

Haines Borough
Borough Assembly Meeting #277
AGENDA



September 9, 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, MPA
Assembly Member

Joanne Waterman,
Assembly Member

George Campbell,
Assembly Member

Jerry Lapp,
Assembly Member

David Sosa, MPA
Borough Manager

Julie Cozzi, MMC
Borough Clerk

Krista Kielsmeier
Deputy Clerk

1. CALL TO ORDER/PLEDGE TO THE FLAG

2. ROLL CALL

3. APPROVAL OF AGENDA & CONSENT AGENDA

[The following Consent Agenda items are indicated by an asterisk () and will be enacted by the motion to approve the agenda. There will be no separate discussion of these items unless an assembly member or other person so requests, in which event the asterisk will be removed and that item will be considered by the assembly on the regular agenda.]*

Consent Agenda:

4 – Approve Assembly Meeting Minutes

8B – Fire Department Report

9A – Planning Commission Report

11A1 – Resolution 14-09-585

11A2 – Resolution 14-09-586

11A3 – Resolution 14-09-587

11A4 – Resolution 14-09-588

11C1 – Appeal of Cease & Desist Order

11C6 – Motorized Use Area Proposal

*** 4. APPROVAL OF MINUTES – 8/26/14 Regular**

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

6. MAYOR'S COMMENTS/REPORT

A. Proclamation – Childhood Cancer Awareness

7. PUBLIC HEARINGS

A. Ordinance 14-08-389 – Second hearing

An Ordinance of the Haines Borough providing for the addition or amendment of specific line items to the FY15 budget.

*This ordinance is recommended by the borough manager. It was introduced on 8/12 and had a first hearing on 8/26. The CFO proposes an additional amendment as a result of the nonprofit funding resolution adopted on 8/26. **Motion:** Adopt Ordinance 14-08-389.*

8. STAFF/FACILITY REPORTS

A. Borough Manager – 9/9/14 Report

*** B. Fire Department – Report of August 2014**

9. COMMITTEE/COMMISSION/BOARD REPORTS & MINUTES

*** A. Planning Commission – Report re. DRC Recommendations**

B. Assembly Standing Committee Reports

10. UNFINISHED BUSINESS

11. NEW BUSINESS

A. Resolutions

*** 1. Resolution 14-09-585**

A Resolution of the Haines Borough Assembly appointing election officials for the regular election to be held October 7, 2014, and establishing the wages.

*This resolution is required by HBC 11.40.010. **Motion:** Adopt Resolution 14-09-585.*

11. NEW BUSINESS ---continued---

A. Resolutions

* 2. **Resolution 14-09-586**

A Resolution of the Haines Borough Assembly supporting a grant application for construction of a two-lane boat launch ramp with boarding float and upland parking improvements for Portage Cove Harbor through the Alaska Department of Fish and Game.

*This resolution is recommended by the Port and Harbor Advisory Committee. **Motion:** Adopt Resolution 14-09-586.*

* 3. **Resolution 14-09-587**

A Resolution of the Haines Borough Assembly authorizing the Borough Manager to contract with Alaska Indian Arts for a "Welcome to Haines" sign for an amount not-to-exceed \$28,310 as part of the Picture Point Wayside Improvements project.

*This resolution is recommended by the Picture Point Design Committee. **Motion:** Adopt Resolution 14-09-587.*

* 4. **Resolution 14-09-588**

A Resolution of the Haines Borough Assembly authorizing the Borough Manager to contract with Bicknell, Inc. for an amount not-to-exceed \$44,500 for the removal and disposal of 210 yards of contaminated soil.

*This resolution is recommended by the Director of Public Facilities. **Motion:** Adopt Resolution 14-09-588.*

B. Ordinances for Introduction

C. Other New Business

* 1. **Appeal of Cease & Desist Order**

*The borough issued a Title 8 cease & desist order to Gary Keller on 8/14/14. He appealed in writing on 8/26, and the clerk determined it to be filed timely. Per 8.12.130, the clerk is presenting this appeal to the assembly and with the assembly's direction, the clerk will schedule the appeal hearing. There is no other action to be taken at this time. **Motion:** Accept the appeal as timely-filed and direct the borough clerk to schedule a date, time, and place for the hearing by the assembly, such date to be no later than October 24, 2014 (60 days from date of appeal).*

2. **Board Appointments**

*Appointment applications have been received for seats on the parks and rec committee. The mayor plans to make the appointment and seeks assembly confirmation. **Motion:** Confirm the mayor's appointment of Jon Gellings and Ginger Jewell to the Parks and Recreation Advisory Board for 3-year terms ending 11/30/17.*

3. **Sales Tax Exemption Request – Becky's Place Haven of Hope**

*Becky's Place Haven of Hope, a 501(c)3 organization, has applied for sales tax exemption status as allowed by HBC 3.80.050(13). The borough has granted sales tax exemption certificates to other non-profit organizations. **Motion:** Approve the request from Becky's Place Haven of Hope for sales tax exemption status, and authorize the borough clerk to issue an exemption certificate.*

4. **Ordinance 14-05-383**

An Ordinance of the Haines Borough amending Haines Borough Code Title 18, Chapter 18.90 to allow the placement of off-premises business signs on private property.

*This ordinance was introduced on 5/27 and had public hearings on 6/10 and 6/24. Following the second hearing, it was referred to the Commerce Committee for more work. That committee has returned with a significant rewrite, and it is their recommendation the current draft be substituted with this new one. Because it is substantially different, staff recommends a third public hearings. **Motion:** Substitute Ordinance 14-05-383 in its with the draft recommended by the Commerce Committee and schedule a third public hearing for 9/23/14.*

11. NEW BUSINESS ---continued---

C. Other New Business

5. Ordinance 14-08-390

An Ordinance of the Haines Borough to amend Borough Code Section 5.18.080 to allow up to five permits for special ski events each calendar year, to enable a request for temporary additions to the ski map to be submitted prior to a ski season, and to clarify that permitted special ski events are not subject to the Shared Use Policy.

*This ordinance was originally requested by Assembly Member Campbell. On 8/26, it was referred to the Commerce Committee and staff for a recommendation to come to the assembly during this meeting. The committee met on 9/2/14 and prepared a new draft to be considered for introduction. **Motion:** Introduce Ordinance 14-08-390 as redrafted and schedule a first public hearing on 9/23/14.*

* 6. Motorized Recreational Area in the Townsite

Assembly Member Campbell would like the assembly to designate an area of not less than 20 acres of Borough land as motorized recreational use. He would like the land to be selected out of lands near the landfill and the Lily Lake access road and have direct access to current clearing at the end of FAA road. This topic has been considered by the planning commission.

Motion: Refer the motorized use area proposal to the Parks and Recreation for public discussion and to borough staff for assessment.

7. Confirmation of Community & Economic Development Director Hire

*This is a department head position hired by the manager but it must be confirmed by the assembly. **Motion:** Confirm the borough manager's decision to hire Darsie Culbeck as Community & Economic Development Director.*

8. Executive Session – Plachta v. Haines Borough

Motion: Move into executive session as allowed by AS 44.62.310(c)(2) and Haines Borough Charter Section 18.03 to discuss litigation strategies with the borough attorney regarding the administrative appeal of the assembly decision to issue a temporary conditional use permit to Big Salmon Ventures; this matter qualifies for executive session as attorney-client privilege; the borough manager and borough attorney are requested to attend.

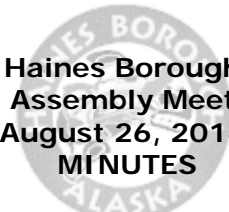
12. CORRESPONDENCE/REQUESTS

13. SET MEETING DATES

14. PUBLIC COMMENTS

15. ANNOUNCEMENTS/ASSEMBLY COMMENTS

16. ADJOURNMENT


Haines Borough
Borough Assembly Meeting #276
August 26, 2014
MINUTES

Draft

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

2. **ROLL CALL**

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

Staff Present: David **SOSA**/Borough Manager, Julie **COZZI**/Borough Clerk, Bill **MUSSER**/Chief of Police, Leslie **ROSS**/Tourism Director, Helen **ALTEN**/Museum Director, and Jila **STUART**/Finance Director.

Visitors Present: Karen **GARCIA**/CVN, Margaret **FRIEDENAUER**/KHNS, Bill and Libby **KURZ**, Mike **CASE**, Paul **WHEELER**, Jeanne **KITAYAMA**, Mario **BENASSI**, Paul **NELSON**, Patty **BROWN** (teacher), Dean **LARI**, Carla **CHAVEZ**, Lee **HEINMILLER**, Bill **MCCORD**, Scott S. **HANSEN**, Diane **SLY**, Jansy **HANSEN**, Scott **SUNDBERG**, Joseph **ORLANDO**, and others.

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

The following Items were on the published consent agenda:

Consent Agenda:

- 8B – Chilkat Center Report
- 8C – Museum Report
- 9A – Planning Commission Minutes
- 9B – Museum Minutes
- 11A2 – Resolution 14-08-584

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

4. **APPROVAL OF MINUTES** – 8/12/14 Regular

Motion: **WATERMAN** moved to “approve the minutes of the 8/12/14 assembly meeting,” and the motion carried unanimously.

5. **PUBLIC COMMENTS**

J.HANSEN and **BROWN** spoke in support of funding for the Takshanuk Watershed Council afterschool forest program.

SUNDBERG spoke in favor of Ordinance 14-08-390 (agenda item 11B1).

6. **MAYOR’S COMMENTS/REPORT**

Mayor **SCOTT** summarized her written report of her trip to Nome to attend the AML and ACoM summer meetings. It was worthwhile and she appreciated the opportunity to attend. She was also able to take advantage of the recent brief visit to Haines by Senator Begich and bend his ear about some topics of concern to Haines.

She congratulated the Foundation for the Chilkat Center on their successful grant award.

7. **PUBLIC HEARINGS**

A. **Resolution 14-07-580**

A Resolution of the Haines Borough Assembly opposing the passage of the initiative to legalize recreational marijuana in Alaska and urging voters to defeat ballot measure 2.

Mayor **SCOTT** opened the public hearing at 6:39pm.

NELSON, CHAVEZ, EINSRUCH, LARI, P.BROWN, and **HEINMILLER** spoke against the resolution.

B.KURZ spoke in favor of the mayor’s proposed substitute resolution.

Hearing no further comments, Mayor **SCOTT** closed the public hearing at 6:57pm.

Motion: **BERRY** moved to “adopt Resolution 14-07-580,” and the motion carried 4-3 with **SCHNABEL, WATERMAN,** and **CAMPBELL** opposed and the mayor breaking the tie in the affirmative.

- B. **Ordinance 14-07-384** – Second hearing
An Ordinance of the Haines Borough placing a proposition on the October 7, 2014 Haines Borough General Election ballot to amend Borough Charter Section 16.04 to remove the requirement for a runoff election if a candidate does not receive at least 40% of votes cast to be elected to borough office.

Mayor **SCOTT** opened and closed the public hearing at 7:16pm; there were no public comments.

Motion: **BERRY** moved to “adopt Ordinance 14-07-384,” and the motion carried 4-2 in a roll call vote with **CAMPBELL** and **LAPP** opposed.

- C. **Ordinance 14-07-385** – Second hearing
An Ordinance of the Haines Borough to amend Borough Code Section 11.48.50 to provide that candidates receiving the greatest number of votes cast shall be declared the winners of an election even if the greatest number of votes cast is less than 40% of the total votes cast and to eliminate the requirement for a runoff election.

Mayor **SCOTT** opened the public hearing at 7:26pm.

L.HEINMILLER spoke in opposition.

Hearing no further comments, the mayor closed the public hearing at 7:28pm.

Motion: **WATERMAN** moved to “adopt Ordinance 14-07-385,” and the motion carried 5-1 in a roll call vote with **CAMPBELL** opposed.

- D. **Ordinance 14-07-386** – Second hearing
An Ordinance of the Haines Borough providing for the addition or amendment of specific line items to the FY14 budget.

Mayor **SCOTT** opened and closed the public hearing at 7:36pm; there were no public comments.

Motion: **CAMPBELL** moved to “adopt Ordinance 14-07-386,” and the motion carried unanimously in a roll call vote.

- E. **Ordinance 14-07-387** – Second hearing
A non-code Ordinance of the Haines Borough approving the sale to Haines Brewing Company Inc. of Lot [TBD], Primary School Subdivision Plat No. 2014-[TBD], Haines Recording District, First Judicial District, State of Alaska.

Mayor **SCOTT** opened and closed the public hearing at 7:39pm; there were no public comments.

MCCORD asked if the apple trees could be saved as a condition of the sale.

Hearing no further comments, the mayor closed the hearing at 7:40pm.

Motion: **WATERMAN** moved to “adopt Ordinance 14-07-387,” and the motion carried 5-1 in a roll call vote with **CAMPBELL** opposed.

- F. **Ordinance 14-07-388** – Second hearing
An Ordinance of the Haines Borough authorizing the issuance of General Obligation Bonds in an aggregate amount not to exceed \$3,938,141 to finance up to three projects for capital improvements to school facilities of the Borough; authorizing submission to the qualified voters of the Borough at the regular Election to be held on October 7, 2014, of three propositions, one for each of the capital improvement projects authorized by this ordinance; appropriating funds for those projects that are approved by the voters; and providing for an effective date.

Mayor **SCOTT** opened and closed the public hearing at 8:04pm; there were no public comments.

Motion: **WATERMAN** moved to “adopt Ordinance 14-07-388,” and the motion carried unanimously in a roll call vote opposed.

- G. **Ordinance 14-08-389** – First hearing
An Ordinance of the Haines Borough providing for the addition or amendment of specific line items to the FY15 budget.

Mayor **SCOTT** opened the public hearing at 8:15pm.

NELSON asked for an explanation of the phrase "addition or amendment of specific line items." The mayor drew his attention to the proposed amendments listed in the ordinance document.

Hearing no further comments, the mayor closed the public hearing at 8:17pm.

Motion: **LAPP** moved to "advance Ordinance 14-08-389 to a second public hearing on 9/9/14," and the motion carried 5-1 with **CAMPBELL** opposed.

8. STAFF/FACILITY REPORTS

A. Borough Manager – 8/26/14 Report

SOSA summarized his written report.

* **B. Chilkat Center – Facility Report of July 2014**

* **C. Sheldon Museum – Staff Report of July 2014**

9. COMMITTEE/COMMISSION/BOARD REPORTS & MINUTES

* **A. Planning Commission – Minutes of 7/10/14**

* **B. Museum Board of Trustees – Minutes of 7/31/14**

C. Assembly Standing Committee Reports

SCHNABEL reported the committee met on the 8/19/14 and recommends the assembly consider a substitute signage ordinance that will come to them on 9/9/14. Additionally, the committee continues to work on a comprehensive Solid Waste Management Plan ordinance and will also be discussing the option of limiting the number of commercial tour permits in September.

10. UNFINISHED BUSINESS - None

11. NEW BUSINESS

A. Resolutions

1. Resolution 14-08-583

A Resolution of the Haines Borough Assembly authorizing the allocation of FY15 Budgeted Funds to Non-profit Organizations.

There were no public comments.

Motion: **LAPP** moved to "adopt Resolution 14-08-583," and it was amended to remove \$32,482 Community Chest from Fund 01. *Note: The amendment motion carried 4-2 with **BERRY** and **SCHNABEL** opposed.* The main motion, as amended, failed 2-4 in a roll call vote with **BERRY**, **LAPHAM**, **SCHNABEL**, and **CAMPBELL** opposed.

Motion: **BERRY** moved to "adopt Resolution 14-08-583 without amendment," and the motion carried 4-2 in a roll call vote with **WATERMAN** and **CAMPBELL** opposed.

***2. Resolution 14-08-584**

A Resolution of the Haines Borough Assembly authorizing the Borough Manager to enter into a contract with Stickler Construction Company for the Administration Building Roof Replacement project for an amount not-to-exceed \$89,005.

The motion adopted by approval of the consent agenda: "adopt Resolution 14-08-584."

B. Ordinances for Introduction

1. Ordinance 14-08-390

An Ordinance of the Haines Borough to amend Borough Code Sub-Section 5.18.080 to allow requests for special ski events to be submitted prior to a ski season for the borough manager's approval.

Motion: **BERRY** moved to "refer Ordinance 14-08-390 to the Commerce Committee and staff for a recommendation to come to the assembly on 9/9/14," and it carried unanimously.

C. Other New Business

1. Sales Tax Exemption Request – Foundation for the Chilkat Center for the Arts

Note: Foundation for the Chilkat Center for the Arts, a 501(c)3 organization, has applied for sales tax exemption status as allowed by HBC 3.80.050(13).

Motion: **WATERMAN** moved to "approve the request from Foundation for the Chilkat Center for the Arts for sales tax exemption status, and authorize the borough clerk to issue an exemption certificate," and the motion carried 5-1 with **LAPP** opposed.

12. CORRESPONDENCE/REQUESTS

A. Comments re. Chilkoot River Corridor – T.Ely

13. SET MEETING DATES

A. Commerce Committee Meeting – Tuesday, 9/2, 5:30pm, Topics: Ordinance 14-08-390 (special ski events) and Tax Incentive Program.

B. Commerce Committee Meeting – Thursday, 9/11, 10:30am, joint meeting with the Tourism Advisory Board, Topics: Limiting Number of Tour Permits (Chilkoot River Corridor)

An additional Commerce Committee Meeting will be scheduled to continue work on the Solid Waste Management Plan, date and time to be determined.

14. PUBLIC COMMENTS - None

15. ANNOUNCEMENTS/ASSEMBLY COMMENTS

SCOTT encouraged the assembly to join her at the cruise ship dock on Wednesdays.

LAPHAM will attend the 9/9/14 meeting by phone, because of a planned visit to Kensington Mine.

WATERMAN will be out of town for the 9/23 meeting and will most likely not be available to attend by phone.

16. ADJOURNMENT – 9:08 p.m.

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

ATTEST:

Stephanie Scott, Mayor

Julie Cozzi, MMC, Borough Clerk

Office of the Mayor
Haines Borough, Alaska

Proclamation

Childhood Cancer Awareness Month (September 2014)

WHEREAS, the American Cancer Fund for Children and Kids Cancer Connection report cancer is the leading cause of death by disease among U.S. children between infancy and age 15, and this tragic disease is detected in more than 15,000 of our country's young people each and every year; and

WHEREAS, one in five of our nation's children loses his or her battle with cancer, and many infants, children and teens will suffer from long-term effects of comprehensive treatment, including secondary cancers; and

WHEREAS, founded over twenty years ago by Steven Firestein, a member of the philanthropic Max Factor family, the American Cancer Fund for Children, Inc. and Kids Cancer Connection, Inc. are dedicated to helping these children and their families; and

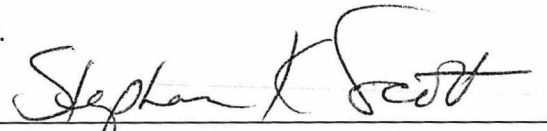
WHEREAS, the American Cancer Fund for Children and Kids Cancer Connection provide a variety of vital patient psychosocial services to children undergoing cancer treatment at Providence Alaska Medical Center in Anchorage, as well as participating hospitals throughout the country, thereby enhancing the quality of life for these children and their families; and

WHEREAS, the American Cancer Fund for Children and Kids Cancer Connection also sponsor Courageous Kid Recognition Award ceremonies and hospital celebrations in honor of a child's determination and bravery to fight the battle against childhood cancer; now

THEREFORE, I, Stephanie Scott, Mayor of the Haines Borough, do hereby recognize September 2014 as Childhood Cancer Awareness Month in Alaska, and encourage all residents of the Haines Borough to support childhood cancer patients, survivors, their families and caregivers; remember the lives of those we have lost, and encourage those who are working to improve survival rates and occurrence of this devastating disease.

Signed and Sealed on this 4th day of September, 2014.




Stephanie Scott, Mayor

Attest: 
Julie Cozzi, MMC, Borough Clerk



Haines Borough
Assembly Agenda Bill

Agenda Bill No.: 14-498
Assembly Meeting Date: 9/9/14

Business Item Description:	Attachments:
Subject: FY15 Budget Amendment Ordinance	1. Ordinance 14-08-389 - DRAFT 2. Memo from the CFO re. Additional Amendment 3. Budget Amendment Worksheet 4. Memo from the Clerk re. Funds for Promotional Campaign
Originator: Finance Director	
Originating Department: Finance	
Date Submitted: 8/4/14	

Full Title/Motion:
Motion: Adopt Ordinance 14-08-389.

Administrative Recommendation:
The borough manager recommends adoption.

Fiscal Impact:

Expenditure Required	Amount Budgeted	Appropriation Required	Projected Impact to Future Operating Budgets
\$ see ordinance	\$ see ordinance	\$ see ordinance	

Comprehensive Plan Consistency Review:
Comp Plan Goals/Objectives: _____
Consistent: Yes No

Summary Statement:
This provides for the addition or amendment of the FY 15 budget. Revisions include: 1) reduce projections for FY15 property tax receipts; 2) appropriate Sewer Fund user fees to reroute and repair the main on Mathias; 3) budget for a grant from the State of Alaska for fish waste disposal; 4) appropriate areawide general funds to conduct a promotional campaign for ballot initiatives sponsored by the Haines Borough; and 5) Title III federal forest receipts for after school forest-related education.

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

Assembly Action:
Meeting Date(s): 8/12, 8/26, 9/9/14
Public Hearing Date(s): 8/26, 9/9/14
Postponed to Date: _____

AN ORDINANCE OF THE HAINES BOROUGH, PROVIDING FOR THE ADDITION OR AMENDMENT OF SPECIFIC LINE ITEMS TO THE FY15 BUDGET.

BE IT ORDAINED BY THE ASSEMBLY OF THE HAINES BOROUGH, ALASKA:

Section 1. Classification. This ordinance is a non-code ordinance.

Section 2. Effective Date. This ordinance shall become effective immediately upon adoption.

Section 3. Appropriation. This appropriation is hereby authorized as part of the budget for the fiscal year July 1, 2014 through June 30, 2015.

Section 4. Purpose. To provide for the addition or amendment of specific line items to the FY15 budget as follows:

(1) To reduce projections for FY15 property tax receipts. Increased senior exemption applications and appeals of real property values resulted in lower than anticipated tax bills.				
		Current FY15 Budget	Proposed FY15 Budget	Fund Balance Increase / (Decrease)*
01-01-09-4011	Property Tax – Areawide General	\$1,645,000	\$1,607,500	(\$37,500)
02-01-09-4011	Property Tax – Townsite Service Area	414,000	405,500	(8,500)
25-01-00-4021	Property Tax – Fire Dist. #1	203,000	198,500	(4,500)
75-01-00-4021	Property Tax – Library Bond	14,100	13,785	(315)
76-01-00-4021	Property Tax – 2005C School Bond	388,400	379,715	(8,685)
Total reduction in projected property tax revenues				(\$59,500)
(2) To appropriate \$20,000 of Sewer Fund user fees to reroute and repair the main on Mathias. The total project cost is estimated to be \$60,000 but \$40,000 appropriated from the CIP fund in FY15 for “Townsite Water & Sewer Line Repairs/Upgrades” will be used for the balance. The current unrestricted reserves for the sewer fund are approximately \$750,000.				
		Current FY15 Budget	Proposed FY15 Budget	Fund Balance Increase / (Decrease)*
91-50-00-7392	Sewer Fund Project Expenditures	\$0	\$20,000	(\$20,000)
(3) To budget for a grant from the State of Alaska for Haines Borough Fish Waste Disposal. This grant was approved by the Assembly with resolution #14-03-540.				
		Current FY15 Budget	Proposed FY15 Budget	Fund Balance Increase / (Decrease)*
31-01-00-4341	State of Alaska Revenue	\$0	\$37,500	\$37,500
31-01-00-7392	Project Expenditures	\$0	\$37,500	(\$37,500)
Net cost to Borough for Fish Waste Disposal				\$0
(4) To appropriate \$3,000 of areawide general funds to conduct a promotional campaign for ballot initiatives sponsored by the Haines Borough.				
		Current FY15 Budget	Proposed FY15 Budget	Fund Balance Increase / (Decrease)*
01-01-11-7340	Assembly Advertising	\$3,750	\$6,750	(\$3,000)

ORDINANCE # 14-08-389

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

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: 08/12/14
Date of First Public Hearing: 08/26/14
Date of Second Public Hearing: 09/09/14

Memo



To: Haines Borough Mayor & Assembly
From: Jila Stuart, Finance Director
Cc: Dave Sosa, Borough Manager
Date: September 4, 2014
Re: Addition to Ordinance#14-08-389

At the August 26 meeting the Assembly approved recommended funding for non-profit organizations in FY15 which would require a budget amendment appropriating restricted Title III Forest Receipts from Fund 21 to be appropriated to Takshanuk Watershed Council for their *Living in the Forest* after school forest related education program. This amendment is necessary in order to accomplish the funding plan outlined in the resolution:

To appropriate \$16,995 of Title III federal forest receipts for after school forest related education.				
		Current FY15 Budget	Proposed FY15 Budget	Fund Balance Increase / (Decrease)*
21-01-00-7392	Professional Services	\$0	\$16,995	(\$16,995)

HAINES BOROUGH

Proposed Amendments to the FY15 Budget - Ordinance #14-08-389



	Area-wide General	Townsite General	Fire Service Areas	Library Bond	School Bond	Sewer Enterprise Fund*	
FUND	01	02	25	75	76	91	
Projected Fund/Cash Balance as of 06/30/2014 \$	2,478,403	1,498,858	48,954	1,271	2,755	852,995	
FY15 Adopted BUDGET Excess Revenue Over (Under) CASH Expense	(19,694)	(279,708)	(8,903)	(48)	107	(5,275)	Totals
Proposed Amendments:							-
1. Adjustments to property tax revenues	(37,500)	(8,500)	(4,500)	(315)	(8,685)		(59,500)
2. Mathias sewer main project						(20,000)	(20,000)
3. Fish waste disposal grant							-
4. Ballot initiative promotion	(3,000)						(3,000)
PROPOSED Excess Revenue Over (Under) CASH Expense	(60,194)	(288,208)	(13,403)	(363)	(8,578)	(25,275)	(82,500)
Proposed Fund/Cash Balance 06/30/2015 \$	2,418,209	1,210,650	35,551	908	(5,823)	827,720	(82,500)
Annual Operating Budget	4,833,694	1,219,088					
Projected Fund Balance as % of Operating Budget	50%	99%					
Amount in excess of 6 months of operating budget	1,362	601,106					

* The cash balance is shown instead of the fund balance and the cash budget is shown which does not include depreciation expense



Memo from the Clerk

Date: August 12, 2014
To: Mayor and Assembly
Cc: Borough Manager
From: Julie Cozzi, MMC, Borough Clerk
Re: Assembly Promotion of Ballot Measures

FY15 budget amendment Ordinance 14-08-389 is offered for introduction on the 8/12 assembly agenda. One of the amendments appropriates funds to conduct a promotional campaign for the propositions anticipated to be on the Haines Borough Election ballot in October.

A municipality may use public funds to influence the outcome of an election concerning a ballot proposition or question, but only if the funds have been specifically appropriated. [AS 15.13.145\(b\)](#) and [2 AAC 50.356\(a\)](#).

