

  
**Haines Borough**  
**Borough Assembly Meeting #288**  
**AGENDA**

**March 24, 2015 - 6:30 p.m.**

**Location: Assembly Chambers, Public Safety Bldg.**

*Jan Hill,*  
Mayor  
  
*Dave Berry Jr.,*  
Assembly Member

*Diana Lapham,*  
Assembly Member

*Mike Case*  
Assembly Member

*Joanne Waterman,*  
Assembly Member

*George Campbell,*  
Assembly Member

*Ron Jackson,*  
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
- 9A – Planning Commission Minutes
- 9B – HDT RMSA Board Report & Minutes
- 11A1 – Resolution 15-03-616
- 11A2 – Resolution 15-03-617
- 11A3 – Resolution 15-03-618
- 11B1 – Ordinance 15-03-403
- 11B2 – Ordinance 15-03-404
- 11C2 – Reschedule Ordinance 15-02-401 Hearing

**\* 4. APPROVAL OF MINUTES – 3/10/15 Regular**

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

**6. MAYOR'S COMMENTS/REPORT**

**A. Proclamation – *Operation Clean Sweep*, May 1-2, 2015**

**7. PUBLIC HEARINGS**

**A. Ordinance 15-03-402 – First Hearing**

**An Ordinance of the Haines Borough amending Haines Borough Code Title 3 Subsection 3.80.090 to modify the threshold for eligibility for quarterly sales tax filing.**

*This ordinance is recommended by the manager and was introduced on 3/10/15.*

**Motion:** Advance Ordinance 15-03-402 to a second public hearing on 4/14/15.

**8. STAFF/FACILITY REPORTS**

**A. Borough Manager – 3/24/15 Report**

- PND – Cost of Mitigation, Lookout Park & Sewer Outfall

**9. COMMITTEE/COMMISSION/BOARD REPORTS & MINUTES**

**\* A. Planning Commission – Minutes of 2/12/15**

**\* B. HDT RMSA Board – Annual Report & Minutes of 3/14/15**

**C. Assembly Standing Committee Reports**

- 1. GAS Committee Report – Temporary Residence Permits

**10. UNFINISHED BUSINESS**

**11. NEW BUSINESS**

**A. Resolutions**

**\* 1. Resolution 15-03-616**

**A Resolution of the Haines Borough Assembly adopting written findings of the March 10, 2015 appeal hearing of the Nelson nuisance abatement order levying additional fines.**

*A resolution adopting the findings is a step required by HBC 8.12.130(H).* **Motion:** Adopt Resolution 15-03-616.

11. NEW BUSINESS ---continued---

\* 2. **Resolution 15-03-617**

**A Resolution of the Haines Borough Assembly authorizing the Borough Manager to contract with Cues NW in the amount of \$43,202 for the purchase and delivery of a sewer camera for inspecting the inside of sewer mains.**

*This resolution recommended by the manager. **Motion:** Adopt Resolution 15-03-617.*

\* 3. **Resolution 15-03-618**

**A Resolution of the Haines Borough Assembly requesting the Senate Finance Committee support the Division of Forestry Office in Haines by funding the two existing positions managing the Haines State Forest surrounding the local communities.**

*This resolution is recommended by the manager. **Motion:** Adopt Resolution 15-03-618.*

**B. Ordinances for Introduction**

\* 1. **Ordinance 15-03-403**

**An Ordinance of the Haines Borough classifying for disposal the borough-owned property known as the Human Resource Building.**

*This ordinance is recommended by the borough manager. **Motion:** Introduce Ordinance 15-03-403 and set a first public hearing for 4/14/15 and a second public hearing for 4/28/14.*

\* 2. **Ordinance 15-03-404**

**An Ordinance of the Haines Borough amending Haines Borough Code Sub-Section 16.28.010(D) to modify prohibited acts for port and harbor facility users.**

*This ordinance is recommended by the Port & Harbor Advisory Committee. **Motion:** Introduce Ordinance 15-03-404 and set a first public hearing for 4/14/15 and a second public hearing for 4/28/14.*

**C. Other New Business**

1. **Board Appointments**

*An appointment application has been received for a seat on the museum board. The mayor plans to make the appointment and seeks assembly confirmation. **Motion:** Confirm the mayor's appointment of Diana Kelm to the Sheldon Museum Board of Trustees for a term ending 11/30/17.*

\* 2. **Community Purpose Exemption Ordinance – Reschedule Second Hearing**

*This is recommended by the borough manager. On 3/10, this ordinance was referred to the finance committee. That committee met on 3/16 and the manager's working group met on 3/19. Additional time is needed, therefore it is requested the second hearing be pushed back.*

**Motion:** Reschedule second public hearing for Ordinance 15-02-401 from 4/14 to 4/28/15.

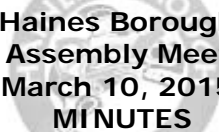
12. CORRESPONDENCE/REQUESTS

13. SET MEETING DATES

14. PUBLIC COMMENTS

15. ANNOUNCEMENTS/ASSEMBLY COMMENTS

16. ADJOURNMENT

  
**Haines Borough**  
**Borough Assembly Meeting #287**  
**March 10, 2015**  
**MINUTES**

**Draft**

1. **CALL TO ORDER/PLEDGE TO THE FLAG:** Deputy Mayor **LAPHAM** 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 **Jan HILL** (joined the meeting at approximately 7:10 p.m.), Deputy Mayor Diana **LAPHAM**, and Assembly Members Joanne **WATERMAN**, Ron **JACKSON** (via telephone), Mike **CASE**, and George **CAMPBELL**. **Absent:** Dave **BERRY, Jr.**

**Staff Present:** David **SOSA**/Borough Manager, Julie **COZZI**/Borough Clerk, Bill **MUSSER**/Chief of Police, Carlos **JIMENEZ**/Director of Public Facilities, Xi **CUI**/Planning & Zoning Technician, Leslie **ROSS**/Tourism Director, and Bill **MANDEVILLE**/Community & Economic Development Director.

**Visitors Present:** Karen **GARCIA**/CVN, Margaret **FRIEDENAUER**/KHNS, Dana **HALLETT**, Stephanie **SCOTT**, Debra **SCHNABEL**, Jim **SHOOK**, George and Joan **McCAMENT**, Kay **CLEMENTS**, Pam **RANDLES**, Nicholas **HALE-WOODS**, Scott **SUNDBERG**, Tucker **PATTON**, Paul **NELSON**, Brad **RYAN**, Ben **KIRKPATRICK**, Carol **TUYNMAN**, Sara **CHAPPELL**, Jessica **EDWARDS**, Leslie **EVENDEN**, Cheryl **MCROBERTS**, Norman **HUGHES**, Dennis **TEITZEL**/BLM, Randy **KATZENMEYER**, and others.

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

The following Items were on the published consent agenda:

Consent Agenda:

- 4 – Approve Assembly Meeting Minutes
- 8B – Chilkat Center Reports
- 8C – Fire Department Report
- 8D – Library Report
- 9A – Harbor Committee Minutes
- 9B – Library Board Minutes
- 9C – KVVFD Board Annual Report
- 9D – Riverview Drive RMSA Board Annual Report & Minutes
- 9E – Letnikof Estates RMSA Board Annual Report & Minutes
- 11B1 – Ordinance 15-03-402

**Motion:** **WATERMAN** moved to “approve the agenda/consent agenda,” and it was amended to remove item #4, Approval of Minutes. The motion to approve the agenda, as amended, carried unanimously.

4. **APPROVAL OF MINUTES** – 2/24/15 Regular

**CASE** noted a small amendment is needed to show that Assembly Member Berry attended the meeting by telephone.

**Motion:** **CASE** moved to “approve the 2/24/15 meeting minutes as slightly amended to note Berry’s attendance by telephone,” and the motion carried unanimously.

5. **PUBLIC COMMENTS**

**SHOOK** – Believes too many borough employees and also has concerns about borough assistance with an employee’s immigration status.

6. **MAYOR’S COMMENTS/REPORT**

A. **Proclamation – *Operation Clean Sweep, May 1-2, 2015***

This item was delayed until the next assembly meeting.

B. **BLM Field Manager for Haines, Dennis Teitzel** (introduction)

**TEITZEL** introduced himself and provided an update on various projects, including heliskiing, Constantine Mine, shooting range, and the Ring of Fire.

**HALE-WOODS** introduced himself as the founder and general manager of Freeride World Tour and explained the event.

7. **PUBLIC HEARINGS**

A. **Appeal of a Nuisance Abatement Order** – Paul A.L. Nelson

*Note: On February 10, 2015, the borough manager issued a supplemental order related to the 2014 nuisance abatement order that had been issued to Paul Nelson concerning his property in Skyline Estates Subdivision. He submitted a timely appeal.*

Deputy Mayor **LAPHAM** presided over the hearing that convened at 6:50 p.m. and chose not to require oaths or compel witnesses.

Appellant: **NELSON** addressed the assembly by reading a written statement and summarizing a packet of documents he provided to the assembly.

Borough: **SOSA** summarized the borough's nuisance abatement order, and the reasons it was issued. **JIMENEZ** reviewed the inspections that were conducted.

