter as indicated below and email it to me at jdorn.carsondorn.com or you can fax it to me at 586-5917 indicating the Borough's authorization to proceed with the design. We appreciate being considered for this project and look forward to working with Haines to see that it is successfully completed.

Sincerely yours,



James L. Dorn P.E.
Principal

Haines Borough Representative

Date



Haines Borough
Assembly Agenda Bill

Agenda Bill No.: 14-447

Assembly Meeting Date: 4/8/14

Business Item Description:	Attachments:
Subject: 2014 Board of Equalization Schedule	1. Resolution 14-04-550
Originator: Agenda Bill prepared by Clerk's Office	
Originating Department: Administration	
Date Submitted: 4/1/2014	

Full Title/Motion:
Motion: Adopt Resolution 14-04-550.

Administrative Recommendation:
The resolution is recommended by the administration.

Fiscal Impact:		
Expenditure Required	Amount Budgeted	Appropriation Required
\$ N/A	\$	\$

Comprehensive Plan Consistency Review:	
Comp Plan Policy Nos.: N/A	Consistent: <input type="checkbox"/> Yes <input type="checkbox"/> No

Summary Statement:
Borough code requires that the Board of Equalization (BOE) will be held on the 2nd Monday of May unless the assembly schedules a different date by resolution. The notices are expected to go out on or before April 7th, and the property owners will still have the required 30-day appeal period while still giving the assessment team adequate time to prepare for the BOE. Therefore, it is requested that the BOE be held on May 19th, 2014.

Referral:			
Sent to:	Recommendation:	Date:	Meeting Date:
	Refer to:		

Assembly Action:	
Workshop Date(s): Meeting Date(s): 4/8/14	Public Hearing Date(s): Tabled to Date:

**A Resolution of the Haines Borough Assembly setting the date of the
2014 Board of Equalization for May 19.**

WHEREAS, Haines Borough Code 3.72.110(A) Board of Equalization (BOE) states that the borough assembly sits as the board of equalization for the purpose of hearing an appeal from a determination of the assessor, or it may delegate this authority to a board appointed by it; and,

WHEREAS, Haines Borough Code 3.72.110(B) states that the BOE shall meet on the second Monday in May unless otherwise changed by resolution, and the Board shall adjourn over and continue its session as business requires; and,

WHEREAS, assessment notices are required to be mailed 30 days prior to the BOE hearing; and,

WHEREAS, the assessment notices for 2014 were scheduled to be mailed out on or before April 7; and,

WHEREAS, persons are allowed 30 days from the mailing date of assessment notice to appeal the assessment, in this case May 6, and the assessor will require some time to prepare the appeals for the BOE,

NOW, THEREFORE, BE IT RESOLVED that the Haines Borough Assembly schedules Monday, May 19, 2014 for the Board of Equalization.

BE IT FURTHER RESOLVED, that if the number or length of appeals requires an additional BOE hearing date, it shall be May 20, 2014.

Adopted by a duly-constituted quorum of the Haines Borough Assembly on this ____ day of _____, 2014.

Attest:

Stephanie Scott, Mayor

Michelle L. Webb, Interim Borough Clerk



**Haines Borough
Assembly Agenda Bill**

Agenda Bill No.: 14-446
Assembly Meeting Date: 4/8/14

Business Item Description:	Attachments:
Subject: Add and replace signers to borough bank, security, and investment accounts. Originator: Borough Manager / Chief Financial Officer Originating Department: Administration / Finance Date Submitted: 3/31/14	1. Resolution 14-04-551

Full Title/Motion:
 Motion: Adopt Resolution 14-04-551.

Administrative Recommendation:
 The administration recommends adoption.

Fiscal Impact:

Expenditure Required	Amount Budgeted	Appropriation Required
\$	\$	\$ 0

Comprehensive Plan Consistency Review:

Comp Plan Policy Nos.: N/A	Consistent: <input type="checkbox"/> Yes <input type="checkbox"/> No
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Summary Statement:
 This resolution is re-designating signers borough bank, security, and investment accounts for newly hired members of staff.

Referral:

Sent to:	Date:
Recommendation:	Refer to: Meeting Date:

Assembly Action:

Workshop Date(s):	Public Hearing Date(s):
Meeting Date(s): 4/8/14	Tabled to Date:

A RESOLUTION OF THE HAINES BOROUGH ASSEMBLY AUTHORIZING AND DESIGNATING CERTAIN PERSONS TO SIGN AND ENDORSE CHECKS PERTAINING TO THE BOROUGH'S FIRST NATIONAL BANK ALASKA ACCOUNTS, AND AUTHORIZING CERTAIN PERSONS AS SIGNATORIES FOR THE BOROUGH'S SECURITY CASH ACCOUNTS AND INVESTMENTS.

WHEREAS, the Haines Borough Assembly approves a signature authority list for the Haines Borough bank accounts, and

WHEREAS, First National Bank Alaska is hereby authorized to honor and pay checks or other orders for the payment of money drawn in the name of the Haines Borough when signed by any two of the authorized individuals; and

WHEREAS, the following individuals are recommended as check signers for all borough First National Bank Alaska bank accounts:

- Stephanie Scott, Mayor
- Jerry Lapp, Deputy Mayor
- David Sosa, Borough Manager
- Julie Cozzi, Borough Clerk (Corporate Secretary)
- Jila Stuart, Chief Fiscal Officer
- William Musser, Chief of Police; and

WHEREAS, the Haines Borough has also established and wishes to maintain security cash accounts and investments; and

WHEREAS, a resolution of the Borough Assembly is required to authorize signatories on such accounts and investments; and

WHEREAS, the following individuals are recommended as signatories for all borough security cash accounts and investments:

- Jila Stuart, Chief Fiscal Officer
- Julie Cozzi, Borough Clerk (Corporate Secretary)
- David Sosa, Borough Manager
- Stephanie Scott, Mayor

NOW THEREFORE BE IT RESOLVED by the Haines Borough Assembly:

Section 1: The foregoing authorizations shall be continuing ones and shall not be exhausted by their exercise but shall remain in effect until revoked by a resolution of the Haines Borough Assembly, or if any individual named in this resolution ceases to be an official, contractor, or employee of the Haines Borough;

Section 2: The Borough Clerk is hereby authorized to certify to First National Bank Alaska a copy of this resolution and the names of this borough's designated officials and employees thereby authorized to act as check signers;

Haines Borough
Resolution No. 14-04-551
Page 2 of 2

Section 3: The foregoing designated individuals are hereby authorized to sell, assign and endorse for transfer, certificates representing stocks, bonds or other securities now registered or hereafter registered in the name of the Haines Borough; and

Section 4: The Borough Clerk is hereby given the authority, by means of a certification form, to certify the names and titles of such officers when changes in office occur, and is also hereby authorized to certify this resolution has been duly adopted and will remain in full force and effect until the Transfer Agent receives a duly executed amendment to the original Certification Form.

ADOPTED by a duly constituted quorum of the Haines Borough Assembly this ____ day of _____, 2014.

Stephanie Scott, Mayor

Attest:

Julie Cozzi, MMC, Borough Clerk



**Haines Borough
Assembly Agenda Bill**

Agenda Bill No.: 14-442
Assembly Meeting Date: 4/8/14

Business Item Description:	Attachments:
Subject:	1. Ordinance 14-04-373
Title 11 Election Code	
Originator: Borough Attorney / Borough Assembly	
Originating Department:	
Date Submitted: 3/25/14	

Full Title/Motion:
Motion: Introduce Ordinance 14-04-373 and set a first public hearing for 4/22/14.

Administrative Recommendation:

Fiscal Impact:

Expenditure Required	Amount Budgeted	Appropriation Required
\$ N/A	\$	\$

Comprehensive Plan Consistency Review:

Comp Plan Policy Nos.:	Consistent: <input type="checkbox"/> Yes <input type="checkbox"/> No
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Summary Statement:

This ordinance was originally drafted by the borough attorney to move the election code from Title 2 to Title 11 and also to make a few desired changes as a result of the 2013 borough election. The draft was reviewed by members of the public and also discussed by the assembly committee of the whole on 3/5 and again on 3/25. The borough clerk made requested amendments, and this new draft is ready for assembly introduction.

This draft includes a new candidate filing period of "no sooner than August 1 and no later than August 20." [HBC 11.24.020] The assembly had expressed a desire for more of a set filing period, and the clerk believes this wording allows for when the dates fall on weekends while still giving the public a clear idea of the general time frame for filing for borough office each year.

Referral:

Sent to:	Date:
Recommendation:	Meeting Date:
Refer to:	

Assembly Action:

Workshop Date(s):	Public Hearing Date(s):
Meeting Date(s): 4/8/14	Tabled to Date:

An ordinance of the Haines Borough repealing Chapter 2.68 of the Haines Borough Code and reenacting Chapter 2.68 as Title 11 with amendments to certain borough election and election contest procedures.

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 shall become effective upon adoption.

Section 4. Purpose. This ordinance amends Title 2 to move Chapter 2.68 to Title 11 and to amend and clarify the borough's election procedures. Chapter 2.68 of the Haines Borough Code is hereby repealed in its entirety and reenacted as Title 11 to read, as follows:

TITLE 11 ELECTIONS

Chapters:

11.04	General Provisions.
11.08	General Elections.
11.12	Special Elections.
11.16	Initiatives, Referendums and Recalls.
11.20	Qualifications and Challenges.
11.24	Candidates – Nominating – Write-In.
11.28	Ballots.
11.32	Instructions to Voters.
11.36	Absentee Voting.
11.40	Conduct of Elections.
11.44	Prohibited Practices.
11.48	Canvass of Returns.
11.52	Contested Elections.
11.56	Election Recount.

Chapter 11.04 GENERAL PROVISIONS

Sections:

11.04.010	Scope of title.
11.04.020	Elections to be nonpartisan.
11.04.030	Subjects of elections.
11.04.040	Notices of election.

11.04.010 Scope of Title.

This title shall govern municipal elections in accordance with the Borough Charter. All provisions of the United States Constitution and the Alaska State Constitution are

incorporated in this chapter as though fully set out in this chapter. Provisions of AS 15 shall not apply to the conduct of municipal elections unless otherwise provided herein and shall be limited expressly to the provision referenced.

11.04.020 Elections to be nonpartisan.

All elections held by the borough shall be conducted on a nonpartisan basis.

11.04.030 Subjects of elections.

At any general or special election the voters shall vote upon the election of officers to fill vacancies and in addition upon such propositions, referenda or initiatives which may be properly submitted for approval by the voters or for an expression of opinion by them.

11.04.040 Notices of election.

A. Office Vacancies and Nominating Procedures. At least 75 days before each general or special election, notice of vacancies in borough offices and the manner of making nominations shall be posted in three public places and published at least once in one or more newspapers of general circulation in the Haines Borough.