So, assuming the assembly wishes to conduct a promotional campaign, the questions are:

- 1. How much to appropriate** (\$3,000 was placed in the draft ordinance as a starting point for discussion, and there is no requirement to use all that is appropriated),
- 2. What promotional methods to use**, and
- 3. Who will design the materials** (past efforts have involved the mayor and a couple of assembly members).

The last time the assembly promoted a ballot proposition was 2012 when the borough opted out of the state's financial disclosure requirements. \$1,500 was appropriated, and \$882 was ultimately expended. The expenses included printing and postage for a mass box-holder mailing and two CVN display ads.

Since Proposition #1 (40% election percentage) and the bond measures are quite dissimilar, it would be very difficult to promote them within the same ads. Each message should be very clear, and trying to have everything together would tend to muddle things for the voter. Therefore, I recommend separate promotional campaigns.

In my opinion, a box-holder mailing is the least effective means for getting the word out; a large number of the mailers seem to end up in the recycle bins at the post office, for one thing. In this age of technology, I would recommend the assembly consider the following methods, some of which would have little to no cost:

- CVN display ads, paid commentaries, and letters to the editor
- KHNS advertising, news-spots, and interviews such as *Talk Around Town*
- Colorful posters on bulletin boards all over the area
- Mailings to those on the permanent absentee voter list and those who have applied for an absentee ballot
- Prominent information on the borough's website
- Community Website advertising
- School Board helping to promote the bond measures
- Officials speaking to various groups/organizations, e.g. Chamber of Commerce
- Other Ideas?



MANAGER'S REPORT

DATE: September 9, 2014
 TO: Mayor and Borough Assembly
 FROM: David B. Sosa, Borough Manager

BOROUGH ADMINISTRATION MISSION

Under the guidance and direction of the Borough Assembly, the mission of the Haines Borough Administration is to deliver critical and desired services; to protect the safety and well-being of the community; and to create conditions for a vibrant, sustainable economy that enhances and safeguards quality of life

Manager's Comments:

Economic Development Incentive Program: A working group reviewed the DRAFT on 4 September and recommended changes. The group will revise and submit an amended draft within 2 weeks.

Supervisor Training: From 27-29 August the Department Heads participated in a Supervisors Training Course offered by Ms. Mila Cosgrove, the Human Resources Director for the City and Borough of Juneau. The training covered a variety of topics including significant emphasis on performance appraisal, documentation, counseling, and legal aspects of Human Resource Management. Based on the information provided HR related activities.

SATP Meeting: On 10 September representatives from State DOT will be on hand to take comment on the Southeast Alaska Transportation Plan. The draft of this plan was provided some time ago and a link to the plan was included in the Managers Update of 22 July 2014. There will be an opportunity for Assembly and select staff to meet with the group on the 10th at 10:00 AM in the Borough Conference room. The report can be accessed at <http://dot.alaska.gov/sereg/projects/satp>

ICMA Conference: Between September 11 and September 18 2014 the Manager will be attending the International City County Management Association Conference in Charlotte, NC. During the Manager's absence his duties will be handled by the Borough Clerk

Internet/E-Mail & Computer Use Policy: Mr. Warren Johnson, our IT consultant, has developed a DRAFT Policy for Computer use that is currently being reviewed by staff. This Policy will apply to all users of Borough technology equipment and services. A cell phones use policy is also being developed.

Lutak Sink Hole: On 3 September a Sink Hole was discovered on the Lutak Dock. PND Engineers were in town for a separate project and took time to assess the impact. We anticipate a DRAFT of the Structural Assessment within the next 3 weeks.



SDIC Training: CBJ is bringing specialists to Juneau to provide some training on Systematic Consent Building. It is a way of looking at how to move potentially controversial projects through the public process. The Manager has been invited to participate and will attend between Sept 30 – Oct 2.

Tour Operation Code of Conduct Alleged Violations: Several allegations have been made regarding violations of the Tour operator Code of Conduct. The Director of Tourism has been directed to investigate and provide a detailed update to the Manager by September 12, 2014.

Legal: The Borough is currently tracking/awaiting feedback on the following items:

- A legal opinion regarding the Kochu Trust Property Tax determination
- A legal opinion on use of proceeds from sale of lands to fund utility extensions
- Finalization of the Minor Offenses Ordinance
- Platchka v. Haines

Maintenance Agreements: The Borough is in the process of negotiating Maintenance Agreements with the Haines Senior Citizens Center Inc and the Haines Borough School District to agree responsibilities regarding Operations & Maintenance of these facilities.

Impound Yard: The Police Chief and the Director of Facilities are developing plans for an impound yard. More information to follow.

State of Alaska Lease 2259 is scheduled to expire in March of next year and the State Department of Administration, Division of General Services has confirmed they would like to remain in the leased space. We are negotiating the details of the lease and will have a completed document shortly.

Clerk's Office

Elections: Ballots are expected from the printer by September 8, and staff will begin sending them out to the voters who have applied for absentee-by-mail (ABM) ballots. We will continue to receive ABM applications through September 26. After that time, those requiring remote voting have the option of applying for an absentee-by-fax (ABF) ballot. ABF applications will be received through October 6. Early or Absentee-in-Person voting begins September 22 in the Borough Administration Building, 9-5 M-F. The official sample

ballot has already been received and staff is making copies as needed for the public and for posting. The 2014 borough election officials have been identified and the annual election worker staff training is scheduled for September 18. Reminder! Voters must be registered with a Haines Borough physical address no later than September 7th in order to qualify to vote in the October 7 Borough Election: www.elections.alaska.gov

Recognizing Staff: Deputy Clerk **Krista Kielsmeier** went the extra mile to appeal to DEC to reconsider the score the borough received on its grant application for the wastewater treatment facility. The state took another look and, thanks to Krista's initiative and well-written appeal, the borough received 25 more points! This puts us in a much better position to get funds. Though not legally-required, Administrative Assistant **Kathy Friedle** wrote one last letter to the owners of three foreclosed properties scheduled to be deeded to the borough on September 16. This resulted in one owner coming in to redeem their property. So, this stays on the tax roll which is a very good thing.

Community & Economic Development: NSTR

Facilities & Public Works:

Borough Radio Communication System and E-911

The contractor is waiting for the FCC to approve the new narrowband license applications that were submitted by the Borough.

High School Air Handling Units

This contractor has completed the punch list items listed by the design engineer. Project is awaiting final inspection before acceptance.

Third Avenue Reconstruction Paving was completed on August 31. The contractor is working on final clean-up and details of the project. Substantial completion inspection is scheduled for the week of September 8. Project is scheduled to be 100% by end of September.

Picture Point Topographical surveying was completed and submitted to the Borough on July 14. A design proposal from PND has been submitted and staff is currently in the permit process with the State.

Library Building Controls Conversion This work is substantially complete. Training is scheduled to take place September 11 & 12.

Chilkat Center for the Arts Window Replacement Contract has been awarded to Stickler Construction of Haines. Work is scheduled to begin in September.

Administration Building Window Replacement Window replacement is scheduled for the finance office in October. The existing windows are in very poor condition and will be replaced with new triple pane windows.

Borough Administration Building Roof This contract has been awarded to Stickler construction and work is scheduled to begin in October.

Oslund Dr. Paving Paving was completed on Oslulnd Drive August 31. The contractor also paved 300' up Young Rd from the Oslund intersection to address drainage and grading issues.

Third Avenue Contaminated Soil Bids for the disposal of the Third Avenue contaminated soil were opened on September 4. Bicknell Construction out of Juneau was the low bidder and will be awarded the contract pending Assembly approval.

Geo Tech Investigation Geotechnical drilling for environmental and structural investigation of the Portage Cove Boat Harbor began the week of September 1 and will continue through the middle of September. This work

Finance:

Sales Tax: Staff continues to work on collecting delinquent sales tax. Several delinquent businesses are on payment plans. One recently paid the entire tax due and has asked for a payment plan to pay penalty and interest over the next six months. We had a court date in small claims court for another delinquent tax which resulted in a 60 day extension for the taxpayer to file delinquent returns and make payment.

Property Tax: The first half of 2014 property tax was due Sep 2

Annual Audit: Staff is busy preparing for the annual audit which will take place September 22-26

Fire & Emergency Services: NSTR

IT: NSTR

Land Assessment-Planning & Zoning:

State Driveway/Approach Permit - P&Z Tech Cui is working with Public Facilities Director Carlos Jimenez on obtaining a state driveway permit for the development on lot 4, Picture Point Subdivision.

LiDAR data - a "window of opportunity" is available to the Borough for purchasing a LiDAR data set that will enhance the GIS currently in place. Assessor Olsen and P&Z Tech Cui provided a report in greater detail. (see attached)

Police:

Personnel: Interview Questions set for Police Officer Selection looking to conduct interviews next week with candidates. Officer Patterson away on leave this week and into next for testing in Indiana, will provide an update once I have more back from him on his progress. Conducted training in basic firearms handling and use of force with Reserve Officer Hinkle. Dispatch down to 3 FT employees working 12 hour shifts, due to the LOAs of two dispatchers and the end of temporary employment of Shelly Turner, who has returned to school in Fairbanks.

Events: Mardi Gras completed without incident, no other events scheduled at this time to my knowledge (but I didn't know about Mardi Gras until a couple of days prior).

Activities: Will be completing Minor Offense review this weekend with recommendation by Monday, 9/8/14.

Ports & Harbor

South Portage Cove Harbor: PHAC will be forwarding a letter to the Assembly requesting Alaska Department of Sport Fishing grant money for launch ramp and boarding float in South Portage Cove Harbor.

Dump Trailer: The Chair of PHAC will be forwarding a request for a dump trailer for reconsideration by assembly.

Sink Hole: A new sink hole developed in Lutak Dock, PND engineers investigating as part of their study of the dock.

Drilling: A drilling rig began drilling is beginning in the harbor on 4 September. Notices have been posted around town, on the radio, newspaper and at the harbor.

Sheldon Museum & Cultural Center : NSTR

Tourism:

Visitor Center Numbers are slowing down heading into September. We are preparing to work on our 2015 Travel Planner, updating business information, photos, and excited about a new map that Tracy is helping with.

PC Dock & Ship Visits The visiting Oosterdam on August 27th again had great numbers of people in town and booking local tours. Information Coordinator, Tammy Piper organized a lunch for our PC Dock Volunteers and People Mover drivers. Mayor Scott has been invited to attend as well.

Speaking of the People Mover Cart- it's health is up and down and it may be time for a replacement soon!

Permitting and Tours Working with Commerce Committee and local operators to re-design Title V. New code will assist with planning of Special Events and tour permitting procedures. Tourism Director is working on a new Code of Conduct and is looking into creating a group/committee of stakeholders to work on the progress and planning of the area.

FAM Trip FAM trip was a hit. The visitors from various adventure travel companies experienced a great catered two days of the best of Haines. Highlights were a Chilkat Guide river trip with an extraordinary tour and production at Klukan. Great attendance at the Halsingland reception with tour operators and local celebrities.

Travel Tourism Director is traveling with Mayor Scott to attend the Southeast Conference the second week of September.

LiDAR Teleconference August 27, 2014

Attending: Tracy Cui, Dean Olsen, Charles Barnwell

I. Origination of LiDAR Discussion

- A. Contract assessor, Marty McGee, referred Charles E. Barnwell, Alaska Regional Geomatics Manager, for Merrick & Company to Haines Borough Manager, David Sosa.
- B. Charles is working with a firm who is flying the pipeline (TAPS) corridor in September to map it with LiDAR.
- C. Charles recognized the “*window of opportunity*” for the Haines Borough to potentially use this firm upon the firm’s aircraft returning down the Alcan to Washington after the TAPS project is completed in late September. (Charles has worked with this firm on several Alaska DOT projects with great success [data was used to provide engineering mapping for DOT.]
- D. As former GIS manager for the Municipality of Anchorage Charles was able to acquire LiDAR for the urban part of Anchorage in 2002, which he states, “*has served Anchorage well for many uses & for many years now, and it was a good investment.*”

II. What is LiDAR?

- A. LiDAR, which stands for Light Detection and Ranging, is a remote sensing method that uses light in the form of a pulsed laser to measure ranges (variable distances) to the Earth. These light pulses—combined with other data recorded by the airborne system— generate precise, three-dimensional information about the shape of the Earth and its surface characteristics.
- B. A LiDAR instrument principally consists of a laser, a scanner, and a specialized GPS receiver. Airplanes and helicopters are the most commonly used platforms for acquiring LiDAR data over broad areas.
- C. LiDAR is a valuable dataset to serve as a base for many uses, for example:, watershed mapping, wetland mapping, roads engineering, etc. The good news these days is that LiDAR is less expensive to acquire, the instruments (sensors) are better, and the processing is better so that you get a good product usable in GIS pretty easily. The typical LiDAR data used in GIS is a digital elevation model (DEM) and other related data such as intensity imagery. With the DEM you can make topo contours, as well as a hillshade and other bases that are great for making your GIS data better overall.

III. Uses & Benefits

- A. LiDAR data has a higher sample density. The higher sample density improves results for certain applications, such as base mapping, floodplain mapping, transportation & utility corridor mapping, etc.
- B. All these applications can take advantage of combining LiDAR and GIS to conduct analysis and manage LiDAR data.
- C. LiDAR data can be collected quickly with very high accuracy. Mr. Charlie Barnwell said it will only take one or two days to collect the data within the Haines Townsite if the weather condition is good.
- D. LiDAR is the long term dataset useful for at least 10 years.
- E. LiDAR data will provide benefits to various Borough departments, such Assessment, P&Z, Water/Sewer, Public Facilities, Police/Fire/EMS department, etc. For example:
 - Public Facilities: it is particularly useful for identify water features as well as changes from land development and road construction; it is also helpful to check encroachments in the Borough Right-of-Way that may not be visible from roadways.

LiDAR Teleconference August 27, 2014

Attending: Tracy Cui, Dean Olsen, Charles Barnwell

- P&Z Department: it is helpful to identify features called out in survey descriptions to assist the land department in digitizing a representation of a survey boundary for general reference through our GIS system; it is also helpful for identifying buildings that have been constructed, and buildings that may have been evaluated on the wrong parcel.
 - Assessment: it is helpful to review new and modified buildings for tax assessment, location of property, and planning assessment cycles.
 - Water/Sewer: having the ability to display 2-foot interval contours is a big help for determining water flow for drainage.
 - Police/Fire/EMS: P&Z can use the LiDAR data to locate structures and drop address points to aid Dispatch. It is helpful for dispatchers to guide emergency responders; also, LiDAR data can be used as part of the 911 emergency dispatch system.
- F. LiDAR can be used on a regular basis to support the applications for grant funding for the Borough.

IV. Cost

- A. An initial “mobilization” cost is charged for getting the aircraft & equipment to the mapping location in addition to expenses for time spent on site.
- B. A “Surveyor Control” fee is involved, but that cost is unknown to date.
1. What is “Surveyor Control”? : For surveys performed, utilizing Global Positioning Systems (GPS), there is not a directly measured closed network, and therefore relative accuracy cannot be represented in the same manner. In the late 1990’s came the commercial prevalence of Aerial LiDAR applications – which similar to GPS technology did not conform to the traditional method of defining surveying accuracy. There was a need to develop a method to represent accuracy of point data and digital mapping products. The National Standard for Spatial Data Accuracy (NSSDA) was implemented by the Federal Geographic Data Committee (FGDC) to define absolute accuracies – not as a ratio, class or order, but as a unit of measure.
 2. A per acre cost is associated with the contour selected, (i.e. 2 ft. contour vs. 4 ft. contour). The 2 ft. contour is more expensive, but it is often the standard required if data is later used to acquire grants. It is estimated that the per-acre cost for 2 ft. contour is from \$3 to \$4.00/acre.
 3. Size of area for LIDA mapping
 - a. LiDAR mapping of the entire Haines Borough which totals almost 1.5 million acres would be a multi-million dollar project. Therefore, selecting the area to map must focus on maximum use potential of area covered, and reducing the size of the mapping area to make the project affordable for our municipality.
 - b. The Haines Borough Townsite has the highest density of real property as well as roads & other related infrastructure. The Haines Townsite is approximately 8,600 acres.

LiDAR Teleconference August 27, 2014

Attending: Tracy Cui, Dean Olsen, Charles Barnwell

C. Estimated cost of identified LiDAR mapping area: 8,600 acres x \$3-\$4.00/acre = \$26,000-\$35,000, (minimum).

V. Conclusion

A. This report was generated in response to notification that a “window of opportunity” is available to the Haines Borough for purchasing a LiDAR data set that will enhance the GIS currently in place. The time frame is approximately three weeks from the date of this report, or late September. As mentioned at the beginning of the report, this is the approximate date the firm Charles Barnwell is working with for the TAPS project up north will be returning to Washington. It is anticipated that the Haines Borough could benefit from a reduced mobilization fee as a result of taking advantage of the “window of opportunity.”

B. Acquisition of the LiDAR mapping will benefit many departments within the Haines Borough not only from enhanced GIS that will have increased quality & accuracy, but also from the products generated from the GIS for location orientation, mapping, planning, and even application for potential revenue from grants.

C. The estimated cost of the project is going to be in the neighborhood of \$40,000 and could be upward of \$50,000. While this is a very crude estimate it is close enough to determine whether further steps should be taken to pursue a contract with the company that will be traveling by the Haines Borough in late September.

D. Further direction on the topic is requested once it is determined the project can be funded.

Dean Olsen
Tracy Cui

Assessor
Planning & Zoning Technician

July 2014 Haines Vol. Fire Dept. Monthly Report

The Haines Vol. Fire Dept. had one fire callout in August. The call was to assist with an ATV accident in an off road event. Fire callouts for 2014 totals 17. The Haines Vol. Fire Dept. responded to 26 ambulance callouts in August. Calls included a seizure, two with alcohol abuse, a head trauma, a burn, a respiratory distress, three motor vehicle accident responses, a suicide, a standby, a patient refusal, and 14 medivac/transport. Ambulance callouts for 2014 total 166. There were no SAR callouts in August. SAR callouts for 2014 total 1.

The first joint meeting for August was a business meeting followed by a forward lay fire attack scenario training. Water supply was a tanker shuttle using Tanker 3 & Tanker 5 for fire responders. EMS responders reviewed equipment procedures and protocols. Both groups did a walk thru and preplan of the new Veterans apartment complex. EMS training meeting was run reviews presented by Physician sponsor Dave McCandless. Elaborating on protocols involved during reviewed calls helps prepare for future events. Fire training started with a quiz on Firefighter 1 ladder use, this was followed by a review of ladder identification, setup, use and safety. Thanks goes out to Fire LT. Chuck Mitman for coordinating this training.

Don Hotch was accepted as a probationary member. Don recently became FFI and EMT1 certified. Thanks goes out to all for responding at all hours everyday.

Medic 1 has been repaired and is now make in service.

Volunteer Hours for August 2014

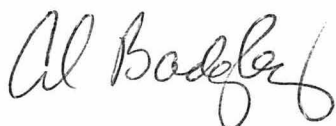
HVFD Fire 86	HVFD Ambulance 198	SAR
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Volunteer Hours for 2014

HVFD Fire 1115	HVFD Ambulance 2433	SAR 341
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Total Volunteer Hours HVFD for 2014	3889 Hours
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Respectfully Submitted,



AL Badgley HVFD Training Officer



Haines Borough
PLANNING COMMISSION
RECORD OF DECISION

DATE: August 14, 2014

TO: Borough Assembly

FROM: The Haines Planning Commission

PLANNING COMMISSION DECISION:

Motion: **Lende** moved to “support the motions in the Downtown Revitalization Committee (DRC) report and send those recommendations to the Assembly”. **Hedden** seconded it. The motion carried 5 unanimously.

RATIONALE: The DRC is an official committee of the Borough. The commission reviewed the report and endorsed the recommendations that were made by the DRC. The commission appreciated its efforts to this community.

SUBMITTED BY Rob Goldberg (signature)
Rob Goldberg
Planning Commission Chair

Downtown Revitalization Committee Report:

Vision Statement:

A downtown core that is clean, well maintained, vibrant, and provides a variety of services, retail choices, and housing.

Goal Statement:

Economic development, increase in foot traffic, and infrastructure development in the downtown improvement district.

Defined Downtown Improvement District Phase 1:

Main Street from the harbor to 6th Avenue and a block east & west.

Current Recommendation to the Planning Commission:

1. Trash Management:

Motion: Committee moved to recommend that the Borough instigate a comprehensive waste management program for the Downtown Business District.

2. Signing:

Motion: Committee moved to recommend to the Manager the investigation of "Downtown Business District" directional signs from all the ports of entry.

3. Brewery on Main Street:

Motion: Committee moved that the DRC recommend to the Assembly the borough sale of downtown property to the Haines Brewing Company.

4. Year round access:

Motion: Committee moved to recommend the Borough to make the downtown business district walk able and friendly to foot traffic year-round. (Including researching feasibility of sidewalk snow removal)

More discussion will take place on the feasibility of downtown businesses being open year-round and strategies to support that.

Ideas that will be up for discussion in the next few meetings:

Well Maintained:

- ❖ A regular maintenance schedule for downtown borough assets.
- ❖ A garbage can and pet waste disposal center every two blocks.
- ❖ Litter and lack of garbage management fine enforcement.
- ❖ An ordinance to fine for lack of maintenance of vacant buildings.
- ❖ An ordinance to fine for buildings remaining vacant for more than one year.
- ❖ Tax incentive program for new paint, trim or façade improvement in the downtown improvement district.
- ❖ Tax incentive program for flowers and landscaping improvement in the downtown improvement district.

Retail Choices & Housing:

- ❖ Tax incentive program for new construction of approved multi-family housing within the downtown improvement district.
- ❖ Tax incentive or grant program for development of approved new or unique retail businesses within the downtown improvement district.
- ❖ Tax incentive or energy grant program for retail businesses remaining open year round in the downtown improvement district.

Signing:

- ❖ Design for simple directional signs to be developed leading to **Downtown Business District** from ports of entry:
 - Ferry
 - Cruise ship dock
 - Small boat harbor
 - Highway
 - Airport

8/5/14

Lenise Henderson Fontenot
Chair



Agenda Bill No.: 14-506
 Assembly Meeting Date: 9/9/14

Business Item Description:	Attachments:
Subject: Appoint Election Workers for the October 7, 2014 Borough Election	1. Resolution 14-09-585
Originator: Borough Clerk	
Originating Department: Administration	
Date Submitted: 9/4/14	

Full Title/Motion:
 Motion: Adopt Resolution 14-09-585.

Administrative Recommendation:
 This resolution is required by HBC 11.40.010.

Fiscal Impact:

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

Comprehensive Plan Consistency Review:

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

HBC 11.40.010 provides that prior to each election the borough clerk, with assembly approval through resolution, shall appoint election workers for each polling place, and if a worker is unable to serve on election day, the clerk may appoint a replacement. Additionally, the election workers shall be compensated for their services as is determined by assembly resolution. The FY15 budget provides for specific hourly rates and estimates the number of hours based on previous elections, and it is anticipated the budget will be sufficient for the October 7, 2014 Election.

This resolution complies with the code requirements.

Referral:

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

Assembly Action:

Workshop Date(s):	Public Hearing Date(s):
Meeting Date(s): 9/9/14	Tabled to Date:

A RESOLUTION OF THE HAINES BOROUGH ASSEMBLY APPOINTING ELECTION OFFICIALS FOR THE REGULAR ELECTION TO BE HELD OCTOBER 7, 2014, AND ESTABLISHING THE WAGES.

WHEREAS, HBC 11.40.010 provides that prior to each election, the borough clerk, with assembly approval through resolution, shall appoint election workers for each polling place, and if a worker is unable to serve on election day, the clerk may appoint a replacement; and

WHEREAS, the election workers shall be paid such compensation for their services as is determined by resolution of the assembly; and

WHEREAS, the FY15 budget provides for specific hourly rates and estimates the number of hours based on previous elections, and it is anticipated the budget will be sufficient for the October 7, 2014 Election,

NOW, THEREFORE, BE IT RESOLVED by the Haines Borough Assembly:

Section 1. The following persons shall be appointed election officials and alternates for the Haines Borough Regular Election to be held on October 7, 2014:

Precinct 33-545 – Haines #1

Jeannette Heinrich – Chair/Judge
Donna Truax-Hess – Judge/Alternate Chair
Leslee Downer – Judge
Diann Ahrens – Judge
Melissa Aronson – Clerk
Donna Catotti – Clerk

Precinct 33-550 – Haines #2

Frances Perry – Chair/Judge
Holly Thomas – Judge/Alternate Chair
Aimee Jacobson – Judge
Jessie Morgan – Clerk
Deb Stanford – Clerk;

Section 2. Should any of these persons be unable to work as an election official on Election Day, the borough clerk is hereby authorized to appoint a qualified replacement; and

Section 3. The election chair/judges shall be paid \$12.50 per hour, and the election judges and clerks shall be paid \$11.00 per hour.

Adopted by a duly-constituted quorum of the Haines Borough Assembly on this ____ day of _____, 2014.

Stephanie Scott, Mayor

ATTEST:

Julie Cozzi, MMC, Borough Clerk



Haines Borough
Assembly Agenda Bill

Agenda Bill No.: 14-509

Assembly Meeting Date: 9/9/14

Business Item Description:	Attachments:
Subject: Support Grant Application for Construction of Two-Lane Boat Launch Ramp with Boarding Float	1. Resolution 14-09-586 2. Borough Manager Letter to Alaska Department of Fish and Game 3. PND Engineers' Preliminary Budget Estimates 4. Concept Drawing
Originator: Harbormaster	
Originating Department: Ports & Harbors	
Date Submitted: 8/22/14	

Full Title/Motion:

Motion: Adopt Resolution 14-09-586.

Administrative Recommendation:

This resolution is recommended by the Port and Harbor Advisory Committee.

Fiscal Impact:

Expenditure Required	Amount Budgeted	Appropriation Required	Projected Impact to Future Operating Budgets
\$ 0	\$ 0	\$ 0	Later resolution would accept grant

Comprehensive Plan Consistency Review:

Comp Plan Goals/Objectives:
Objective 4B, page 312

Consistent: Yes No**Summary Statement:**

The Haines Borough is requesting funding for construction of a new two-lane boat launch ramp with boarding float and upland parking improvements for Portage Cove Harbor. PND Engineers, Inc. in July 2014 estimated the construction bid price for this work at \$3,313,300. The Alaska Department of Fish and Game, through its Division of Sport Fish, offers Federal Aid in Sport Fish Restoration grant funding that could reimburse 75 percent of this estimated project cost (\$2,484,975) over a several-year period. The Port and Harbor Advisory Committee recommended proceeding with the grant application. The funding request has been reduced from 75 percent of the total estimated project budget (\$3,661,717.50) on the recommendation of Fish and Game, based on a projection of limited grant funding. The Borough is able to provide the matching 25 percent non-federal and non-restrictive funding required (\$828,325) for the grant with Harbor Deferred Maintenance funds received from the State of Alaska upon transfer of the harbor from the State to the Haines Borough.

Referral:

Referred to:

Referral Date:

Recommendation:

Meeting Date:

Assembly Action:

Meeting Date(s): 9/9/14

Public Hearing Date(s):

Postponed to Date:

A Resolution of the Haines Borough Assembly supporting a grant application for construction of a two-lane boat launch ramp with boarding float and upland parking improvements for Portage Cove Harbor through the Alaska Department of Fish and Game.