The mayor joined the meeting at approximately 7:10 p.m.

Appellant: **NELSON** offered a rebuttal of statements made by the manager.

Public Testimony: **MCCAMENT** and **SHOOK** spoke in support of the borough's supplemental nuisance abatement order. No persons spoke in opposition.

**Main Motion #1:** **CASE** moved to "uphold the supplemental nuisance abatement order," and the motion failed 2-3 in a roll call vote with **JACKSON**, **CAMPBELL**, and **CASE** opposed.

Primary Amendment: **JACKSON** moved to "modify the manager's order by reducing the \$1,200 fine to \$300 because of the discrepancy between the June 10, 2014 statement "ten business days" and the June 21 clean-up deadline date," and the primary amendment motion failed 3-2 with **WATERMAN** and **LAPHAM** opposed.

**CASE** called for the orders of the day. A brief recess was called before the motion was acted on. Following the recess, **LAPHAM**, after conferring with the clerk, advised the assembly should consider whether it had taken action concerning the appeal before moving to the next agenda item. **CASE** withdrew his privileged motion.

**Main Motion #2:** **CAMPBELL** moved to "uphold the manager's order modified to a \$300 fine," and it was seconded by **CASE**. The motion failed 3-2 in a roll call vote with **LAPHAM** and **WATERMAN** opposed.

**Main Motion #3:** **WATERMAN** moved to "uphold the manager's order modified to a \$600 fine, and it was seconded by **LAPHAM**. The motion carried 4-1 in a roll call vote with **CAMPBELL** opposed.

The assembly will adopt the appeal findings by resolution at the next meeting.

**B. Ordinance 15-02-400** – Second Hearing

**An Ordinance of the Haines Borough authorizing a five-year extension of a lease of an upstairs portion of the Public Safety Building by the State of Alaska for the purpose of providing services through the Department of Fish and Game, with the option to renew for five additional one-year periods.**

Mayor **HILL** opened the public hearing at 8:12 p.m.

**SCHNABEL** - recommended no more than a three-year lease.

Hearing no further comments, the mayor closed the hearing at 8:14 p.m.

**Motion:** **WATERMAN** moved to "adopt Ordinance 15-02-400 with the proposed amendments from a five-year to a two-year lease," and the motion carried unanimously in a roll call vote.

**C. Ordinance 15-02-401** – First Hearing

**An Ordinance of the Haines Borough amending Haines Borough Code Title 3, Chapter 70, Section 40 to establish a procedure for community purpose exemptions.**

Mayor **HILL** opened the public hearing at 8:18 p.m.

**SCHNABEL**, **HUGHES**, **SCOTT**, **EDWARDS**, **LIEBENSON**, **CHAPPELL**, **TUYNMAN**, **RYAN**, **POCHARDT**, and **EVENDEN** – Dislike the ordinance, as written. Most asked for committee referral for more work and community input. Expressed support for nonprofits.

Hearing no further comments, the mayor closed the hearing at 8:45 p.m.

**Motion:** **CASE** moved to "advance Ordinance 15-02-401 to a second public hearing on 3/24/15," and it was amended to change the hearing date to 4/14/15 and to also refer it to the Finance Committee. The main motion as amended carried unanimously.

Amendment Motions:

Primary Amendment: **WATERMAN** moved to "refer the ordinance to the Finance Committee for further work," and the primary amendment, as amended, carried unanimously.

Secondary Amendment: **CASE** moved to "include a second public hearing date in addition to the committee referral but to schedule it to 4/14/15," and the secondary amendment carried unanimously.

**8. STAFF/FACILITY REPORTS**

**A. Borough Manager – 3/10/15 Report**

**SOSA** summarized his written report. He welcomed Freeride World Tour to the community.

- \* **B. Chilkat Center – Report of February 2015 and Revised Report of January 2015**
- \* **C. Fire Department – Report of February 2015**
- \* **D. Public Library – Report of January 2015**

**9. COMMITTEE/COMMISSION/BOARD REPORTS & MINUTES**

- \* **A. Port and Harbor Advisory Committee – Minutes of 1/26/15**
- \* **B. Library Advisory Board – Minutes of 1/21/15**
- \* **C. KVVFD Board – Annual Report**
- \* **D. Riverview Drive RMSA Board – Annual Report and Minutes of 2/18/15**
- \* **E. Letnikof Estates RMSA Board – Annual Report and Minutes of 10/13/14**
- F. Assembly Standing Committee Reports**

**LAPHAM** announced the Government Affairs & Services Committee will meet March 11 at 10:00 a.m. to discuss the ordinance pertaining to temporary residence permits.

**10. UNFINISHED BUSINESS - None**

**11. NEW BUSINESS**

- A. Resolutions - None**
- B. Ordinances for Introduction**

\* **1. Ordinance 15-03-402**

**An Ordinance of the Haines Borough amending Haines Borough Code Title 3 Subsection 3.80.090 to modify the threshold for eligibility for quarterly sales tax filing.**

*The motion adopted by approval of the consent agenda: "introduce Ordinance 15-03-402 and schedule a first public hearing for 3/24/15."*

- C. Other New Business - None**

**12. CORRESPONDENCE/REQUESTS**

**Motion: WATERMAN** moved to "direct the borough manager to discuss with PND Engineers the actual cost estimates for moving the Lookout Park," and the motion carried unanimously.

**13. SET MEETING DATES**

- A. Budget C.O.W. Meeting Schedule**
- B. Manager Evaluation Schedule**
- C. Finance Committee – Monday, March 16, 3:00 p.m., Topic: Community Purpose Exemptions**

**14. PUBLIC COMMENTS**

**GARCIA** – Mid-item recesses give a poor perception; should be taken between agenda items.

**15. ANNOUNCEMENTS/ASSEMBLY COMMENTS**

**LAPHAM** – the borough's financial audit report is an interesting and helpful reference.

**CASE** – Lapham good job sitting in for the mayor on short notice. He may have to be gone for a couple of months for medical reasons.

**16. ADJOURNMENT – 9:20 p.m.**

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

ATTEST:

\_\_\_\_\_  
Janice Hill, Mayor

\_\_\_\_\_  
Julie Cozzi, MMC, Borough Clerk



Haines Borough  
Assembly Agenda Bill

Agenda Bill No.: 15-550  
Assembly Meeting Date: 3/24/15

Business Item Description:	Attachments:
Subject: Increase Threshold for Filing Quarterly Sales Tax Returns	1. Ordinance 15-03-402, draft
Originator: Finance Director	
Originating Department: Finance	
Date Submitted: 3/4/15	

**Full Title/Motion:**  
Motion: Advance Ordinance 15-03-402 to a second public hearing on 4/14/15.

**Administrative Recommendation:**  
This ordinance is recommended by the Borough Manager.

**Fiscal Impact:**

Expenditure Required	Amount Budgeted	Appropriation Required	Projected Impact to Future Operating Budgets
\$ 0	\$ 0	\$ 0	N/A; impact is primarily on efficiency

**Comprehensive Plan Consistency Review:**  
Comp Plan Goals/Objectives: \_\_\_\_\_  
Consistent:  Yes  No

**Summary Statement:**  
This ordinance would increase the threshold for quarterly sales tax filing from \$1,000 of monthly gross receipts to \$3,000. The borough's auditors suggested the borough take a look at this threshold which has not changed at least since consolidation. Over time inflation has chipped away at the threshold causing an increase in the number of businesses required to file monthly.  
  
Raising the filing threshold for quarterly returns as proposed would increase the number of filers that could file quarterly by roughly 50 businesses. This would reduce the annual number of returns processed by the finance department by roughly 400 returns (8 months x 50 returns) and would reduce the administrative burden on those business owners who qualify to file quarterly under the proposed new rules. The ordinance also adds a requirement that delinquent businesses will be required to file monthly.

**Referral:**  
Referred to: \_\_\_\_\_ Referral Date: \_\_\_\_\_  
Recommendation: \_\_\_\_\_ Meeting Date: \_\_\_\_\_

**Assembly Action:**  
Meeting Date(s): 3/10, 3/24/15 Public Hearing Date(s): 3/24/15  
Postponed to Date: \_\_\_\_\_

**An Ordinance of the Haines Borough amending Haines Borough Code Title 3 Subsection 3.80.090 to modify the threshold for eligibility for quarterly sales tax filing.**

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. July 1, 2015.

Section 4. Amendment of Section 3.80.090(D): Subsection 3.80.090(D) of the Haines Borough Code is hereby amended, as follows:

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

**3.80.090 Monthly returns – Penalties and interest for delinquency.**

D. Businesses with taxable gross monthly receipts of ~~\$1,000~~ **\$3,000** or less may file and pay sales tax quarterly, provided notice is given the borough that this option is being exercised prior to an account's delinquency under subsection (B) of this section.

1. A quarter is three months, the first quarter is January, February and March; the second quarter is April, May and June; the third quarter is July, August and September; the fourth quarter is October, November and December.
2. When filing quarterly, taxes shall be paid and returns filed on or before the twentieth day of the month following the third month of the quarter for which the return is made.
3. When filing quarterly, interest shall be charged on the whole of the unpaid tax for the delinquent quarter from the date delinquent until paid.
4. If taxable gross receipts for any one month of a quarter are more than ~~\$1,000~~ **\$3,000**, the allowance for quarterly filing is voided and the monthly filing and payments must be instituted.