B. Proposition, Referendum or Initiative. At least 40 days before each general or special election, notice of the subject of any proposition, referendum or initiative being presented shall be posted in three public places and published at least once in one or more newspapers of general circulation in the Haines Borough.

C. General Notice. At least 21 days before any election the clerk shall give notice of the election by posting in three conspicuous places within the borough and by publishing in a newspaper of general circulation within the borough at least twice such notice of election. Notices of election must contain the following:

1. The date of the election;
2. Candidates for office and any propositions, referenda or initiatives to be submitted to the voters;
3. The time the polling places will open and close;
4. The location of each precinct polling place;
5. A boundary description of each voting precinct or a reference to the Alaska Administrative Code section establishing the precinct boundaries; and
6. Whether the election is general or special.

**CHAPTER 11.08
GENERAL ELECTIONS**

Sections:

11.08.010 Time of election.

11.08.010 Time of election.

There shall be a general annual election in the borough on the first Tuesday in the month of October each year, to fill vacancies in borough offices and for the determination of other matters as may be placed on the ballot. General elections shall follow the preclearance requirements of the United States Department of Justice.

**CHAPTER 11.12
SPECIAL ELECTIONS**

Sections:

- 11.12.010 Calling of special elections.**
- 11.12.020 Scheduling of special elections.**
- 11.12.030 Qualifications of voters.**
- 11.12.040 By-mail elections.**

11.12.010 Calling of special elections.

Subject to HBC 11.12.020, special elections may be called by the borough assembly at its discretion at any time or times subject only to the requirement of notice, and the applicable laws and ordinances governing the subject of the proposition or the questions submitted at that election.

11.12.020 Scheduling of special elections.

Special elections shall be held in accordance with the following schedule:

A. An election called for by resolution or ordinance of the assembly shall be held more than 45 days following the assembly's adoption of the resolution or ordinance.

B. An election called for by a petition submitted by the voters for an initiative or referendum election, once it has been certified as sufficient by the borough clerk, shall be held on the ninth Tuesday following the date of certification.

C. An election called for by a petition submitted by the voters for a recall election; once it has been submitted to the assembly, such election shall be held on the ninth Tuesday following submission of the petition to the assembly.

D. A special election may not be scheduled if the regular election held each year on the first Tuesday of October occurs within 75 days of assembly adoption of a resolution or ordinance calling for a special election; within 75 days of the date of certification of sufficiency of a petition by voters for an initiative or referendum election; or within 75 days of the date the petition is submitted to the assembly for a recall election.

11.12.030 Qualifications of voters.

Each voter in a special election must have the qualifications set forth in HBC 11.20.010.

11.12.040 By-mail elections.

The borough assembly may authorize, by resolution, a special by-mail election.

A. The resolution and notice of election must state that the election is to be conducted by mail and that there will be no polling place open for regular in-person voting on election day. In a by-mail election, election day will be the date designated by the assembly as the deadline by which a voter's ballot must be voted, witnessed, and delivered by hand or mail, and if mailed, shall bear a postmark dated not later than election day by the post office. Ballots received after election day without a postmark shall require a sworn and notarized voter affidavit in order to be counted. Such affidavit may be faxed.

B. In each election conducted by mail, the borough office shall serve the precinct in which the election is to be held. The election official shall mail ballots not later than the twenty-second day before the election. Absentee voting in person shall be provided not more than 30 days or not less than one day prior to date of election.

C. The election official shall determine and use a method of voter outreach by which voters are informed of a by-mail election, separate from and in addition to the public notice required by statute. Unless in the discretion of the election official an alternative method of outreach is used, where there are more than 30 days between the date of the election order or resolution calling for the election and election day, the election official will send, to each voter whose name appears on the official register, advance notice of the election at the mailing address stated in the voter's current registration record. The notice shall be sent before ballots are mailed, and must include:

1. The date of the election;
2. Disclosure that the election will be conducted by mail and that no polling place will be available for regular in-person voting on election day;
3. Designation of the offices to which candidates are to be nominated or elected, and a statement of the subject of the proposed service area;
4. Designation of the date on which ballots are expected to be mailed to the voters;

5. Instructions to voters who will not be at their current mailing addresses when ballots are to be mailed, or who do not receive their ballots through the mail;

6. A statement of when the ballots may be voted; and

7. Brief general instructions on how the ballots must be voted and how the oath and affidavit envelope must be completed.

D. For each election conducted by mail, the notice of election under HBC 11.04.040 shall include the information specified in subsection (C)(1) through (7) of this section.

E. The provisions of HBC 11.40.040, election hours, shall not apply to elections conducted under the authority of this chapter. This chapter governs procedures for special elections by mail when in conflict with other sections of the borough election code. Otherwise, the provisions of the borough election code apply to special by-mail elections.

CHAPTER 11.16 INITIATIVES, REFERENDUMS and RECALLS

Sections:

11.16.010 Adoption by reference.

11.16.010 Adoption by reference.

Initiatives, referendums and recalls shall be conducted as provided in AS 29.26.100 through 29.26.360 except as stipulated otherwise in the Borough Charter.

CHAPTER 11.20 QUALIFICATIONS and CHALLENGES

Sections:

11.20.010 Voter qualifications.

11.20.020 Challenges

11.20.010 Voter qualifications.

A person may vote at any borough election only if the person:

A. Is a citizen of the United States;

B. Is 18 years or older;

C. Has been a resident of the borough for at least 30 days just before the election;

D. Has registered to vote in Alaska at least 30 days before the election and is not registered to vote in another jurisdiction; and

E. Is not disqualified under Article V of the State Constitution.

11.20.020 Challenges.

Registration for state elections is prima facie evidence of a voter's qualification. However, it shall be the duty of election officials to challenge any voter they believe is not qualified. An election judge may question any person of doubtful qualification attempting to vote and may require identification of the voter. Any voter may be challenged by any qualified voter of the borough; however, a person who frivolously, maliciously or in bad faith challenges a voter is guilty of a misdemeanor.

CHAPTER 11.24 CANDIDATES-NOMINATING-WRITE-IN

Sections:

11.24.010 Candidate qualifications.

11.24.020 Declaration of candidacy and nomination petition.

11.24.030 Write-in candidates.

11.24.040 Other propositions and petitions.

11.24.050 Review by borough clerk.

11.24.060 Notification and acceptance of nomination.

11.24.070 Withdrawal of nominating petition.

11.24.010 Candidate qualifications.

A. To qualify as a candidate for the elected office, a person must meet the following requirements:

1. Be a qualified voter of the borough and state of Alaska; and
2. Must have been a resident of the borough for a continuous period of not less than one year immediately preceding the date of the election, or if filling a vacancy, one year immediately prior to the appointment date. Establishing and maintaining Haines Borough residency to qualify for elected office shall be as follows:

a. An individual's intent to establish residency, remain indefinitely in the Haines Borough, or to return to the Haines Borough and remain indefinitely is demonstrated through the establishment and maintenance of customary ties indicative of Haines Borough residency and the absence of those ties elsewhere. Acts that are required by law or contract or are routinely performed by temporary residents of the Haines Borough are not by themselves evidence of residency. In evaluating whether an individual claiming Haines Borough residency has demonstrated intent to remain indefinitely in the Haines Borough, consideration will be given to whether or not an individual has:

(1) Taken steps to establish Haines Borough residency and sever residency in a location outside of the Haines Borough;

(2) Ties to a location outside of the Haines Borough that indicate continued residency in the other location; and

(3) Taken other action during the candidacy qualifying year that is inconsistent with an intent to remain in the Haines Borough indefinitely.

b. An individual may not become a resident of the Haines Borough while absent.

c. Physical presence in the Haines Borough is not, by itself, sufficient to establish residency. Before the start of the candidacy qualifying year, an individual must have taken at least one step beyond physical presence in the Haines Borough to establish residency.

d. An individual is not eligible for elected Haines Borough office if, at any time from the start of the candidacy qualifying year through the date of candidacy filing, the individual has:

(1) Maintained the individual's principal home in another location outside of the Haines Borough, regardless of whether the individual spent a majority of time at that home;

(2) Disclosed in a court proceeding, affidavit, or will that the individual is a resident of a location outside of the Haines Borough;

(3) Moved from the Haines Borough;

(4) Claimed moving expenses as a deduction on the individual's federal income tax return;

(5) Registered to vote in a location other than the Haines Borough and provided a physical address outside of the Haines Borough;

(6) Purchased a resident hunting, fishing, or trapping license from a location other than the Haines Borough if residency in that location was required as a condition of the license; or

(7) Obtained any other benefit or benefits as a result of establishing or maintaining any claim of residency in a location outside of the Haines Borough.

B. A candidate must provide sufficient proof that the candidate is qualified, or shall be qualified by the date of the election, to be nominated as a candidate for any election.

C. A person may not be nominated for or serve in more than one office at the same time, except that the deputy mayor may serve as both deputy mayor and assembly member when necessary.

D. The clerk shall determine whether each candidate for borough office is qualified as provided by law. At any time before the election, the clerk may disqualify any candidate whom the clerk finds is not qualified.

E. The clerk shall send as soon as possible, by mail or electronic mail, written notification of the disqualification to the candidate.

F. If the candidate disagrees with the clerk's determination, the candidate may submit additional information or evidence no later than three business days from the date of notice. The clerk will consider any additional information provided and issue a final determination as to the candidate's qualification no later than three borough business days from receipt of the additional information.

G. The candidate may file a written protest with the clerk within three business days following the date of notice of the clerk's final determination. The clerk shall present the protest at the next regular meeting of the assembly. The assembly shall hear and decide the protest. The burden of proof shall be on the complainant. The assembly's decision shall be made at that meeting and shall be final.

11.24.020 Declaration of candidacy and nomination petition.

A. Nomination. Any person qualified to serve in an elective office in the borough may have the person's name placed on the ballot as a candidate for elective office by filing a nomination petition and declaration of candidacy on forms prescribed and provided by the borough clerk. The nomination petition must be signed by no fewer than 10 voters qualified to vote in the borough. Signatures to a nomination petition need not all be appended to one page. To each separate page of a petition shall be attached an affidavit of the person circulating the petition stating that each signature appended thereto was made in his or her presence and is the genuine signature of the person whose name it purports to be. To each nominating petition shall be attached declaration of candidacy stating that the candidate named in the petition consents to serve if elected to the office for which the person is nominated. The nominating petition and declaration of candidacy must be filed with the borough clerk or a duly authorized representative no sooner than August 1 and no later than August 20. The candidate's signature on the declaration of candidacy shall be notarized.

The nominating petition shall be in substantially the following form:

Nominating Petition

We, the undersigned qualified voters of the Haines Borough, in the State of Alaska, hereby nominate and sponsor _____, who resides in the Haines Borough, for the office of _____, and ask that his/her name be placed on the October ____, 20__ General Election ballot.