WHEREAS, the Haines Borough is requesting funding for construction of a new two-lane boat launch ramp with boarding float and upland parking improvements for Portage Cove Harbor; and

WHEREAS, PND Engineers, Inc. in July 2014 estimated the construction bid price for this work at \$3,313,300; and

WHEREAS, the Alaska Department of Fish and Game, through its Division of Sport Fish, offers Federal Aid in Sport Fish Restoration grant funding that could reimburse 75 percent of this estimated project cost (\$2,484,975) over a several-year period; and

WHEREAS, the Port and Harbor Advisory Committee recommended proceeding with the grant application; and

WHEREAS, the funding request has been reduced from 75 percent of the total estimated project budget (\$3,661,717.50) on the recommendation of Fish and Game, based on a projection of limited grant funding; and

WHEREAS, the Borough is able to provide the matching 25 percent non-federal and non-restrictive funding required (\$828,325) for the grant with Harbor Deferred Maintenance funds received from the State of Alaska upon transfer of the harbor from the State to the Haines Borough,

NOW, THEREFORE, BE IT RESOLVED that the Haines Borough Assembly supports the grant application for construction of a two-lane boat launch ramp with boarding float and upland parking improvements for Portage Cove Harbor through the Alaska Department of Fish and Game.

Adopted by a duly-constituted quorum of the Haines Borough Assembly on this ____ day of _____, 2014.

Stephanie Scott, Mayor

Attest:

Julie Cozzi, MMC, Borough Clerk

July 8, 2014

Mike Wood, Asst AMB
Alaska Department of Fish and Game
Sports Fish Division
2030 Sea Level Drive, Suite 205
Ketchikan, AK 99901

- Enclosure (1) Engineers conception of new launch ramp, boarding float and parking
- (2) Engineers estimate for construction

Mr. Wood,

The Haines Borough is requesting \$2,484,975 in funding for construction of a new two lane launch ramp with boarding float for Portage Cove Harbor. The Haines borough is able to provide the matching 25% non-federal and non-restrictive funding. These funds will be available throughout the construction project.

The Haines Borough is willing and able to enter into a cooperative agreement with the Division of Sport Fish for the purposes of the Borough agreeing to maintain the boarding float, launch ramp and parking area for the life of the facility.

The Haines Borough owns the tidelands and uplands for the facility location and Haines Borough has the right and need to build the launch ramp, boarding float and parking area.

Please feel free to call with any questions.

Respectfully,

David Sosa
Haines Borough Manager

**SOUTH PORTAGE COVE HARBOR EXPANSION
BOAT LAUNCH RAMP, BOARDING FLOAT & PARKING IMPROVEMENTS**

Preliminary Budget - July 1, 2014

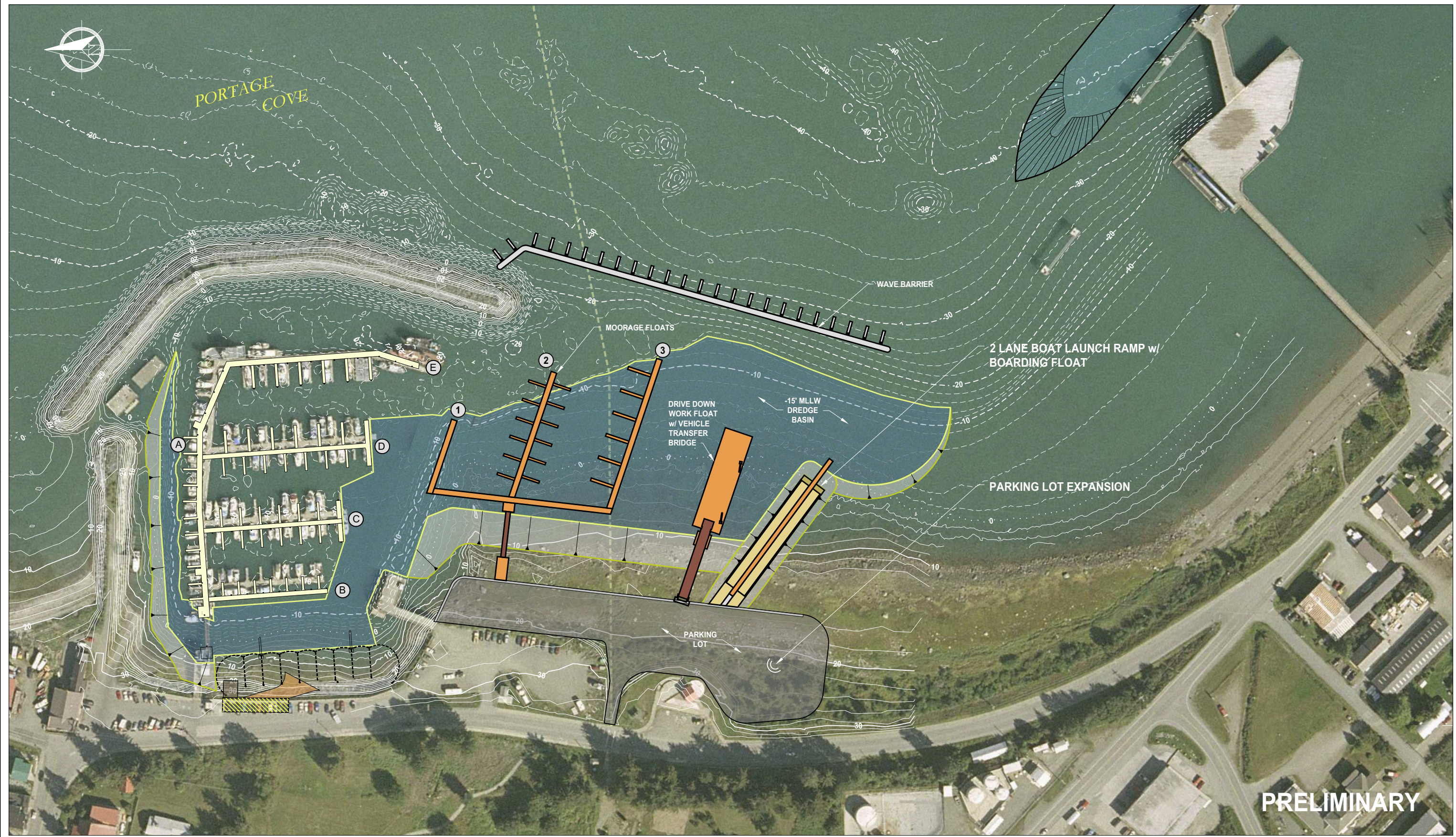
PND Engineers, Inc.

Project No. 102029.01



Item	Item Description	Units	Quantity	Unit Cost	Amount	Item Total
General Contract Requirements						
1	Mobilization/Demobilization	LS	All Req'd	10%	\$301,200	
2	Construction Survey Measurement	LS	All Req'd	\$50,000	\$50,000	\$351,200
Two Lane Boat Launch Ramp w/ Boarding Float						
3	Excavation	CY	1,000	\$20	\$20,000	
4	Class A Shot Rock Borrow	CY	2,500	\$30	\$75,000	
5	Base Course, Grading A	CY	200	\$50	\$10,000	
6	Base Course, Grading D-1	CY	500	\$50	\$25,000	
7	Armor Rock	CY	1,500	\$60	\$90,000	
8	Geotextile Fabric	SY	1,000	\$5	\$5,000	
9	Timber Boarding Float	LS	All Req'd	\$350,000	\$350,000	
10	Furnish and Install Steel Pipe Pile	EA	5	\$10,000	\$50,000	
11	Boat Launch Apron and Abutment	LS	All Req'd	\$60,000	\$60,000	
12	Precast Concrete Ramp Planks	LS	All Req'd	\$500,000	\$500,000	\$1,185,000
Upland Parking Improvements						
13	Clearing and Grubbing	LS	All Req'd	\$10,000	\$10,000	
14	Excavation	CY	2,500	\$20	\$50,000	
15	Class A Shot Rock Borrow	CY	4,000	\$30	\$120,000	
16	Class B Shot Rock Borrow	CY	12,500	\$25	\$312,500	
17	Base Course, Grading D-1	CY	1,200	\$50	\$60,000	
18	Armor Rock	CY	3,000	\$60	\$180,000	
19	Geotextile Fabric	SY	6,000	\$5	\$30,000	
20	Drainage Improvements	LS	All Req'd	\$75,000	\$75,000	
21	Sign Assembly/ Kiosk	LS	All Req'd	\$10,000	\$10,000	
22	Landscaping	LS	All Req'd	\$50,000	\$50,000	
23	Parking Delineators & Striping	LS	All Req'd	\$20,000	\$20,000	
24	2" Asphalt Concrete Paving w/ Base Course	SY	12,000	\$30	\$360,000	
25	Fuel Tank Loading Zone Fencing	LF	120	\$80	\$9,600	
26	Concrete Curb & SW	LS	All Req'd	\$100,000	\$100,000	
27	Restroom	SF	800	\$300	\$240,000	
28	Area Lighting	LS	All Req'd	\$150,000	\$150,000	\$1,777,100
ESTIMATED CONSTRUCTION BID PRICE					\$3,313,300	\$3,313,300
CONTINGENCY (15%)					\$496,995	\$496,995
SURVEY & SITE INVESTIGATIONS					\$75,000	\$75,000
NEPA EA, PERMITTING & COMPENSATORY MITIGATION					\$500,000	\$500,000
FINAL ENGINEERING DESIGN & BID READY CONTRACT DOCUMENTS (8%)					\$265,064	\$265,064
CONTRACT ADMIN & CONSTRUCTION INSPECTION (7%)					\$231,931	\$231,931
TOTAL ESTIMATED PROJECT BUDGET					\$4,882,290	\$4,882,290

NOTE: This budget has been prepared prior to final engineering design. It should be regarded as a preliminary budget subject to change as the final scope of improvements is determined by the Borough and the site conditions are thoroughly investigated.



PRELIMINARY

REVISIONS

REV.	DATE	DESCRIPTION	DWN.	CKD.	APP.



9360 Glacier Highway Ste 100
 Juneau, Alaska 99801
 Phone: 907-586-2093
 Fax: 907-586-2099
 www.pnd-anc.com

DESIGN: CRS CHECKED: CRS
 DRAWN: PJD APPROVED: CRS

SCALE: SCALE IN FEET
 0 80 160 FT.



**HAINES BOROUGH
 SOUTH PORTAGE COVE HARBOR
 EXPANSION CONCEPT 14**

SHEET TITLE:
**BOAT LAUNCH IMPROVEMENTS
 CONCEPT PLAN**

PND PROJECT NO.: 102029.01

1
 SHEET
 1 OF 1



**Haines Borough
Assembly Agenda Bill**

Agenda Bill No.: 14-508

Assembly Meeting Date: 9/9/14

Business Item Description:	Attachments:
Subject: Authorize Contract with Alaska Indian Arts for "Welcome to Haines" sign at Picture Point	1. Resolution 14-09-587 2. Proposal from Alaska Indian Arts 3. Picture Point Design Committee Minutes (8/21/14)
Originator: Special Projects Officer (Christina Baskaya)	
Originating Department: Administration	
Date Submitted: 8/22/14	

Full Title/Motion:
Motion: Adopt Resolution 14-09-587.

Administrative Recommendation:
This resolution is recommended by the Picture Point Design Committee.

Fiscal Impact:

Expenditure Required	Amount Budgeted	Appropriation Required	Projected Impact to Future Operating Budgets
\$ 28,310	\$ 28,310	\$ 0	N/A

Comprehensive Plan Consistency Review:

Comp Plan Goals/Objectives: Objective 8A, Page 203	Consistent: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
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Summary Statement:

The Haines Borough received a grant from the Alaska Department of Transportation and Public Facilities for Picture Point Wayside Improvements in the amount of \$184,400 with a local match of \$46,000. Alaska Indian Arts provided a quote of \$28,310 for a "Welcome to Haines" sign to be placed at Picture Point, including site delivery and installation. The sign will match the totem sign stationed at the opposite entrance of Haines, and is priced at a discount. The Picture Point Design Committee recommended the Borough appropriate \$14,000 for the purchase of the proposed Alaska Indian Arts sign, and the Picture Point Wayside Improvements grant would cover the remaining \$14,310. The Borough has sufficient funding in the FY11 budget's Capital Improvement Projects (CIP) fund for Downtown Development – Signage for this appropriation. Remaining Picture Point Wayside Improvements grant funding would be available for interpretive signs at Picture Point.

Referral:

Referred to:	Referral Date:
Recommendation:	Meeting Date:

Assembly Action:

Meeting Date(s): 9/9/14	Public Hearing Date(s):
	Postponed to Date:

A Resolution of the Haines Borough Assembly authorizing the Borough Manager to contract with Alaska Indian Arts for a “Welcome to Haines” sign for an amount not-to-exceed \$28,310 as part of the Picture Point Wayside Improvements project.

WHEREAS, the Haines Borough received a grant from the Alaska Department of Transportation and Public Facilities for Picture Point Wayside Improvements in the amount of \$184,400 with a local match of \$46,000; and

WHEREAS, Alaska Indian Arts provided a quote of \$28,310 for a “Welcome to Haines” sign to be placed at Picture Point, including site delivery and installation; and

WHEREAS, the sign will match the totem sign stationed at the opposite entrance of Haines, and is priced at a discount; and

WHEREAS, the Picture Point Design Committee recommended the Borough appropriate \$14,000 for the purchase of the proposed Alaska Indian Arts sign, and the Picture Point Wayside Improvements grant would cover the remaining \$14,310; and

WHEREAS, the Borough has sufficient funding in the FY11 budget’s Capital Improvement Projects (CIP) fund for Downtown Development – Signage for this appropriation; and

WHEREAS, remaining Picture Point Wayside Improvements grant funding would be available for interpretive signs at Picture Point,

NOW, THEREFORE, BE IT RESOLVED that the Haines Borough Assembly authorizes the Borough Manager to contract with Alaska Indian Arts for a “Welcome to Haines” sign for an amount not-to-exceed \$28,310 as part of the Picture Point Wayside Improvements project.

Adopted by a duly-constituted quorum of the Haines Borough Assembly on this ____ day of _____, 2014.

Stephanie Scott, Mayor

Attest:

Julie Cozzi, MMC, Borough Clerk

14'-6"



**WELCOME
TO
HAINES ALASKA**

VALLEY OF THE EAGLES BYWAY

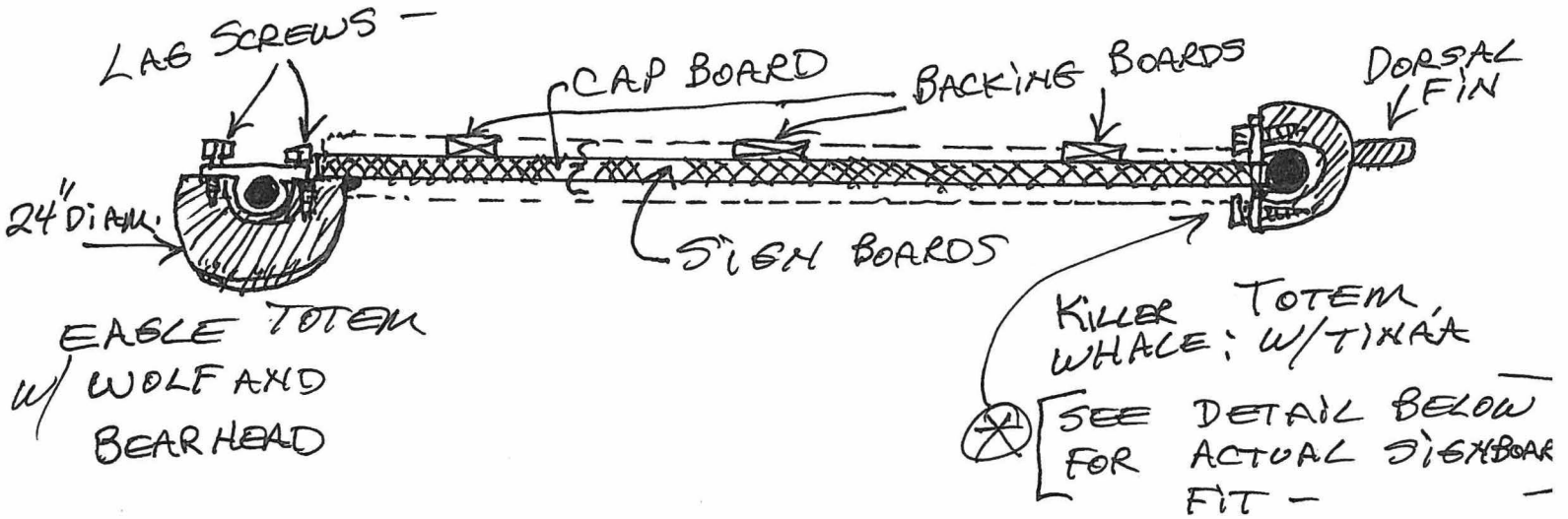


10'-6"

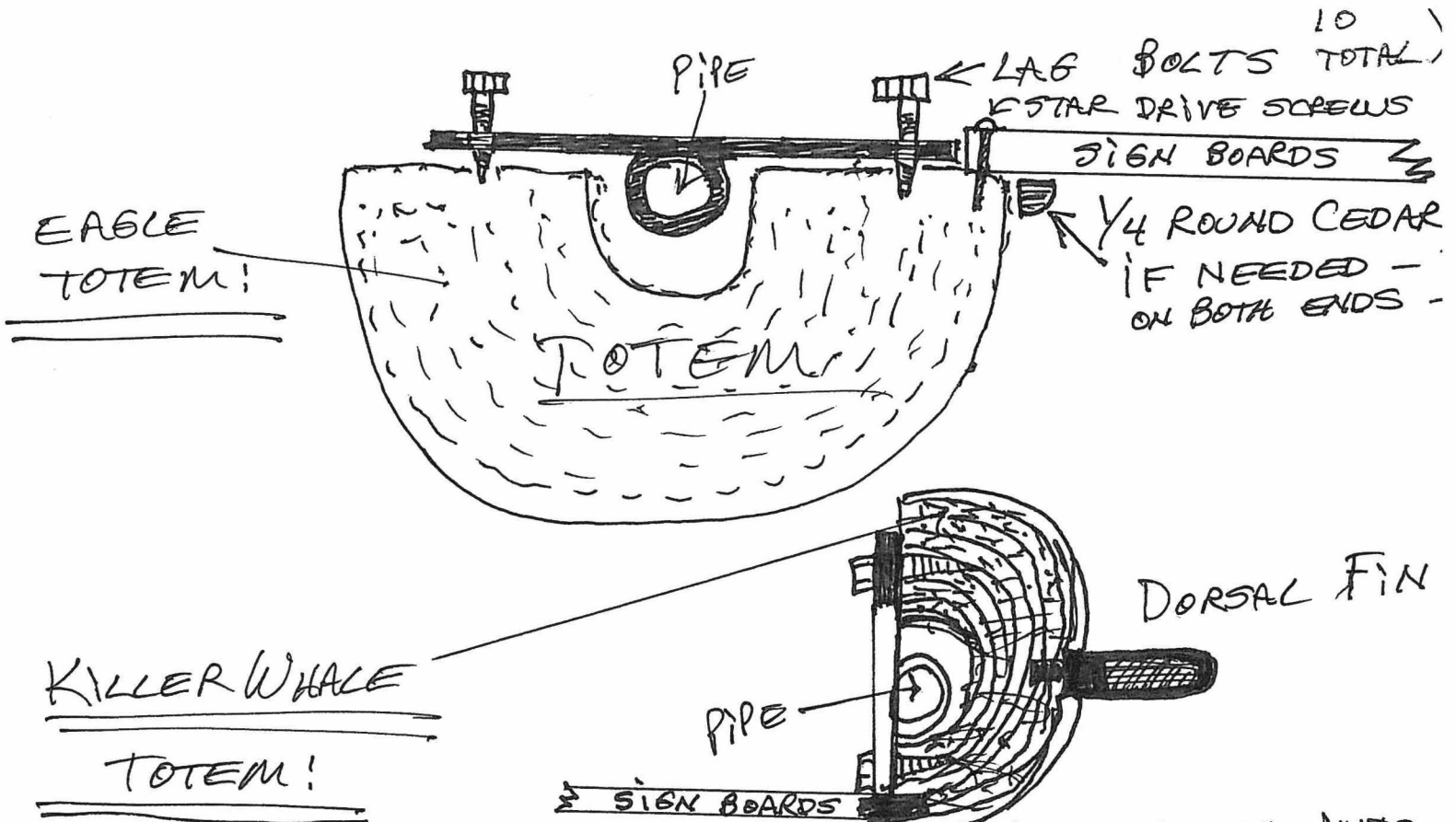
15'

TOTEM MOUNTING!

TWO ● - 4" DIAMETER STEEL PIPES
 CAPPED @ TOP -
 28" DIAMETER CONCRETE PADS SLOPED DOWN
 AT OUTER



FIVE STEEL MOUNTING BRACKETS! EAGLE - 3
 WHALE - 2



⊗ CAP BOARD AND SIGN BOARDS WILL NOTCH INTO
 THE BACK OF THE TINAA AND KILLER WHALE.

Picture Point Design Committee Meeting

August 21, 2014

Location: Library Conference

Members Present: Barbara Mulford, Judy Heinmiller, Rob Goldberg, Leslie Ross

Absent: Meredith Pochardt

Visitors: Sue Waterhouse, Sue Leuscher, Christina Baskaya

Call to order: 10:08am

Discussion: Sue Waterhouse commented that she was not in favor of the paving and parking development of Picture Point. She thinks that the point is fine the way it is. She asked if the design was online.

The committee replied that the projects is part of the overall DOT Scenic Byway. Committee stated they are trying to organize the use of Picture Point area, which is already being used. The object was to make the area available for all users, including handicap.

Rob brought up the question of if the development was in our budget.

Barbara suggested that if we were limited on funds, that we eliminate the pavilion. She said that we should develop Area 2 with the D1, as well as Area 1 and promote it for camper use. Put burn pits in at Area 2.

Bathroom Discussion:

Christina presented two models: Romtec 1006 and Walcom Chisholm 22. Two other restrooms that she had researched, would not work for Haines. Barb suggested continuity with the bathroom similar to the Tanani point.

Motion: Judy moved to recommend the purchase of the Romtec 1006 bathroom with the addition of the log post and beam porch.

Second: Rob

Passed unanimously.

AIA Totem Sign Discussion: Barbara brought up the public did not want signage or minimal signage. Judy said more wayfinding signage is needed. Sue L. suggested providing a little more information to get visitors interested in learning more of Haines. Barbara said that the totem sign was originally thought to be for Area 2. Leslie said that it should be in Area 1 for to capture more visitors.

Barbara suggested that we secure the CIP funds for at least half of the signs and she wants to figure out the cost of the wayfinding signs. It was suggested to start with contacting DNR.

Motion: Rob made the motion to recommend that the Borough match \$14,000 for the purchase of the AIA totem sign.

Second: Barbara

Passed unanimously.

Motion to Adjourn by Barbara

Second: Judy



**Haines Borough
Assembly Agenda Bill**

Agenda Bill No.: 14-507
Assembly Meeting Date: 9/9/14

Business Item Description:	Attachments:
Subject: Authorize Contract with Bicknell, Inc. to Remove and Dispose of Contaminated Soil	1. Resolution 14-09-588 2. Request for Sealed Bids 3. Bid Results
Originator: Director of Public Facilities	
Originating Department: Public Facilities	
Date Submitted: 9/4/14	

Full Title/Motion:
Motion: Adopt Resolution 14-09-588.

Administrative Recommendation:
This resolution is recommended by the Director of Public Facilities.

Fiscal Impact:			
Expenditure Required	Amount Budgeted	Appropriation Required	Projected Impact to Future Operating Budgets
\$ 44,500	\$ 44,500	\$ 0	N/A

Comprehensive Plan Consistency Review:	
Comp Plan Goals/Objectives: Goal 4, Page 144	Consistent: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

Summary Statement:
<p>The Haines Borough Assembly on 5/13/14 authorized a construction contract with Southeast Road Builders, Inc. for the Third Avenue Improvements project. The Borough has 210 yards of contaminated soil discovered during this project. The State of Alaska Department of Environmental Conservation (ADEC) has stated that shipping the soil to an authorized soil remediation facility is the best course of action. The Borough recently issued a request for sealed bids from authorized soil remediation services and obtained two sealed bids: 1) Bicknell, Inc. for \$44,500; and 2) Southeast Road Builders for \$56,945. The Director of Public Facilities has reviewed the bids and recommends award to the apparent low bidder, Bicknell, Inc., which can provide this service in a timely manner in accordance with the Borough's ADEC-approved contaminated soils contingency plan prepared in anticipation of the Third Avenue project. The Borough has sufficient funding in the FY15 budget's Capital Improvement Projects (CIP) fund for Road Improvements and from a Designated Legislative Grant for Road Rehabilitation and Maintenance.</p>

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

Assembly Action:	
Meeting Date(s): 9/9/14	Public Hearing Date(s):
	Postponed to Date:

A Resolution of the Haines Borough Assembly authorizing the Borough Manager to contract with Bicknell, Inc. for an amount not-to-exceed \$44,500 for the removal and disposal of 210 yards of contaminated soil.

WHEREAS, the Haines Borough Assembly on 5/13/14 authorized a construction contract with Southeast Road Builders, Inc. for the Third Avenue Improvements project for an amount not-to-exceed \$1,130,500; and

WHEREAS, the project included installation of new culverts for the storm drain system; and

WHEREAS, the Haines Borough has 210 yards of contaminated soil discovered during this portion of the project; and

WHEREAS, the State of Alaska Department of Environmental Conservation (ADEC) has stated that shipping the soil to an authorized soil remediation facility is the best course of action; and

WHEREAS, the Haines Borough recently issued a request for sealed bids from authorized soil remediation services; and

WHEREAS, the Haines Borough obtained two sealed bids: 1) Bicknell, Inc. for \$44,500; and 2) Southeast Road Builders for \$56,945; and

WHEREAS, the Director of Public Facilities has reviewed the bids and recommends award to the apparent low bidder, Bicknell, Inc.; and

WHEREAS, Bicknell, Inc. can provide this service to the Haines Borough in a timely manner in accordance with the Borough's ADEC-approved contaminated soils contingency plan prepared in anticipation of the Third Avenue project; and

WHEREAS, the Borough has sufficient funding in the FY15 budget's Capital Improvement Projects (CIP) fund for Road Improvements and from a Designated Legislative Grant for Road Rehabilitation and Maintenance,

NOW, THEREFORE, BE IT RESOLVED that the Haines Borough Assembly authorizes the Borough Manager to contract with Bicknell, Inc. for an amount not-to-exceed \$44,500 for the removal and disposal of 210 yards of contaminated soil.

Adopted by a duly-constituted quorum of the Haines Borough Assembly on this ____ day of _____, 2014.