**5. Businesses with taxable gross monthly receipts of \$3,000 or less that have failed to file sales tax returns and remit sales tax receipts to the Borough in a timely manner must file on a monthly basis rather than a quarterly basis.**

ADOPTED BY A DULY CONSTITUTED QUORUM OF THE HAINES BOROUGH ASSEMBLY THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2015.

ATTEST:

\_\_\_\_\_  
Janice Hill, Mayor

\_\_\_\_\_  
Julie Cozzi, MMC, Borough Clerk

Date Introduced: 03/10/15  
Date of First Public Hearing: 03/24/15  
Date of Second Public Hearing: \_\_\_/\_\_\_/\_\_\_



# MANAGER'S REPORT

DATE: March, 24 2015  
 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:**

FY 2016 Budget Preparation: Throughout the past two weeks I have been meeting regularly with the Finance Officer to review the budget. As required we solicited additional input from Department Heads. On Thursday 18 March I reviewed the Budget with Department Heads and reviewed the current state of the overall Budget. Work continues to refine input but some highlights follow:

- Revenues down between 250-300k (5% +/-)
- Efforts by department heads reduced Area Wide General Fund Expenditures by 1% over FY 15
- Sales Tax revenue projected to be up by 2% but this could be impacted any fluctuation in the price of fuel.
- Overall utilities costs are down as a result of lower heating oil prices despite the increased cost for electricity

Community Purpose Exemption: Since the last Assembly Meeting there have been two public meetings to review this item. As a result of the input received the following modification are in process for the final document

- Clarify language especially in section 3
- Add a provision that provides 60 days from passage of the Ordinance for organizations to apply for exemptions. In following years the paperwork will be due on 30 March
- Set a 1 January Tax Day
- Include a provision for initial approval by the Assembly with subsequent approvals from the Assessor.
- Note that denial by the Assessor will be appealed to the Assembly and not the Board of Equalization.
- Test the final product against organizations currently receiving a CPE.

Meeting with APT: I met with Mr. Mike Garrett (Ops), Tom Ervin (Telcom), & Darren Belisle of APT to discuss plans for the fiber optic cable from Juno to the Upper Lynn Canal. One of the things we reviewed was the value of their providing more information to the community about future plans. I also expressed to them that it would be helpful for individuals to know more about the opportunities available to home users and businesses with increased Broadband and faster upload/download speeds. I asked them if they could produce a 1-page document that helps describe the benefits and which will help us convey this information to the public.



Noise Study and associated Resolution: The noise testing for the study took place between Monday 9 March and Sunday 15 March. I was on hand with the technician when the devices were emplaced as was the Borough Assessor. 4 devices were put in to include a device on the landing zone, a device on the Corona Property, and two other devices. I had been in contact with Mr. Corona and on 2 March via e-mail received approval from him for unescorted access to emplace the devices. Mr. Corona subsequently e-mailed me and I informed him that the devices had been emplaced and that the noise test was almost over. The next step of the noise study involves the analysis of the noise measurements which will be supplemented by information on the operating hours of the aircraft drawn from GPS data.

Police Assessment: Chief Musser and I spoke with Mr. Russell and confirmed deliverables and timeline for the review. Mr. Russell's initial visit will be during the week of 16 March and will include interviews with department personnel and other members of the community.

Helicopter Complaints: To-date, two helicopter complaints have been responded to and the results are posted on the Borough website. A third complaint is currently under investigation. Additionally, I have contacted Commercial Ski Tour Operators and requested input for operating days to date so that the Borough can request GPS data to conduct the annual tests which will be completed by our contracted partner.

Community Cleanup: I let Department Heads know that the Borough Administration will be supporting the Cleanup and my plan is to provide paid time to employees for the 2 hours spent in cleanup on May 1<sup>st</sup> (3-5 PM). We will maintain the office and facilities at minimal manning so that we can support this community activity.

Harbormaster Hiring: The Borough advertised this position in the local paper and sent to online sites in Juneau, Anchorage and Seattle. Additionally, the information was made available to professional harbormaster organizations in the northwest, to USCG District 17 and the Navy Regional Command HQ.

SBH 65% Complete Plans: The Plans were submitted to Borough staff and provided to the Port & Harbor Advisory Committee for review. On 18 March the Facilities Director and I met with Mr. Norm Hughes to conduct an initial review and to outline a method for obtaining input. Among the items discussed were cost increases and ways to mitigate this. With respect to receiving comment in time for the response deadline the following was outlined:

- Review by staff and PHAC (17 March-20 March)
- Post Plans to Borough Web Site (20 March)
- Solicit comment at Port & Harbor Advisory Committee meeting (4 PM 23 March)
  - Comments by Mr. Somerville at PHAC
- Provide comments in Managers Report about timeline
- Brief by Dick Somerville to Assembly on Tuesday 24 March
- Receive additional public comment on PHAC supplementary meeting on Thursday 26 March.
- Finalize returns on Friday 27 March and submit to PND

Compensatory Mitigation for SBH: We found very high initial costs, DNR issues, private land ownership, and other factors associated with the Takshanuk Watershed Council proposed project at 7 Echoes. As a result I directed PND to look at other options. They are currently evaluating an In-lieu fee through SEAL Trust and the preliminary cost implication is considerably lower than the 7 Echos site by at least a factor of 4.

FWT Competition: FWT has not been able to complete their competition and is likely going to request an extension of their permit. As of this writing I am awaiting a request from them. FWT's permit covers the out of bounds area and the inbounds area. Under location of operations on the permit it states that the "...Special Ski Competition event shall be conducted only in areas identified on the "Haines Borough Approved Commercial Ski Tours Area" map...: and then goes on to list the addition of the out of bounds area. Use of the out of bounds area is governed by section G of the HBC 5.18.070 and use must be authorized by the Assembly. Based on a review of code the manager is authorized to grant an extension for the inbounds area as the inbounds area is open in through May 3<sup>rd</sup> in accordance with Section F of HBC 5.18.070. Therefore if the competition is held in the area defined by the map it only requires an extension of the current permit which can be

authorized by the Administration. It is not unusual for an individual to request an amendment to a permit and this is done with a variety of permits that the Borough authorizes.

Disposal of Human Resources Building: I have requested that the Human Resources building be authorized for disposal without specifying a method. This provides flexibility as we look at options to dispose of the property. This has been done in the past most recently with a foreclosed property that was deeded to us by the court. (see ordinance 15-01-397)

Borough Roads: A roads assessment is being conducted this month to help us identify road status and repair priorities. At present, roads are too wet for significant repair and we anticipate being able to start repairs in April, weather permitting.

Letnikof: Two weeks ago we were informed that the patch on the float had failed likely due to wave action. Prior to last weekend heavier weather resulted in a portion of the float breaking off and rolling. On Saturday 13 March Borough employees from Harbors and Public Works worked to right the float and secure the ends. A plan for more permanent repairs is being developed.



### **Facilities & Public Works:**

#### Vocational Education Building Renovation

This project has been advertised. Sealed bids will be opened April 3, 2015.

#### Public Safety Building/Jail Cells

Heating upgrades are being planned for the existing jail cells. All work will be performed by Borough Maintenance staff using new in floor heating. During the winter months the heat in the cells has failed many times.

#### Facility Management Program

Currently the management program is being used to schedule planned maintenance and work orders. To date, there are more than 200 work orders in various stages of progress.

#### School Roof Project

Bid ready documents are being prepared for roof repair work to take place in the spring/summer of 2015. The areas to be repaired were outlined in a 2013 roof assessment performed by JYL Architects out of Juneau.

#### Sledding Hill

Work will likely be completed when the ground conditions dry up this summer.

#### Hazard Mitigation Plan

Progress continues on the updated HMP.

#### Allen Road Waterline Replacement

This project has been advertised. Sealed bids will be opened on March 31, 2015.

#### Piedad Water Transmission Line Replacement

Staff is working with DEC to acquire a Drinking Water Loan in addition to the re-appropriation of past grant funds to make substantial improvements to the Piedad Springs water source. The scope

of work will include source improvements, transmission line replacement, new filtrations system and a small storage tank for contact time.

#### South Portage Cove Harbor Expansion

Plans are under review by staff and the Ports and Harbor Advisory Committee. The design engineer will be in Haines next week to respond to any comments or questions from the public or Borough. A PHAC review meeting will be held on March 23 at 4 p.m. in the Borough Assembly Chambers.

#### PW Equipment Operator

Daymond Hoffman has accepted a position with Dawson Construction effective April 15. It has been a pleasure to work with Daymond and the entire crew wishes him the best.