We individually certify that we are qualified to vote in the named election.

Name Residence Address Date Signed

(Followed by at least 10 lines for signatures.)

The declaration of candidacy shall be in substantially the following form:

Declaration of Candidacy

I, _____, declare that I reside at _____ in the Haines Borough, Alaska; that I am a registered voter in the borough; that I have resided in the borough continuously for a period of at least one year immediately preceding the date of the election for which I am being nominated and meet the definition of resident in Borough Charter 18.09(J) and the residency standards in HBC 11.24.010.

I declare myself a candidate for the office of _____, and request that my name be printed upon the official ballot for the borough election to be held on the _____ day of _____, 20____.

SIGNATURE: _____

FOLLOWED BY A NOTARIZATION BLOCK.

11.24.030 Write-in candidates.

A. If a candidate does not appear on the election ballot and wishes to be a candidate in the election, the candidate may file as a write-in candidate. Votes for a write-in candidate may not be counted unless that candidate has filed a letter of intent with the borough clerk stating the following:

1. The full name of the candidate;
2. The full residence address of the candidate;
3. The full mailing address of the candidate;
4. The office that the candidate seeks;
5. The date of the election at which the candidate seeks election;
6. The name of the candidate as the candidate wishes it to be written on the ballot by the voter;
7. That the candidate meets the residency requirements of the office for which the person is a candidate;
8. That the candidate is a qualified voter as required by law; and
9. That the candidate is not a candidate for any other office to be voted on at the general election and that the candidate is not a candidate for this office under any other nominating petition or declaration of candidacy.

B. A letter of intent under subsection (A) of this section must be filed not later than five calendar days before the general election.

11.24.040 Other propositions and petitions.

All other matters which may be properly filed for inclusion on the ballot, including propositions and petitions, shall be certified not more than 75 days and not less than 42 days prior to the election by the clerk or a duly authorized representative.

11.24.050 Review by borough clerk.

The clerk shall make a record of the exact time at which each petition is filed and preserve the name and address of the person by whom it is filed. If the petition for any candidate is not signed by the required number of qualified electors or is insufficient in any particular, the clerk shall return it immediately to the person who filed it certifying in writing wherein the petition is insufficient and send a copy of the certification to the candidate. Such deficient petition may be amended and filed again as a new petition for the same candidate within the regular time for filing nomination petitions.

11.24.060 Notification and acceptance of nomination.

The clerk shall notify a qualified person of the person's nomination by registered, certified or other special mail, and such person shall file with the clerk the person's written acceptance of nomination, in such form as the assembly may require, within five days of receipt of notification of nomination. Upon receipt of such acceptance of nomination, the clerk shall cause the nominee's name to be printed on the ballot. The petition of nomination for a successful candidate at an election shall be preserved in the office of the clerk until the term of office for which the candidate is elected expires.

11.24.070 Withdrawal of nominating petition.

Any person nominated for office may withdraw that person's nomination, by submitting written notice to the borough clerk within 72 hours of the closing of candidate filing or at any time before the ballot has been submitted by the clerk for printing. After the clerk has submitted the ballot for printing, no nominating petition may be corrected, amended or withdrawn.

**CHAPTER 11.28
BALLOTS**

Sections:

- 11.28.010 Form of ballot.**
- 11.28.020 Sample ballots.**
- 11.28.030 Distribution of ballots.**

11.28.010 Form of ballot.

A. The clerk shall prepare all official ballots to facilitate fairness, simplicity, and clarity in the voting procedure, to reflect most accurately the intent of the voter, and to expedite the administration of elections.

B. The official ballot shall contain, at the top thereof, the words "Official Ballot" and the date of the election, whether such election is a general borough election or a special borough election, and such instructions to the voters as will enable them intelligently to mark their ballots for the candidates for whom they desire to vote, and to intelligently vote upon the questions which are submitted.

C. The clerk shall determine the size of the ballot, the type of print, necessary additional instruction notes to voters, and other similar matters of form not provided by law. The ballots shall be numbered in series to ensure simplicity and secrecy and to prevent fraud.

D. The title of all offices to be voted upon (mayor, assembly member, or school board member) shall be printed on the ballot. The title of each office to be filled shall be followed by the printed names of the candidates for such office in a single list arranged alphabetically, below which shall be blank lines equal in number to the candidates to be elected to such office, upon which the voter may write the names of persons not listed on the ballot. The words "Vote for not more than ____ " with the appropriate number replacing the blank shall be placed before the list of candidates for each office. Instruction notes shall state that offices will be filled by the candidates receiving the greatest number of votes exceeding 40 percent, and if terms are of different lengths, the candidate with the highest number of votes will be elected to the longest term. The names of candidates shall be printed as they appear upon the nomination petitions filed with the borough clerk except that any honorary or assumed title or prefix shall be omitted. However, the candidate's name appearing on the ballot may include a nickname or familiar form of the proper name.

E. Following the offices and candidates there shall be placed on the ballot or on separate ballots as the clerk may determine, all propositions or questions to be voted upon.

The words "Yes" and "No" shall be placed with the statement of each proposition or question for selection.

11.28.020 Sample ballots.

In addition to the official ballots as described, there shall be printed under the direction of the clerk, on paper of any color except white, ballots which shall be marked as "Sample Ballots." Sample ballots shall be posted in three conspicuous places and may be distributed as needed by the clerk.

11.28.030 Distribution of ballots.

The clerk shall have the ballots in the clerk's possession at least 10 days before each election. Sufficient ballots for the registered voters of the borough shall be delivered to the election board. A receipt shall be taken from the election board member to whom ballots are delivered, said receipt to be preserved with other records of the election for one year. No ballots may be taken from the polling place before the closing of the polls except under the direction of the clerk.

**CHAPTER 11.32
INSTRUCTIONS TO VOTERS**

Sections:

11.32.010 Printing and posting.

11.32.020 Contents.

11.32.010 Printing and posting.

Instructions to voters shall be printed under the direction of the clerk, on cardstock or heavy paper, in large, clear type, and one copy of such instructions shall be posted in each room where polling booths are located and in each of the voting booths provided for the election. Sample ballots shall also be provided for voters to review.

11.32.020 Contents.

The printed instructions referenced in HBC 11.32.010 shall state the following:

A. When entering a polling place give your name and, if required, your residence to the judge of the election.

B. If your name is found on the registration list and your right to vote is not challenged, one of the judges or a member of the election board will hand you a ballot. If your name is not on the ballot register, or if your right to vote is challenged, you can vote by the questioned ballot method.

C. A voter who is not recognized by a member of the election board and cannot exhibit a required form of identification shall be allowed to vote a questioned ballot.

D. When you have received your ballot, retire at once, alone, into one of the voting booths and prepare your ballot for the ballot box by marking it.

E. At the top of the ballot you will find instructions for marking the ballot, and below the instructions you will find the names of all the candidates for respective offices to be filled, and/or the proposition or question to be voted upon under the appropriate titles. Do not mark your ballot in any way except as directed below and do not make any erasures.

F. To vote for a candidate or question, completely fill in the oval adjacent to the name of the person or to the question.

G. Do not vote for more candidates to any office than are to be elected to such office. If you do so this portion of your ballot will be rejected.

H. If you should mismark or otherwise spoil your ballot, return the ballot to the election worker who issued it to you and you will be issued a new ballot. You may receive only two ballots for this purpose in addition to your original ballot.

I. Before leaving the booth, cover your ballot or place it in the secrecy sleeve provided so as to conceal marks you made on it. Upon leaving the voting booth, please proceed directly to the ballot box and slide your ballot into the optical scan machine. This shall protect the secrecy of the ballot.

J. You must deposit the ballot in the ballot box yourself in the presence of the election judge unless you request the election judge to deposit the ballot on your behalf. Separate ballot boxes may be used for separate ballots.

CHAPTER 11.36 ABSENTEE VOTING

Sections:

11.36.010 Absentee voting – Eligible persons – Permanent absentee voters.

11.36.020 Absentee voting procedure.

11.36.030 Counting of absentee ballots.

11.36.010 Absentee voting – Eligible persons – Permanent absentee voters.

A. At any election, a qualified voter may vote an absentee ballot for any reason.

B. The borough clerk may designate a person as a permanent absentee voter if the person is a qualified voter, and if the voter is registered with the State of Alaska Division of Elections as a permanent absentee voter within the borough.

C. A person designated as a permanent absentee voter under subsection (B) of this section will be sent an application for an absentee-by-mail ballot at the permanent mailing address stated on the voter's current registration record on the following schedule:

1. In January each year;

2. At least 45 days before a special election;

3. At a time specified by the borough clerk before any election, to voters defined in subsection (A) of this section who registered to vote after the last mailing of absentee-by-mail ballot applications.

D. The voter may submit the application and vote by mail. However, nothing in this section limits the voter's eligibility to vote in person at a precinct, in person before an absentee voting official, or absentee through a personal representative.

11.36.020 Absentee voting procedure.

A. The application for an absentee ballot shall show the applicant's place of residence, clearly indicate the applicant's right to an absentee ballot, state the election date, and be signed by the applicant.

1. Application for Absentee-by-Mail Ballot. Beginning on January 1st of each election year, a qualified voter entitled to cast an absentee ballot may in person or by mail, electronic mail, or by facsimile machine, file a written, signed application for an absentee-by-mail ballot with the borough clerk. Application for a by-mail ballot must be received in the office of the borough clerk not less than 10 days before the election for which the absentee ballot is sought. If a voter fails to provide a specific ballot mailing address on an absentee-by-mail ballot application, the ballot will be mailed to the mailing address on the voter's record.

2. Application for Absentee-by-Fax Ballot. A qualified voter may vote by fax beginning 15 days before and through the close of the polls on election day. The voter must submit a written, signed application for a fax ballot to the borough clerk's office no later than 5:00 p.m. the day before election day. An absentee ballot that is completed and returned by the voter by fax must contain the following statement:

I understand that by using fax transmission to return my marked ballot, I am voluntarily waiving a portion of my right to a secret ballot to the extent

necessary to process my ballot, but expect that my vote will be held as confidential as possible.

3. Absentee Voting in Person and Early Voting. A qualified voter may vote early or absentee-in-person on or after the fifteenth day before an election up to and through the day before election day, in a location and at places and times determined by the borough clerk.

4. Absentee Voting by Personal Representative. A qualified voter who is unable to go to the polling place on election day due to age, illness or disability, may appoint a personal representative to obtain a ballot for the voter on or after the fifteenth day before an election, up to and including election day.

B. Upon timely receipt of an application for an absentee ballot, the borough clerk or other election official shall deliver to the applicant personally, or by mail at the mailing address given in the application, or by fax to the fax number listed on the application, or to the voter's personal representative, if application is made by a personal representative, an official ballot for the election, and if required, a secrecy sleeve and an addressed return envelope.