Stephanie Scott, Mayor

Attest:

Julie Cozzi, MMC, Borough Clerk

HAINES BOROUGH PUBLIC NOTICE

REQUEST FOR SEALED BIDS

CONTAMINATED SOIL REMOVAL



Notice is hereby given that the Haines Borough, Alaska, will receive sealed competitive BIDS from qualified and licensed contractors for the following project: "Contaminated Soil Removal," until 2:00 p.m., Local Time, ~~Tuesday, September 2, 2014~~, Thursday, **September 4, 2014**, at the Office of the Borough Clerk, Borough Administration Building, 103 Third Ave. S, P.O. Box 1209, Haines, Alaska 99827. The bid opening will be shortly after 2:00 p.m. on the same date in the Borough Administration Building conference room. Bids may be hand-delivered or mailed. Bids will not be accepted by email or fax. Bids may not be withdrawn for thirty days following date of opening.

Project Description: The contractor(s) will provide all time, labor, and materials to remove and dispose of a stockpile of contaminated soil located at the Haines Wastewater Treatment Plant, Haines, Alaska. Work shall be completed by September 30, 2014. Further details will be provided at a pre-bid conference.

Site/project review can be arranged or questions answered by contacting Carlos Jimenez, the Director of Public Facilities, at (907) 314-0648 or cjimenez@haines.ak.us.

Pre-Bid Conference: Prospective bidders are encouraged to attend a Pre-Bid Conference to be held in Haines on Tuesday, ~~August 26, 2014~~, beginning at 11 a.m. September 2, 2014, beginning at 3 p.m. at the Borough Assembly Chambers. Attendance by teleconference will be available by calling 1-800-315-6338. Callers will need to enter the following code: ~~2885#~~ 28851

Bid forms are available at no charge on the Haines Borough website: www.hainesalaska.gov/rfps for viewing and printing. Alternatively, you may request printing from the clerk's office.

Each bid shall be accompanied by a certified or cashier's check or Bid Bond, in the amount of 5 percent of the Total Bid Price payable to the Haines Borough, as a guarantee that the Bidder, if its Bid is accepted, will promptly execute the Agreement. A Bid shall not be considered unless one of the forms of Bidder's security is enclosed with it. All bids must be submitted with copies of current Alaska and Haines Borough Business Licenses and a current Alaska Contractor's License.

The Haines Borough reserves the right to reject any or all bids, to waive any informality in a bid, and to make award to the lowest responsive, responsible bidder as it may best serve the interest of the Borough.

Haines Borough
 Bid Opening Record

Location: Borough Admin. Building

Project: Contaminated Soil Removal

Bidder	Bid Rcvd by Deadline	Bid on Req. Form, Complete, & Signed	Non-Collusion Afd.	Proof of AK & HB Business Licensing		Proof of AK Contractor's Cert. of Reg.	Bid Bond or Certf. Check of at least 5% of bid	Addenda Noted	Base Bid	Comments
Bicknell Inc.	X	X	X	X	X	X	X	X	\$44,500	Apparent Low
Modifications										
Totals									\$ 44,500.00	
Southeast Road Builders	X	X	X	X	X	X	X	X	\$ 56,945.00	
Modifications										
Totals									\$ 56,945.00	
Modifications										
Totals										
Modifications										
Totals										

Bid Opening - September 4th

Present:

Krista Kielsmeier, Deputy Clerk

Donna Lambert, Office Assistant

Brenda Josephson, Southeast Road Builders

HAINES BOROUGH
Contaminated Soil Removal

BID SCHEDULE

Bid of Bicknell Inc. (hereinafter called *Bidder*), doing business as (underline one) a corporation, partnership or individual, to the Haines Borough (hereinafter called *Borough*). The Bidder agrees to furnish to the Haines Borough all information and data that may be requested to give evidence that the undersigned is properly qualified to carry out the obligations of the Contract Documents.

The undersigned Bidder agrees, if this bid is accepted, to furnish all tools, equipment, supplies, manufactured articles, labor, materials, services and incidentals, and to perform all work necessary to complete the work required under the Invitation to Bid by the completion dates and to accept as full payment the Contract Price stated on this Bid Form, and in the manner stipulated by the Request for Bids, subject to any negotiated changes in the work that might increase or decrease the contract amount. The Borough reserves the right to reject any and all bids and negotiate with the responsible bidder submitting the lowest bid amount.

Bidder accepts all of the terms and conditions of the Request for Bids and, if this bid is accepted, will furnish, within ten calendar days after the Notice of Intent to Award letter, the following documents required by borough code for this project:

1. Contract document or Agreement;
2. [Proof of insurance: general liability, auto insurance, worker's compensation];
3. Any overdue unpaid debts owed the borough must be current prior to award;
4. Payment and Performance bonds, if applicable; and
5. Subcontractor report, if applicable.

Bidder acknowledges receipt of the following addenda: Addendum #. 1 Initials: RGB Addendum #. _____ Initials: _____

Total BASE BID (Price in Digits): \$44,500.00

BIDDER INFORMATION:

Principal Contact: Roscoe Bicknell

Business Name: Bicknell Inc.

Business Physical Address: 2275 Brandy Lane Juneau AK 99801

Business Mailing Address, if different: PO Box 33517 Juneau AK 99803

Phone: 789-5727 Fax: 789-2644 Email: Sales@Bicknellinc.com



Bidder's Authorized Signature

Roscoe G. Bicknell II

Printed Name

Sept 3 2014

Date

BID SCHEDULE

Pay Item No.	Pay Item Description	Pay Unit	Approximate Quantity	Unit Price		Amount	
				Dollars	Cents	Dollars	Cents
1	Mobilization and Demobilization	LS	ALL REQ'D	LUMP	SUM	500	00
2	Removal of Contaminated Soil	LS	ALL REQ'D	LUMP	SUM	4000	00
3	Disposal of Contaminated Soil	LS	ALL REQ'D	LUMP	SUM	40,000	00

TOTAL BASE BID AMOUNT IN FIGURES: \$ 44,500.00

TOTAL BASE BID AMOUNT

IN WORDS: Forty-Four Thousand Five Hundred dollars and no cents

BID ITEM DESCRIPTION

No. 1 – Mobilization and Demobilization: All work required to mobilize and demobilize equipment, tools, materials and personnel required to perform the work described herein. Measurement and payment for Mobilization and Demobilization shall be based upon the completion of the entire work as a Lump Sum pay unit.

No. 2 – Removal of Contaminated Soil: Provide all labor, materials, tools and equipment required to remove all contaminated soil (approximately 210 cubic yards) currently stockpiled at the Haines Wastewater Treatment Plant located at 229 Fair Drive, Haines, Alaska 99827. The quantity provided in this description is an estimate and is for informational purposes only. Bidders are encouraged to visit the storage site and evaluate the volume and condition of contaminated soil in order to accurately bid the project. No compensation shall be made if the actual quantity differs from the estimate provided. Vehicles used to haul contaminated soil from the storage site shall be equipped with troughs on the back of the dump beds to catch contaminated water if the soil being transported is saturated. The trough will be emptied into containers, such as oil drums, on at the storage site as necessary. The soil will be allowed to adequately drain and the trough will be emptied before the truck leaves the storage site. The contractor shall be solely responsible for complying with all local, state, and federal regulations pertaining to the transportation of contaminated soil. Measurement and payment for Removal of Contaminated Soil shall be based upon the completion of the entire work as a Lump Sum pay unit.

No. 3 – Disposal of Contaminated Soil: Provide all labor, materials, tools and equipment necessary to properly dispose of all contaminated soil. Once the contaminated soil is removed from the current storage site it shall become the property of the Contractor. The Contractor shall be solely responsible for complying with all local, state, and federal regulations pertaining to the disposal of contaminated soil and shall be solely responsible for securing a disposal site. Measurement and payment for Disposal of Contaminated Soil shall be based upon the completion of the entire work as a Lump Sum pay unit.

HAINES BOROUGH
Contaminated Soil Removal


BID SCHEDULE

Bid of Southeast Road Builders, Inc. (hereinafter called *Bidder*), doing business as (underline one) a corporation, partnership or individual, to the Haines Borough (hereinafter called *Borough*). The Bidder agrees to furnish to the Haines Borough all information and data that may be requested to give evidence that the undersigned is properly qualified to carry out the obligations of the Contract Documents.

The undersigned Bidder agrees, if this bid is accepted, to furnish all tools, equipment, supplies, manufactured articles, labor, materials, services and incidentals, and to perform all work necessary to complete the work required under the Invitation to Bid by the completion dates and to accept as full payment the Contract Price stated on this Bid Form, and in the manner stipulated by the Request for Bids, subject to any negotiated changes in the work that might increase or decrease the contract amount. The Borough reserves the right to reject any and all bids and negotiate with the responsible bidder submitting the lowest bid amount.

Bidder accepts all of the terms and conditions of the Request for Bids and, if this bid is accepted, will furnish, within ten calendar days after the Notice of Intent to Award letter, the following documents required by borough code for this project:

1. *Contract document or Agreement;*
2. *[Proof of insurance: general liability, auto insurance, worker's compensation];*
3. *Any overdue unpaid debts owed the borough must be current prior to award;*
4. *Payment and Performance bonds, if applicable; and*
5. *Subcontractor report, if applicable.*

Bidder acknowledges receipt of the following addenda: Addendum #. 01 Initials:  Addendum #. _____ Initials: _____

Total BASE BID (Price in Digits): \$56,945.00

BIDDER INFORMATION:

Principal Contact: Brenda Josephson

Business Name: Southeast Road Builders, Inc.

Business Physical Address: 4.5 Mile Haines Highway, Haines, AK 99827

Business Mailing Address, if different: HC 60 Box 4800, Haines, AK 99827

Phone: (907) 766-2833 Fax: (907) 766-2832 Email: brenda@seroad.com; cheryls@seroad.com



Bidder's Authorized Signature

Brenda Josephson, Treasurer
Printed Name

September 4, 2014
Date

BID SCHEDULE

Pay Item No.	Pay Item Description	Pay Unit	Approximate Quantity	Unit Price		Amount	
				Dollars	Cents	Dollars	Cents
1	Mobilization and Demobilization	LS	ALL REQ'D	LUMP	SUM	4,050.	00
2	Removal of Contaminated Soil	LS	ALL REQ'D	LUMP	SUM	13,650.	00
3	Disposal of Contaminated Soil	LS	ALL REQ'D	LUMP	SUM	39,245.	00

56,945.00

TOTAL BASE BID AMOUNT IN FIGURES: \$

TOTAL BASE BID AMOUNT

IN WORDS: Fifty-Six Thousand Nine Hundred Forty-Five Dollars

BID ITEM DESCRIPTION

No. 1 – Mobilization and Demobilization: All work required to mobilize and demobilize equipment, tools, materials and personnel required to perform the work described herein. Measurement and payment for Mobilization and Demobilization shall be based upon the completion of the entire work as a Lump Sum pay unit.

No. 2 – Removal of Contaminated Soil: Provide all labor, materials, tools and equipment required to remove all contaminated soil (approximately 210 cubic yards) currently stockpiled at the Haines Wastewater Treatment Plant located at 229 Fair Drive, Haines, Alaska 99827. The quantity provided in this description is an estimate and is for informational purposes only. Bidders are encouraged to visit the storage site and evaluate the volume and condition of contaminated soil in order to accurately bid the project. No compensation shall be made if the actual quantity differs from the estimate provided. Vehicles used to haul contaminated soil from the storage site shall be equipped with troughs on the back of the dump beds to catch contaminated water if the soil being transported is saturated. The trough will be emptied into containers, such as oil drums, on at the storage site as necessary. The soil will be allowed to adequately drain and the trough will be emptied before the truck leaves the storage site. The contractor shall be solely responsible for complying with all local, state, and federal regulations pertaining to the transportation of contaminated soil. Measurement and payment for Removal of Contaminated Soil shall be based upon the completion of the entire work as a Lump Sum pay unit.

No. 3 – Disposal of Contaminated Soil: Provide all labor, materials, tools and equipment necessary to properly dispose of all contaminated soil. Once the contaminated soil is removed from the current storage site it shall become the property of the Contractor. The Contractor shall be solely responsible for complying with all local, state, and federal regulations pertaining to the disposal of contaminated soil and shall be solely responsible for securing a disposal site. Measurement and payment for Disposal of Contaminated Soil shall be based upon the completion of the entire work as a Lump Sum pay unit.



Memo from the Clerk

Date: September 9, 2014
To: Mayor and Assembly
Cc: Borough Manager
From: Julie Cozzi, MMC, Borough Clerk
Re: Administrative Appeal of a Cease & Desist Order – Gary Keller

On August 14, 2014, the borough issued a Cease & Desist Order to Gary Keller. As is his right under HBC 8.12.130, he submitted a timely appeal of that order. The code is very specific about the process with the first step being simply for the clerk to present the appeal to the assembly and then with the assembly's direction, the clerk is to determine a date, time, and place for the hearing to take place no later than 60 days from the date of the appeal letter.

There is no other action for the assembly to take during the September 9 meeting. This is NOT the hearing. This is NOT the time to hear from the appellant or other interested persons. That opportunity will come during the actual hearing. Therefore, this item is on the consent agenda since it involves only acknowledging receipt of the appeal and directing the clerk to schedule the hearing.

It is my intention to schedule the hearing as soon as possible to occur no later than October 24, 2014 in the borough assembly chambers.

HBC 8.12.130 Appeal to assembly.

A. A person entitled to service under HBC 8.12.080 may appeal a notice and order or an action of the abatement official concerning abatement of a public nuisance, by filing at the office of the clerk, within 15 days from the date of service of such order, a written appeal to the assembly.

B. Upon receipt of an appeal filed pursuant to this section, the clerk shall present it at the next regular or special meeting of the assembly.

C. Within five days of the assembly meeting referred to in subsection (B) of this section, and as directed by the assembly, the clerk shall fix a date, time, and place for the hearing by the assembly, or shall notify the appellant that the appeal has been rejected for lack of timeliness. Such hearing date shall not be less than 10 days or more than 60 days from the date the appeal was filed with the clerk.

Motion needed during 9/9 meeting:

"Accept the Keller appeal as timely-filed and direct the borough clerk to schedule a date, time, and place for the hearing by the assembly, such date to be no later than October 24, 2014 (60 days from date of appeal)."

Attachments: 1) Keller Appeal received August 26, 2014
2) Cease & Desist Order dated August 14, 2014

Attorneys At Law

BAXTER BRUCE & SULLIVAN P.C.

Professional Corporation

P.O. Box 32819
Juneau, Alaska 99803
(907) 789-3166 (Telephone)
(907) 789-1913 (Facsimile)
www.baxterbrucelaw.com

Daniel G. Bruce
Kevin J. Sullivan
Theodore S. Christopher
Fred J. Baxter (Retired)

August 26, 2014

VIA FACSIMILE (907) 766-2716

Julie Cozzi
Borough Clerk
103 Third Avenue S.
P.O. Box 1209
Haines, AK 99827

**RE: Keller Appeal of Cease and Desist Order of August 14, 2014
Firing Range Lot 6B, Block 3, Chilkoot Inlet Subdivision
Our File No.: 5956.003**

Dear Ms. Cozzi:

Please accept this letter as formal notice of Gary Keller's appeal of Mr. Sosa's Cease and Desist Order of August 14, 2014. Mr. Keller disagrees with the assessment by Mr. Sosa that the firearm range on Mr. Keller's property is a threat to public safety and it is a nuisance. Mr. Keller questions whether the military specifications for a gun range are the only standard for determining if a gun range is safe for its intended use.

Furthermore, the recitation to HBC 18.60.020 is meaningless and irrelevant. That section addresses a change in an existing non-conforming use to a new use that is also non-conforming. Mr. Keller has never sought to change his "grandfathered" firing range to a new use. Mr. Keller has safely used his range for 28 years and limited its use to family and individuals whom he knows to practice the highest safety practices. He also limits shooting between 8:00 AM and 8:00 PM. To his knowledge, the only complaint ever made by anyone in that time period was the complaint by Mr. Miller. A reasonable person would have to question the conclusion that one complaint in 28 years rises to the level of nuisance cited in the Haines Borough Code.

Mr. Keller would like the opportunity to present his case to the Borough Assembly. His use of the gun range was properly accepted as a non-conforming use when the annexation took place. To deny him this property right without a fair and impartial hearing violates due process.

BAXTER BRUCE & SULLIVAN P.C.

Julie Cozzi
August 26, 2014
Page 2

Please feel free to contact me at dbruce@baxterbrucelaw.com or 789-7111 if you have any further questions regarding this matter.

Best regards,

BAXTER BRUCE & SULLIVAN P.C.



Daniel G. Bruce

DGB/ggk
cc: Gary Keller



HAINES BOROUGH
P.O. Box 1209
Haines, AK 99827-1209
907-766-2231 Ext. 29
907-766-2716 (fax)

August 14, 2014

Gary Keller
PO Box 1564
Haines, AK 99827

VIA CERTIFIED MAIL

Re: **Cease and Desist Order**
Firing Range
C-CIA-03-06B0; Lot 6B, Block 3, Chilkoot Inlet Subdivision

Dear Mr. Keller:

On 13 August 2014 at 10:00 AM I conducted a site inspection in response to a complaint from Robert and Ardys Miller relating to the discharge of firearms on your property. Accompanying me on this visit was the Police Chief William Musser. I had in my possession a 1:25,000 scale topographic map denoting your property and surrounding properties prepared using the Borough's ArcGIS system. In addition I had relevant sections of Department of the Army Pamphlet 385-63 (Range Safety) with specific information on ballistic considerations for various caliber ammunition, and template Surface Danger Zones (SDZ's) scaled to a 1:25,000 scale map for the following ammunition: 12 Gauge Slug, 9mm Ball Ammunition, 5.56mm (.223) Ball Ammunition, .45 Cal Ball Ammunition.

I have previous experience having been certified multiple times as a Range Safety Officer, Range Office in Charge, and Training and Doctrine Command (TRADOC) Level 2 Range Safety Officer. I have also served as a Battalion Fire Support Coordination Officer, a Battalion Operations & Training Officer, a Division Training Officer, and as an Infantry Battalion Commander while assigned as an officer in the United States Marine Corps between 1992 and 2014. During this period I oversaw live fire training at multiple facilities throughout the United States and overseas and was responsible for ensuring appropriate range design and adherence to appropriate safety standards. The use of SDZ's is common practice throughout the military and for civilian design of safe ranges. In accordance with DAM Pam 385-63 the Bat Wing Surface Danger Zone is employed to *"provide for greater ricochet containment of all ricochets. They should be considered when designing ranges that involve fire and movement, or where ricochet hazards outside the range complex boundary may endanger nonparticipating personnel, or the general public"*. (DA-PAM 385-63 Appendix B-1)

Your property is located at 649 South Beach Road, within the Haines townsite service area. Haines Borough Code (HBC) 9.24.010 addresses the discharge of a firearm of pistol within the townsite service area. This section of code states: *"A. It is unlawful for any person to fire or discharge, within the limits of the townsite service area, any pistol, gun, rifle, air rifle, or other firearm, other than a police officer in the lawful performance of the officer's duty. B. Notwithstanding subsection (A) of this section, it is not unlawful to discharge a firearm at a rifle range, target shooting range, trap shooting*

range, or other area that is posted for such purpose; providing, that the chief of police has approved the area as being safe for such purpose; and providing, that such shooting is adequately supervised and safely conducted". According to our conversation, your family has maintained a firing range on your property for 28 years and this use precedes the incorporation of that area into the townsite service area. You showed both myself and Chief Musser a letter issued by Mr. Vince Hansen, a former City of Haines Administrator, authorizing use of a firing range on the property as a non-conforming use based on pre-existing use prior to incorporation. You also noted that at the time you received the non-conforming use permit there were only two properties on that portion of Beach Road. A visual inspection of the adjacent properties identified there are other dwellings within 200 meters to the left and right of your firing point. After placing the SDZ's on the map and orienting the template based on direction of fire I made a determination that the adjacent properties were included in the area of concern for all of the caliber ammunition noted in the first paragraph and Chief Musser concurred with this opinion.

Additionally, "firing range" is prohibited in the townsite service area, as per HBC 18.70.040. HBC 18.60.020(M) addresses non-conforming uses, buildings and lots. The purpose of this section is to control, reduce or eliminate conflicts from the presence of buildings and uses not conforming to zoning regulations. This section of code states: "A nonconforming use may be changed to an allowed use or another nonconforming use with approval of the manager. The manager must find the new use is more consistent with the uses allowed in the zone, or is less of a fire or safety hazard". Considering the increased residential use of the area that had developed in the period since you were originally issued the non-conforming use permit, I determined that the firing range is not consistent with the uses allowed in this zone and the Borough Planning & Zoning Technician Tracy Cui concurred with this opinion.

Based on the findings above, you are hereby issued a Cease and Desist order citing public safety and in accordance with HBC 8.12.020 (Certain conditions declared nuisances) "B - To annoy, injure or endanger the safety, health, comfort, or repose of the public". Your intended use for the property was not in accordance with the Borough Code, posed a danger to residents and visitors, was not permitted. You were further notified that continuing to use the property to fire weapons was a violation for which you could be cited and fined.

You may appeal this notice to the assembly by filing with the clerk, an appeal in writing in accordance with the appeal procedure provided under HBC 8.12.130 within 15 days from the date of this notice. Therefore, an appeal would have to be received no later than August 29th, 2014.

This matter requires your immediate attention. If you continue to fire weapons on your property you will be cited for violation of the Borough code. Thank you very much for your attention to this matter. Please contact the Borough if you have any questions.

Respectfully,



David Sosa
Borough Manager

CC: Bill Musser, Police Chief
Tracy Cui, Planning & Zoning Technician

Memorandum

Haines Borough
Office of the Mayor
103 Third Avenue S.
Haines, Alaska 99827
sscott@haines.ak.us
Voice (907) 766-2231 ext. 30

September 3, 2014

To: Haines Borough Assembly

Cc: Dave Sosa, Manager
Julie Cozzi, Clerk
Rich Chapell, Chair, Parks and Recreation Advisory Committee

From: Stephanie Scott, Mayor, Haines Borough

Subject: Recommendation to Appoint Ginger Jewell and Jon Gellings to vacant positions on the Parks & Recreation Advisory Committee

The Parks and Recreation Advisory Committee unanimously moved (8/21/14) to recommend that we appoint Ginger Jewel and Jon Gellings to the two vacancies on the Committee.

Both Jon and Ginger have been active in the Committee meetings prior to the formal nomination to the Committee. Jon brings expertise and insight through his work with State Parks; Ginger brings special insight and interest through her work with the school district. Ginger is concurrently serving on the Sheldon Museum Board of Trustees, with a term to expire November 2017.

Although one seat's term expires November 2014, I have learned that it is the practice of the Borough to appoint for a full three year term when the appointment is so close to the end of the seat's official expiration date. Therefore, I recommend that Jon Gellings and Ginger Jewell be appointed to seats on the Parks and Recreation Advisory Committee with terms to expire in November 2017.

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 _____		

OR

Name: Virginia Jewell
 Residence Address: 203 Piedad
 Mailing Address: Box 234
 Business Phone: 766 6725 Home Phone: 766 2408
 Fax: — Email: ginna.jewell@gmail.com (P)

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.*

Virginia K Jewell Signature of Applicant 7-24-14 Date

PLEASE BRIEFLY DESCRIBE YOUR QUALIFICATIONS (You may attach a resume):

Strong background in education and services related to education

* 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 :

<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 type="checkbox"/>	Chilkat Center Advisory Board	<input type="checkbox"/>	Letnikof Estates Road Maintenance Service Area Board
<input checked="" 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: Jonathan Gellings
 Residence Address: 1243 Mud Bay Rd.
 Mailing Address: P.O. Box 1731 Haines AK 99827
 Business Phone: (907) 766-2292 Home Phone: (907) 317-9733
 Fax: _____ Email: jon.gellings@alaska.gov

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.*

Jonathan Gellings _____ 8/20/14 _____
 Signature of Applicant Date

PLEASE BRIEFLY DESCRIBE YOUR QUALIFICATIONS (You may attach a resume):
I have a bachelor degree in Outdoor Studies, and am almost done with a Master of Public Administration degree. I have been working full-time in recreation management positions since 2010, with a few positions earlier than that. I am also interested in all types of recreation that Haines has to offer.

* 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
Assembly Agenda Bill**

Agenda Bill No.: 14-505

Assembly Meeting Date: 9/9/14

Business Item Description:	Attachments:
Subject: Sales Tax Exemption Application from Becky's Place Haven of Hope	1. Application for sales tax exemption from Becky's Place Haven of Hope 2. Current list of sales tax exempt organizations in the borough (not yet including recently-added Foundation for Chilkat Center)
Originator: Borough Clerk	
Originating Department: Administrator	
Date Submitted: 8/19/14	

Full Title/Motion:
Motion: Approve the request from Becky's Place Haven of Hope for sales tax exemption status, and authorize the borough clerk to issue an exemption certificate.

Administrative Recommendation:

Fiscal Impact:			
Expenditure Required	Amount Budgeted	Appropriation Required	Projected Impact to Future Operating Budgets
\$ 0	\$ 0	\$ 0	Loss of Sales Tax Revenue

Comprehensive Plan Consistency Review:
Comp Plan Goals/Objectives: _____
Consistent: Yes No

Summary Statement:
Becky's Place Haven of Hope, a 501(c)3 organization, has applied for sales tax exemption status as allowed by HBC 3.80.050(13). The purpose of this organization is to provide shelter and assistance to women and children who have been subjected to domestic violence or sexual abuse. The borough has granted sales tax exemption certificates to other non-profit organizations.

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

Assembly Action:
Meeting Date(s): 9/9/14 Public Hearing Date(s): _____
Postponed to Date: _____



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

**APPLICATION FOR SALES TAX EXEMPTION CERTIFICATE
HAINES BOROUGH**

THE FOLLOWING ORGANIZATION: BECKY'S PLACE HAVEN OF HOPE

a non-profit corporation, organized under the laws of the State of ALASKA, hereby applies for a Sales Tax Exemption Certificate in the Haines Borough. As a representative of the organization, I hereby certify that I am familiar with said corporation, that it is organized exclusively for religious, education or charitable purposes, and that the following information is true and correct.

Local Address of Organization: PO BOX 1506, HAINES, AK 99827

Date of Incorporation: AUG. 13, 2012 **Federal Employer I.D. #:** 46-0958252

Describe the Organizations Current and/or Proposed Activity in the Borough (Provide Attachments if Necessary):

Attach a copy of the Bylaws or Articles of Incorporation. Also attach a copy of your letter of 501(c) 3, 501(c) 4, 501(c) 8 or 501(c) 19 exemption from the Internal Revenue Service.

RECEIVED

AUG 19 2014

Haines Borough

Organization Representative

Print Name: STANLY F MAZEIKAS

Title: V.P.