**Finance:** NSTR

#### **Lands & Planning:**

- Notices of Value for the 2015 Tax year are in the process of being printed & will kick off the 2015 appeal period upon mailing this week.
- Real Property Appeal Forms for are ready for appellants & posting on borough website upon mailing of notices of value from Capital Copy.
- Senior Citizen/Disabled Veteran Real Property Tax applications review is in process.
- This year's BOE training presentation with OSA will be a PowerPoint presentation via teleconference. Ron Brown, State Assessor would like possible dates & times he could present to the Haines Borough Assembly. The Board of Equalization meeting as outlined in Haines Borough Code is the second Monday in May which is May 11, 2015.

#### **Library:**

OWL Funding: OWL funding was re-instated which means our library will continue to have affordable broadband, free Wi-Fi, and videoconferencing capabilities for classes, trainings and programs for the next year. Our internet bill is paid for by the Friends of the Library.

Holly Davis presented her session *Children's Programs that Flow* to a standing room only crowd at the recent Alaska Library Association conference. Her program popularity elicited an invitation to present at next year's conference in Fairbanks. She was invited to write an article for the State library newsletter *NEWSPOKE* to share her experience.

Staff from the Ahtna Heritage Foundation of Copper River, AK recently contacted Erik Stevens and Jessie Morgan about the library's Chilkoot-Chilkat Storyboard project. The Foundation read about our project and is looking to create a Storyboard of their own based on our example. This is the 6<sup>th</sup> institution to contact us about copying our successful project. This is high praise from other organizations throughout the country.

The Lucky LEAP dessert fundraiser on March 13 was an evening of fine desserts and entertainment with over 60 attendees. This event was hosted by the Friends of the Library to introduce our fundraising campaign. The LEAP Launch is scheduled for April 28<sup>th</sup> with Heather Lende as our guest author reading and signing her new book, *Remember the Good*.

**Museum:** NSTR

**Ports & Harbor:** NSTR

**Public Safety:** See separate report

**Police Department Report 3/18/2015 From Chief Musser:**

The department has re-opened the application process for the position of officer. The applications coming in (six to date) are being reviewed. Only one has prior experience.

The department study/audit is slated to begin March 22<sup>nd</sup> with Mr. Russell coming to Haines to begin the process.

Officers Rettinger and Groves are doing a great job, and I commend their dedication and resilience in sustaining our coverage, while we are short staffed.

Officer Dryden is proceeding well with his academy training at the Fairbanks Academy.

I submitted my application a Law Enforcement Basic Certification to the Alaska Police Standards Council, and will be following with a second application for a Law Enforcement Advanced Certification as well. The applications have to be submitted separately.

Dispatch remains fully staffed.

**February Stats:**

Dispatch Calls for Service: 126

911 Calls: 22

UCR Crime Reports: 7

1 DUI

1 Burglary

2 Thefts

2 Assault 4<sup>th</sup> degree

1 Criminal Mischief

Arrests: 2

Traffic Stops: 6

1 Citation

5 Warnings

Canine Calls: 8

Court Service: 5

2 Civil

3 Summons/Subpoena

**Haines Borough  
Planning Commission Meeting  
February 12, 2015  
MINUTES**

**Approved**

1. **CALL TO ORDER/PLEDGE TO THE FLAG** – Chairman **Goldberg** called the meeting to order at 6:30 p.m. in Assembly Chambers and led the pledge to the flag.
2. **ROLL CALL – Present:** Chairman Rob **Goldberg**, Commissioners Lee **Heinmiller**, Robert **Venables**, Heather **Lende**, Brenda **Josephson**, Rob **Miller** and Don **Turner III**.  
  
**Staff Present:** David **Sosa**/Manager, Tracy **Cui**/Planning & Zoning Technician III, Bill **Mandeville**/Community & Economic Development Director, Phil **Benner**/Harbormaster, and Carlos **Jimenez**/Public Facilities Director.  
  
**Also Present:** Mike **Case** (Assembly liaison), Norm **Hughes**, Ron **Jackson** and Annette **Smith**.
3. **APPROVAL OF AGENDA**  
**Motion:** **Turner** moved to “approve the agenda.” **Venables** seconded it. The motion carried unanimously.
4. **APPROVAL OF MINUTES**– January 15, 2015 Regular Meeting Minutes  
**Motion:** **Heinmiller** moved to “approve the January 15, 2015 minutes.” **Turner** seconded it. The motion carried unanimously.
5. **PUBLIC COMMENTS** - None
6. **CHAIRMAN’S REPORT**  
**Goldberg** welcomed the new planning commissioners, Brenda **Josephson** and Rob **Miller**. **Goldberg** discussed reasons for developing a Borough-owned gravel pit. **Sosa** stated that it is premature to discuss this. Staff will conduct a cost-benefit analysis.
7. **STAFF REPORTS**
  - A. **Planning & Zoning Staff Report**  
**Cui** reported monthly permits, and discussed upcoming public hearing items and discussion items.
8. **PUBLIC COMMENTS** – None
9. **UNFINISHED BUSINESS** – None
10. **NEW BUSINESS**
  - A. **Historic District/Building Review**
    1. **The Port Chilkoot Company - Access Ramp for Barracks Building**  
The commission performed the Historic District/Building Review of the Port Chilkoot Company’s proposed access ramp.

**Motion: Venables** moved to “approve the installation of an ADA compliant ramp without comment on the possible seasonal use, and the applicant must comply with all state and federal regulations regarding the proposed access ramp.” **Turner** seconded it. The motion carried unanimously with **Heinmiller** recused.

**B. Haines Borough Code Amendments – None**

**C. Project Updates – None**

**D. Other New Business**

**1. Classification of Borough Lands for Sale**

**Turner, Lende, Cui** and Dean Olsen met as a committee and looked at three possible Borough-owned properties. A summary was presented at the meeting. After the discussion, the commission unanimously agreed to request a more detailed report and to postpone this item until the next regular meeting.

**2. South Portage Cove Harbor Expansion Project**

**Hughes** presented the project drawings and discussed dredging degree, cost, dock infrastructures, and upland improvements in regards to the parking lot expansion.

**Goldberg** asked how many new slips, and **Hughes** said 50 new slips as 90 boats are waiting for slips, with only 140 slips now available. **Lende** expressed concerns that the area may become more industrial and less a tourist area.

**Hughes** stated due to safety and cost, the parking lot will be part of dredging the whole front and will save Borough money in hauling dredge material elsewhere.

More discussion ensued.

**Heinmiller** asked whether the lookout park should not be removed until future funding is found to relocate the park. **Josephson** stated that people choose to launch boats elsewhere because the current boat launch area needs to be repaired. **Miller** reminded the commission the project will require a budget for maintenance.

**Josephson** asked if a maintenance cost schedule has been done. **Benner** stated the maintenance schedule was done a few years ago.

**Goldberg** thanked **Hughes** for his presentation and the commission unanimously agreed to further review the project with the 65% design completion.

**11. COMMISSION COMMENTS—None**

**12. CORRESPONDENCE - None**

**13. SET MEETING DATES**

A. Regular Meeting—Thursday, March 12, 2015.

**14. ADJOURNMENT– 8:00 p.m.**

HISTORIC DALTON TRAIL  
ROAD MAINTENANCE SERVICE AREA  
Board of Directors Meeting  
Saturday, 3/14/15

## Minutes/Annual Report

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

Board members present: Leonard Banaszak and Robert Venables with Mary Cummins participating electronically due to weather conditions at Chilkat Lake. Robert met with John Schnabel in town today and Mr. Hunt no longer resides in the service area. No members of the public attended.

The agenda and meeting notes from 3/22/14 were approved without objection.

### Old Business:

The **Chilkat Lake Road** (CLR) **repairs** begun in 2013 are still incomplete and under discussion during the borough's budget deliberations. The project had been identified by the borough as a legislative priority over 4 years ago and was funded by the state as part of the borough's "outside the townsite" road CIP needs list. The first mile+ of road repairs (to Corinna Dr.) are **critical to complete** lest the public funds invested to date be wasted. The remaining road resurfacing could be postponed but more maintenance work will be required. There is **opportunity for this work to be done this year in conjunction with the State's** work in the area. The board strongly urges the assembly to budget this deferred, incomplete work for this year.

The banks surrounding the **culverts** under Chilkat Lake Road by the road's terminus and "landing" is **still exposed** and in danger of **washing out the road** if a complete failure occurs. The board is frustrated with this lingering issue being unresolved and asks the assembly and administration to please prioritize motivating the responsible parties into action. The necessary repairs are relatively inexpensive compared to the **cost of a complete road failure**.

### **New Business:**

#### FY15 Budget Recommendations:

For Historic Dalton Trail RMSA – In spite of the light snowfall this year, increased summer maintenance will be needed and the board recommends a slight decrease in the FY16 budget to \$8,000.

For the Eagle Vista Zone – A revenue recommendation of \$5,000 to be raised is requested. Brushing should be coordinated with other road needs in years to come.

For Chilkat Lake Zone – Recommend Borough to raise \$1,500 to maintain approximately 5,000 in that zone’s fund. There is interest in modifying the parking area at the winter trailhead to better facilitate the large plow turning around and the need to stage vehicles, snow machines, etc. The property owner (CLC) will be contacted with a possible work day by all involved to help improve the parking area.