C. The borough clerk shall provide ballots for use as absentee ballots. The borough clerk shall issue rules and instructions to absentee voters to aid them in casting their ballots. The borough clerk shall prescribe the form of and prepare the voter's certificate, envelopes, and other materials used in absentee voting. The voter's certificate shall include an oath, that the voter is a qualified voter, a blank for the voter's signature, a certification that the affiant properly executed the marking of the ballot and gave the voter's identity, blanks for the attesting official or witness, and a place for recording the date the envelope was sealed and witnessed.

D. Upon issuing an absentee ballot, the borough clerk shall record the date of delivering or mailing the ballot.

E. Any voter issued an absentee ballot may, at any time prior to the closing of the polls on the day of the election for which it is issued, appear at the office of the borough clerk, or such other place as the borough clerk may designate, and there cast a ballot in the following manner: The voter first shall show the borough clerk or other election official that the ballot has not been marked, then shall mark the ballot, as indicated by the instructions on the ballot, in the presence of the borough clerk or election official, in such a manner that the borough clerk or election official cannot see how it is marked. The borough clerk or other election official shall secure the ballot and deliver it to the appropriate place for counting.

F. At any time on or before the day of the election, any voter issued an absentee ballot may appear before any person authorized by law to administer oaths, and in the presence of such officer cast the voter's ballot in the same manner the voter would cast it under this section in the office of the borough clerk or other place designated under this section. After executing the affidavit printed on the return envelope, the officer shall return the envelope to the voter who shall mail it to the borough clerk.

11.36.030 Counting of absentee ballots.

A. To be counted in the election, absentee ballots must be received by the borough clerk before closing of the polls on the day of the election, if voted in the office of the borough clerk or other place designated by the borough clerk, or postmarked not later than the day of the election and received by the borough clerk before the canvass of election returns under HBC 11.48.010.

B. Absentee ballots received without an executed voter affidavit certificate (see HBC 11.36.020(C)) shall be marked as "Invalid," and the time and date of receipt by the borough clerk shall be noted thereon.

C. Absentee ballots received after election day, and postmarked on a day later than the election, shall be marked as "Invalid," and the time and date of receipt by the borough clerk shall be noted thereon. The ballot of a voter that is received after election day without a postmark will not be counted unless the voter submits a sworn and notarized affidavit. Such affidavit may be faxed.

D. Absentee ballots received before the closing of the polls may be reviewed at any time for voter qualification and may be processed through the optical scan machine or counted by hand by one or more counting teams appointed by the borough clerk, commencing at the time the polls close on Election Day.

E. Invalid absentee ballots shall not be counted. Such envelopes shall be retained with other election records and destroyed with them according to the borough's retention schedule and the destruction procedure in HBC 2.64.030.

CHAPTER 11.40 CONDUCT OF ELECTIONS

Sections:

- 11.40.010 Election officials.**
- 11.40.020 Voting precincts.**
- 11.40.030 Sales of alcohol on election day.**
- 11.40.040 Dates and hours for elections.**
- 11.40.050 Election supplies and equipment.**
- 11.40.060 Voting procedures at the polls.**
- 11.40.070 Unused and damaged ballots.**
- 11.40.080 Counting of ballots.**
- 11.40.090 Stickers prohibited.**
- 11.40.100 Certificate of returns.**

11.40.010 Election officials.

A. Election Supervisor. The borough clerk shall be the election supervisor. The clerk shall have authority to conduct all election proceedings and to carry out the intent of this chapter. The clerk may authorize an assistant to perform the functions set out in this chapter as election official. Such assistant shall be administered the election officials' oath. The clerk or assistant will visit each polling place on Election Day.

B. Judges. Prior to each election, the borough clerk, with the approval through a resolution of the assembly, shall appoint at least three judges of election for each polling place. One judge shall be designated chair and shall be primarily responsible for administering the election in that precinct. If a judge is not able or refuses to serve on election day, the clerk may appoint a replacement.

C. Election Clerks. The borough clerk may appoint up to three election clerks at any polling place where they are needed to conduct an orderly election and to relieve the election judges of undue hardship.

D. Election Officials to Be Qualified Electors. Each election official serving at a polling place must be a qualified voter and reside within the borough.

E. Oath. Each election official shall take or subscribe to the following oath delivered to the official by the borough clerk:

I, _____, do solemnly swear (or affirm) that I will honestly and faithfully perform the duties of judge of the election according to law; and that I will endeavor to prevent fraud, deceit, or abuse in conducting the election, to the best of my knowledge and ability.

F. Training Session. Every election official shall attend an annual pre-election training session which must include at a minimum:

- a. Ethics training;
- b. Opening / closing duties of polling places;
- c. Procedures for hand-counting ballots;
- d. Operations of optical scanning machines (when used);
- e. Contents of the instructions to voters on ballots;
- f. an understanding of the Charter and Code references for elections; and
- g. Any other items deemed necessary and/or appropriate by the clerk.

The clerk is authorized to dismiss any official who is not trained and may make an appointment to fill the vacancy caused by such dismissal.

G. Compensation. The judges and clerks of election shall be paid such compensation for their services as is determined by resolution of the assembly.

11.40.020 Voting precincts.

Voting precinct names and boundaries shall be determined and defined by the Alaska State Division of Elections. Names and boundary descriptions of voting precincts shall be kept on file at the borough clerk's office. The polling places for the borough shall be the same as the polling places used by the state of Alaska unless changed by circumstances. In the case of a polling place change, a notice shall be posted clearly on the main entrance of the primary polling place giving directions to the alternate polling place.

11.40.030 Sales of alcohol on election day.

The provisions of AS 04.16.070(2) do not apply in the borough, and intoxicating liquor may be sold, bartered, given, consumed or otherwise disposed of in licensed premises while the polls are open on election day.

11.40.040 Dates and hours for elections.

A. General and Special Elections. General and special elections may be held as prescribed in HBC 11.08.010 and 11.12.020, respectively.

B. Polls – Opening and Closing. On election day, precinct polls shall open for voting at 8:00 a.m. and shall remain open continuously until 8:00 p.m.; except on those election days when borough and state elections are held concurrently in which case the precinct polls shall be open for voting at 7:00 a.m. Immediately after the opening of the polls and before receiving any ballots, one of the judges of the election shall proclaim from the door of the polling place that the polls of such election are open. Thirty minutes before the closing of the polls, an election judge shall proclaim to any persons present the time remaining before the polls close. When the polls are closed that fact shall be similarly proclaimed and thereafter no ballot shall be accepted except those of qualified voters already present at the polls and waiting to vote when the polls are closed.

11.40.050 Election supplies and equipment.

A. The borough clerk shall cause to be erected in the polling place(s) a sufficient number of booths, which shall be furnished with such supplies and conveniences as will enable the voter to mark the ballot for voting and in which the voter may prepare the ballot screened from observation. The ballot boxes shall be within the polling place, outside of the booths.

B. If optical scan machines are used to tabulate votes, the borough clerk shall cause the memory cards to be programmed to reject only the following ballots:

1. Over-voted ballots;
2. Blank ballots;
3. Non-processed ballots; and
4. Jammed ballots.

11.40.060 Voting procedures at the polls.

A. Before issuing any ballots, the election board must, in the presence of any persons assembled at the polling place, open and exhibit the ballot box to be used at the polling place. The borough clerk or designee will ensure that the ballot box is empty. The ballot box then shall be closed and shall not be opened again or removed from the polling place until the polls have closed.

B. The voter shall give the election officials the voter's name and address. The election official may require proof of identification as required by AS 15.15.225. If it is determined that the voter is a qualified voter of the precinct, the voter then shall place the voter's signature on the appropriate line in the registration book provided by the borough clerk. If any election official present believes the voter is not qualified, that official shall immediately challenge the voter.

C. A person whose right to vote has been challenged may be issued a ballot if the voter first completes and subscribes to an affidavit of his qualification. When the marked ballot is returned to the election officials, it shall be placed in an envelope to permit segregation before being cast in the ballot box. The clerk shall provide forms and materials for this procedure. All envelopes containing questioned ballots shall be returned to the clerk for delivery, unopened, to the assembly at the time of canvass.

D. If the voter is not challenged, or if the voter has complied with the questioned ballot procedure, the election officials will issue to the voter the ballot or ballots to which the voter is entitled.

E. Each voter shall retire alone to a booth or to a private area to mark the voter's ballot, as indicated by the instructions on the ballot. However, if a voter requests assistance, it may be provided by two election officials or by a person chosen by the voter. When the voter has marked the ballot, upon leaving the booth the voter shall deposit it in the official ballot box in the presence of the election judge unless the voter requests the election judge to deposit the ballot in the voter's behalf.

F. If a voter improperly marks or otherwise damages a ballot, the voter shall return it to the election officials, concealing the manner in which it is marked from view, and shall request a new ballot. The election officials shall destroy the damaged ballot after having recorded its number and shall issue a new ballot to the voter. A voter may request replacement of a damaged ballot no more than two times.

G. During the hours that the polls are open, no judge or clerk may discuss any political party, candidate or issue while on duty.

11.40.070 Unused and damaged ballots.

The numbers of all ballots not issued shall be recorded and then all such ballots shall be segregated and removed from the area in which the counting is to take place before the ballot box is opened. The numbers of ballots damaged by voters and replaced pursuant to HBC 11.40.060(F) shall also be recorded. The record of ballots not issued and ballots damaged as well as the ballots themselves shall be delivered to the borough clerk with the other election materials and shall be preserved for six months.

11.40.080 Counting of ballots.

A. The opening of the ballot box and the counting of the ballots shall be accomplished in full view of any persons present. The public may not be excluded from the area in which ballots are counted. However, the chair of the election board shall not permit anyone present to interfere in any way or to distract the appointed officials from their duties and no one other than appointed election officials may handle the ballots. The ballots shall not be marked in any way by anyone during the tallying.

B. Immediately following the closing of the polls and the removal of unused ballots pursuant to HBC 11.40.070, the election officials shall print out the tally of all ballots on the optical scan machine, comparing the results with the signature register. With necessary

adjustment to account for the number of ballots required to present to each voter all of the offices and propositions on which the voter is entitled to vote, the number of ballots issued shall agree with the number of signatures on the signature register. If a discrepancy exists which cannot be resolved, the election officials shall explain the discrepancy to the best of their ability in writing for delivery to the borough clerk.

C. Ballots not counted shall be retained and with counted ballots be delivered to the borough clerk.

D. Hand Count. In the case of an election where ballots are counted by hand, the election officials shall follow the same procedures as for machine counting, except as follows: Ballots shall be removed from the ballot box and separated into stacks of 25. Election officials shall then tally the votes according to the following rules:

1. A voter may mark a ballot only by the use of cross marks, "X" marks, diagonal, horizontal, or vertical marks, solid marks, stars, circles, asterisks, checks, or plus signs that are clearly placed within the oval opposite the name of the candidate or proposition the voter desires to designate.