Phone: 907-766-3895

Email: BECKYSPLACE@HAINES@GMAIL.COM

DECLINED BY THE ASSEMBLY ON _____

Reason: _____

APPROVED BY THE ASSEMBLY ON _____

Haines Borough Mayor

Assigned Sales Tax Exemption Number

Date: _____

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

DEPARTMENT OF THE TREASURY

Date: **OCT 31, 2013**

BECKYS PLACE HAVEN OF HOPE
CORPORATION
C/O JACKIE L MAZEIKAS
PO BOX 1506
HAINES, AK 99827-1506

Employer Identification Number:
46-0958252
DLN:
17053338345042
Contact Person:
SHERRY Q WAN ID# 31052
Contact Telephone Number:
(877) 829-5500

Accounting Period Ending:
December 31
Public Charity Status:
170 (b) (1) (A) (vi)
Form 990 Required:
Yes
Effective Date of Exemption:
August 13, 2012
Contribution Deductibility:
Yes
Addendum Applies:
No

Dear Applicant:

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

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

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



STATE OF ALASKA
DEPARTMENT OF
COMMERCE
COMMUNITY AND
ECONOMIC DEVELOPMENT

Sean Parnell, Governor
Susan K. Bell, Commissioner
Don Habeger, Director

Division of Corporations, Business and Professional Licensing

Office Use Only **COR**

Web-11/26/2012 9:17:31 P

Nonprofit Corporation
Initial Biennial Report

Entity Name: Becky's Place Haven of Hope Corporation
Entity Number: 10006702
Home Country: UNITED STATES
Home State/Province: ALASKA

Registered Agent

Name: United States Corporation Agents, Inc.
Physical Address: 310 K ST. STE 200, ANCHORAGE, AK 99501
Mailing Address: 310 K ST. STE 200, ANCHORAGE, AK 99501

Entity Physical Address: 34 Deshiu Drive, Haines, AK 99827

Entity Mailing Address: PO Box 1506, Haines, AK 99827

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

Name	Address	% Owned	Titles
Jan Hill	836 MAIN STREET, HAINES, AK 99827	N/A	Director
Stanly I Mazeikas	34 Deshiu Drive Box 1506, HAINES, AK 99827	N/A	Director, Secretary, Vice President
Jackie L Mazeikas	34 Deshiu Drive Box 1506, HAINES, AK 99827	N/A	Director, President, Treasurer

NAICS Code: 813211 - GRANTMAKING FOUNDATIONS

New NAICS Code (optional):

I certify under penalty of perjury under the Uniform Electronic Transaction Act and the laws of the State of Alaska that the information provided in this application is true and correct, and further certify that by submitting this electronic filing I am contractually authorized by the Official(s) listed above to act on behalf of this entity.

Name: Jackie L Mazeikas

PO Box 110806, Juneau, AK 99811-0806
Telephone: (907) 465-2550 Fax: (907) 465-2974 Text Tel: (907) 465-5437 Website: <http://commerce.alaska.gov/occ/>

Becky's Place Haven of Hope Corp

46-0958252

Alaska Entity #10006702

State of Alaska
Department of Commerce, Community and Economic Development
Corporations, Business and Professional Licensing

Certificate of Incorporation

The undersigned, as Commissioner of Commerce, Community and Economic Development of the State of Alaska, hereby certifies that a duly signed and verified filing pursuant to the provisions of Alaska Statutes has been received in this office and has been found to conform to law.

ACCORDINGLY, the undersigned, as Commissioner of Commerce, Community and Economic Development, and by virtue of the authority vested in me by law, hereby issues this certificate to

Becky's Place Haven of Hope Corporation



IN TESTIMONY WHEREOF, I execute the certificate and affix the Great Seal of the State of Alaska effective August 13, 2012.

Susan K. Bell
Commissioner

Becky's Place Haven of Hope Corp

46-0998252



STATE OF ALASKA
DEPARTMENT OF
COMMERCE
COMMUNITY AND
ECONOMIC DEVELOPMENT

Division of Corporations, Business and Professional Licensing

Sean Parnell, Governor
Susan K. Bell, Commissioner
Don Habeger, Director

AK Entity #: 10006702
Date Filed: 08/13/2012
State of Alaska, DCCED

Office Use Only **COR**

Articles of Incorporation

Domestic Nonprofit Corporation
AS 10.20.151 & .153

The undersigned natural person(s) of the age of 19 years or more, acting as incorporator(s) of a corporation under Alaska Statutes 10.20.151 & .153 hereby executes the following document and sets forth

ARTICLE 1 Entity Name

Entity Legal Name Becky's Place Haven of Hope Corporation

ARTICLE 2 Purpose

Indicate the purpose of the corporation (may include 'any lawful') and, separately, the 6 digit NAICS Industry Grouping Code that most clearly describes the initial activities of the company

Purpose to provide shelter and assistance to women & children who have been subjected to domestic violence or sexual abuse. To offer hope, help restore dignity and give them back the power of choice.

NAICS Code 813211 - GRANTMAKING FOUNDATIONS

ARTICLE 3 Registered Agent

Registered agent name and address (must include a physical address in Alaska)

Corporation 127057 - United States Corporation Agents, Inc.

Physical

Mailing

310 K STREET SUITE 200
ANCHORAGE, AK, UNITED STATES, 99501

310 K STREET SUITE 200
ANCHORAGE, AK, UNITED STATES, 99501

ARTICLE 4 Directors

Initial board of directors (must be at least 3)

Name

Address

Stanly I Mazeikas

836 MAIN STREET, HAINES, AK,
UNITED STATES, 99827

Becky's Place Haven of Hope Corp

46-0958252

Jackie L Mazeikas	836 MAIN STREET, HAINES, AK, UNITED STATES, 99827
Jan Hill	836 MAIN STREET, HAINES, AK, UNITED STATES, 99827

ARTICLE 5 Optional Provisions

Please indicate which article you are continuing and/or insert any desired additional provisions authorized by Alaska Statutes. Additional articles should be a continuation of the numbering as it appears on this form.

Has optional provisions? [X]

DISTRIBUTIONS

No part of the net earnings of this organization shall inure to the benefit of, or be distributable to, its members, trustees, officers, or other private persons, except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in the purpose clause hereof. No substantial part of the activities of this organization shall be the carrying on propaganda, or otherwise attempting to influence legislation, and this organization shall not participate in, or intervene in (including the publishing or distribution of statements), any political campaign on behalf of any candidate for public office. Notwithstanding any other provision of this document, the corporation shall not carry on any other activities not permitted to be carried on (a) by an organization exempt from federal income tax under section 501(c) (3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or (b) by an organization, contributions to which are deductible under section 170(c) (2) of the Internal Revenue Code, or the corresponding section of any future federal tax code.

DISSOLUTION

Upon the dissolution of this corporation, assets remaining shall be distributed for one or more exempt purposes within the meaning of Section 501(c) (3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose. Any such assets not disposed of shall be disposed of by the Court of Common Pleas of the county in which the principal office of the organization is then located, exclusively for such purposes or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.

Signatures

The printed name and signature of the Incorporators (at least 3) who are natural persons of the age of at least 19 years or more. Persons who sign documents filed with the commissioner that are known to the person to be false in material respects, is guilty of a class A misdemeanor.

Stanly I Mazeikas - Signed 08/13/2012 07:52 AM

Jackie L Mazeikas - Signed 08/13/2012 07:52 AM

Jan Hill - Signed 08/13/2012 07:52 AM

Becky's Place Haven of Hope Corp

46-0258258

NOTE

Bylaws are not required to be filed with this office; they are to be maintained by the entity. If you include your bylaws, they will be returned, without being filed for record.

NOTE

Articles with optional provisions require a review from our registered examiners. Our processing time is approximately 10 to 15 business days, and we will notify you by mail when the review has been completed.

INITIAL REPORT

After filing your Articles of Incorporation, visit the Corporations Section at on our website, select Online Filing, and file the initial report for this entity.

PO Box 110806, Juneau, AK 99811-0806

Telephone: (907) 465-2550 Fax: (907) 465-2974 Text Tel: (907) 465-5437 Website: <http://commerce.alaska.gov/occl>

Becky's Place Haven of Hope Corp
Page 3 of 3

46-09586532

8/13/2012 7:54:14AM

**Bylaws
of
Becky's Place Haven of Hope Corporation
Offices**

Section 1. Principal Office

The principal office of the corporation is located in Haines County, State of Alaska.

Section 2. Change of Address

The designation of the county or state of the corporation's principal office may be changed by amendment of these bylaws. The board of directors may change the principal office from one location to another within the named county by noting the changed address and effective date below, and such changes of address shall not be deemed, nor require, an amendment of these bylaws:

New Address: _____

Dated: _____, 20__

New Address: _____

Dated: _____, 20__

Section 3. Other Offices

The corporation may also have offices at such other places, within or without its state of incorporation, where it is qualified to do business, as its business and activities may require, and as the board of directors may, from time to time, designate.

**Article 2
Nonprofit Purposes**

Section 1. IRC Section 501(c)(3) Purposes

This corporation is organized exclusively for one or more of the purposes as specified in Section 501(c)(3) of the Internal Revenue Code, including, for such purposes, the making of distributions to organizations that qualify as exempt organizations under Section 501(c)(3) of the Internal Revenue Code.

Becky's Place Haven of Hope Corp

46-0958252

Section 2. Specific Objectives and Purposes

The specific objectives and purposes of this corporation shall be: To provide shelter and assistance to women and children who have been subjected to Domestic Violence or Sexual Abuse (DV/SA) and offering hope, help restore dignity and give them back the power of choice. To provide relief to the poor, distressed and underprivileged and to educate the public on subjects useful to the individual and beneficial to the community.

Article 3 Directors

Section 1. Number

The corporation shall have three directors and collectively they shall be known as the board of directors.

Section 2. Qualifications

Directors shall be of the age of majority in this state. Other qualifications for directors of this corporation shall be as follows: Must have compassion, understanding, empathy, non-judgmental, available, and committed to seeing a change in the way we view DV/SA. Directors must continue to improve their understanding of this illness, continue to learn and grow, so that we may better help those who come seeking assistance.

Section 3. Powers

Subject to the provisions of the laws of this state and any limitations in the articles of incorporation and these bylaws relating to action required or permitted to be taken or approved by the members, if any, of this corporation, the activities and affairs of this corporation shall be conducted and all corporate powers shall be exercised by or under the direction of the board of directors.

Section 4. Duties

It shall be the duty of the directors to:

- a. Perform any and all duties imposed on them collectively or individually by law, by the articles of incorporation, or by these bylaws;
- b. Appoint and remove, employ and discharge, and, except as otherwise provided in these bylaws, prescribe the duties and fix the compensation, if any, of all officers, agents, and employees of the corporation;
- c. Supervise all officers, agents, and employees of the corporation to assure that their duties are performed properly;
- d. Meet at such times and places as required by these bylaws;

Becky's Place Haven of Hope Corp

46-0958252

- e. Register their addresses with the secretary of the corporation, and notices of meetings mailed or telegraphed to them at such addresses shall be valid notices thereof.

Section 5. Term of Office

Each director shall hold office for a period of three years and until his or her successor is elected and qualifies.

Section 6. Compensation

Directors shall serve without compensation except that a reasonable fee may be paid to directors for attending regular and special meetings of the board. In addition, they shall be allowed reasonable advancement or reimbursement of expenses incurred in the performance of their duties. Any payments to directors shall be approved in advance in accordance with this corporation's conflict of interest policy, as set forth in Article 9 of these bylaws.

Section 7. Place of Meetings

Meetings shall be held at the principal office of the corporation unless otherwise provided by the board or at such other place as may be designated from time to time by resolution of the board of directors.

Section 8. Regular Meetings

Regular meetings of directors shall be held on quarterly bases on the first Saturday of the fourth month at 9:00 a.m., unless such day falls on a legal holiday, in which event the regular meeting shall be held at the same hour and place on the next business day.

If this corporation makes no provision for members, then, at the regular meeting of directors held on first Saturday of each month, directors shall be elected by the board of directors. Voting for the election of directors shall be by written ballot. Each director shall cast one vote per candidate, and may vote for as many candidates as the number of candidates to be elected to the board. The candidates receiving the highest number of votes up to the number of directors to be elected shall be elected to serve on the board.

Section 9. Special Meetings

Special meetings of the board of directors may be called by the chairperson of the board, the president, the vice president, the secretary, by any two directors, or, if different, by the persons specifically authorized under the laws of this state to call special meetings of the board. Such meetings shall be held at the principal office of the corporation or, if different, at the place designated by the person or persons calling the special meeting.

Becky's Place Haven of Hope Corp - 46-0958252

Section 10. Notice of Meetings

Unless otherwise provided by the articles of incorporation, these bylaws, or provisions of law, the following provisions shall govern the giving of notice for meetings of the board of directors:

- a. **Regular Meetings.** No notice need be given of any regular meeting of the board of directors.
- b. **Special Meetings.** At least one week prior notice shall be given by the secretary of the corporation to each director of each special meeting of the board. Such notice may be oral or written, may be given personally, by first class mail, by telephone or by facsimile machine, and shall state the place, date, and time of the meeting and the matters proposed to be acted upon at the meeting. In the case of facsimile notification, the director to be contacted shall acknowledge personal receipt of the facsimile notice by a return message or telephone call within twenty-four hours of the first facsimile transmission.
- c. **Waiver of Notice.** Whenever any notice of a meeting is required to be given to any director of this corporation under provisions of the articles of incorporation, these bylaws, or the law of this state, a waiver of notice in writing signed by the director, whether before or after the time of the meeting, shall be equivalent to the giving of such notice.

Section 11. Quorum for Meetings

A quorum shall consist of two thirds of the members of the board of directors.

Except as otherwise provided under the articles of incorporation, these bylaws, or provisions of law, no business shall be considered by the board at any meeting at which the required quorum is not present, and the only motion which the chair shall entertain at such meeting is a motion to adjourn.

Section 12. Majority Action as Board Action

Every act or decision done or made by a majority of the directors present at a meeting duly held at which a quorum is present is the act of the board of directors, unless the articles of incorporation, these bylaws, or provisions of law require a greater percentage or different voting rules for approval of a matter by the board.

Section 13. Conduct of Meetings

Meetings of the board of directors shall be presided over by the chairperson of the board, or, if no such person has been so designated, or in his or her absence, the president of the corporation, or in his or her absence, by the vice president of the corporation, or in the absence of each of these persons, by a chairperson chosen by a majority of the directors present at the meeting. The secretary of the corporation shall act as secretary of all

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meetings of the board, provided that, in his or her absence, the presiding officer shall appoint another person to act as secretary of the meeting.

Meetings shall be governed by the president of the corporation, insofar as such rules are not inconsistent with or in conflict with the articles of incorporation, these bylaws, or with provisions of law.

Section 14. Vacancies

Vacancies on the board of directors shall exist (1) on the death, resignation, or removal of any director, and (2) whenever the number of authorized directors is increased.

Any director may resign effective upon giving written notice to the chairperson of the board, the president, the secretary, or the board of directors, unless the notice specifies a later time for the effectiveness of such resignation. No director may resign if the corporation would then be left without a duly elected director or directors in charge of its affairs, except upon notice to the office of the attorney general or other appropriate agency of this state.

Directors may be removed from office, with or without cause, as permitted by and in accordance with the laws of this state.

Unless otherwise prohibited by the articles of incorporation, these bylaws, or provisions of law, vacancies on the board may be filled by approval of the board of directors. If the number of directors then in office is less than a quorum, a vacancy on the board may be filled by approval of a majority of the directors then in office or by a sole remaining director. A person elected to fill a vacancy on the board shall hold office until the next election of the board of directors or until his or her death, resignation, or removal from office.

Section 15. Nonliability of Directors

The directors shall not be personally liable for the debts, liabilities, or other obligations of the corporation.

Section 16. Indemnification by Corporation of Directors and Officers

The directors and officers of the corporation shall be indemnified by the corporation to the fullest extent permissible under the laws of this state.

Section 17. Insurance for Corporate Agents

Except as may be otherwise provided under provisions of law, the board of directors may adopt a resolution authorizing the purchase and maintenance of insurance on behalf of any agent of the corporation (including a director, officer, employee, or other agent of the corporation) against liabilities asserted against or incurred by the agent in such capacity or arising out of the agent's status as such, whether or not the corporation would have the

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power to indemnify the agent against such liability under the articles of incorporation, these bylaws, or provisions of law.

Article 4 Officers

Section 1. Designation of Officers

The officers of the corporation shall be a president, a vice president, a secretary, and a treasurer. The corporation may also have a chairperson of the board, one or more vice presidents, assistant secretaries, assistant treasurers, and other such officers with such titles as may be determined from time to time by the board of directors.

Section 2. Qualifications

Any person may serve as officer of this corporation.

Section 3. Election and Term of Office

Officers shall be elected by the board of directors, at any time, and each officer shall hold office until he or she resigns or is removed or is otherwise disqualified to serve, or until his or her successor shall be elected and qualified, whichever occurs first.

Section 4. Removal and Resignation

Any officer may be removed, either with or without cause, by the board of directors, at any time. Any officer may resign at any time by giving written notice to the board of directors or to the president or secretary of the corporation. Any such resignation shall take effect at the date of receipt of such notice or at any later date specified therein, and, unless otherwise specified therein, the acceptance of such resignation shall not be necessary to make it effective. The above provisions of this section shall be superseded by any conflicting terms of a contract which has been approved or ratified by the board of directors relating to the employment of any officer of the corporation.

Section 5. Vacancies

Any vacancy caused by the death, resignation, removal, disqualification, or otherwise, of any officer shall be filled by the board of directors. In the event of a vacancy in any office other than that of president, such vacancy may be filled temporarily by appointment by the president until such time as the board shall fill the vacancy. Vacancies occurring in offices of officers appointed at the discretion of the board may or may not be filled as the board shall determine.

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Section 6. Duties of President

The president shall be the chief executive officer of the corporation and shall, subject to the control of the board of directors, supervise and control the affairs of the corporation and the activities of the officers. He or she shall perform all duties incident to his or her office and such other duties as may be required by law, by the articles of incorporation, or by these bylaws, or which may be prescribed from time to time by the board of directors. Unless another person is specifically appointed as chairperson of the board of directors, the president shall preside at all meetings of the board of directors and, if this corporation has members, at all meetings of the members. Except as otherwise expressly provided by law, by the articles of incorporation, or by these bylaws, he or she shall, in the name of the corporation, execute such deeds, mortgages, bonds, contracts, checks, or other instruments which may from time to time be authorized by the board of directors.

Section 7. Duties of Vice President

In the absence of the president, or in the event of his or her inability or refusal to act, the vice president shall perform all the duties of the president, and when so acting shall have all the powers of, and be subject to all the restrictions on, the president. The vice president shall have other powers and perform such other duties as may be prescribed by law, by the articles of incorporation, or by these bylaws, or as may be prescribed by the board of directors.

Section 8. Duties of Secretary

The secretary shall:

Certify and keep at the principal office of the corporation the original, or a copy, of these bylaws as amended or otherwise altered to date.

Keep at the principal office of the corporation or at such other place as the board may determine, a book of minutes of all meetings of the directors, and, if applicable, meetings of committees of directors and of members, recording therein the time and place of holding, whether regular or special, how called, how notice thereof was given, the names of those present or represented at the meeting, and the proceedings thereof.

Ensure that the minutes of meetings of the corporation, any written consents approving action taken without a meeting, and any supporting documents pertaining to meetings, minutes, and consents shall be contemporaneously recorded in the corporate records of this corporation. "Contemporaneously" in this context means that the minutes, consents, and supporting documents shall be recorded in the records of this corporation by the later of (1) the next meeting of the board, committee, membership, or other body for which the minutes, consents, or supporting documents are being recorded, or (2) sixty (60) days after the date of the meeting or written consent.

See that all notices are duly given in accordance with the provisions of these bylaws or as required by law.

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Be custodian of the records and of the seal of the corporation and affix the seal, as authorized by law or the provisions of these bylaws, to duly executed documents of the corporation.

Keep at the principal office of the corporation a membership book containing the name and address of each and any members, and, in the case where any membership has been terminated, he or she shall record such fact in the membership book together with the date on which such membership ceased.

Exhibit at all reasonable times to any director of the corporation, or to his or her agent or attorney, on request therefor, the bylaws, the membership book, and the minutes of the proceedings of the directors of the corporation.

In general, perform all duties incident to the office of secretary and such other duties as may be required by law, by the articles of incorporation, or by these bylaws, or which may be assigned to him or her from time to time by the board of directors.

Section 9. Duties of Treasurer

The treasurer shall:

Have charge and custody of, and be responsible for, all funds and securities of the corporation, and deposit all such funds in the name of the corporation in such banks, trust companies, or other depositories as shall be selected by the board of directors.

Receive, and give receipt for, monies due and payable to the corporation from any source whatsoever.

Disburse, or cause to be disbursed, the funds of the corporation as may be directed by the board of directors, taking proper vouchers for such disbursements.

Keep and maintain adequate and correct accounts of the corporation's properties and business transactions, including accounts of its assets, liabilities, receipts, disbursements, gains, and losses.

Exhibit at all reasonable times the books of account and financial records to any director of the corporation, or to his or her agent or attorney, on request therefor.

Render to the president and directors, whenever requested, an account of any or all of his or her transactions as treasurer and of the financial condition of the corporation.

Prepare, or cause to be prepared, and certify, or cause to be certified, the financial statements to be included in any required reports.

In general, perform all duties incident to the office of treasurer and such other duties as may be required by law, by the articles of incorporation of the corporation, or by these bylaws, or which may be assigned to him or her from time to time by the board of directors.

Section 10. Compensation

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The salaries of the officers, if any, shall be fixed from time to time by resolution of the board of directors. In all cases, any salaries received by officers of this corporation shall be reasonable and given in return for services actually rendered to or for the corporation. All officer salaries shall be approved in advance in accordance with this corporation's conflict of interest policy, as set forth in Article 9 of these bylaws.

Article 5 Committees

Section 1. Executive Committee

The board of directors may, by a majority vote of its members, designate an Executive Committee consisting of three board members and may delegate to such committee the powers and authority of the board in the management of the business and affairs of the corporation, to the extent permitted, and, except as may otherwise be provided, by provisions of law.

By a majority vote of its members, the board may at any time revoke or modify any or all of the executive committee authority so delegated, increase or decrease but not below two (2) the number of the members of the executive committee, and fill vacancies on the Executive Committee from the members of the board. The executive committee shall keep regular minutes of its proceedings, cause them to be filed with the corporate records, and report the same to the board from time to time as the board may require.

Section 2. Other Committees

The corporation shall have such other committees as may from time to time be designated by resolution of the board of directors. These committees may consist of persons who are not also members of the board and shall act in an advisory capacity to the board.

Section 3. Meetings and Action of Committees

Meetings and action of committees shall be governed by, noticed, held, and taken in accordance with the provisions of these bylaws concerning meetings of the board of directors, with such changes in the context of such bylaw provisions as are necessary to substitute the committee and its members for the board of directors and its members, except that the time for regular and special meetings of committees may be fixed by resolution of the board of directors or by the committee. The board of directors may also adopt rules and regulations pertaining to the conduct of meetings of committees to the extent that such rules and regulations are not inconsistent with the provisions of these bylaws.

Article 6 Execution of Instruments, Deposits, and Funds

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Section 1. Execution of Instruments

The board of directors, except as otherwise provided in these bylaws, may by resolution authorize any officer or agent of the corporation to enter into any contract or execute and deliver any instrument in the name of and on behalf of the corporation, and such authority may be general or confined to specific instances. Unless so authorized, no officer, agent, or employee shall have any power or authority to bind the corporation by any contract or engagement or to pledge its credit or to render it liable monetarily for any purpose or in any amount.

Section 2. Checks and Notes

Except as otherwise specifically determined by resolution of the board of directors, or as otherwise required by law, checks, drafts, promissory notes, orders for the payment of money, and other evidence of indebtedness of the corporation shall be signed by the treasurer and countersigned by the president of the corporation.

Section 3. Deposits

All funds of the corporation shall be deposited from time to time to the credit of the corporation in such banks, trust companies, or other depositories as the board of directors may select.

Section 4. Gifts

The board of directors may accept on behalf of the corporation any contribution, gift, bequest, or devise for the nonprofit purposes of this corporation.

Article 7 Corporate Records, Reports, and Seal

Section 1. Maintenance of Corporate Records

The corporation shall keep at its principal office:

- a. Minutes of all meetings of directors, committees of the board, and, if this corporation has members, of all meetings of members, indicating the time and place of holding such meetings, whether regular or special, how called, the notice given, and the names of those present and the proceedings thereof;
- b. Adequate and correct books and records of account, including accounts of its properties and business transactions and accounts of its assets, liabilities, receipts, disbursements, gains, and losses;

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- c. A record of its members, if any, indicating their names and addresses and, if applicable, the class of membership held by each member and the termination date of any membership;
- d. A copy of the corporation's articles of incorporation and bylaws as amended to date, which shall be open to inspection by the members, if any, of the corporation at all reasonable times during office hours.

Section 2. Corporate Seal

The board of directors may adopt, use, and at will alter, a corporate seal. Such seal shall be kept at the principal office of the corporation. Failure to affix the seal to corporate instruments, however, shall not affect the validity of any such instrument.

Section 3. Directors' Inspection Rights

Every director shall have the absolute right at any reasonable time to inspect and copy all books, records, and documents of every kind and to inspect the physical properties of the corporation, and shall have such other rights to inspect the books, records, and properties of this corporation as may be required under the articles of incorporation, other provisions of these bylaws, and provisions of law.

Section 4. Members' Inspection Rights

If this corporation has any members, then each and every member shall have the following inspection rights, for a purpose reasonably related to such person's interest as a member:

- a. To inspect and copy the record of all members' names, addresses, and voting rights, at reasonable times, upon written demand on the secretary of the corporation, which demand shall state the purpose for which the inspection rights are requested.
- b. To obtain from the secretary of the corporation, upon written demand on, and payment of a reasonable charge to, the secretary of the corporation, a list of the names, addresses, and voting rights of those members entitled to vote for the election of directors as of the most recent record date for which the list has been compiled or as of the date specified by the member subsequent to the date of demand. The demand shall state the purpose for which the list is requested. The membership list shall be made available within a reasonable time after the demand is received by the secretary of the corporation or after the date specified therein as of which the list is to be compiled.
- c. To inspect at any reasonable time the books, records, or minutes of proceedings of the members or of the board or committees of the board, upon written demand on the secretary of the corporation by the member, for a purpose reasonably related to such person's interests as a member.

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Members shall have such other rights to inspect the books, records, and properties of this corporation as may be required under the articles of incorporation, other provisions of these bylaws, and provisions of law.

Section 5. Right to Copy and Make Extracts

Any inspection under the provisions of this article may be made in person or by agent or attorney and the right to inspection shall include the right to copy and make extracts.

Section 6. Periodic Report

The board shall cause any annual or periodic report required under law to be prepared and delivered to an office of this state or to the members, if any, of this corporation, to be so prepared and delivered within the time limits set by law.

Article 8 IRC 501(c)(3) Tax Exemption Provisions

Section 1. Limitations on Activities

No substantial part of the activities of this corporation shall be the carrying on of propaganda, or otherwise attempting to influence legislation (except as otherwise provided by Section 501(h) of the Internal Revenue Code), and this corporation shall not participate in, or intervene in (including the publishing or distribution of statements), any political campaign on behalf of, or in opposition to, any candidate for public office.

Notwithstanding any other provisions of these bylaws, this corporation shall not carry on any activities not permitted to be carried on (a) by a corporation exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Code, or (b) by a corporation, contributions to which are deductible under Section 170(c)(2) of the Internal Revenue Code.

Section 2. Prohibition Against Private Inurement

No part of the net earnings of this corporation shall inure to the benefit of, or be distributable to, its members, directors or trustees, officers, or other private persons, except that the corporation shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes of this corporation.

Section 3. Distribution of Assets

Upon the dissolution of this corporation, its assets remaining after payment, or provision for payment, of all debts and liabilities of this corporation, shall be distributed for one or

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more exempt purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code or shall be distributed to the federal government, or to a state or local government, for a public purpose. Such distribution shall be made in accordance with all applicable provisions of the laws of this state.