For Porcupine Road Zone – there is a need for annual road grading, especially as this road receives increased use from borough residents and visitors. There is very little private property to tax as this is mostly state forest land. The mining company is already making considerable purchases and investment in Haines and generates substantial sales tax for the borough and participates directly in road improvements. The borough should continue to work with the mining companies to leverage opportunities to improve the condition of Porcupine Road. This past year, the grader pulled a compacting roller which greatly improved the performance and duration of the effort. The board requests that the borough make this a requirement when contracting this summer.

Misc. RMSA issues:

The possibility of having snow plowing equipment placed in the service area is still a long-term goal. If borough equipment becomes surplus or other plowing equipment is available, the Board encourages the borough to consider this alternative as needs grow in this and other service areas along the Highway.

With no other business to be discussed, the meeting was adjourned.



**From:** [Diana Lapham](#)  
**To:** [Dave Berry](#); [Ron Jackson](#); [George Campbell](#); [Diana Lapham](#)  
**Cc:** [Jan Hill](#); [Julie Cozzi](#)  
**Subject:** GAS meeting  
**Date:** Monday, March 16, 2015 2:35:03 PM

---

GAS meeting 11March 2015

Attendance George Campbell, Diana Lapham, Committee members  
David Sosa, Manager, Mike Case, Assemblyman

Criteria for Temporary Residence Permits, RV's

Questions; do we include boats parked in the driveway, on private property?

Definitions in Skagway 15.15.040 has a complete list. It would be easy to incorporate into our draft.

Definition of construction when living in a RV. Again, Skagway's ordinance 15.15.040 .

1. No more than 18 months, construction is to start no later than 60 days after permit is issued.
2. Repair of a dwelling is defined as ; as a repair that will cause a condition that disallows the homeowner from occupying the inside of the home during the repair construction.

Habitation of RV other than that of vacation ( see our draft) over 15 days needs a CUP.

Set backs: 5' enough, should we go 10'

Special Structures Zone: Fort Seward

RV park grandfathered in

No RV' s on private property in the Fort

Note: are there covenants in place already

No RV' s on Dalton street or the waterfront???

Phase in time line

This should, once guidelines are in place be handled by staff/ Admins.

Skagway does not allow a temp vacation permit, they have to go into a RV park.

Read/compare our draft to Skagway's ordinance, no sense in reinventing the wheel if all we have to do is make some minor changes.

Meeting adjourned at 10:51 am

Need to get a concerns from committee when to have another meeting.

Submitted,

Diana Lapham

Sent from my iPad



**Haines Borough  
Assembly Agenda Bill**

Agenda Bill No.: 14-473

Assembly Meeting Date: 3/24/15

Business Item Description:	Attachments:
Subject: Nelson Nuisance Abatement Order - Supplemental, levying additional fines	1. Resolution 15-03-616 2. Mr. Nelson's Appeal Letter 3. Borough's Supplemental Abatement Letter, 2/10/15
Originator: Borough Clerk	
Originating Department: Administration	
Date Submitted: 2/25/2015; Originally 5/14/14	

Full Title/Motion:
Motion: Adopt Resolution 15-03-616.

Administrative Recommendation:
A resolution adopting the findings is a step required by HBC 8.12.130(H).

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

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

Summary Statement:
<p>On 2/10/15, the borough manager issued a supplemental order related to the 2014 nuisance abatement order that had been issued to Paul Nelson concerning his property in Skyline Estates Subdivision. On 6/25/14, and again on 7/31, Nelson was notified of additional fines totaling \$1,200 because his site was not cleaned up by the assembly-imposed deadline; there was no response. The supplemental order notified Nelson his land-use permit would not be reissued until the additional fines were paid. Nelson did not believe he should have been fined the additional amount, and appealed to the assembly. As staff believed was his right under HBC 8.12.130, Nelson submitted a timely appeal, and an appeal hearing was held on 3/10/15. After the hearing, the assembly took action to modify the supplemental nuisance abatement order. Believing the fines to be excessive given the facts presented, they reduced the fines from a total of \$1,200 to \$600. HBC 8.12.130(H) requires the assembly to adopt its findings by resolution.</p>

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

Assembly Action:	
Meeting Date(s): 6/10/14, 6/24/14, 2/24/15, 3/10/15 3/24/15	Public Hearing Date(s): 6/10/14, 3/10/15 Postponed to Date:

**A Resolution of the Haines Borough Assembly adopting written findings of the March 10, 2015 appeal hearing of the Nelson supplemental nuisance abatement order levying additional fines.**

**WHEREAS**, on June 25, 2014, the borough notified Paul A.L. Nelson of its determination he was out of compliance with the assembly's order to clean up the litter on his property on Skyline Drive by midnight, June 21, 2014, and \$1,200 in additional fines had been levied by the borough manager; and

**WHEREAS**, Mr. Nelson was formally notified of the additional fines two separate times via certified mail with no response; and

**WHEREAS**, Mr. Nelson received an additional notification after he applied to renew a building permit for this same property and was informed the permit would not be reissued until the fines were paid; and

**WHEREAS**, as staff believed was his right under HBC 8.12.130, Mr. Nelson submitted a timely appeal; and

**WHEREAS**, on February 24, 2015, the borough clerk gave the appeal to the assembly and with the assembly's direction the clerk scheduled March 10, 2015 for the appeal hearing; and

**WHEREAS**, the deputy mayor acted as presiding officer and chose not to administer oaths or compel the attendance of witnesses; and

**WHEREAS**, Mr. Nelson appeared in person on his own behalf and made the following arguments:

- *it took him 14 days to complete the clean-up, and he believes he complied with the assembly's order by cleaning up his property as quickly as possible,*
- *the borough did not hire a contractor to complete the clean-up of his property when staff determined he had missed the deadline, in spite of the manager telling the assembly that he would do that if the site was not cleaned up on time,*
- *he believes his US and Alaska constitutional due-process rights were violated,*
- *he paid the maximum penalty allowed by borough code when he paid the \$300 imposed by the assembly and the borough staff processed his check; he believes the additional fines were illegally imposed; and*

**WHEREAS**, Borough Manager David Sosa summarized the borough's supplemental enforcement order to levy fines: Based on daily site inspections conducted by staff, Mr. Nelson failed to comply with the June 21, 2014 deadline imposed by the assembly to remove litter from his property; compliance was not achieved until June 25, and as provided by HBC 8.12.140, the manager levied additional fines totaling \$1,200; he recommended the full amount of levied fines be upheld; and

**WHEREAS**, two members of the public gave testimony in support of the borough's supplemental abatement order levying additional fines; and

Haines Borough  
Resolution No. 15-03-616  
Page 2 of 2

**WHEREAS**, no members of the public spoke in opposition of the borough's supplemental abatement order levying additional fines; and

**WHEREAS**, the borough assembly asked questions of Mr. Nelson and Manager Sosa, and considered all written and oral statements before making its decision; and

**WHEREAS**, given the facts presented, the assembly determined the additional fines were excessive and, as allowed by HBC 8.12.130(H), the assembly took action to modify the supplemental abatement order to reduce the fines from a total of \$1,200 to \$600; and

**WHEREAS**, this decision is unique to the circumstances of this case; and

**WHEREAS**, HBC 8.12.130(H) requires the assembly to adopt its findings by resolution following the public hearing,

**NOW, THEREFORE, BE IT RESOLVED** that the Haines Borough Assembly adopts the above-listed findings of the March 10, 2015 appeal hearing of the Nelson supplemental nuisance abatement order levying additional fines.

Adopted by a duly-constituted quorum of the Haines Borough Assembly on this \_\_\_\_ day of \_\_\_\_\_, 2015.

\_\_\_\_\_  
Janice Hill, Mayor

Attest:

\_\_\_\_\_  
Julie Cozzi, MMC, Borough Clerk

Paul A. L. Nelson  
P. O. Box 858  
Haines, Alaska 99827  
907-303-0130

Haines Borough  
P. O. Box 1209  
Haines, Alaska 99827

RECEIVED  
FEB 12 2015  
HAINES BOROUGH

February 12, 2015

Attention: Mayor Hill and Assembly Members

RE: Appeal of fine amount at 78 Skyline Drive.

Dear Mayor Hill and Assembly Members,

I am writing to you to request an appeal of the amount of the fine that I have been assessed by the Haines Borough Planning and Zoning Technician, and the Borough Manager.

Please consider the following facts regarding the amount of the penalty that the Haines Borough Assembly levied against me for the use of recycled glass as fill material:

1. The Haines Borough Assembly, hereafter Assembly, considered the use of recycled glass as fill on my private property at the June 10, 2014, Assembly meeting. The Assembly found that I should not use recycled glass as fill and that I would be fined \$300.00 (three hundred dollars) for littering.

Assemblyman George Campbell asked Manager Sosa what was the maximum amount I could be fined for the use of recycled glass as fill? Manager Sosa stated on the record, the maximum fine was \$300.00 (three hundred dollars).

Also at the June 10, 2014, Assembly meeting, Assemblyman George Campbell asked Manager Sosa what the Manager would do if I did not complete the cleanup and removal of the recycled glass within the time set by the Assembly. Manager Sosa stated on the record that he would hire a contractor to remove the recycled glass.