2. Failure to properly mark a ballot as to one or more candidates or propositions does not itself invalidate the entire ballot.

3. If a voter marks more names than there are persons to be elected to the office the votes for that office shall not be counted.

4. An erasure or correction invalidates only that section of the ballot in which it appears, unless the intent of the voter is clear.

5. One official shall read the votes, with another official watching.

6. Two officials shall tally votes with officials watching to assure proper tallying, comparing tallies each time they finish a group of 25 ballots.

7. The results shall be transferred onto a final report, showing votes received by each candidate and for each question, and recording write-in votes cast.

8. The report shall be signed by all election officials present.

9. In the event a mark on any ballot is questionable, it shall be decided by the election officials whether the intent of the voter is clear by the manner the ballot is marked. If the intent of the voter is not clear, the vote shall not be counted.

E. Write-In Votes. Write-in votes shall be counted pursuant to the rules set forth in this section and according to the following additional rules:

1. Write-in votes are not invalidated by writing in the name of a candidate whose name is printed on the ballot unless the election board determines, on the basis of other evidence, that the ballot was so marked for the purpose of identifying the ballot.

2. In order to vote for a write-in candidate, the voter must write in the candidate's name in the space provided and fill in the oval opposite the candidate's name in accordance with subsection (E)(1) of this section.

3. A vote for a write-in candidate shall be counted if the oval is filled in or marked for that candidate and if the name, as it appears on the write-in declaration of candidacy, of the candidate or the last name of the candidate is written in the space provided. Write-in votes are not invalidated by misspelling the name of the candidate if the election officials determine that the intent of the voter is clear.

4. Hand counting individual write-in votes in a borough election will only be done if the aggregate of all votes cast for all write-in candidates for the particular office, as shown on the machine tally, meets one of the following requirements:

a. The number is the highest of votes received by any candidate for the office; or

b. The number is high enough to conceivably affect the outcome of the race when all outstanding votes are counted.

If the election officials determine that one of these requirements has been met, the ballots shall be hand-tallied on election night following poll closure.

F. The rules set out in this section are mandatory and there are no exceptions to them. A ballot may not be counted if it is not in compliance with these rules.

11.40.090 Stickers prohibited.

Affixing stickers on a ballot in a municipal election is prohibited.

11.40.100 Certificate of returns.

When the tally of votes is completed and the printout received from the optical scan machine, it must be signed by the election board. After completion of the certificate of returns, the counted ballots shall be placed in boxes provided by the borough clerk and shall be delivered to the borough clerk by noon of the day following, together with the rejected ballots to be preserved for six months, after which they shall be destroyed.

CHAPTER 11.44

PROHIBITED PRACTICES

Sections:

11.44.010 Election offenses and corrupt practices.

11.44.020 Improper subscription to petition.

11.44.030 Penalty.

11.44.010 Election offenses and corrupt practices.

The following acts are declared to be election offenses and corrupt practices and are prohibited:

A. Inducing, compelling, or attempting to induce or compel any person to vote or refrain from voting for any candidate in any election or for or against any election proposition or question by directly or indirectly using or threatening to use force, coercion, violence or restraint or inflicting or threatening to inflict damage, harm or loss upon or against the person;

B. Giving, promising to give, or offering any money or other valuable thing to any person with the intent of inducing him or her to vote for or refrain from voting for any candidate or for or against any election proposition or question;

C. Writing, printing or circulating, or causing to be written, printed or circulated, any letter, circular, bill, placard or poster or other publication relating to any election or to any candidate at any election or to any election proposition or question without the same bearing on its face, the name and address of the author, printer, and publisher thereof;

D. Writing, printing or circulating, or causing to be written, printed or circulated, any letter, circular, bill, placard or poster, or causing any paid advertising to be placed in a newspaper or any other publication, or paying or contributing to the payment for such advertisement, or making any radio broadcast, with knowledge that the letter, circular, bill, placard or broadcast contains any false statement, charge or comment relating to any candidate at any election or to any election proposition or question;

E. Possessing an official ballot outside of the voting room if not authorized by law to do so;

F. While the polls are open, opening any ballot received from a voter, or marking a ballot by folding or some other manner so as to be able to recognize it, or otherwise attempting to learn how any voter marked the voter's ballot;

G. Publishing or causing to be published any letter, circular, poster, bill, publication or placard, knowing that it contains any false statement or false charges reflecting on the character, morality, or integrity of any candidate at any election;

H. Voting or attempting to vote in the name of another person or in any name other than the person's own;

I. By force, threat, intimidation or offer of reward, inducing or attempting to induce any election judge or clerk to fail in their duty;

J. Willfully changing or causing to be changed any official election documents including ballots, tallies and returns, or attempting to do so;

K. Willfully delaying or causing to be delayed the election returns, or attempting to do so;

L. Willfully voting or attempting to vote more than once at the same election;

M. Willfully making a false affidavit or swearing falsely under the oath required by this chapter;

N. Willfully failing to perform any election duty or knowingly doing any unauthorized act with the intent to affect the election or its results, by any election judge or clerk;

O. Willfully permitting, making or attempting to make any false count of the election returns by an election judge or clerk;

P. Willfully concealing, withholding or destroying election returns or attempting to do so;

Q. Electioneering on election day within the polling place or within 200 feet of the building wherein the polling place is located.

11.44.020 Improper subscription to petition.

Any person who signs any name other than the person's own to a petition proposing an initiative, referendum or recall, or who knowingly signs the person's name more than once for the same proposition or question at one election, or who signs the petition knowing the person is not a qualified voter, shall be guilty of a misdemeanor.

11.44.030 Penalty.

Any person convicted of a violation of any of the sections of this article shall be subject to punishment as provided in this code.

CHAPTER 11.48

CANVASS OF RETURNS

Sections:

11.48.010 Canvass of returns.

11.48.020 Adjudication and counting of absentee and questioned ballots.

11.48.030 Manner of canvass.

11.48.040 Certification and record of results.

11.48.050 Votes required to elect – Runoff elections.

11.48.010 Canvass of returns.

Not later than seven days after the election the assembly shall meet and canvass the election returns. If the assembly is unable to complete the canvass on its first meeting, the assembly may recess its deliberation for not more than 24 hours. The meeting may not be recessed more than twice, and absentee ballots received after the first meeting will not be considered.

11.48.020 Adjudication and counting of absentee and questioned ballots.

A. The borough clerk shall provide such evidence as may be required to assist the assembly in judging the qualifications of those voters who cast questioned ballots, or whose absentee ballots were in some way questionable. In full view of those present the assembly shall make a determination upon each of these ballots. To be counted in the election an absentee ballot must be received by the clerk before the date and hour of the canvass and, if mailed, postmarked no later than the day of the election or, if electronically transmitted, the electronically generated time must be no later than 8:00 p.m. Alaska time on the day of the election. An absentee ballot shall not be counted if:

1. The voter has failed to properly execute the certificate;
2. An official or the witnesses authorized by law to attest the voter's certificate fail to execute the certificate;
3. The ballot is not attested to on or before the date of the election;
4. The ballot return envelope, if postmarked on a date after the election; or
5. A voter has not submitted an affidavit in support of an unpostmarked ballot received in the mail after the election.

B. Questioned and absentee ballots judged to be valid shall be counted in the following manner. The ballots shall be removed from the identifying outer envelopes and shuffled thoroughly. The envelopes shall also be shuffled thoroughly and delivered to the borough clerk to be preserved with other records of the election. The votes cast on these ballots shall then be tallied by hand count and/or optical scan machine.

C. The rules set out in this section are mandatory and there shall be no exceptions to them. A ballot shall not be counted unless in compliance with these rules.

11.48.030 Manner of canvass.

The canvass of all election returns shall be made in public by examining the election board's certificates of returns and compiling these along with the tally of valid absentee and questioned ballots, or, at the discretion of the assembly, an actual recount may be undertaken under usual counting procedures and after due notice to candidates.

11.48.040 Certification and record of results.

A. At the first regular meeting of the assembly following the canvass, unless the assembly orders an investigation or unless a contest has been previously filed pursuant to Article XIII of this chapter, the assembly shall declare the election valid and certify the election results.

B. The assembly shall certify results not in question immediately and shall complete an investigation or contest procedures as soon as practicable to assure prompt certification.

C. In the case of a recount, the certification of the recount may be postponed until the next regular assembly meeting following the recount.

D. The certification shall be by motion duly made, seconded and passed and the results of the elections shall be noted in the record of the proceedings of the assembly. The record shall include the total number of votes cast during the election and the votes cast for each person and for and against each proposition.

E. Upon certification of the election by the assembly, the clerk shall deliver to each person elected a copy of the assembly's certificate of election. The certificate so made shall be prima facie evidence of the truth of the statements contained in it.

11.48.050 Votes required to elect – Runoff elections.

A. Votes Required to Elect. To be elected to office, a candidate must receive at least 40 percent of the votes cast for the office, determined by dividing the total number of legal votes cast for the office by the number of vacancies being filled.

B. Runoff Elections. If in a borough election an office is not filled because candidates received fewer than 40 percent of the votes cast, the borough shall hold a runoff election between the top two unseated candidates on the first Tuesday in November following the canvass and certification as in HBC 11.48.040. There shall be two runoff candidates for each office to be filled. Notice of the runoff election shall be published at least 10 days before the election date. The person(s) receiving the highest number of votes shall be elected following canvass and certification of the election as provided in HBC 11.48.040.

CHAPTER 11.52

Contested Elections

Sections:

- 11.52.010 Notice of election contest.**
- 11.52.020 Investigation of election contest.**
- 11.52.030 Assembly action following investigation.**
- 11.52.040 Expenses of contested election.**
- 11.52.050 Election contest appeal – Judicial review.**

11.52.010 Notice of election contest.

A candidate or 10 qualified voters who voted in that election may contest election of any person or the approval or rejection of any question or proposition upon one or more of the following grounds: (A) any action on the part of an election official sufficient to change the result of the election; (B) the candidate certified by the election board under HBC 11.40.100 is not qualified as required by law; (C) any corrupt practice as defined by law sufficient to change the results of the election. The notice of election contest shall be submitted, in writing, to the borough clerk before 5:00 p.m. on the day of the certification of the election. The notice of contest shall specify the election being contested, the grounds of the contest, and shall bear the notarized signatures of the candidate or qualified voters bringing the contest. The notice shall be in substantially the following form:

NOTICE OF ELECTION CONTEST

(I)(we), the undersigned, believe(s) that the following prohibited practices occurred at the election held on ___(date)__. (I)(We) also hereby state that the violation was committed by the following person(s):

List prohibited practice(s) _____

List person(s) alleged to have committed the violation:

Signature of Person(s) Contesting

SUBSCRIBED and SWORN to before me this ____ day of _____, 20 ____
by: _____.