Section 4. Private Foundation Requirements and Restrictions

In any taxable year in which this corporation is a private foundation as described in Section 509(a) of the Internal Revenue Code, the corporation 1) shall distribute its income for said period at such time and manner as not to subject it to tax under Section 4942 of the Internal Revenue Code; 2) shall not engage in any act of self-dealing as defined in Section 4941(d) of the Internal Revenue Code; 3) shall not retain any excess business holdings as defined in Section 4943(c) of the Internal Revenue Code; 4) shall not make any investments in such manner as to subject the corporation to tax under Section 4944 of the Internal Revenue Code; and 5) shall not make any taxable expenditures as defined in Section 4945(d) of the Internal Revenue Code.

Article 9 Conflict of Interest and Compensation Approval Policies

Section 1. Purpose of Conflict of Interest Policy

The purpose of this conflict of interest policy is to protect this tax-exempt corporation's interest when it is contemplating entering into a transaction or arrangement that might benefit the private interest of an officer or director of the corporation or any "disqualified person" as defined in Section 4958(f)(1) of the Internal Revenue Code and as amplified by Section 53.4958-3 of the IRS Regulations and which might result in a possible "excess benefit transaction" as defined in Section 4958(c)(1)(A) of the Internal Revenue Code and as amplified by Section 53.4958 of the IRS Regulations. This policy is intended to supplement but not replace any applicable state and federal laws governing conflict of interest applicable to nonprofit and charitable organizations.

Section 2. Definitions

- a. Interested Person.** Any director, principal officer, member of a committee with governing board delegated powers, or any other person who is a "disqualified person" as defined in Section 4958(f)(1) of the Internal Revenue Code and as amplified by Section 53.4958-3 of the IRS Regulations, who has a direct or indirect financial interest, as defined below, is an interested person.
- b. Financial Interest.** A person has a financial interest if the person has, directly or indirectly, through business, investment, or family:
 - 1. An ownership or investment interest in any entity with which the corporation has a transaction or arrangement;

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2. A compensation arrangement with the corporation or with any entity or individual with which the corporation has a transaction or arrangement; or
3. A potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which the corporation is negotiating a transaction or arrangement.

Compensation includes direct and indirect remuneration as well as gifts or favors that are not insubstantial.

A financial interest is not necessarily a conflict of interest. Under Section 3, paragraph B, a person who has a financial interest may have a conflict of interest only if the appropriate governing board or committee decides that a conflict of interest exists.

Section 3. Conflict of Interest Avoidance Procedures

- a. **Duty to Disclose.** In connection with any actual or possible conflict of interest, an interested person must disclose the existence of the financial interest and be given the opportunity to disclose all material facts to the directors and members of committees with governing board delegated powers considering the proposed transaction or arrangement.
- b. **Determining Whether a Conflict of Interest Exists.** After disclosure of the financial interest and all material facts, and after any discussion with the interested person, he/she shall leave the governing board or committee meeting while the determination of a conflict of interest is discussed and voted upon. The remaining board or committee members shall decide if a conflict of interest exists.
- c. **Procedures for Addressing the Conflict of Interest.** An interested person may make a presentation at the governing board or committee meeting, but after the presentation, he/she shall leave the meeting during the discussion of, and the vote on, the transaction or arrangement involving the possible conflict of interest.

The chairperson of the governing board or committee shall, if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement.

After exercising due diligence, the governing board or committee shall determine whether the corporation can obtain with reasonable efforts a more advantageous transaction or arrangement from a person or entity that would not give rise to a conflict of interest.

If a more advantageous transaction or arrangement is not reasonably possible under circumstances not producing a conflict of interest, the governing board or committee shall determine by a majority vote of the disinterested directors whether the transaction or arrangement is in the corporation's best interest, for its own benefit, and whether it is fair and reasonable. In conformity with the above determination, it shall make its decision as to whether to enter into the transaction or arrangement.

- d. **Violations of the Conflicts of Interest Policy.** If the governing board or committee has reasonable cause to believe a member has failed to disclose actual

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or possible conflicts of interest, it shall inform the member of the basis for such belief and afford the member an opportunity to explain the alleged failure to disclose.

If, after hearing the member's response and after making further investigation as warranted by the circumstances, the governing board or committee determines the member has failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action.

Section 4. Records of Board and Board Committee Proceedings

The minutes of meetings of the governing board and all committees with board delegated powers shall contain:

- a. The names of the persons who disclosed or otherwise were found to have a financial interest in connection with an actual or possible conflict of interest, the nature of the financial interest, any action taken to determine whether a conflict of interest was present, and the governing board's or committee's decision as to whether a conflict of interest in fact existed.
- b. The names of the persons who were present for discussions and votes relating to the transaction or arrangement, the content of the discussion, including any alternatives to the proposed transaction or arrangement, and a record of any votes taken in connection with the proceedings.

Section 5. Compensation Approval Policies

A voting member of the governing board who receives compensation, directly or indirectly, from the corporation for services is precluded from voting on matters pertaining to that member's compensation.

A voting member of any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the corporation for services is precluded from voting on matters pertaining to that member's compensation.

No voting member of the governing board or any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the corporation, either individually or collectively, is prohibited from providing information to any committee regarding compensation.

When approving compensation for directors, officers and employees, contractors, and any other compensation contract or arrangement, in addition to complying with the conflict of interest requirements and policies contained in the preceding and following sections of this article as well as the preceding paragraphs of this section of this article, the board or a duly constituted compensation committee of the board shall also comply with the following additional requirements and procedures:

- a. the terms of compensation shall be approved by the board or compensation committee prior to the first payment of compensation;
- b. all members of the board or compensation committee who approve compensation arrangements must not have a conflict of interest with respect to the compensation arrangement as specified in IRS Regulation Section 53.4958-6(c)(iii), which

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generally requires that each board member or committee member approving a compensation arrangement between this organization and a "disqualified person" (as defined in Section 4958(f)(1) of the Internal Revenue Code and as amplified by Section 53.4958-3 of the IRS Regulations):

1. is not the person who is the subject of the compensation arrangement, or a family member of such person;
 2. is not in an employment relationship subject to the direction or control of the person who is the subject of the compensation arrangement;
 3. does not receive compensation or other payments subject to approval by the person who is the subject of the compensation arrangement;
 4. has no material financial interest affected by the compensation arrangement; and
 5. does not approve a transaction providing economic benefits to the person who is the subject of the compensation arrangement, who in turn has approved or will approve a transaction providing benefits to the board or committee member.
- c. the board or compensation committee shall obtain and rely upon appropriate data as to comparability prior to approving the terms of compensation. Appropriate data may include the following:
1. compensation levels paid by similarly situated organizations, both taxable and tax-exempt, for functionally comparable positions. "Similarly situated" organizations are those of a similar size, purpose, and with similar resources;
 2. the availability of similar services in the geographic area of this organization;
 3. current compensation surveys compiled by independent firms;
 4. actual written offers from similar institutions competing for the services of the person who is the subject of the compensation arrangement;

As allowed by IRS Regulation 4958-6, if this organization has average annual gross receipts (including contributions) for its three prior tax years of less than \$1 million, the board or compensation committee will have obtained and relied upon appropriate data as to comparability if it obtains and relies upon data on compensation paid by three comparable organizations in the same or similar communities for similar services.

- d. the terms of compensation and the basis for approving them shall be recorded in written minutes of the meeting of the board or compensation committee that approved the compensation. Such documentation shall include:
1. the terms of the compensation arrangement and the date it was approved;

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2. the members of the board or compensation committee who were present during debate on the transaction, those who voted on it, and the votes cast by each board or committee member;
3. the comparability data obtained and relied upon and how the data was obtained;
4. If the board or compensation committee determines that reasonable compensation for a specific position in this organization or for providing services under any other compensation arrangement with this organization is higher or lower than the range of comparability data obtained, the board or committee shall record in the minutes of the meeting the basis for its determination;
5. If the board or committee makes adjustments to comparability data due to geographic area or other specific conditions, these adjustments and the reasons for them shall be recorded in the minutes of the board or committee meeting;
6. any actions taken with respect to determining if a board or committee member had a conflict of interest with respect to the compensation arrangement, and if so, actions taken to make sure the member with the conflict of interest did not affect or participate in the approval of the transaction (for example, a notation in the records that after a finding of conflict of interest by a member, the member with the conflict of interest was asked to, and did, leave the meeting prior to a discussion of the compensation arrangement and a taking of the votes to approve the arrangement);
7. The minutes of board or committee meetings at which compensation arrangements are approved must be prepared before the later of the date of the next board or committee meeting or 60 days after the final actions of the board or committee are taken with respect to the approval of the compensation arrangements. The minutes must be reviewed and approved by the board and committee as reasonable, accurate, and complete within a reasonable period thereafter, normally prior to or at the next board or committee meeting following final action on the arrangement by the board or committee.

Section 6. Annual Statements

Each director, principal officer, and member of a committee with governing board delegated powers shall annually sign a statement which affirms such person:

- a. has received a copy of the conflicts of interest policy;
- b. has read and understands the policy;
- c. has agreed to comply with the policy; and
- d. understands the corporation is charitable and in order to maintain its federal tax exemption it must engage primarily in activities which accomplish one or more of its tax-exempt purposes.

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Section 7. Periodic Reviews

To ensure the corporation operates in a manner consistent with charitable purposes and does not engage in activities that could jeopardize its tax-exempt status, periodic reviews shall be conducted. The periodic reviews shall, at a minimum, include the following subjects:

- a. Whether compensation arrangements and benefits are reasonable, based on competent survey information, and the result of arm's-length bargaining.
- b. Whether partnerships, joint ventures, and arrangements with management organizations conform to the corporation's written policies, are properly recorded, reflect reasonable investment or payments for goods and services, further charitable purposes, and do not result in inurement, impermissible private benefit, or in an excess benefit transaction.

Section 8. Use of Outside Experts

When conducting the periodic reviews as provided for in Section 7, the corporation may, but need not, use outside advisors. If outside experts are used, their use shall not relieve the governing board of its responsibility for ensuring periodic reviews are conducted.

Article 10 Amendment of Bylaws

Section 1. Amendment

Subject to the power of the members, if any, of this corporation to adopt, amend, or repeal the bylaws of this corporation and except as may otherwise be specified under provisions of law, these bylaws, or any of them, may be altered, amended, or repealed and new bylaws adopted by approval of the board of directors.

Article 11 Construction and Terms

If there is any conflict between the provisions of these bylaws and the articles of incorporation of this corporation, the provisions of the articles of incorporation shall govern.

Should any of the provisions or portions of these bylaws be held unenforceable or invalid for any reason, the remaining provisions and portions of these bylaws shall be unaffected by such holding.

All references in these bylaws to the articles of incorporation shall be to the articles of incorporation, articles of organization, certificate of incorporation, organizational charter, corporate charter, or other founding document of this corporation filed with an office of this state and used to establish the legal existence of this corporation.

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All references in these bylaws to a section or sections of the Internal Revenue Code shall be to such sections of the Internal Revenue Code of 1986 as amended from time to time, or to corresponding provisions of any future federal tax code.

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ADOPTION OF BYLAWS

We, the undersigned, are all of the initial directors or incorporators of this corporation, and we consent to, and hereby do, adopt the foregoing bylaws, consisting of 20 preceding pages, as the bylaws of this corporation.

Dated: November 26th, 2012

Jackie L Mazeikas

Stanly I Mazeikas

Jan Hill

**SALES TAX EXEMPT
NON-PROFIT ORGANIZATIONS**

The following non-profit organizations are registered and approved to be exempt from paying sales tax in the Haines Borough. ANY NON-PROFIT ORGANIZATION THAT IS NOT LISTED SHALL BE CHARGED SALES TAX FOR THEIR PURCHASES. Please encourage those who insist they are exempt and not on this list, to stop by the Haines Borough office for further information. For questions and updates, please call 766-2231. Thank you.

<u>EXEMPT #</u>	<u>NAME OF ORGANIZATION</u>	<u>AUTHORIZED PERSONNEL</u>
101	Lynn Canal Community Players Box 118, Haines	Annette Gregg
102	Northern Light Network/KRSA Box 369, Glenallen, Ak. 99588	Phillip Bauer, III
103	Sheldon Museum & Cultural Center Chilkat Valley Historical Society Box 269, Haines	Jerrie Clark Jim Heaton
104	Ak. Chilkat Bald Eagle Preserve Foundation, Box 213, Haines	
105	S.E. Alaska State Fair Box 385, Haines	Ross Silkman
106	Ak. Community Develop. Corp. 6250 Tuttle Place #5, Anchorage, Ak. 99507	Patrick Shiflea
107	Haines Headstart Box 192, Haines	Karen Bryant
108	Haines Chamber of Commerce Box 1449, Haines, Ak. 99827	Jamie Knudsen
109	Echo Ranch Bible Camp Box 156, Haines, Ak. 99827	
110	Chilkat Center for the Arts Box 1004, Haines	Kay Clements
111	Lynn Canal Counseling Services Box 90, Haines	Beckie Chapin
112	Lynn Canal Broadcasting Box 1109, Haines	Kay Clements
113	Chilkat Valley Pre-School Box 1165, Haines	Sarah Elliott
114	Salvation Army Box 550, Haines	Kevin & Tina Bottjen
115	Klukwan Assembly of God Church Box 422, Haines	Odis Ganey

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Non-Profit Organizations

<u>EXEMPT #</u>	<u>NAME OF ORGANIZATION</u>	<u>AUTHORIZED PERSONNEL</u>
116	Tlingit-Haida Regional Housing Box 32237, Juneau, Ak. 99803	Joyce Nelson
118	Full-Gospel Christian Assoc. Box 1121, Haines	Stewart Adams
119	S.E. Ak. Area Council, Boy Scouts 9220 Lee Smith Drive Juneau, Alaska 99801	Lane Stumme
120	Sacred Heart Catholic Church Box 673, Haines	Joe Adreano
121	Tongass Alaska Girl Scouts Troops #98, #99, #100, #101, #104	
122	Covenant Life Center HC 60, Box 2665, Haines, Ak. 99827	Roberta Lane
123	Covenant Life College HC 60, Box 2665, Haines, Ak. 99827	Leonard V. Banaszek
124	Haines Emblem Club Box 361, Haines	Michele Stigen
125	Friends of Recycling Box 822, Haines	Frank Holmes Melissa Aronson
126	Chilkat Valley Bahai School Box 143, Haines	Georgia Haisler
127	Port Chilkoot Bible Church Box 156, Haines	Bill Diggins
128	Haines Presbyterian Church Box 264, Haines	Ron Horn
129	Haines Christian Center/Assembly of God Box 730, Haines	Anthony Nelson
132	Alaska Indian Arts, Inc. Box 271, Haines	Lee Heinmiller

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Non-Profit Organizations

<u>EXEMPT #</u>	<u>NAME OF ORGANIZATION</u>	<u>AUTHORIZED PERSONNEL</u>
133	American Bald Eagle Foundation Box 49, Haines	Cheryl McRoberts
134	Hospice of Haines Box 1034, Haines, Ak. 99827	Nancy Schnabel Beth MacCready
136	Haines Senior Citizen Center Inc. Box 801, Haines, Ak. 99827	Leslie Whittington
136.1	Haines Senior Village Box 835, Haines, Ak. 99827	Anne Hanssen
137	Haines Women's Club Box 36, Haines, Ak. 99827	Susan Johnston
138	Haines Animal Rescue Kennel Box 1533, Haines, Ak. 99827	Steve Vick
139	Tlingit-Haida Central Council 320 W. Willoughby, Suite 300 Juneau, Ak. 99801	John Katzeek
140	Duck's Unlimited Haines Chapter Box 628, Haines, Ak. 99827	Michelle Stigen
141	Friends of the Library Box 1089, Haines, Ak. 99827	Sara Chapell
142	Haines Arts Council Box 505, Haines, Ak. 99827	Tom Heywood
143	Church of Jesus Christ LDS Box 916, Haines, Ak. 99827	Dave Berry
144	Rural Ak. Comm. Action Program (RURAL CAP) P.O. Box 200908, Anchorage, Ak. 99510	Diane Mathesen
146	Haines Sportmans Assoc. Inc. Box 677, Haines, ak. 99827	James Studley
147	American Legion Post #12 Box 452, Haines, 99827	Jim Moran
148	Lynn Canal Conservation, Inc. Box 964, Haines, Ak. 99827	Scott Carey

Non-Profit Organizations

<u>EXEMPT #</u>	<u>NAME OF ORGANIZATION</u>	<u>AUTHORIZED PERSONNEL</u>
150	Northern S.E. Regional Aquaculture Assoc. (NSRAA) Box 1263, Haines, Ak. 99827	Tom Henderson
151	REACH, Inc. Box 1484, Haines, Ak. 99827	Rod Moline
152	Peninsula Home Health Care Box 926, Haines, Ak. 99827	Lisa Schwartz
153	S.E. Ak. Regional Health Consortium (SEARHC), Box 1549, Haines, Ak. 99827	Marcia Scott (Local Contact)
155	Rainbow Glacier Camp Box 432, Haines, Ak. 99827	Lucy Tate
157	Haines Cornerstone Church Box 588, Haines, Ak. 99827	
158	SEAPRO 540 Water St., Suite 201 Ketchikan, Ak. 99901	Marie-Jeanne Cadle
159	LaLeche League of Haines Box 1624, Haines, Ak. 99827	Donna Lambert
160	AWARE, Inc. P.O. Box 20809, Juneau, Ak. 99802	Amy Maio
161	Nenana Ice Classic Box 00272 , Nenana, Ak. 99760	Cherrie Forness, Manager
162	Big Brother Big Sister Box 148, Haines, Ak. 99827	Office Closed
163	Haines Dolphins Swim Team Box 1367, Haines, Ak. 99827	Suzanne Vuillet-Smith D. Downer, S. Bradford
164	Tlingit Haida Regional Electrical Authority P.O. Box 210149 Auke Bay, Ak. 99821	Exempt by Code - A Political Subdivision of the State
165	Chilkoot Indian Association Box 490, Haines, Ak. 99827	Exempt by Code Tribal Govt.
166	Alaska Native Brotherhood & Sisterhood Box 749, Haines, Alaska 99827	Applying for Fed. Exemption
167	The Hammer Museum Box 702, Haines, Alaska 99827	David R. Pahl
168	Haines Elks Lodge Box 29, Haines, Alaska 99827	John Winge

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Non-Profit Organizations

169	Catholic Community Services Haines Senior Center Box 801, Haines, Ak. 99827	Rosemary Hagevig/Juneau
170	Haines Assisted Living, Inc. (HAL) c/o Box 916, Haines, Ak. 99827 (formerly St. Vincent de Paul, St. Lucy Conference)	Vince Hansen
171	Takshanuk Watershed Council Box 1029, Haines, Alaska 99827	Brad Ryan
172	Haines Baptist Church Box 1245, Haines, Alaska 99827	Russell Simpson
173	American Red Cross of Alaska 3200 Hospital Dr., Suite 203 Juneau, Ak. 99801	Shad Engkilterra
174	Alaska Arts Confluence Box 1664, Haines, Ak. 99827	Judy Erekson
175	Impact Counseling Services, Inc. Box 631, Haines, Ak. 99827	Emily Zimbrich
176	The Alaska Community Foundation 400 L Street, Ste 100, Anchorage, Ak. 99501	Annette Erickson
177	S.E. Alaska Independent Living (SAIL) Box 183, Haines, Ak. 99827	Sierra Kaden
178	Alaska Chilkoot Bear Foundation, Inc. Box 1188, Haines, Ak. 99827	Richard Folta
179	St. Lucy's Senior Living Box 916, Haines, Ak. 99827	Vince Hansen
180	Uglys of Haines Box 698, Haines, Ak. 99827	Chuck Mitman
181	Great Alaska Council, BSA 3117 Patterson St., Anchorage, Ak. 99504	Clifford Cvismore
182	New Hope Fellowship HC60 Box 3161, Haines, Ak. 99827	Sage Thomas
183	Great Bear Foundation of Montana Box 1616, Haines, Ak. 99827	Shannon Donahue

SALES, SERVICES AND RENTALS TO OR BY A FOREIGN GOVERNMENT, THE U.S. GOVERNMENT, THE STATE OF ALASKA AND ITS POLITICAL SUBDIVISIONS AND MUNICIPALITIES AND THEIR POLITICAL SUBDIVISIONS ARE EXEMPT FROM SALES TAX. PAYMENT MUST BE MADE BY PURCHASE ORDER, GOVERNMENT CHECK, GOVERNMENT CHARGE CARDS OR THE SALE MUST BE BILLED TO THE GOVERNMENTAL ENTITY. CASH, PERSONAL CHECKS OR PERSONAL CHARGE CARDS FROM GOVERNMENT EMPLOYEES AT THE TIME OF THE SALE ARE NOT TAX-EXEMPT SALES. IF A CUSTOMER IS PERSONALLY KNOWN BY THE MERCHANT AND THE MERCHANT IS ASSURED THAT A PARTICULAR CASH SALE WOULD BE EXEMPT (SUCH AS A SCHOOL TEACHER PURCHASING A FEW SUPPLIES FOR HIS/HER CLASS FROM PETTY CASH FUNDS), THAT TYPE OF CASH SALE COULD BE SALES TAX EXEMPT



**Haines Borough
Assembly Agenda Bill**

Agenda Bill No.: 14-472

Assembly Meeting Date: 9/9/14

Business Item Description:	Attachments:
Subject: Signage Code, including Off-Premises Signs	1. Ordinance 14-05-383 - Current Draft as referred to Committee 2. 8/19/14 Commerce Committee Minutes 3. Substitute Ordinance recommended by the Committee
Originator: Borough Clerk	
Originating Department: Administration	
Date Submitted: 5/19/2014	

Full Title/Motion:
 Motion: Substitute Ordinance 14-05-383 in its with the draft recommended by the Commerce Committee and schedule a third public hearing for 9/23/14.

Administrative Recommendation:

Fiscal Impact:

Expenditure Required	Amount Budgeted	Appropriation Required	Projected Impact to Future Operating Budgets
\$ none	\$ n/a	\$ n/a	n/a

Comprehensive Plan Consistency Review:

Comp Plan Goals/Objectives: Page 95	Consistent: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
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Summary Statement:

This ordinance is intended to clarify the borough's signage code. It was introduced on 5/27 and had public hearings on 6/10 and 6/24. Following the second hearing, it was referred to the Commerce Committee for more work. That committee has returned with a significant rewrite, and it is their recommendation the current draft be substituted with a new one. Because it is substantially different, staff recommends a third public hearing. The substitute restructures the existing code to provide for sub-chapters describing purpose, applicability, administration, exemptions, general provisions, definitions/descriptions regulated and standards; and further regulates or clarifies signs within specific districts. It also provides for off-premises signage and also sandwich signs on municipal property (sidewalks) with approval by the Planning Commission. Important to note is that all installed free-standing signs in existence as of 9/9/14 are accepted by adoption of this ordinance. The intent is to require Planning Commission approval for on-premise and off-premise sandwich signs.

Referral:

Referred to: Commerce Committee	Referral Date: 6/24/14
Recommendation: Substitute Ordinance	Meeting Date: 7/1, 8/4, 8/19/14

Assembly Action:

Meeting Date(s): 5/27, 6/10, 6/24, 9/9/14	Public Hearing Date(s): 6/10, 6/24/14
	Postponed to Date:

An Ordinance of the Haines Borough amending Haines Borough Code Title 18, Chapter 18.90 to allow the placement of off-premises signs on private property.

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 Chapter 18.90. Haines Borough Code Chapter 18.90 is amended, as follows:

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

18.90.010 Purpose.

The purpose of these sign regulations is to encourage the effective use of signs as a means of communication in the borough; to maintain and enhance the aesthetic environment; to ensure the business community quality signs to adequately identify and market their businesses; to improve pedestrian and traffic safety; to minimize the possible adverse effect of signs on adjacent public and private property; and to enable the fair and consistent enforcement of these sign regulations.

18.90.020 Applicability – Effect.

All signs erected, constructed, altered or replaced in the townsite planning/zoning district must comply with the requirements of this chapter **and with AS 19.25.075-19.25.180 as it may apply**. There shall be no variances from the requirements of this chapter.

18.90.030 Permits.

A. All signs require a permit issued by the borough unless exempted by HBC 18.90.060. A permit application for a sign may be considered part of a land use permit application or may be considered separately. There shall be a fee for a sign permit application if considered separately.

B. Sign permit applications shall include plans for all signs to be placed. The plans shall illustrate sign elevations, cross sections, dimensions, placement, materials and lighting, or any similar information.

C. A sign permit application will be reviewed and either approved or disapproved by the manager **or designee** within three working days after receipt of a complete application.

18.90.040 Number of signs.

A. The number of allowable signs per business shall be limited to four and shall include all wall-mounted, projecting, portable, ~~or~~ freestanding, **or off-premises** signs. ~~Each business shall be limited to one freestanding sign~~ **Freestanding signs are limited to one per business.**

B. Each separate business in a building containing more than one business shall be allowed up to four signs, provided the total sign area per building wall does not exceed the maximum sign area allowed for that building wall.

C. Projecting Signs. The number of projecting signs per business shall be limited to two, each having no more than two sign faces.

18.90.050 Required setback, placement, construction and lighting standards.

A. All signs shall be located so as to achieve their purpose without constituting a hazard to vehicles or pedestrians.

B. Projecting Signs. No part of a projecting sign shall extend within three feet of a street curb or traveled way. If hung under a canopy, marquee or awning, a projecting sign shall have no less than seven feet of clearance between the bottom of the sign and the sidewalk. Projecting signs shall not extend above the building roof peak or eave.

C. Freestanding and Portable Signs. Freestanding and portable signs shall not be located so that they obscure traffic or sight angles at intersections or driveways, or in any location prohibited by state regulation. Freestanding signs shall not be located within the required building setback.

D. Off premises signs are allowable on private property with a notarized letter of consent from the property owner.

∅ E. All permanent signs shall be constructed of rigid, permanent and weather-resistant materials.

18.90.060 Signs exempt from regulation under this chapter.

The following signs shall be exempt from regulation under this chapter, provided these signs, if placed on private property, conform to the setback and placement standards set forth in HBC 18.90.050-~~-. **These signs are still subject to AS 19.25.075-19.25.180 as it may apply.**~~

A. Signs required by law, or temporary signs serving as public notice of a public event;

B. Works of art, including murals, that do not contain a commercial message;

C. Holiday lights or decorations;

D. Traffic control, parking, directional or informational signs or devices, provided they contain no commercial message;

E. Real estate signs up to six square feet advertising the sale, lease or rental of property upon which they are placed;

F. Temporary display window signs on the interior surface of windows;

G. Permanent signs in existence before June 19, 1996. Such signs shall not be replaced, moved, enlarged, altered, or reconstructed except in compliance with this chapter;

H. Political signs up to 24 square feet in area displayed on private property. Such signs may be erected no more than 60 days prior to the election date and must be removed no later than seven days following the election date;

I. Small informational signs related to the operation of a business, such as "Open/Closed" or credit card signs;

J. Construction signs not exceeding 32 square feet erected during construction, alteration or repair of a structure;

K. Signs of less than two square feet giving information about a residential building or its occupants;

L. Signs on vehicles used for commercial purposes containing information related to the vehicle's commercial use. Vehicle signs shall be attached to the surface of the vehicle and shall not project from the vehicle surface more than the sign thickness. Vehicle signs include painted or magnetic signs;

M. Temporary signs used to advertise casual and isolated sales not made in the regular course of business. Such signs shall be located on private property and utilized only while the items for sale are available on that site. No more than one sign shall be allowed on the site for this purpose. The sign shall be portable, no larger than 16 square feet in area, shall not include the name of any business, but may show the name of a product for sale. The sign shall be removed from the site at the end of the business day. No temporary sign exempted under this subsection shall be allowed for more than two consecutive days at any one site.