2. I complied with the Assembly order to cap the recycled glass inside the foundation and removed the recycled glass outside the foundation as quickly as possible. No contractor was hired to remove the recycled glass.
3. On June 25, 2014, I received a letter from the Haines Borough, signed by Tracy Cui (attached) which states, in part;

".....determines that you are in violation of the instructions and should be assessed an additional fine of \$300.00/day, per Haines Borough Code 1.24.010....."

4. The Haines Borough determination (by Tracy Cui) that I should be assessed an additional fine of \$300.00/day per Haines Borough Code 1.24.010 is incorrect, because, Haines Borough Code 1.24.010 states, in part:

".....may be punished by a fine of not more than \$300.00."

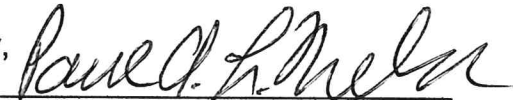
5. I paid the \$300.00 maximum fine on July 30, 2014, with my personal check #1020. (copy attached) The Haines Borough accepted my personal check #1020, clearly marked;

"PAID IN FULL! FINE @ 78 SKYLINE DR."

By accepting and cashing my personal check #1020, the Haines Borough has been paid in full for the June 10, 2014, Assembly determination of a littering violation fine.

Please consider my appeal of the \$1200.00 fine. The \$1200.00 fine is not in compliance with Haines Borough Code and the Haines Borough has accepted payment in full for the correct fine amount.

Sincerely,



Paul A. L. Nelson



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

February 10, 2015

Paul Nelson  
PO Box 858  
Haines, AK 99827

Re: Land Use Permit Application  
C-SKY-0B-1700; Lot 17, Block B, Skyline Subdivision

Dear Mr. Nelson:

I reviewed your letter dated 01/28/2015, involving a penalty fee of \$1,200 and the extension of your land use permit application. I have discussed with staff, and determined to concur with the letter from the Planning and Zoning Technician Tracy Cui dated 01/09/2015, with the following reasons:

- On 06/10/2014 Assembly meeting, the Assembly took actions to modify the nuisance abatement order and they issued to you: (1)The incorrectly processed glass may remain inside the foundation provided it is capped within 10 business days of the hearing date (06/21/2014, midnight); and (2)The fill outside of the foundation must be removed within 10 business days of the hearing date (06/21/2014, midnight); and (3)Pay a fine of \$300 for depositing improper fill onto private property.
- On 06/20/2014, 06/21/2014 and 06/22/2014, the Borough staff inspected your property to insure that progress was being made in meeting the instructions that the Assembly set forth on 06/10/2014. While out doing investigation, staff found you made progress on cleaning the site but did not complete the task in the required time period. There was still broken glass and litter adjacent to the area where dirt/gravel had been laid down. Based on the inspections, the Borough determined that you were in violation of the instructions and should be assessed an additional fine of \$300.00/day, per Haines Borough Code 1.24.010. This fine shall be assessed on a daily basis until such time as the site passes inspection.
- On 06/26/2014, the Public Facilities Director, Carlos Jimenez, inspected your property on Skyline Drive. Mr. Jimenez concluded the areas he had previously expressed concerns about had been addressed and properly cleaned up. Mr. Jimenez did not inspect any areas underground, and no test holes were dug. The Borough at that point was satisfied with the clean-up and approved your capping the material. On 06/27/2014, the Borough ceased the fines for that particular abatement order.

- It was five days after the deadline when you completely finished cleaning the site, so you were being assessed a \$1,500 penalty fee. (\$300/day)
- On 07/29/2014, you submitted a penalty fee of \$300 to the Borough.
- As of today, the remaining balance is \$1,200.

Therefore, please comply with the letter sent to you on 01/09/2015 requiring a penalty fee of \$1,200. Upon the submittal of the payment, the Borough will continue processing your permit application. This is the manager's final decision. You have the right to appeal this decision to the Assembly and, to do so, a written appeal must be submitted to the Borough clerk within 10 days of the date of this letter.

Respectfully,

A handwritten signature in black ink, appearing to read "D. Sosa", written in a cursive style.

David Sosa  
Borough Manager





**Haines Borough  
Assembly Agenda Bill**

Agenda Bill No.: 15-553

Assembly Meeting Date: 3/24/15

Business Item Description:	Attachments:
Subject: Authorize Purchase of Sewer Camera for Inspecting the Inside of Sewer Mains	1. Resolution 15-03-617 2. Quotes 3. Memo from Director of Public Facilities
Originator: Director of Public Facilities	
Originating Department: Public Facilities	
Date Submitted: 2/5/15	

Full Title/Motion:
Motion: Adopt Resolution 15-03-617.

Administrative Recommendation:
The borough manager recommends adoption of this resolution.

Fiscal Impact:			
Expenditure Required	Amount Budgeted	Appropriation Required	Projected Impact to Future Operating Budgets
\$ 43,202	\$ 45,996	\$ 0	Reduced time/expense for repairs

Comprehensive Plan Consistency Review:	
Comp Plan Goals/Objectives: Objective 15A, Page 252	Consistent: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

Summary Statement:
<p>The Public Works and Sewer departments have budgeted for the purchase of a sewer camera to address serious deficiencies in the Haines Borough sewer system. Regular system inspections will reduce time and expense in sewer line repairs. Borough staff contacted other municipalities to determine preferred features for a sewer camera. Cues NW has provided a quote of \$43,202 for the purchase and delivery of a sewer camera. The Director of Public Facilities recommends the Cues NW quote over two other quotes received by the Borough due to the camera's suitability for Haines weather conditions. The Haines Borough Assembly appropriated \$15,000 in the FY14 budget's Capital Improvement Projects (CIP) fund for a sewer camera for inspecting the inside of sewer mains. Funding also will come from \$30,996 remaining in CIP appropriations for an already purchased sewer jetter and equipment.</p>

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

Assembly Action:	
Meeting Date(s): 3/24/15	Public Hearing Date(s):
	Postponed to Date:

**A Resolution of the Haines Borough Assembly authorizing the Borough Manager to contract with Cues NW in the amount of \$43,202 for the purchase and delivery of a sewer camera for inspecting the inside of sewer mains.**

**WHEREAS**, the Public Works and Sewer departments have budgeted for the purchase of a sewer camera to address serious deficiencies in the Haines Borough sewer system; and

**WHEREAS**, regular system inspections will reduce time and expense in sewer line repairs; and

**WHEREAS**, Borough staff contacted other municipalities to determine preferred features for a sewer camera; and

**WHEREAS**, Cues NW has provided a quote of \$43,202 for the purchase and delivery of a sewer camera; and

**WHEREAS**, the Director of Public Facilities recommends the Cues NW quote over two other quotes received by the Borough due to the camera's suitability for Haines weather conditions; and

**WHEREAS**, the Haines Borough Assembly appropriated \$15,000 in the FY14 budget's Capital Improvement Projects (CIP) fund for a sewer camera for inspecting the inside of sewer mains; and

**WHEREAS**, funding also will come from \$30,996 remaining in CIP appropriations for an already purchased sewer jetter and equipment,

**NOW, THEREFORE, BE IT RESOLVED** that the Haines Borough Assembly authorizes the Borough Manager to contract with Cues NW in the amount of \$43,202 for the purchase and delivery of a sewer camera for inspecting the inside of sewer mains.

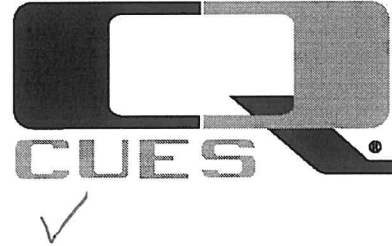
Adopted by a duly-constituted quorum of the Haines Borough Assembly on this \_\_\_\_ day of \_\_\_\_\_, 2015.

\_\_\_\_\_  
Janice Hill, Mayor

Attest:

\_\_\_\_\_  
Julie Cozzi, MMC, Borough Clerk

"The Standard of the Industry"



January 9, 2015

Ralph Borders  
City of Haines  
Po Box 1209  
Haines, AK 99827

Re: Cues portable mainline system

Dear Ralph,

Here is the pricing you requested for a new Cues portable mainline inspection system. Please see attached component list for greater detail. In summary your system will include:

- Electric cable dolly with 600' cable
- K2 wireless control box with built in monitor
- Wireless handheld controller
- OZ2 pan and tilt color camera with built in sonde for locating
- Digital locator
- Ultra Shorty 21 transporter for 6" and 8" pipe (optional kits available for larger pipe up to 36")
- DVD recorder
- Delivery
- Training

**Price: \$36,350**

FOB: Destination

Terms: Net 30

Delivery: 4 weeks ARO

Optional:

Gnet basic software and laptop computer for data entry and reporting	\$6,852
One year software support plan for Gnet	no charge

---

25% discount on the option and include the support plan in that price at no extra charge

Please let me know if you have any questions.