Notary Public

11.52.020 Investigation of election contest.

Upon receiving a notice of election contest, the assembly shall order such investigative action as it deems appropriate. Any proceedings shall be noticed to the public in the same manner as assembly meetings per HBC 2.08.060 (A). The public shall be provided a reasonable opportunity to be heard. The authority to investigate includes the authority to order the appearance of witnesses, to administer oaths, and to compel the production of books, records, paper and electronic documents, and other evidence. Following completion of the investigation, a written report shall be prepared and made available to the assembly and to the public following the notification standards set out in HBC 2.08.060 (A).

11.52.030 Assembly action following investigation.

If, following completion of the investigation, and the presentation of the report, the assembly concludes: (A) any action on the part of an election official sufficient to change the result of the election occurred; (B) the person canvassed as elected is not qualified as required by law; or (C) any corrupt practice as defined by law sufficient to change the results of the election occurred, the assembly shall, to the extent of such proof, either: (1)

purge the invalid or improperly counted votes and, after a recount, certify the amended returns; (2) decline to certify the election of the person not qualified by law and order another election for that office; or (3) decline to certify the results of the election and order another election.

11.52.040 Expenses of contested election.

All expenses incurred by the borough pursuant to an election contest shall be paid by the candidate or voters contesting the election and each of them shall be individually liable for the whole amount of such expenses, unless: (A) the results of the election are changed by a recount, or (B) the difference between the winning and losing vote on the result contested is changed by more than two percent, or (C) the assembly determines that the election was invalid, or (D) otherwise ordered by the assembly based on a finding of public benefit.

11.52.050 Election contest appeal – Judicial review.

A person qualified to file an election contest may not appeal or seek judicial review of an election for any cause unless the person is qualified to vote in the borough, exhausted all administrative remedies before the clerk and the assembly, and has commenced an action in the superior court within 10 calendar days after the assembly has finally certified the election results. An appeal under this section shall be brought in the Superior Court for the State of Alaska, First Judicial District at Juneau, Alaska. The appeal shall be heard by the court sitting as an appellate court and shall be governed by the applicable rules of procedure for appeals to the superior court in civil matters. Upon order of the court, the clerk shall furnish a record of the contested election, including ballots, registers, and other election material and papers as the court may demand. If an action under this section is not commenced within the 10-day period, the election and the election result shall be conclusive, final, and valid in all respects

**CHAPTER 11.56
ELECTION RECOUNT**

Sections:

- 11.56.010 Mandatory recount.**
- 11.56.020 Recount application.**
- 11.56.030 Date of recount – Notice.**
- 11.56.040 Procedure for recount.**
- 11.56.050 Certification of recount result.**
- 11.56.060 Return of deposit and apportionment of expenses upon recount.**
- 11.56.070 Recount appeal – Judicial review.**

11.56.010 Mandatory recount.

If two or more candidates tie in having the highest number of votes for the same office, to which only one candidate is to be elected, the clerk shall initiate a recount.

11.56.020 Recount application.

A. A candidate or 10 qualified voters who believe a mistake has been made in the counting of the votes in that election, and who voted in that election, may file an application with the clerk for a recount of the votes from any particular precinct, or for any particular office, proposition or question by filing an application with the clerk before 5:00 p.m. on the third calendar day following the canvass of the election returns. The date on which the clerk receives an application rather than the date of mailing or transmission determines whether the application is filed within the time allowed under this subsection.

B. A recount application shall identify the particular office, proposition or question for which the recount is to be held, and shall state that the person making the application is a candidate or that the 10 persons making the application are qualified voters who voted in

that election. The candidate or persons making the application shall designate by full name and mailing address two persons who shall represent the applicant during the recount. Any person may be named representative, including the candidate or any person signing the application. Applications by 10 qualified voters shall also include the designation of one of the number as a contact person. The candidate or person making the application shall sign the application and shall print or type the candidate's full name and mailing address.

C. The application shall include a deposit in cash or by certified check. The amount of the deposit shall be \$100.00.

11.56.030 Date of recount – Notice.

A. If the clerk determines that the application is substantially in the required form, the clerk shall fix the date of the recount to be held not later than five calendar days after the receipt of an application requesting a recount of the votes in a borough election.

B. The clerk shall provide at least 24 hours' public notice of the time and place of the recount by posting in at least three conspicuous places. Notice shall be provided to the recount applicant, designated contact person and all candidates of the time and place of the recount by either certified mail, electronic mail, facsimile, or by telephone.

11.56.040 Procedure for recount.

A. For a recount of ballots, the clerk shall appoint an election board.

B. A recount shall be limited in its scope to a recount of the ballots by the election board.

C. In conducting the recount, the board shall review all ballots to determine which ballots or parts of ballots were properly marked, which ballots are to be counted in the recount, and shall check the accuracy of the original count and documentation provided by the election officials. The board shall check the number of ballots and questioned ballots cast in a precinct against the registers and shall check early and absentee ballots voted against early and absentee ballots distributed. The rules in HBC 11.40.080(D) governing the counting of hand-marked ballots shall be followed in the recount.

D. The ballots and other election materials shall remain in the custody of the clerk during the recount and the highest degree of care shall be exercised to protect the ballots against alteration or mutilation. The recount shall be completed within 10 calendar days after the receipt of an application requesting a recount of the votes in a borough election. The clerk may employ additional personnel necessary to assist in the recount.

E. The clerk shall have the authority to set rules governing the intent of this section.

11.56.050 Certification of recount result.

Upon completing the recount, the clerk shall provide a report of the results of the recount for submission to the assembly. The assembly shall issue a certificate of election.

11.56.060 Return of deposit and apportionment of expenses upon recount.

A. If, upon recount, a different candidate or position on a proposition or question is certified, or if the vote on recount is two percent or more in excess of the vote originally certified for the candidate or position on a proposition or question supported by the recount applicant, the entire deposit shall be refunded to the recount applicant.

B. If none of the requirements of subsection (A) of this section are met, the clerk shall refund any money remaining after the cost of the recount has been paid from the deposit. If the deposit is insufficient to cover the costs, the borough may recover the excess costs from the contestant. If the recount is obtained by voters, each of them shall be individually liable for the whole amount of the expenses.

11.56.070 Recount appeal – Judicial review.

A person qualified to request a recount may not appeal or seek judicial review of a recount for any cause unless the person is qualified to vote in the borough, exhausted all

Haines Borough
Ordinance No. 14-04-373
Page 22 of 22

administrative remedies before the clerk and the assembly, and has commenced an action in the superior court within 10 calendar days after the assembly has finally certified the election results. An appeal under this section shall be brought in the Superior Court for the State of Alaska, First Judicial District at Juneau, Alaska. The appeal shall be heard by the court sitting as an appellate court and shall be governed by the applicable rules of procedure for appeals to the superior court in civil matters. Upon order of the court, the clerk shall furnish a record of the election recount, including ballots, registers, and other election material and papers as the court may demand. If an action under this section is not commenced within the 10-day period, the election and the election result shall be conclusive, final, and valid in all respects.

ADOPTED BY A DULY CONSTITUTED QUORUM OF THE HAINES BOROUGH ASSEMBLY THIS
____ DAY OF _____, 2014.

ATTEST:

Stephanie Scott, Mayor

Julie Cozzi, MMC, Borough Clerk

Date Introduced: 04/08/14
Date of First Public Hearing: ___/___/14
Date of Second Public Hearing: ___/___/14



**Haines Borough
Assembly Agenda Bill**

Agenda Bill No.: 14-446
Assembly Meeting Date: 4/8/14

Business Item Description:	Attachments:
Subject: Increase Terminal Tariff Rate for Lightering Float	1. Ordinance 14-04-374 2. Lightering Rate Options considered 3. Nov. 2012 Letter from Tourism Advisory Board
Originator: Harbormaster	
Originating Department: Ports and Harbors	
Date Submitted: 3/31/14	

Full Title/Motion:
Motion: Introduce Ordinance 14-04-374 and set a public hearing for 4/22/14.

Administrative Recommendation:
The interim borough manager recommends this.

Fiscal Impact:

Expenditure Required	Amount Budgeted	Appropriation Required
\$ n/a	\$	\$

Comprehensive Plan Consistency Review:

Comp Plan Policy Nos.: 4.5.5 Borough Enterprise Funds; Page 53	Consistent: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
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Summary Statement:

History: The Port and Harbor Advisory Committee met jointly with the Tourism Advisory Board (TAB) on 10/11/12 to discuss possible increases to the PC Dock dockage rates, and they recommended incremental increases. After Finance Committee review, the Assembly adopted new dockage rates through Ordinance 13-08-348. This did not include changes to the lightering dock rates. The TAB had asked the former borough manager to delay changes to those rates until 2014. This is now coming to the assembly with the recommendation of the interim manager, finance director, and harbormaster. Three rate increase options were considered, and staff recommends an incremental 5% increase to the rate each year with 2014 remaining the same.

Referral:

Sent to:	Date:
Recommendation:	Meeting Date:
Refer to:	

Assembly Action:

Workshop Date(s):	Public Hearing Date(s):
Meeting Date(s): 4/8/14	Tabled to Date:

AN ORDINANCE OF THE HAINES BOROUGH AMENDING THE PORT OF HAINES TERMINAL TARIFF NO. 3 TO PROVIDE FOR A 5% ANNUAL INCREASE TO THE LIGHTERING FACILITY FLAT FEE AND TO CLARIFY TERMS OF FACILITY USE.

BE IT ORDAINED BY THE HAINES BOROUGH ASSEMBLY:

Section 1. Classification. This ordinance shall not 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 Rule No. 34, 305, Page 15-B, Port of Haines Terminal Tariff No.3. Port of Haines Terminal Tariff No.3 page 15-B shall read, as follows:

NOTE: **Bolded**/UNDERLINED ITEMS ARE TO BE ADDED OR MOVED FROM A PREVIOUS PAGE
STRIKETHROUGH ITEMS ARE DELETED

RULE NO. 34 TERMINAL TARIFFS

306. PORT CHILKOOT DOCK LIGHTERING FACILITY RATES

For use of Port Chilkoot Dock lightering float dock, including lightering to transfer passengers to or from larger vessels; to pick up or discharge passengers for local marine tours; moorage of vessels; and moorage of vessels unable to moor in the small boat harbor.

Rates per 24 Hour Period:

Lightering or transfer of passengers to or from a larger vessel:

Two hundred fifty (\$250) dollars flat rate per day.