18.90.070 Prohibited signs.

The following signs are prohibited in the borough in areas where signs are regulated:

A. Beacons;

B. Pennants, except for temporary uses of no more than 10 days;

C. Signs which extend more than four feet above the roof of a building measured from the elevation of the roof where the sign is attached. The top of the sign shall not exceed the 30-foot building height restriction;

D. Flashing or blinking signs;

~~E. Off-premises signs, except as allowed by HBC 18.90.070(A)(7);~~

~~F.~~ F. Portable signs on public property such as streets, sidewalks, alleys and other public property, including sandwich signs, with the following exception:

1. Until such time as the borough assembly shall determine that traffic patterns have changed rendering this exception no longer advisable, Portage Street, in the significant structures area, shall be exempt from this prohibition; provided, that the portable sign is placed no closer than three feet from the curb, is adjacent to the property on which the business advertised on the sign is located and meets all other requirements of this chapter;

~~G.~~ G. Inflatable signs and tethered balloons;

~~H.~~ H. Temporary signs made of paper or such other temporary material. Manufactured signs made of Tyvek, plastic or similar materials are allowed if they are attached securely to a building, they are maintained in good condition and their area is counted in the total sign area allowed for that building wall;

~~I.~~ I. Signs advertising activities or products no longer offered on the premises. Such signs shall be removed within 90 days of the cessation of that business activity on that property;

~~J.~~ J. Signs designed to be transported, towed or moved on wheels (see off-premises signs, subsection (E) of this section);

~~K.~~ K. Signs extending from a vehicle by more than the thickness of the sign;

~~L.~~ L. Placement or distribution of handbills, flyers or bumper stickers on public property, except on public bulletin boards.

L. Billboards, defined as any signboards, signs, displays, notices or forms of outdoor advertising that do not strictly comply with the provisions of this chapter.

18.90.090 Sign standards – Commercial, waterfront, waterfront industrial, heavy industrial, light industrial/ commercial, rural mixed use and multiple use zones.

A. Allowed Signs.

1. Freestanding signs, provided the total height of the sign, including supports, is the lesser of 16 feet or the height of the commercial building.

2. Projecting signs.

3. Wall-mounted signs.

4. Portable signs.

5. Neon signs mounted in windows.

6. Internally lit signs.

7. Banners announcing public, civic or nonprofit events, provided the banner also receives approval of the State Alaska Department of Transportation if placed across a state highway or within a state right of way, is placed no more than 15 days prior to the event and is removed within two days of the completion of the event. Banners placed across a street shall maintain a clearance of 18 feet between the bottom of the banner and the street.

8. Temporary off-premises signs on public property advertising community events sponsored by a public, civic or nonprofit organization; provided approval is first obtained from the Alaska Department of Transportation if the sign is to be placed within a state right of way and, that such signage is in place for no longer than 10 days.

9. An off-premises sign on private property shall not exceed 16 square feet in area per sign face, no more than two sign faces per sign structure, and a maximum height of four feet.

B. Dimensional Standards. Total sign area per building wall shall not exceed 10 percent of the total square foot area of that building wall or 32 square feet, whichever is greater.

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:	05/27/14
Date of First Public Hearing:	06/10/14
Date of Second Public Hearing:	06/24/14 – Referred to Committee following hearing
Date Introduction of Substitute Ordinance:	09/09/14

Haines Borough Assembly Committee Meeting
 Commerce Committee
 Assembly Chambers

Date: August 19, 2014

<p>Issue: Ordinance No. 14-05-383: Amendment to Code Chapter 18.90 Signs</p> <p>Proposal is to amend code to allow for off-premise signs. There is a perceived need for balance between the general need for information and the need to manage the proliferation and placement of signs for general aesthetics and public safety.</p>	
<p>Discussion: Enforcement of existing code disallowing off-premise signage has been lax. We recognize that off-premise signage can be helpful to people needing to find services (example: Chilkat Bakery) and community activities (example: SE AK State Fair).</p> <p>The code currently provides for sandwich signs only on Portage Street. Recent attempt to enforce code relating to these particular signs generated a raucous encounter between enforcement officers and business owners claiming that business was dependent on sandwich signs on the sidewalk. An entire July 1, 2014 Commercial Committee meeting (noticed, but unrecorded) was devoted to positive discussion of sign placement on Portage Street by numerous property owners. It follows to question why the use of sandwich signs should be limited to Portage Street, and to describe conditions under which sandwich signs and off-premise signs could be allowed for all businesses.</p> <p>The structure of existing code is confusing. There is need for definition or description of various signs, sign standards and applications for signs.</p>	
<p>Recommended Action: To submit to the Clerk a substitute ordinance (attached) that states clearly the purpose for sign regulations, the administration of the processes for permitting signs and enforcing regulations, that provides for defined sign types, standards and applications within identified zones of the Borough. The substitute ordinance shall provide for sandwich signs on public sidewalks with approval by the Planning Commission and shall provide standards for off-premise signage with approval of the Planning Commission if proposed for municipal property, and with permit of the property owner if proposed for non-municipal property.</p>	<p>Who: Chair</p> <p>When: September 9</p>

Meeting Chaired by Debra Schnabel Minutes by Debra Schnabel
 Committee Members Attending: George Campbell, Jerry Lapp, Stephanie Scott
 Staff Attending: Manager David Sosa
 Citizens and Consultants: (Can't recall)

HAINES BOROUGH, ALASKA
ORDINANCE No. 14-05-383 **Draft**

An ordinance of the Haines Borough amending Haines Borough Code Title 18, Chapter 18.90 to provide clarification of purpose, sign standards by district, off premise signage, portable and sandwich signage.

BE IT ENACTED BY THE HAINES BOROUGH ASSEMBLY:

Section 1. Classification. This ordinance is of a general and permanent nature and 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. Purpose. This ordinance amends Title 18, Chapter 18.90 to clarify the borough's signage code. Chapter 18.90 of the Haines Borough Code in existence prior to adoption of this ordinance is hereby repealed in its entirety and reenacted as a new Chapter 18.90 to read, as follows:

18.90.010 Purpose

The purpose of this ordinance is to encourage the effective use of signs as a means of communication for information and commerce in the borough, to direct traffic effectively and safely, to offer equitable means for business identification while protecting the safety, welfare and aesthetics of the community by regulating the design, construction and placement of signs to prevent confusion and traffic hazards.

18.90.020 Applicability – Effect.

A. This ordinance is enforceable in the Townsite Planning/Zoning District, the Mud Bay Planning/ Zoning District and the Lutak Planning/Zoning District.

B. This ordinance shall provide guidance for the effective use of signs outside of a planning/zoning district.

C. All signs areawide must comply with AS 19.25.075 – 19.25.180 as it may apply.

18.90.030 Administration

A. Permits. A permit is required prior to the placement of any sign except those specifically exempted under 18.90.040.

1. An application for a sign permit shall be made on a form supplied by the borough. Such application may be considered part of a land use permit application or may be considered separately; if considered separately, the application shall be accompanied by a fee as established by the Assembly.

2. The owner of the property, structure, lot or premise proposed for the placement of a sign must file the application for a permit.

3. The permit application shall include a document identifying sign dimension, materials, placement, design, elevation, cross section, plot plan showing the proposed location of the sign on a lot or building, and method of illumination, if any.

4. A sign permit application will be reviewed and either approved, disapproved or advanced to the Planning Commission when a variance from the provisions of this code is requested by the manager or designee within five working days after receipt of a completed application. An application is complete when the manager or designee determines that all information pertinent to the design, construction, and placement of the proposed sign is available in the application packet.

B. Variances Allowed. Relief from any provisions of this ordinance may be provided only with written approval of the manager upon favorable recommendation by the Planning Commission made by motion at a public meeting.

C. Enforcement. The placement of any sign without a sign permit, except those specifically exempted under 18.90.040, shall result in a warning letter, and if unresponsive, a \$100 fine.

18.90.040 Exemptions

The following signs are exempt from regulations under this chapter provided such signs are on the business premise and conform to standards set forth in this chapter and AS 19.25.075 – 19.25.180 as it may apply:

A. Installed Free-standing, Projecting, Façade, Window and Awning signs (ref. HBC 18.90.060) in existence before September 9, 2014. Such signs shall not be replaced, moved, enlarged, altered or reconstructed except in compliance with this chapter;

B. Legal notices, directional, traffic and parking signs, temporary paper signs serving notice of a public event or a hazard and informational signs erected by a government agent or directed by a government agent.

C. Real estate signs up to six square feet placed on the subject property or premises advertising sale, lease or rental

D. Political signs up to 24 square feet displayed on private property. A political sign advertising a candidate or persuading a position on a vote may be erected no more than 60 days prior to the election date for that candidate or issue and must be removed no later than seven days following the election date.

E. Small informational signs not exceeding one square foot and bearing only property numbers, directional arrows, post office box numbers, names of occupants of premises, information such as Open/Closed, awards, commendations or credit card signs displayed on the premises or property.

F. Temporary display window signs on the interior surface of a window.

G. A Directory or sign of six (6) sq. ft. or less affixed to a building and giving information about the occupants of a residential or office building.

H. Signs on vehicles used for commercial purposes containing information related to the vehicle's commercial use, attached mechanically, magnetically or painted on the surface of the vehicle.

I. Construction Signs. During construction, repair or alteration of a structure or infrastructure, temporary signs that denote the architect, engineer, financier or grantor, contractor or builder, or which denote the name of the structure and or its use of occupants may be erected on the construction site, Total square footage of sign or signs per site shall not exceed 32 sq. ft.

J. Work of Art, such as murals that neither directly nor indirectly contain commercial messages, and illustrations on boards used to cover doors and windows during a business closure.

K. Temporary sign used to advertise casual and isolated sales not made in the regular course of business placed on private property while items are for sale. In this instance, only one sign shall be allowed, no larger than 16 square feet. Sign may identify product for sale and shall not identify the business name. Sign is not allowed for more than two consecutive days.

18.90.050 General Provisions

A. All permitted signs shall be located, installed or placed so as to achieve their purpose without constituting a hazard to vehicle operations, pedestrians or aircraft.

B. It is the intent of this section that commercial signs shall not be located, installed, placed or maintained on streets, alleys or sidewalks. Variance from this intent shall be allowed only with written approval of the manager upon favorable recommendation by the Planning Commission at a public meeting.

C. Substantial Condition. Signs shall be maintained in good repair. Any sign not in substantial, sturdy condition will be subject to removal as a public nuisance as provided by code [Cite].

18.90.060 Sign Definitions, Types Regulated

A. Off-Premise Signs. These are signs located, affixed, installed, placed, erected or maintained on a structure, lot, facility or premise

1. not owned by the person or business entity or interest served by the sign; and
2. not the physical location of the business entity or interest served by the sign.

Off-premise signs may be free-standing, portable, affixed or painted directly on a structure.

B. Free-standing signs.

1. Signs supported by one or more posts or legs permanently installed in the ground or concrete; and

2. sandwich signs.

C. Projecting Signs. Signs mounted perpendicular to a structure's façade, usually attached to the structure on a mounted post and supported with guy wires, but may also be hung under a marquee or canopy.

D. Façade Signs. Signs painted directly onto a face (façade) of a structure or an independent sign affixed directly and parallel to the façade of a structure.

E. Sandwich Signs. Signs with two opposing faces attached at the top and with a limited connector to allow the sign to open into an "A" shape.

F. Window Signs. Signs created when lettering and or an image(s) is painted or applied directly onto a window.

G. Awning Signs. Signs created by printing, painting or applying words or letters to an awning or awning fringe.

H. Banners. Signs created by printing, painting or applying words, letters and or images to cloth.

I. Any sign, process or activity referenced directly or indirectly in this chapter but not described by this section.

18.90.070. Sign Standards: Lighting, Placement, Dimensions, Materials

A. Lighting. If illuminated, no lighted sign shall cause beyond the property line on which it is located, installed or placed or adversely affect the safe vision of motor vehicle operations or pedestrians. Blinking, flashing, rotating, pulsing illuminating devices which have a changing light intensity are not allowed except blinking neon signs placed in the window of a commercial or establishment during business hours, providing the neon sign does not exceed 20% of the window area. Signs with internal lighting are allowed only by district.

B. Placement.

No sign shall extend more than four (4) ft. above a structure; the top of any sign shall not be installed to exceed thirty (30) ft. height restriction.

1. Off-Premise Signs

a) are allowed on municipal streets, alley or sidewalks only with written approval of the manager upon favorable recommendation by the Planning Commission at a public meeting and the Alaska Department of Transportation where applicable;

b) require written consent of the property owner filed with the application;

c) may not be in the required property set-back;

d) may not exceed one per person, business entity or interest served; and

e) if portable, may not be displayed outside of posted business hours or applicable time frame.

2. Free-standing signs

a) shall not be located, installed or placed within twenty-five (25) ft. of a street or alley intersection line except when less than six and one-half (6.5) sq. ft. per surface and maximum height is less than forty-two (42) inches, and with the approval of the Alaska Department of Transportation where applicable;

b) if off-premises, require written approval of the manager upon favorable recommendation by the Planning Commission at a public meeting, as provided for in HBC 18.90.050(B) and 18.90.070(B)(1)(a).

3. Banners require a minimum clearance of eighteen (18) ft. above streets and alleys and seven (7) ft. above sidewalks, provided the banner also receives approval of the Alaska Department of Transportation, where applicable.

4. Projecting and marquee signs

a) Projecting signs with the building end attached to the façade shall have sufficient size and number of guy wires to secure the street end of the sign to safely suspend the sign and prevent swinging. Marquee signs do not need to be attached at one end or be supported with guy wires.

b) shall have clearance of seven (7) ft. above grade

c) shall not extend within three feet of a street, curb or traveled way

d) shall not extend above the structure's roof peak or eave.

e) are limited to one per business frontage facing public property.

C. Dimensions

1. Off-Premise Signs. Shall not exceed

a) sixteen (16) sq. ft. in area per sign face;

b) two sign faces per sign structure; and

c) maximum height of four (4) ft.

2. Free-standing signs.

a) off-premise: as provided for in C. 1. (a)(b) and (c).

b) on premises of business, entity or interest: not to exceed thirty-two (32) sq. ft.

3. Projecting Signs.

a) A marquee sign size is the actual dimension of the sign mounted to provide seven (7) ft. clearance above grade and not extending beyond the limits of the marquee.

b) The dimensions of a projecting sign attached to a building are relative and shall conform to the following, with the horizontal length measurement beginning at the façade of the building:

Length	Height
8 ft.	16 inches
7 ft.	22 inches
6 ft.	28 inches
5 ft.	34 inches
4 ft.	36 inches
3 ft.	42 inches
2 ft.	48 inches

4. Façade Signs. There are no limitations on the dimensions of a façade sign on a front façade. Façade signs on facades other than the front façade shall not exceed ten (10) percent of the total sq. ft. of the façade, or thirty-two (32) sq. ft., whichever is greater.

5. Sandwich Signs. Maximum sign height four (4) ft. and a maximum sign width is two (2) ft. Minimum sign height is two (2) ft. six (6) inches with a width of one (1) ft. three (3) inches [2.5 ft. X 1.25 ft.]

6. Window Signs. Shall not exceed twenty (20) percent of window area.

7. Banners.

D. Materials

1. All elements of signs intended for permanent placement shall be constructed of rigid, weather-proof materials.

2. Signs intended for temporary placement shall be constructed of weather-resistant, tear-resistant materials; lettering shall be water-proof and signs reasonably affixed or supported.

18.90.080 Signs by District

A. Townsite Planning/Zoning District

1. Commercial, Waterfront, Waterfront Industrial, Heavy Industrial, Light Industrial, Multiple Use zones:

a) Allowed Signs

1) all signs not prohibited by this chapter are allowed up to a total signage area to not exceed one hundred sixty (160) sq. ft. per business, entity or interest premise

2) internally lit signs are allowed

b) Prohibited Signs/materials/processes

1) beacons

2) inflatable signs and tethered balloon

3) signs advertising activities or products no longer offered on the premises, including sales and events for a civic, public or nonprofit purpose

4) signs towed on wheels or wheeled trailers behind vehicles

5) placement of any type of handbill, flyer, brochure or sticker on public property or on a vehicle parked on public property

2. Rural residential, Rural Mixed Use and Residential

a) Allowed Signs

1) one sign, not to exceed eight (8) sq. ft., to identify a home occupation, cottage industry, vacation home rental or Bed & Breakfast business

b) Prohibited Signs

1) Off-premise signs

2) all signs and processes prohibited by this chapter

3. Significant Structure Area Zone

a) Allowed Signs.

1) Freestanding signs, including sandwich signs, provided the total height of the sign, including supports, is less than eight feet.

2) Projecting signs, provided they do not extend over public property.

3) Wall-mounted signs, provided total sign area per building wall shall not exceed five percent of the total square foot area of that building wall, or 16 square feet, whichever is greater.

4) Banners

b) Prohibited Signs: Neon, flashing, back-lit or internally lit signs, whether they are on the outside of the building or placed in a window.

c) In addition to the other placement standards of this chapter, signs in the SSA shall not be mounted on building roofs, extend above building eaves, or cover architectural features such as windows, doors or building trim.

B. Mud Bay Planning/Zoning District. Reference HBC 18.70.030(B)(3)(e)(7).

1. Allowed Signs

a) one sign, not to exceed eight (8) sq. ft., to identify a home occupation, cottage industry, vacation home rental or Bed & Breakfast business

2. Prohibited Signs

a) Off-premise signs

b) all signs and processes prohibited by this chapter

C. Lutak Inlet Planning/Zoning District. Reference HBC 18.70.030(C)(3)(j).

1. Sign Standards.

a) Signs permanently affixed to structures shall not exceed 32 square feet.

b) Permanent signs not affixed to a structure shall not exceed 16 square feet.

c) Only nonelectrified signs will be permitted.

d) Temporary signs shall be removed within 10 days after the date of sale or the event or condition advertised. Temporary signs shall not exceed 16 square feet per side.



**Haines Borough
Assembly Agenda Bill**

Agenda Bill No.: 14-503
Assembly Meeting Date: 9/9/14

Business Item Description:	Attachments:
Subject: Amend Code to Allow Requests for Special Ski Events to be Submitted Prior to Ski Season	1. Ordinance 14-08-390 (redrafted for introduction by the Commerce Committee) 2. 9/2/14 Memo from Commerce Committee Chair 3. 8/19/14 Proposal from Assembly Member Campbell
Originator: Assembly Member Campbell	
Originating Department:	
Date Submitted: 8/19/14	

Full Title/Motion:
Motion: Introduce Ordinance 14-08-390 as redrafted and schedule a first public hearing on 9/23/14.

Administrative Recommendation:

Fiscal Impact:

Expenditure Required	Amount Budgeted	Appropriation Required	Projected Impact to Future Operating Budgets
\$ 0	\$ 0	\$ 0	N/A

Comprehensive Plan Consistency Review:
Comp Plan Goals/Objectives: _____
Consistent: Yes No

Summary Statement:
This ordinance was originally requested by Assembly Member Campbell. On 8/26, it was referred to the Commerce Committee and staff for a recommendation to come to the assembly during this meeting. The committee met on 9/2/14 and prepared a new draft to be considered for introduction. They had also requested a public hearing for the 9/9 meeting but Charter does not allow staff to schedule public hearings without assembly approval. Therefore, the request is also to schedule a first public hearing as soon as possible.

Referral:
Referred to: Commerce Committee
Recommendation: Introduce redrafted ordinance
Referral Date: 8/26/14
Meeting Date: 9/2/14

Assembly Action:
Meeting Date(s): 8/26, 9/9/14
Public Hearing Date(s):
Postponed to Date:

An ordinance of the Haines Borough to amend Borough Code Section 5.18.080 to allow up to five permits for special ski events each calendar year, to enable a request for temporary additions to the ski map to be submitted prior to a ski season, and to clarify that permitted special ski events are not subject to the Shared Use Policy.

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 Charter.

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 Code Sub-Section 5.18.080(A). Sub-Section 5.18.080(A) of the Haines Borough Code is amended, as follows:

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

5.18.080 Commercial ski tours, commercial ski productions and special ski competition events.

A. Number of Permits

1. No more than three commercial ski tour permits, ~~and one permit for a special ski competition,~~ may be issued for any one calendar year.

2. No more than five permits for a special ski event or competition may be issued for any one calendar year.

2. ~~3.~~ A permit does not create an exclusive right of use of an area by the permittee. However, the borough may specify areas of the map in which a permittee may operate.

3. ~~4.~~ If more than three applicants apply for a commercial ski tour permit in any calendar year, preference shall be given to existing permit holders in good standing in the grant of a permit.

Section 5. Amendment of Code Sub-Section 5.18.080(G). Sub-Section 5.18.080(G) of the Haines Borough Code is amended, as follows:

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

G. Temporary Additions to Approved Commercial Ski Tour Areas.

1. A permittee **or an applicant for a special commercial ski production or special ski competition event** may request the addition of territory to the "Haines Borough Approved Commercial Ski Tour Areas" map for a special ski ~~competition event,~~ **not to exceed 14 days in length**. All such requests ~~shall be made only during a season and shall expire at the end of that~~ the season **within which the event takes place**. Requests shall be submitted to the manager. All requests shall be submitted **on a form designed by the Borough**, ~~in writing, be accompanied by a diagram showing the proposed additional area with reasonable specificity and shall explain the reasons for the proposal.~~

2. No later than ~~seven~~ **fourteen** days after receipt of a request submitted in compliance with subsection (G)(1) of this section, the manager shall prepare a written recommendation to the assembly.

3. The assembly ~~may~~ **shall** act on the manager's recommendation by resolution **at its earliest regular meeting**. If the assembly approves the temporary addition of territory, the "Haines Borough Approved Commercial Ski Tour Areas" map shall be amended by designating the additional territory as "temporary" and identifying the dates for which the additional territory is approved.

4. The Shared Use Policy (HBC 5.18.080(H)) is not effective for the duration and in the location of a special commercial ski production or a special ski competition event.

Section 6. Amendment of Code Sub-Section 5.18.080(H). Sub-Section 5.18.080(H) of the Haines Borough Code is amended, as follows:

NOTE: **Bolded/UNDERLINED** ITEMS ARE TO BE ADDED

H. Shared Use Policy.

1. Commercial ski tour permittees shall yield to nonmotorized, recreational backcountry users, within the boundaries of the area known as Telemark Ridge at the head of the Haska Creek drainage, on a by-request basis.

2. Recreational backcountry users may contact a permittee by phone or e-mail at least 48 hours in advance of the activity and request to use a specific area on a specific day.

3. Confirmation shall be given by the permittee within 24 hours of the request.

4. The person making the request shall notify the borough clerk of the request.

5. Cancellation of the request shall be communicated to the permittee before 9:00 a.m. on the day of the activity.

6. Failure by recreational users to communicate a cancellation of the activity may result in the loss of request privileges.

7. Failure by a permittee to confirm a request, or to yield an area to recreational users, shall be reported to the borough clerk and recorded for future review.

8. The duration of a recreational activity in any specific area shall be for a maximum of three days consecutively, and for no more than 10 days per month.

9. The Shared Use Policy in its entirety is not effective for the duration and in the location of a special commercial ski production or a special ski competition event.

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

Attest:

Stephanie Scott, Mayor

Julie Cozzi, MMC, Borough Clerk

September 2, 2014

To: Julie Cozzi, Borough Clerk
Fr: Debra Schnabel, Commerce Committee Chair

Re: Commerce Committee Substitute for Ordinance 14-08-390: An Ordinance of the Haines Borough to amend Borough Code Sub-Section 5.18.080 to allow requests for special ski events to be submitted prior to a ski season for the borough manager's approval.

The Commerce Committee generally approves and encourages special ski production and competitive ski events for their perceived economic benefits to the community. The committee recognizes the need to provide a process for generating these events with adequate time for planning, review, approval and marketing, and recommends code amendment to provide for this. However, the committee is not in agreement with the standing proposal to authorize the borough manager to designate territory outside of the heli-ski permitted area for these events.

Therefore, through the Chair, the Commerce Committee recommends the following substitute amendments to Sub-Section 5.18.080 Commercial ski tours, commercial ski productions and special ski competition events and requests that the following substitute amendment to 5.18.080 be placed before the Assembly for public hearing on September 9:

A. Number of Permits

1. No more than three commercial ski tour permits, ~~and one permit for a special ski competition~~, may be issued for any one calendar year.

2. No more than five permits for a special ski event or competition may be issued for any one calendar year.

~~2.~~ **3.** A permit does not create an exclusive right of use of an area by the permittee. However, the borough may specify areas of the map in which a permittee may operate.

~~3.~~ **4.** If more than three applicants apply for a commercial ski tour permit in any calendar year, preference shall be given to existing permit holders in good standing in the grant of a permit.

G. Temporary Additions to Approved Commercial Ski Tour Areas.

1. A permittee **or an applicant for a special commercial ski production or special ski competition event** may request the addition of territory to the "Haines Borough Approved Commercial Ski Tour Areas" map for a special ski ~~competition~~ event, **not to**

September 2, 2014

exceed 14 days in length. All such requests ~~shall be made only during a season and shall expire at the end of that the season~~ **within which the event takes place.** Requests shall be submitted to the manager. All requests shall be submitted **on a form designed by the Borough.** ~~in writing, be accompanied by a diagram showing the proposed additional area with reasonable specificity and shall explain the reasons for the proposal.~~

2. No later than ~~seven~~ **fourteen** days after receipt of a request submitted in compliance with subsection (G)(1) of this section, the manager shall prepare a written recommendation to the assembly.

3. The assembly ~~may~~ **shall** act on the manager's recommendation by resolution **at its earliest regular meeting.** If the assembly approves the temporary addition of territory, the "Haines Borough Approved Commercial Ski Tour Areas" map shall be amended by designating the additional territory as "temporary" and identifying the dates for which the additional territory is approved.

4. The Shared Use Policy (HB 5.18.080 H) is not effective for the duration and in the location of special commercial ski production or a special ski competition event.

H. Shared Use Policy.

9. The Shared Use Policy in its entirety is not effective for the duration and in the location of special commercial ski production or a special ski competition event.

Change to Title 5.18- event allowance

(submitted by George Campbell, August 19, 2014)

The primary desire in looking to change code is to allow events to be scheduled well before ski season. Presently, only during the ski season can there be a request for even a temporary change to areas of skiing. This is restrictive and does not allow for the planning and advertising that would be associated with any but small local events.

Events are not only for participants, but for spectators. With the present areas allowable for heli-ski use there are no locations suitable for a competitive spectator event to be viewed from the roadside.