Sincerely,

Gillian Wilson  
Cues NW  
503-622-3248

**Specifications For: HAINES, AK**

**PORTABLE TV INSPECTION SYSTEM**

**1 P&T ZOOM M/C SONDE CAMERA**

- 1 Solid State Color Sewer TV Camera
- 1 Pan & Rotate Camera Head, 40:1 Zoom Ratio, 10x Optical Zoom, 4x Digital Zoom
- 1 NTSC Color Standard, 4x Light Integration
- 1 Camera Lighting System for 6" through 72" lines
- 1 Built In Transmitter, 512 Hz
- 1 Camera Transportation and Storage Case

**1 21" TRAC TRANSPORTER M/C TO INCLUDE:**

- 1 6" Trac Transporter with Freewheel and Powered Reverse
- 1 Y Eliminator

**1 8"-15" EXTENDERS FOR 21" TRAC TRANSPORTER**

**1 SPARE PARTS KIT FOR TRAC TRANSPORTER TO INCLUDE:**

- 1 Additional Chain Links And Rubber Cleats

**1 12/5/4 ADAPTER CABLE**

**1 PCU ASSEMBLY, NTSC**

Combination Color Camera Control System / Monitor (110 VAC or 220 VAC, 50 Hz or 60 Hz, NTSC or PAL)

- 1 Mounted in Transportation Cabinet
- 1 10" Flat Screen Monitor & Set of Connecting Jacks for Video In and Video Out
- 1 Integral Data Display System to Include:
  - 1 Alpha Numeric Information Display & Multi Paging and Defect Coding
  - 1 Remote "QWERTY" Keyboard for Dat Entry with WRC and PACP Codes
- 1 Test Cable

**1 WIRED USB CONTROLLER**

- 1 Joystick Control for Pan and Tilt Zoom Camera to Include:
  - 1 360 Degree Rotate
  - 1 330 Degree Optical Pan
- 1 Joystick Control for All Steering Functions & Forward / Reverse Directions for Transporter
- 1 Camera Lift Control for Optional Electronic Camera Lift
- 1 All Other Controls for Camera to Include:
  - 1 Camera Iris and Focus Override & Zoom
  - 1 Camera Lights & Shutter Control for Light Enhancement
  - 1 Camera Diagnostics & Auto Home
- 1 Cruise Control to Set Speed of the Transporter for Hands Off Operation
- 1 All Reel Controls to Include: Retrieve, Release, and Variable Speed [Excluding Dolly Systems]

**1 WIRELESS CONTROLLER**

- 1 Joystick Control for Pan and Tilt Zoom Camera to Include:
  - 1 360 Degree Rotate
  - 1 330 Degree Optical Pan
- 1 Joystick Control for All Steering Functions & Forward / Reverse Directions for Transporter
- 1 Camera Lift Control for Optional Electronic Camera Lift
- 1 All Other Controls for Camera to Include:
  - 1 Camera Iris and Focus Override & Zoom

- 1 Camera Lights & Shutter Control for Light Enhancement
  - 1 Camera Diagnostics & Auto Home
  - 1 Cruise Control to Set Speed of the Transporter for Hands Off Operation
  - 1 All Reel Controls to Include: Retrieve, Release, and Variable Speed [Excluding Dolly Systems]
- 1 600' CABLE ASSEMBLY, M/C 12PIN METAL**
- 1 600' Gold Multi Conductor Kevlar Fiber Armored Combination TV Transmission / Tow Cable
  - 1 .450 Diameter
  - 1 Metal Splice Chamber with Pigtail
  - 1 Cable Strain Relief
- 1 WHEELED DOLLY, 110V TO INCLUDE:**
- 1 Electric Motor Rewind
  - 1 Hand Crank
  - 1 Automatic Levelwind
  - 1 Electronic Footage Meter
- 1 DVD RECORDER**
- 1 Rack Mount for DVD
  - 1 DVD Recorder
  - 1 Cable Assembly - DVD to Power Control Unit
- 1 PCU ENCLOSURE FOR DOLLY TO INCLUDE**
- 1 Gooseneck Microphone
  - 1 Mini Keyboard
  - 1 Power Cable
- 1 TIGER TAIL**
- 1 MANHOLE TOP ROLLER ASSEMBLY, TV ONLY**
- 3 RETRIEVAL/DOWNHOLE POLE ASSEMBLY**
- 1 RETRIEVAL HOOK**
- 1 DIGITAL LOCATOR 512Hz FOR USE WITH SONDE TO INCLUDE:**
- 1 LF2000 Receiver with Batteries
  - 1 Carrying Case
- 1 TRAINING, ON-SITE (TWO DAYS)**
- 1 SHIPPING AND HANDLING**
- OPTIONAL ITEMS**  
[NOT INCLUDED IN BASE QUOTE]
- ITEM 1:**
- 1 OPTIONAL LAPTOP COMPUTER W/GraniteNet BASIC & REAL TIME VIDEO CAPTURE (Optional)**  
Laptop Specification Optimized to Run the GraniteNet CCTV Pipeline Inspection Software Application
- 1 CPU: Intel Core i5

- 1 Memory: 4 GB
- 1 Hard Drive: 500 GB 7200 RPM
- 1 Optical Drive: CD/DVD + / - RW burner
- 1 Video: Onboard Graphics
- 1 Display: 14"
- 1 Sound: On Board Audio with Built In Stereo Speakers
- 1 WiFi: Integrated 802.11 b/g/n Wireless Adapter
- 1 Network connector (RJ-45) Port
- 1 USB 2.0 Port (4)
- 1 Stereo headphone / Microphone combo jack
- 1 Memory card reader
- 1 VGA Port
- 1 HDMI Port
- 1 Webcam: Integrated light sensitive Webcam and Digital Mic
- 1 OS: Windows 7 Professional 64-bit
- 1 Battery: Lithium Ion Battery
- 1 Keyboard: Internal English Keyboard
- 1 USB Video Capture Device
- 1 USB to Serial Adapter

\*Specifications Subject to Change, Component List Above Reflects Equipment to be Supplied (Minimum)

Additional Options are Available.

- 1 GraniteNet Basic Software
- 1 User Guide
- 1 GraniteNet Software Support Plan (1-Year)

# USABLUEBOOK MAINLINE CAMERA SYSTEM W/ WHEELED TRANSPORTER

Today's customer requires a camera system that will grow as the company grows. After all, it is an investment, not only for the present, but also the future.

Mainline inspections are easily conducted when the USABlueBook PCU is paired with a portable mainline reel, zoom pan & tilt camera, and a transporter.

The PCU features the following built-in controls: color LCD monitor, DVR player/recorder, interchangeable lighthead control, tractor control, connection for the pan & tilt camera remote control and a microphone jack.

Created to do the work of many different units, the USABlueBook Mainline Camera System w/Wheeled Transporter is the only system you will ever need.



PCU with DVR Player/Recorder.

## OPTIONS

- Available Cable Lengths: 500', 700' and 900'
- Track Transporter



The USABlueBook Mainline Camera System w/Wheeled Transporter. Pictured with the PCU is the portable mainline reel, aluminum manhole roller, cable guide hose, transporter, zoom pan & tilt camera with plug-in remote, and viewing box.

## STANDARD FEATURES

- 10.4" color LCD monitor
- Built-in DVR that records directly to an SD card, which can be given directly to the end customer after recording, and/or downloaded to your computer for storage
- Data Display II system with digital on-screen footage and keyboard
- Heavy-duty portable mainline reel with power rewind and auto levelwind
- Wheeled transporter with zoom pan & tilt camera
- Wired hand-held remote control for camera and tractor
- Aluminum manhole roller
- Cable guide hose
- Glare-reducing viewing box



QUOTATION  
HDSFM  
D/B/A USABLUEBOOK  
PO Box 9004  
Gurnee, IL 60031-9004  
Toll free: 1-800-548-1234  
Fax: (847) 689-3030

NO. 712491

Page 1

02/04/15

Ship-to: 1  
HAINES, CITY OF  
  
3RD & HAINES HWY  
HAINES, AK 99827  
USA

Bill-to: 484432  
HAINES BOROUGH  
  
PO BOX 1209  
HAINES AK 99827  
USA

```
=====
REFERENCE # | EXPIRES | SLSP | TERMS | WH | FREIGHT | SHIP VIA
-----
/3/15 QUOTE | 03/06/15 | WLA | NET 30 | 21 | FXD/PPD | AIT OCEAN
=====
```

QUOTED BY: WLA | QUOTED TO: RALPH BORDERS

```
=====
ITEM | DESCRIPTION | QUANTITY | UM | PRICE | UM | EXTENSION
-----
389 | USABlueBook Portable Mainline | 1 | EA | 42699.95 | EA | 42699.95
| System w/ Prowler & 500' Cable | | | | | |
| ESTIMATED LEAD TIME IS 4-5 WEEKS | | | | | |
=====
```

Please note that your order may be subject to applicable taxes based on current rates at the time your order is completed.

NO ORDER --

For your convenience, you may simply sign below and return via fax to 47-689-3030. We will process your order promptly and fax a confirmation to you once we have it. If you prefer to call your order in or have additional questions or concerns, you may contact our Customer Service Department @ 800-548-1234. Please note any changes to the quantities or shipping address. Thanks for choosing USABlueBook.