Use of the facility by vessels with a capacity of ten passengers or more to load or unload passengers for tours or charters originating or ending in Haines: ~~This fee shall not apply to vessels mooring at the lightering facility for more than one hour per docking.~~

~~Twenty (\$20) dollars~~

Flat Fee	2014	2015	2016	2017	2018	2019
5% Annual Increase	\$20.00	\$21.00	\$22.05	\$23.15	\$24.31	\$25.53

~~When use of the Port Chilkoot Dock Facility is for temporary or emergency transient moorage, or under the terms including the Lightering Float on a permanent or routine basis must be approved by the Borough Assembly in the form of a preferential special use agreement approved by the Borough Assembly ("SUA"), standard small boat harbor transient moorage rates shall apply. Such use shall only be in case of an emergency or lack of moorage space in the small boat harbor when the PC Dock Facility must be used for transient moorage, standard transient moorage rates shall apply or under the terms of a PUA and shall apply for no more than seventy-two consecutive hours per vessel. Such use shall not interfere with the scheduled use of the dock by the other vessels. Following expiration of the seventy-two hour period, standard dockage rates shall apply.~~

All other vessels shall pay standard dockage rates.

Haines Borough
Ordinance No. 14-04-374
Page 2 of 2

ADOPTED BY A DULY CONSTITUTED QUORUM OF THE HAINES BOROUGH ASSEMBLY THIS ____
DAY OF _____, 2014.

ATTEST:

Stephanie Scott, Mayor

Julie Cozzi, MMC, Borough Clerk

Date Introduced: 04/08/14
Date of First Public Hearing: ___/___/14
Date of Second Public Hearing: ___/___/14

LIGHTERING

Flat Fee		2012	2013	2014	2015	2016	2017
5% Annual Increase		\$20.00	\$21.00	\$22.05	\$23.15	\$24.31	\$25.53
HSFF 2012 Landings	409	\$ 8,180.00	\$ 8,589.00	\$ 9,018.45	\$ 9,469.37	\$ 9,942.84	\$ 10,439.98

Flat Fee		2012	2013	2014	2015	2016	2017
10% Annual Increase		\$20.00	\$22.00	\$24.20	\$26.62	\$29.28	\$32.21
HSFF 2012 Landings	409	\$ 8,180.00	\$ 8,998.00	\$ 9,897.80	\$ 10,887.58	\$ 11,976.34	\$ 13,173.97

Per Head		\$0.25	\$0.50	\$0.75	\$1.00
HSFF2012 Passengers	20,000	\$ 5,000.00	\$ 10,000.00	\$ 15,000.00	\$ 20,000.00

Haines Borough
Tourism Advisory Board
November 29, 2012

Mayor Scott, Mark Earnest, and Borough Assembly,

I am writing on behalf of the Haines Tourism Advisory Board regarding the proposed Port Tariff amendment to the lightering float at the PC Dock.

The Tourism Advisory Board (TAB) and the Port and Harbor Advisory Committee (PHAC) held a joint meeting on October 11, 2012, with the sole purpose of discussing the Port of Haines Terminal Tariff and developing recommendations for revision beginning in 2014. After lengthy discussion, the advisory committees agreed on a recommended tariff increase to the cruise ship terminal, however both committees also agreed that more information and data was needed prior to making a recommendation on the lightering float, and more specifically the tariff for the Haines Skagway Fast Ferry. The committees voted to table the item until March, allowing for adequate time for the retrieval of necessary information that accurately summarized the impact of a tariff increase at that terminal. The committees understood that March was a suitable timeframe, as the proposed increases would not take effect until 2014, and it was in advance of scheduling and pricing by the operators for the 2014 season.

The TAB was extremely disappointed to learn that the Finance Committee did not heed the recommendation from the joint meeting to postpone the discussion until March. Rather, the Finance Committee is recommending an annual 10% increase on the tariff over 5 years, which equates to a 61% increase at the conclusion of the 5 year period. At the joint meeting, Borough Manager Mark Earnest made it clear that the town of Haines needs to be sending the correct message to the tourism industry that the town supports the industry and wants to see it continually grow. The TAB fails to understand how a 61% increase over a 5 year period on an essential service within the tourism industry sends a positive message.

The possible ramifications from a tariff increase are enormous to the tourism industry, and it is our hope that the Borough Assembly also understands the value in delaying the discussion until March when more information can be presented. The Fast Ferry is a lifeline to tourism in the Haines Borough, without which tourism companies in Haines would not be able to survive. The Fast Ferry is under extreme pressure from the cruise line industry not to raise rates at this point in time, resulting in the additional cost of the tariff being burdened by the operating company. The profit margin for the Fast Ferry is minimal enough that any increases in costs threaten its survival.

The TAB does not understand the need or urgency to make this decision before more information can be obtained that helps better illustrate the impact of a tariff increase at the lightering terminal. The TAB continues to request that the discussion on the proposed Port Tariff amendment to the lightering float at the PC Dock be postponed until March, as recommended by the both the TAB and PHAC, in order to obtain further information on the economic impact to both operators and the town of Haines, as well as the actual costs associated with the operation of the dock.

Thank you in advance for your time and consideration.

Sincerely,

Ross Silkman
President - Tourism Advisory Board



**Haines Borough
Assembly Agenda Bill**

Agenda Bill No.: 14-448
Assembly Meeting Date: 4/8/14

Business Item Description:	Attachments:
Subject: Modify the Starting Date of Assembly Member and Mayor Regular Terms of Office	1. Ordinance 14-04-375
Originator: Agenda Bill prepared by Clerk's Office	
Originating Department: Administration	
Date Submitted: 4/1/2014	

Full Title/Motion:
 Motion: Introduce Ordinance 14-04-375 and set a first public hearing for 4/22/14.

Administrative Recommendation:
 This ordinance is recommended by the borough clerk.

Fiscal Impact:

Expenditure Required	Amount Budgeted	Appropriation Required
\$ N/A	\$	\$

Comprehensive Plan Consistency Review:

Comp Plan Policy Nos. : N/A	Consistent: <input type="checkbox"/> Yes <input type="checkbox"/> No
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Summary Statement:
 The Borough Clerk recommends this change so newly-elected assembly members/mayor can assume their duties immediately upon election certification, rather than waiting until the following Monday.

Referral:

Sent to:	Date:
Recommendation:	Refer to: Meeting Date:

Assembly Action:

Workshop Date(s):	Public Hearing Date(s):
Meeting Date(s): 4/8/14	Tabled to Date:

An Ordinance of the Haines Borough amending Haines Borough Code Title 2 Section 2.08.030 and 2.16.020 to modify the starting date of assembly member and mayor regular terms of office.

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 2.08.030 Section 2.08.030 of the Haines Borough Code is hereby amended as follows:

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

2.08.030 Election of assembly members – Terms.

An election is held annually, on the first Tuesday of October, to choose assembly members for three-year terms and until their successors have been elected and have qualified. The regular term of office begins ~~on the first Monday following certification~~ **immediately following certification** of the election. The assembly may not limit the number of consecutive terms a person may serve on the assembly unless a limit is set by ordinance ratified by the voters. The assembly may provide by ordinance terms not to exceed four years.

Section 5. Amendment of Section 2.16.020 Section 2.16.020 of the Haines Borough Code is hereby amended as follows:

NOTE: **Bolded/UNDERLINED** ITEMS ARE ADDITIONS TO THE CURRENT LANGUAGE
STRIKETHROUGH ITEMS ARE DELETIONS

2.16.020 Qualifications, election and term of mayor.

A. Only an individual qualified to vote in any borough election and qualified as a resident of the borough shall be eligible to hold the office of mayor. The same residency requirements pertain to the mayor as to the assembly, as designated in HBC 2.08.020.

B. The mayor is elected at large for a term of three years and until a successor has been elected and is qualified. The current term of an incumbent mayor may not be altered. The regular term of the mayor begins ~~on the first Monday following certification~~ **immediately following certification** of the election.

C. No limit may be placed on the total number of terms or number of consecutive terms a mayor may serve except by ordinance ratified by the voters.

...

Haines Borough
Ordinance No. 14-04-375
Page 2 of 2

ADOPTED BY A DULY CONSTITUTED QUORUM OF THE HAINES BOROUGH ASSEMBLY THIS ____
DAY OF _____, 2014.

ATTEST:

Stephanie Scott, Mayor

Michelle Webb, Interim Borough Clerk

Date Introduced: 04/08/14
Date of First Public Hearing: ___/___/___
Date of Second Public Hearing: ___/___/___

Memorandum

Haines Borough
Office of the Mayor
103 Third Avenue S.
Haines, Alaska 99827
sscott@haines.ak.us
Voice (907) 766-2231 ext. 30

April 2, 2014

To: Haines Borough Assembly

Cc: Julie Cozzi, Interim Manager
Michelle Webb, Interim Clerk;

From: Stephanie Scott, Mayor, Haines Borough

Subject: Committee appointments:

- Lorrie Dudzik to the Chilkat Center Advisory Board;
- Christy Tengs-Fowler and Heather Lende to the Downtown Revitalization Committee

All committee vacancies have been advertised; the following recommendations from committees were accompanied by written justification or justification captured during meetings that I attended. In this instance, the committees did not have a slate of applicants from which to choose, but were comfortable recommending for appointment those who did apply:

The Chilkat Center Advisory Board recommends the re-appointment of Lorrie Dudzik. Annette Smith, long time member of the Chilkat Center Advisory Board, relays the following: "Lorrie is a big supporter of the Chilkat Center and the arts in Haines. In fact the Chilkat Center is one of the reasons Lorrie and her husband Michael moved to Haines. And she is a hard worker!" That sounds like a rousing recommendation to me! I recommend that the Assembly confirm the re-appointment of Lorrie Dudzik to the Chilkat Center Advisory Board.

On March 27, the Downtown Revitalization Committee (DRC) unanimously recommended the appointment of Christy Tengs-Fowler, and Heather Lende to the committee. I attended the meeting and I can attest to sighs of relief that these two competent women have offered their time in the service of downtown revitalization. Christy has been involved in her family-owned business for decades. Heather is a member of the Planning Commission and has been appointed to serve on the Downtown Revitalization Committee by the Commission. Final approval depended on the recommendation of the DRC itself. I recommend that the Assembly confirm the appointments of Christy Tengs-Fowler and Heather Lende to the Downtown Revitalization Committee.

Haines Borough Application for Board Appointment

RECEIVED Haines Borough
MAR 19 2014
Clerk's Office

- Appointment** (I am not currently on the board)
- Reappointment** (I am currently a member of the board)

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

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

Name: Lorraine Dudzik
 Residence Address: 3 Inlet Drive Haines, AK
 Mailing Address: PO Box 1101 Haines AK
 Business Phone: _____ Home Phone: 907 766-2071
 Fax: - Email: kayakcove@att.net

I declare that I am willing to serve as a member of the designated board, commission, or committee. Please enter my name for consideration of appointment by the mayor, subject to confirmation by the assembly. I am a registered voter of the State of Alaska and have resided within the Haines Borough for at least thirty (30) days preceding this date or the date of appointment.*

Lorraine M Dudzik
 Signature of Applicant

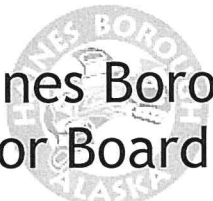
3-18-14
 Date

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

I have served on the Chilkat Center Advisory Board for 3 years and am well aware of the issues involved with the Chilkat Center. I am dedicated to its preservation and use.