Allowing the manager two weeks is to ensure that all pertinent information can be gathered prior to a decision. Contact with Fish and Game, BLM and other agencies may be needed; these tasks will be in addition to the daily duties the staff presently must perform. Giving two weeks allows for research, but also limits the period in which requesting parties must wait to begin their planning process.

The present boundaries for heli-ski have been set through a political process. These boundaries were reviewed, recommendations were offered, then the Assembly changed the results for political reasons. With this in mind, I believe that it would be in the Borough's best interest to limit the political debate on short temporary land use and put trust in our staff. This will also limit delays in announcing decisions.

The subject of heli-skiing has become an emotional polarizing one. The financial drain the Assembly has allowed for the 'management' of these tours is considerable when including the attorney cost, staff and Assembly's time. The actual impact to the random public is low, and the danger to the public is also low.

Our Assembly presently spends little time and money ensuring safety of visitors and community members in the summer. Most citizen's lives are impacted by numerous busses, vans, trailers with rafts, kayaks and hordes of people. We as a community consider this part of doing business, and allow the staff to manage all but the very basic permit approvals.

I believe that it is appropriate to treat the heli-ski industry in the manner in which we treat summer tours. Causing more terse and emotional public meetings for a two week event in the winter is not in the Borough's best interest. Our staff should be trusted to approve temporary use in keeping with the Assembly desires for the best interest of the Borough.



**Haines Borough
Assembly Agenda Bill**

Agenda Bill No.: 14-504

Assembly Meeting Date: 9/9/14

Business Item Description:		Attachments:
Subject: Motorized Use Area in the Townsite		1. 8/29/14 Email from Assembly Member Campbell 2. 1/14/14 Proposal from Campbell 3. Excerpt of 3/13/14 Planning Commission Minutes 4. Excerpt of 1/14/14 and 2/25/14 Assembly Minutes 5. Maps
Originator: Assembly Member Campbell		
Originating Department:		
Date Submitted: 8/28/14; Initially 1/14/14		

Full Title/Motion:
Motion: Refer the motorized use area proposal to the Parks and Recreation for public discussion and to borough staff for assessment."

Administrative Recommendation:

Fiscal Impact:

Expenditure Required	Amount Budgeted	Appropriation Required	Projected Impact to Future Operating Budgets
\$ TBD	\$ 0	\$ TBD	TBD

Comprehensive Plan Consistency Review:

Comp Plan Goals/Objectives: Page 147, Land Use & Future Growth GOAL	Consistent: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
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Summary Statement:

Assembly Member Campbell proposes a motorized park. On 1/14/14, the assembly sent a request to the Planning Commission to identify areas near or within the townsite of suitable size and terrain for designation as a Motorized Park. The commission considered it on 2/13 and did not recommend it. On 2/25, the assembly chose to send it once again to the planning commission with a request to take another look at it. On 3/13, the commission did just that and passed a motion suggesting a couple of areas with a recommendation to refer this question to the parks and recreation advisory committee.

Campbell believes the selected area should "be well to the west of the sledding hill in his view of the land. From about midway across the landfill land the terrain is very steep, so from there west, or an extension of the property line of the landfill west" would be the area he considers the best.

Referral:

Referred to: Planning Commission	Referral Date: 1/14, 2/25/14
Recommendation: Industrial Zones; refer to PRAC	Meeting Date: 2/13, 3/13/14

Assembly Action:

Meeting Date(s): 1/14, 2/25, 9/9/14	Public Hearing Date(s): Postponed to Date:
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From: Stephanie Scott
Sent: Friday, August 29, 2014 1:07 PM
To: George Campbell; Patty Campbell; Kathi Lapp; Chris Brooks; Zach Ferrin; Diana Lapham; Justin Derr; Nic Trimble; Shane Horton; Amy Tonsgard; Jami & Dano Hanson
Subject: RE: Motorized use

Thank you George. I think this is a very good way to work. I am looking forward to a good discussion and am eager to hear from everyone.

Sincerely,

Stephanie

From: George Campbell [outback@alaska.net]
Sent: Friday, August 29, 2014 1:02 PM
To: Patty Campbell; Kathi Lapp; Chris Brooks; Zach Ferrin; Diana Lapham; Justin Derr; Nic Trimble; Shane Horton; Amy Tonsgard; Jami & Dano Hanson
Cc: Julie Cozzi; Stephanie Scott
Subject: Motorized use

Hi folks,

The September 9th assembly meeting will have the designated motorized area back before the assembly. There have been mixed reviews by many groups. Without the support of users it will not happen.

The area I have asked for is at the end of FAA road between Community Waste Solutions, (the dump), and Lilly Lake Road. Though it is timbered, the development can be done by users in the future as interest grows.

If everyone could either come to the meeting, write letters or send emails to the borough it would help to get this through. Folks to send this to are the clerk: Julie Cozzi (jcozzi@haines.ak.us) and Mayor Stephanie Scott (sscott@haines.ak.us). Ask for your letter to be included in the agenda for the motorized area.

Some talking points you might want to include:

- Families could have an area close to town to recreate after work and before bed time
- Motorized users would have a place to go close to town not on the streets
- Once developed people from other communities will be attracted to visit
- Possible economic impacts with folks needing parts and repairs
- Community recreational opportunities year around

There are some that argue that motorized use has no current restrictions and lots of places to go. This last fall we saw another local area closed to motorized with only one persons use. Currently the Borough is trying to stop a persons historic use (28 years), of shooting in their back yard for 'safety' and 'noise' reasons. As we develop more neighborhoods throughout the valley, all uses will be scrutinized. Nationwide, motorized use has been limited by all agencies, reducing the areas of allowed use to a fraction of what was open 20 years ago. Please

consider the people wanting to take their children riding in 20 years, and ask where they will be able to use their machines. Having one area set aside now will ensure that there will be one place motorized users can recreate.

Please send this letter to anyone that might have an interest.

Thank you,

George Campbell

Formation of a Motorized Park in Haines Alaska

Suggested Motion:


Request the Planning Commission to identify areas near or within the townsite of suitable size and terrain for designation as a Motorized Park. Recommendations to be returned to the assembly for the February 25th, 2014 assembly meeting.*

The Haines Borough Comprehensive Plan includes motorized recreation as one of the “Quality of Life” benefits for residents. Motorized use represents the third largest recreation group responding when combining snowmachine and ATV use.

Motorized use by families is on the increase in Haines, having a place close to town where families can go ride in the evening will be a long term benefit to our community, and can become a draw for visitors from other communities.

Some suggestions for location of a Motorized Park:

1. Borough land near and west of Community Waste Solutions land fill; designated as parks and open space in the comp plan, near present industrial use
2. Borough Land at the end of Sawmill Road between the road and Chilkat River, industrial and vacant land on most sides of this location.
3. Borough land near the water treatment plant, poor option due to sensitive salmon habitat.
4. Oslund Park; Borough land that was given to “Children of the Chilkat Valley”; presently only the skate park is dedicated for the intended purpose
5. Other lands requiring some sort of a purchase, trade or MOU for use: Pit at the end of Major road, Fairground’s old gravel pit, Klukwan Inc property at Jones Point.



**Haines Borough
Planning Commission Meeting
March 13, 2014
EXCERPT OF APPROVED MINUTES**

Present: Chairman Rob **Goldberg**, Commissioners Don **Turner III**, Lee **Heinmiller**, Danny **Gonce**, Heather **Lende** and Andy **Hedden**, Robert **Venables** (called in).

Staff Present: Stephanie **Scott**/Mayor, Julie **Cozzi**/Interim Borough Manager, Carlos **Jimenez**/Director of Public Facilities, and Tracy **Cui**/Planning & Zoning Technician III.

Also Present: Brad **Ryan**, Roger **Schnabel**.

10 D. Other New Business

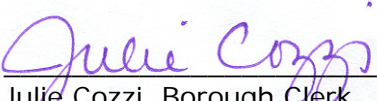
1. Possible Identifying of a Motorized Park within Townsite Service Area

Motion: **Venables** moved that "Industrial areas in the Townsite Service Area, such as Jones Point and Lutak Inlet, can be considered for a motorized park; if the Assembly wishes to pursue this it should be sent to the Parks and Recreation Committee". **Turner** seconded it.

The motion carried unanimously.



Attest:



Julie Cozzi, Borough Clerk
Haines Borough, Alaska

**Haines Borough
Borough Assembly Meeting #264
February 25, 2014
EXCERPT OF MINUTES**

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

Staff Present: Julie **COZZI**/Interim Borough Manager, Michelle **WEBB**/Interim Clerk, Krista **KIELSMEIER**/Administrative Assistant, Carlos **JIMENEZ**/Director of Public Facilities, Phil **BENNER**/Harbormaster, Darsie **CULBECK**/Executive Assistant, Jila **STUART**/Finance Director, Ed **BRYANT**/Maintenance, Tanya **CARLSON**/Tourism Director, Simon **FORD**/Interim Police Chief.

Visitors Present: Karen **GARCIA**/CVN, Margaret **FRIEDENAUER**/KHNS, Bill **KURZ**, Glenda **GILBERT**, Thom **ELY**, Jim **SHOOK**, Mary Jean **SEBENS**, Mike **BORCIK**, Mike **CASE**, Jerry **ERNY**, Royce **DOMBROCK**, Heather **LENDE**, Tim **ACKERMAN**, Steve **ALCOCK**, Scott **SUNDBERG**, Libby **KURZ**, and others.

9. COMMITTEE/COMMISSION/BOARD REPORTS & MINUTES

A. Planning Commission

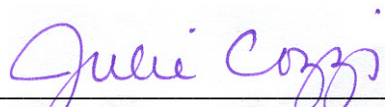
2. Record of Decision Re: Possible Identification of a Motorized Park within Townsite Service Area

In discussion of the Planning Commission report, **SCHNABEL**, as liaison, said she believed the commission was not responsive to the request from the assembly. The assembly could either deliberate on the decision that a motorized park within the townsite service area was not a good idea, or it could override the commission. **SCOTT** asked if the assembly wanted to send this topic back. **BERRY** said he was under the impression the assembly asked the commission to identify areas, and the commission did not address the issue. **SCHNABEL** clarified that the commission did not like the proposal. **BERRY** stated the assembly asked if there were any potential areas. **CAMPBELL** said commission members did not have enough experience with motorized use to make decisions. Sending the topic back to the commission might not be productive, but he was willing to support that action. **SCHNABEL** agreed with sending it back; this topic was a planning issue.

Motion: **SCHNABEL** moved "that the request to identify areas that might be conducive for a motorized park within the townsite service area be referred to the planning commission for its response, within four months," and the motion carried unanimously.

I certify that the above is a true and complete excerpt of agenda item 9(A)(2) from the February 25, 2014 borough assembly minutes.





Julie Cozzi, MMC, Borough Clerk
Haines Borough, Alaska

Haines Borough
Borough Assembly Meeting #261
January 14, 2014
EXCERPT OF MINUTES

Present: Mayor Stephanie **SCOTT**, and Assembly Members Jerry **LAPP**, Debra **SCHNABEL**, Dave **BERRY**, George **CAMPBELL**, and Diana **LAPHAM**. Joanne **WATERMAN** was not present.

Staff Present: Julie **COZZI**/Interim Borough Manager, Michelle **WEBB**/Interim Clerk, Darsie **CULBECK**/Executive Assistant to the Borough Manager, Krista **KIELSMEIER**/Administrative Assistant, Carlos **JIMENEZ**/Director of Public Facilities, Phil **BENNER**/Harbormaster, and Al **GIDDINGS**/Community Youth Development Director.

Visitors Present: Tom **MORPHET**/CVN, Karen **GARCIA**/CVN, Margaret **FRIEDENAUER**/KHNS, Bill **KURZ**, Bill **STACY**, Mike **DENKER**, Gina **ST. CLAIR**, Glenda **GILBERT**, Sara **CHAPPELL**, Bill **STACY**, Rob **GOLDBERG**, and others.

11. NEW BUSINESS

C. Other New Business

5. Proposed ATV Recreation Plan

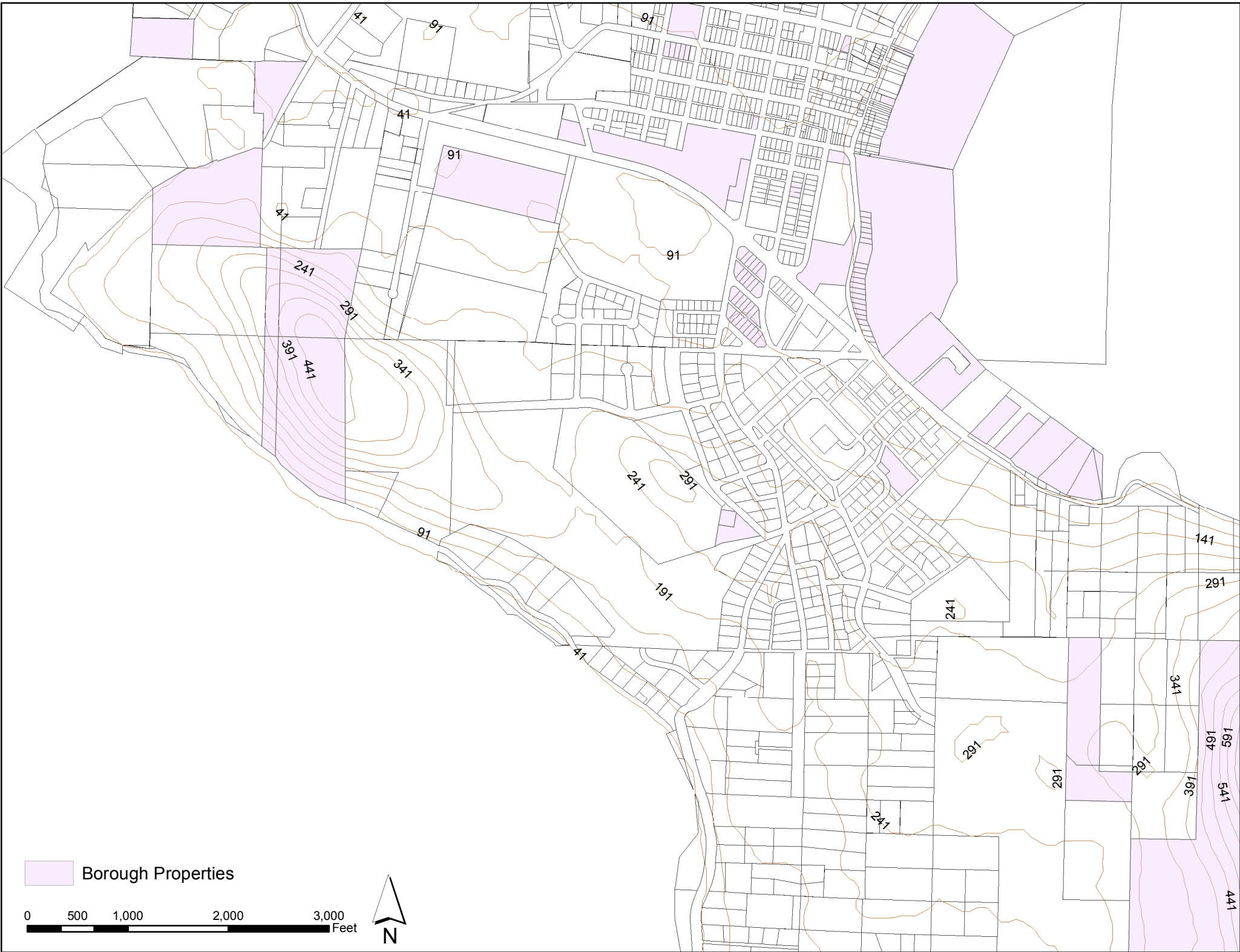
Motion: **CAMPBELL** moved to "request the Planning Commission to identify areas near or within the townsite of suitable size and terrain for designation as a Motorized Park to be returned to the assembly by the February 25th, 2014 assembly meeting," and the motion carried 4-1 with **SCHNABEL** opposed

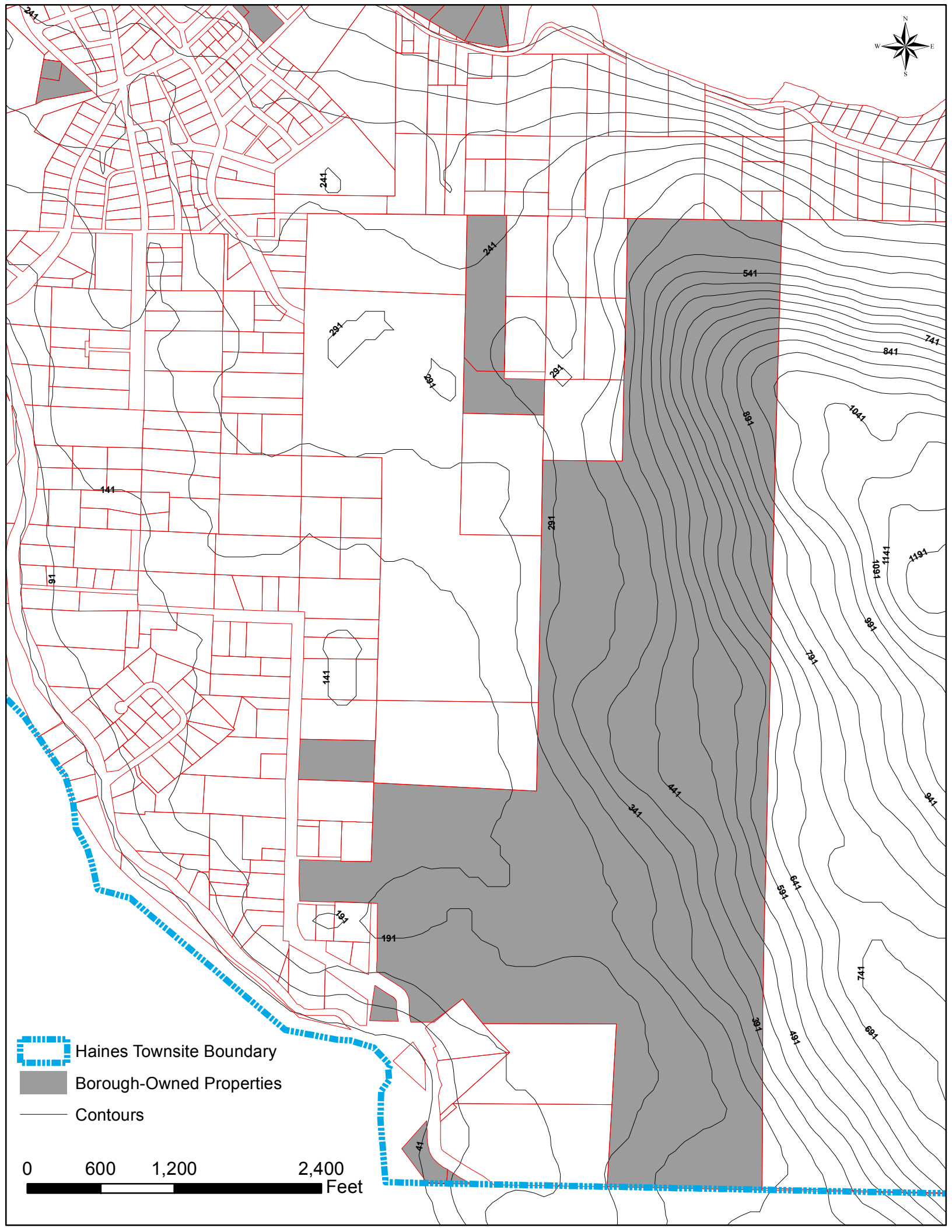
There was no discussion.




I certify that the above is a true and complete excerpt of agenda item 11(C)(5) from the January 14, 2014 borough assembly minutes.

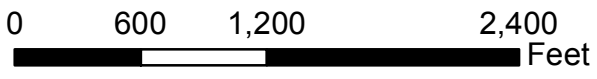


Julie Cozzi, MMC, Borough Clerk
Haines Borough, Alaska





-  Haines Townsite Boundary
-  Borough-Owned Properties
-  Contours



HAINES BOROUGH PUBLIC NOTICE

11C7

POSITION OPENING COMMUNITY AND ECONOMIC DEVELOPMENT DIRECTOR

The Haines Borough is accepting applications for a full-time Community and Economic Development Director. This position performs a variety of administrative, technical and professional work in preparation and implementation of economic and community development plans, programs, and services outlined in the Haines Borough 2025 Comprehensive Plan and directed by the manager. This employee is responsible for working closely with the Borough Manager, Commerce Committee, Planning Commission and others to promote sustainable business and economic development interests within the community and region; working with all borough departments and community organizations providing guidance to individuals and companies to establish, relocate, or expand their businesses within the community; assisting in the planning and coordination of community development projects; assisting business and residential applicants with local and state permitting processes; and providing research for Borough-sponsored projects. The responsibilities of this position will require occasional overnight travel.

Qualification Requirements:

EDUCATION: Bachelor's degree in business, finance, public administration, or community/urban planning. Preferred: Master's degree in business, public administration, or community/urban planning. Relevant experience may be substituted for specific area of study.

EXPERIENCE: Four years of professional experience involving creation, financing, and operation of a business or providing information and services to business executives or communities. Emphasis in areas such as financing options and packaging, research and analysis on community and economic development issues, and evaluating loan or grant applications with a particular focus on the needs of rural communities in Alaska.

ADDITIONAL DESIRED EXPERIENCE: Knowledge and experience working in accordance with the Haines Borough Charter and Code along with a detailed familiarity with the Haines Borough Comprehensive Plan; and working knowledge of the varied stakeholders involved with community and economic development in Southeast Alaska and Haines in particular.

Wage and Benefits: Starting annual salary is \$62,000. This is a non-union position and includes medical benefits, PERS retirement, annual leave, sick leave, personal leave, and paid holidays. This position is subject to a one-year probation period.

Application Deadline: 5:00 p.m., Tuesday, July 15, 2014.

Application Procedure: Submit, via mail, fax, or email, a completed Haines Borough application form. The application and job description may be found at www.hainesborough.us or by contacting:

Borough Clerk's Office
P.O. Box 1209, Haines, AK 99827
Haines Borough Administration Building, 103 Third Ave S
907-766-2231, ext. 31 or 36
Fax: 907-766-2716
jcozzi@haines.ak.us -or- kkielsmeier@haines.ak.us



Posted 6/17/14



**HAINES BOROUGH
POSITION DESCRIPTION
Community and Economic Development Director**

CLASSIFICATION:

Regular, full-time; exempt by Alaska Labor Regulations and governed by Haines Borough Code; non-union, salaried.

SUMMARY:

This is a full-time position that reports directly to the Borough Manager via oral and written reports. Key responsibilities include:

- Local and regional economic planning, development, support and research
- Supervises the Haines Borough Pool Manager, Haines Borough Tourism Director, and the Community Youth Development Director and provides staff oversight and coordination for the Downtown Revitalization Committee
- Community and business outreach, and Haines Borough public relations
- Special projects coordination and management
- Grant writing and administration
- State and federal representation, advocacy and communication

NATURE OF WORK:

The Community and Economic Development Director performs a variety of administrative, technical and professional work in preparation and implementation of economic and community development plans, programs, and services outlined in the Haines Borough 2025 Comprehensive Plan and directed by the manager.

This full-time position is responsible for working closely with the Borough Manager, Commerce Committee, Planning Commission and others to promote sustainable business and economic development interests within the community and region. This position will include working with all borough departments and community organizations providing guidance to individuals and companies to establish, relocate, or expand their businesses within the community. The position will include assistance in the planning and coordination of community development projects, assisting business and residential applicants with local and state permitting processes, and providing research for Borough-sponsored projects. The responsibilities of this position will require occasional overnight travel.

SUPERVISION RECEIVED AND EXERCISED:

This position reports directly to the Borough Manager. The position supervises the Haines Borough Pool Manager, Haines Borough Tourism Director, and the Community Youth Development Director.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

1. The Community and Economic Development Director directs economic development initiatives to achieve the goals and objectives outlined by Haines Borough 2025 Comprehensive Plan.

2. The Community and Economic Development Director provides assistance in the development of short and long-term economic and community development plans, as well as the gathering of information and preparation of studies, reports, and recommendations to achieve such goals.
3. Preparation and maintenance of information on utilities, taxes, zoning, transportation, community services, financing tools, and incentives in order to respond to requests for information for economic development purposes, and the coordination with other departments and agencies as needed.
4. Provides professional economic development advice, assists in the application and permitting process, and serves as an advocate for economic development in line with the 2025 Haines Borough Comprehensive Plan, zoning ordinances, and goals as established by the Haines Borough Assembly.
5. Assists in the sale of Borough land, the orderly development of assigned projects, and works to identify areas of concern in the promotion of business location and expansion within the community.
6. Maintains a liaison with various local, state, and federal agencies, coordinating projects with agencies as deemed necessary and appropriate,(i.e. Department of Natural Resources, Bureau of Land Management, Alaska Department of Economic and Community Development, Alaska Industrial Development and Export Authority, Alaska State Parks, etc.).
7. Provides information and/or makes presentations to supervisors, boards, commissions, civic groups, businesses, individuals, and the general public on economic development issues, programs, services, and plans.
8. Assists with developing grant proposals and applications, contracts and other necessary documents as may be required for necessary community services.
9. Works with state and federal agencies to advocate for, and implement Haines priorities.
10. Attends the Haines Borough Parks and Recreation Advisory Committee meetings and the Downtown Revitalization Committee meetings.
11. Supervises the Community Youth Development Department and coordinates with the Parks and Recreation Advisory Committee.
12. Coordinates the activities of the Haines Borough Tourism Director to reach goals outlined in the annual marketing plan.

WORK CONDITIONS & ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Work is performed primarily in an office setting but requires local and overnight travel.
2. Command of the English language is necessary: Read, Write, and Speak. The noise level in the work environment is usually quiet in the office. Occasional encounters with irate and/or threatening individuals.
3. Physical demands in the office include operating a computer keyboard, sitting or standing for extended periods, and occasionally lifting and/or moving up to 25 pounds.
4. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. Hand-eye coordination is necessary to operate computers and various pieces of equipment.

EMPLOYMENT QUALIFICATIONS:

Education

1. Possession of a bachelor's degree in Business, Finance, Public Administration, or Community/Urban Planning.
2. Preferred: Master's Degree in Business, Public Administration, or Community/Urban Planning.
3. Relevant experience may be substituted for specific area of study (see below).

Experience

1. Four years of professional experience in commercial financial analysis, marketing, or public/private, economic or community development.

OR

2. Four years of professional experience involving the creation, financing, and operation of a business or providing information and services to business executives or communities. Emphasis in areas such as financing options and packaging, research and analysis on community and economic development issues, and evaluating loan or grant applications with a particular focus on the needs of rural communities in Alaska.

Additional Desired Experience:

1. Knowledge and experience working in accordance with the Haines Borough Charter and Code along with a detailed familiarity of the Haines Borough Comprehensive Plan.
2. Working knowledge of the varied stakeholders involved with Community and Economic Development in Southeast Alaska and Haines in particular.

Disclaimer:

Hiring and Promotion Policies are conducted in accordance with Haines Borough Code Chapter 2.74 contained at this link: <http://www.codepublishing.com/AK/HainesBorough.html>

HBC 2.74.070: Other qualifications being equal, preference in employment shall be given first to borough employees and then to residents of the Haines Borough. When considering all applicants, other qualifications being equal, veterans, as defined by state law, shall be preferred for employment.