* HBC 2.60.020 - A member of a committee, board or commission shall be a resident of the borough as defined below...a person qualifying as a borough resident shall: A) Continue to maintain the person's principal place of residence within the corporate boundaries of the borough and have done so for at least 30 days immediately preceding the date of the person's appointment by the mayor; and B) Physically occupy said residence for at least 30 days immediately preceding the date of the person's appointment by the mayor.

Haines Borough Application for Board Appointment



- Appointment** (I am not currently on the board)
- Reappointment** (I am currently a member of the board)

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

Planning Commission	Port and Harbor Advisory Committee
Tourism Advisory Board	Fire Service Area Board #1
Chilkat Center Advisory Board	Fire Service Area Board #3 (Klehini)
Parks and Recreation Advisory Board	Letnikof Estates Road Maintenance Service Area Board
Museum Board of Trustees	Riverview Road Maintenance Service Area Board
Library Board of Trustees	Historic Dalton Trail Road Maintenance Service Area Board
Public Safety Commission	Four Winds Road Maintenance Service Area Board
Temporary (Ad-hoc) Board/Committee	<u>Downtown Reutilization</u> <u>Committee</u>

Name: Christy Fowler
 Residence Address: 15 2nd Avenue
 Mailing Address: Box 190 cell
 Business Phone: 907-766-2800 Home Phone: 314-0444
 Fax: 3 Email: christyfengs@hotmail.com

I declare that I am willing to serve as a member of the designated board, commission, or committee. Please enter my name for consideration of appointment by the mayor, subject to confirmation by the assembly. I am a registered voter of the State of Alaska and have resided within the Haines Borough for at least thirty (30) days preceding this date or the date of appointment.*

[Signature] 3/3/14
Date

PLEASE BRIEFLY DESCRIBE YOUR QUALIFICATIONS (You may attach a resume):
60 years in the family; owner ~~since~~ 24 years;
husband & kids work in business

* HBC 2.60.020 - A member of a committee, board or commission shall be a resident of the borough as defined below...a person qualifying as a borough resident shall: A) Continue to maintain the person's principal place of residence within the corporate boundaries of the borough and have done so for at least 30 days immediately preceding the date of the person's appointment by the mayor; and B) Physically occupy said residence for at least 30 days immediately preceding the date of the person's appointment by the mayor.



Haines Borough
**PLANNING COMMISSION
RECORD OF DECISION**

DATE: Feb 13, 2014

TO: Borough Assembly

FROM: The Haines Planning Commission

PLANNING COMMISSION DECISION:

Heather Lende volunteered to fill the vacant seat on the Downtown Revitalization Committee (DRC). The Planning Commission supported it and appreciated her offer.

RATIONALE: The DRC is an official committee of the Borough, and is a sub-committee of the Planning Commission. The seven DRC members shall be appointed by the Mayor. The Mayor has requested the Planning Commission recommend a commissioner to fill the vacant seat on the DRC.

SUBMITTED BY

A handwritten signature in cursive script, appearing to read "Daniel Gonce".

Daniel Gonce
Planning Commission Vice - Chair



Memo

From the Interim Manager

Date: April 7, 2014
To: Haines Borough Assembly
From: Julie Cozzi, Interim Borough Manager
Re: Request for Contracting Limit Exception – Jonathan Sheets

As you know, on 3/25/14, you adopted Ordinance 14-01-364 amending Haines Borough Code Title 2 Section 2.62.030 to allow an assembly-approved exception to the \$500 contracting or sale limit to a borough officer or employee. If the borough manager determines a higher sum would be in the best interest of the borough, the assembly may approve the exception by motion.

Our borough mechanic Jonathan Sheets owns a service truck that makes remote repairs possible. Although we have been able to use the truck a few times, the borough use has been limited because of the \$500 annual contracting limit for borough employees. A truck like this would cost the borough a lot of money to acquire but having the ability to contract for its use has saved the borough time and money thus far such as during the harbor crane repair.

I believe it is in the best interest of the borough to approve an exception for Jonathan Sheets in an amount up to \$5,000 annually. This amount is recommended to provide a high enough threshold in the event of one or more emergency repair situations.

Thank you for your consideration.

March 12, 2014

Tanya Carlson
Director of Tourism
Haines Borough
Via Email: tcarlson@haines.ak.us

Dear Tanya,

Please consider this letter McDowell Group's proposal to prepare a *Haines Visitor Industry Winter Season Economic Impact Study and Market Assessment*. This assessment is intended to include all winter season activities, particularly the heli-skiing market, but also markets associated with other activities attracting visitors to the community for the October 1 through April 30 time period (Bald Eagle Festival, Alcan 200, other sports events, and independent activities such as snowmobiling, skiing, etc.).

SCOPE OF WORK

Economic impact assessment: Haines Borough is interested in measuring the economic impact of its various winter visitor markets so it can better assess the benefits of initiatives or investments aimed at increasing winter visitation. Our principal research tool will be 20 to 25 interviews with local businesses that provide goods and services to winter visitors. Lodging establishments will be a particularly important source of information, along with transportation providers, retail establishments, and event organizers. Through these interviews we expect to learn about local jobs, income, and other economic benefits that can be attributed to winter visitor activities in Haines.

McDowell Group maintains an Excel-based visitor industry economic impact model for assessing the multiplier effects of visitor-related spending in Alaska. The model incorporates employment and payroll multipliers to estimate indirect and induced impacts associated with visitor spending. Multipliers vary from place to place; Haines-specific multipliers will be developed for purposes of this project. Estimates of winter season visitor-related employment and payroll will be presented in the context of the entire economy, as measured with Alaska Department of Labor and Workforce Development and Bureau of Economic Analysis data.

Market assessment: The second part of the study includes an assessment of Haines' winter visitor markets: approximate market size, characteristics, and potential for growth. For the assessment of the volume of Haines' winter visitors, we will rely on AMHS and air carrier traffic data, border crossing data, Bureau of Transportation Statistics, information developed in the survey of Haines visitor industry businesses, and Haines CVB, among others.

One aspect of the market assessment is to consider barriers and opportunities for growth. Juneau and Whitehorse represent the largest potential markets for Haines winter activities, along with some currently unknown potential for additional non-resident heli-skiing visitation. A comprehensive regional market assessment would require random sample household survey research in Juneau and Whitehorse, to gauge interest in winter activities in Haines. Short of that, the study team will conduct interviews with winter sports organizers in those communities (hockey and curling leagues, snowmobiling clubs, ski teams/clubs, etc.) to gain an understanding of the potential for Haines to play a greater role in the regional winter sports scene.

PROPOSED BUDGET AND TIMELINE

The budget for the winter season visitor economic impact analysis and market assessment is \$29,000. The budget includes ten bound copies of the final report and an electronic PDF version. The work would require approximately 90 to 120 days to complete.

ABOUT McDOWELL GROUP

McDowell Group is Alaska's most experienced research and consulting firm. From our offices in Anchorage and Juneau, we have studied Alaska industries and issues in well over 2,000 projects since 1972. While we have expertise in all areas of the state's economy and industries, tourism has been a particularly important part of our practice. We have produced over 400 tourism-related projects including community tourism development plans, market research surveys, tourism marketing plans, feasibility studies for dozens of private tourism developments, and several handbooks on how to develop tourism in Alaska communities.

We are the leading analysts of visitor industry impacts in the state, having completed four statewide studies in addition to over a dozen regional, community, and industry-specific studies. Our visitor industry clients include the Alaska Department of Commerce, Community, and Economic Development (DCCED); Alaska Cruise Association; Juneau Convention and Visitors Bureau; Ketchikan Visitors Bureau; Alaska Hospitality Alliance; Sitka Charter Boat Owners Association; Huna Totem Corporation, and Goldbelt, among others. McDowell Group conducted the most recent *Alaska Visitor Statistics Program* for DCCED.

McDowell Group also has a long history of serving Haines' interests, most recently with a survey of cruise ship and fast ferry passengers for the Haines Borough in summer 2012. We worked with Sheinberg Associates on their 2011 comprehensive planning efforts for the Borough. We conducted an extensive study of the visitor industry in 2002, which included economic impact analysis and a business survey similar to the one proposed here. We also worked with MRV Architects on a 2009 downtown transportation plan.

Thank you for your interest in our professional services. We look forward to working with you on this important project.

Sincerely,



Jim Calvin
McDowell Group Principal

Memorandum

Haines Borough
Office of the Mayor
103 Third Avenue S.
Haines, Alaska 99827
sscott@haines.ak.us
Voice (907) 766-2231 ext. 30

April 1, 2014

To: Haines Borough Assembly
Cc: Julie Cozzi, Interim Manager
Michelle Webb, Interim Clerk;
From: Stephanie Scott, Mayor, Haines Borough
Subject: Request for Assembly support for an Op Ed piece to be submitted to the Juneau Empire

I ask your support for the following message to the legislature re capital expenditures via an Op Ed submission to the Juneau Empire. In a manner of speaking, it is a “message to self” as well as we make our own decisions about local capital expenditures.

.....

The message coming out of the state capitol this year is that Alaska does not have a lot of money to spend. This means that many capital projects local governments have prioritized for our communities will not receive funding.

What should be done when funds are scarce? You do triage. You fund projects that extend the ability of communities and the state to best serve their constituents. At the local level we need road repair and maintenance, and funding for water and sewer projects and our schools. Yet the statewide DEED major maintenance fund has not been funded; the DEC municipal Water, Sewerage, and Solid Waste Matching Grant fund could sure use more money (about 8 out of 50 projects are funded). Many would argue that more funding is needed for education.

Fiscal realities necessitate that we ask what important statewide needs will be met by a Juneau road extension? What would be gained to justify placing such a drain on scarce state financial resources at this time? In the context of basic unmet needs, how can we justify spending over a half a billion dollars on a road to the Katzehin? (Do you know where that is?)

Given the tight budget and many unmet needs across the state, hard decisions will need to be made about which projects to retain and what to cut. The extreme and unstable terrain of n East Side Lynn Canal Juneau road extension will lead to escalating construction and maintenance costs that would drain statewide resources for many, many years to come.

Absolutely every individual project that is envisioned for the public sector has merit in its own right but must be measured against the whole picture of state needs. Cutting controversial Juneau road extension funding is a sensible and fiscally responsible thing to do.

Stephanie Scott
Mayor, Haines Borough