\_\_\_\_\_  
Authorization Signature

\_\_\_\_\_  
PO Number (if required)

```
=====
| MERCHANDISE | MISC | TAX | FREIGHT | TOTAL |
-----
| 42699.95 | .00 | .00 | 1923.30 | 44623.25 |
=====
```

PLEASE SEE THIS QUOTE # ON PO'S!

QUOTATION  
HDSFM  
D/B/A USABLUEBOOK  
PO Box 9004  
Gurnee, IL 60031-9004  
Toll free: 1-800-548-1234  
Fax: (847) 689-3030

NO. 711389

Page 1

02/04/15

Ship-to: 4  
HAINES BOROUGH  
  
103 S 3RD AVE  
HAINES, AK 99827  
USA

Bill-to: 484432  
HAINES BOROUGH  
  
PO BOX 1209  
HAINES AK 99827  
USA

```
=====
REFERENCE #   | EXPIRES |SLSP|TERMS           |WH |FREIGHT|SHIP VIA
-----
/28/15        |03/06/15|MMC |NET 30          |21 |FXD/PPD|AIT OCEAN
=====
```

QUOTED BY: MMC |QUOTED TO: RALPH BORDERS

```
=====
ITEM|DESCRIPTION                               | QUANTITY|UM| PRICE|UM| EXTENSION|
-----
998  |USABlueBook Portable Mainline           |          1|EA| 36499.95|EA| 36499.95|
     |System w/ Trax & 500' Cable              |          |  |         |  |         |
     |ITEM HAS A 4-5 WEEK LEAD TIME           |          |  |         |  |         |
=====
```

Please note that your order may be subject to applicable taxes based on current rates at the time your order is completed.

TO ORDER --

For your convenience, you may simply sign below and return via fax to 47-689-3030. We will process your order promptly and fax a confirmation to you when we have it. If you prefer to call your order in or have additional questions or concerns, you may contact our Customer Service Department @ 800-548-1234. Please note any changes to the quantities or shipping address. Thanks for choosing USABlueBook.

\_\_\_\_\_  
Authorization Signature

\_\_\_\_\_  
PO Number (if required)

```
=====
|MERCHANDISE| MISC| TAX| FREIGHT| TOTAL|
-----
| 36499.95| .00| .00| 1923.30| 38423.25|
=====
```

PLEASE THIS QUOTE # ON PO's!

## General Gen-Eye Camera Systems

available for every application and budget  
Gel-Rod™ push rods offer maximum pushing/pulling power

These camera systems include everything you need to troubleshoot lines 3 to 10". Each system features an internal 512-Hz transmitter that signals location of your camera head back to the monitor. The built-in AC/DC converter lets you operate these systems in the field from your truck. The full-size reel is on a sturdy frame with 8" wheels and handle for easy transportation. Choose from four systems. Cameras and reels have a two-year warranty. Command modules have a one-year warranty.

### Gen-Eye Vista & SD Systems

• All-in-one systems with built-in recording devices and other high-end features

These complete systems include an 8" LCD color monitor, full keyboard for on-screen titling, on-screen distance counter, built-in voice over unit, date and time stamp, LED dimmer control, camera test port, and AC and DC power cords. All components are safely contained in a padded 24-lb case that can stand alone or be mounted on a reel. The self-leveling color camera automatically keeps your picture right side up as the camera glides through the line, making it easier to follow the action. The fully adjustable docking arm mounts onto a big-capacity reel loaded with Gel-Rod push rod and the camera.

In a remote location? These systems include a built-in rechargeable battery that lets you operate in the field on battery power alone for up to 4 hours. With the built-in AC/DC converter, you can recharge the battery while driving from one job to another.

Choose from SD or Vista systems. **SD systems** include an SD card reader to record video or still images. **Vista systems** include both a DVD recorder and an SD card reader, and let you record on both devices simultaneously. Keep a copy of your inspection for your records and give a copy to your customer. If you'd rather transfer a file of the inspection to a laptop on the spot, an optional USB port is available as special order.

### Gen-Eye POD & MINI-POD Systems

• Come complete in one lightweight, compact package

The Gen-Eye POD and MINI-POD combine camera, reel and monitor in one compact grab-and-go package. The 7" monitor is mounted to a rugged, flexible gooseneck that swivels for the best viewing angle. A video-out connection lets you record to your own external device. Both units include a sonde and 3' trap skid.

The **Gen-Eye MINI-POD** is the most economical camera system and is designed for smaller lines. The **Gen-Eye POD** includes the same self-leveling camera head and Gel-Rod push rod featured with the higher-end Vista and SD systems.

#### All models available with optional digital locator

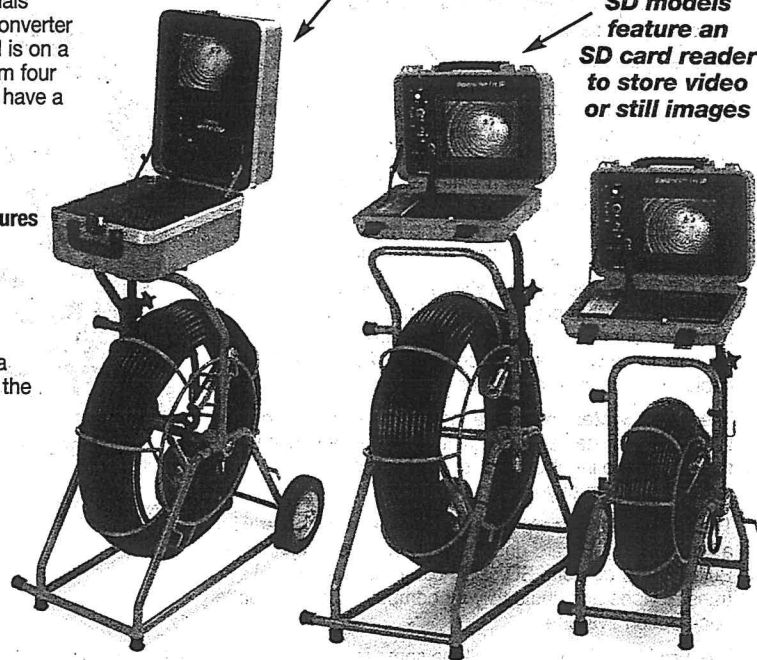
Eliminate guesswork with the optional digital locator. The camera's built-in transmitter sends a signal to the locator, so you know exactly where the problem is and how deep to dig—down to the inch. The locator's LCD display panel produces a clear digital readout, as well as a graphic display, audible tone, digital depth indicator and battery status. Operates on 6 C batteries (included).



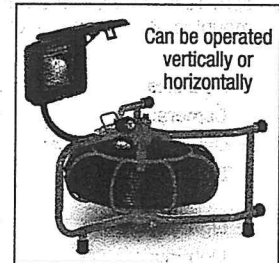
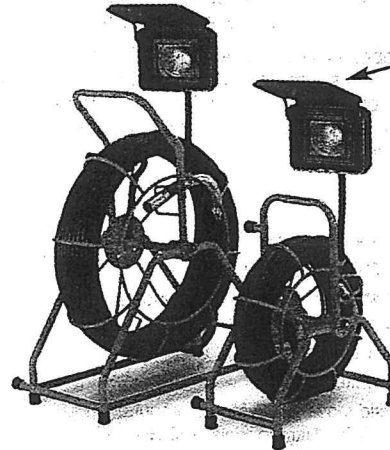
**General**  
PIPE CLEANERS

Vista models feature a DVD recorder and a SD card reader!

SD models feature an SD card reader to store video or still images



POD & MINI-POD models are compact & economical



	Gen-Eye Vista and SD	Gen-Eye MINI-POD	Gen-Eye POD
<b>Pipe size:</b>	3 to 10"	2 to 4"	3 to 10"
<b>Camera:</b>	self-leveling color	mini-camera	self-leveling color
<b>Camera dimensions:</b>	2.3"L x 1.375"Dia	1.8"L x 1"Dia	2.3"L x 1.375"Dia
<b>Display:</b>	8" LCD	7" LCD	7" LCD
<b>Light sensitivity:</b>	0.5 lux	0.5 lux	0.5 lux
<b>Lighting:</b>	16 white LEDs	16 white LEDs	16 white LEDs
<b>DVD/VCR:</b>	Vista: DVD/SD included SD: SD reader included	video-out jack	video-out jack
<b>Push rod diameter:</b>	0.475" Gel-Rod	0.400"	0.475" Gel-Rod
<b>Reel capacity:</b>	200, 300 or 400 ft	125 or 175 ft	200 ft
<b>Video format:</b>	NTSC or PAL	NTSC or PAL	NTSC or PAL
<b>Power:</b>	110 VAC/60 Hz, 12 VDC	110 VAC/60 Hz, 12 VDC	110 VAC/60 Hz, 12 VDC

PUSH-ROD LENGTH	WITHOUT LOCATOR STOCK #	EACH	WITH LOCATOR STOCK #	EACH
<b>GEN-EYE VISTA CAMERA SYSTEMS</b>				
200'	48129	\$ 9,799.95	48877	\$ 11,199.95
300'	48130	10,249.95	48878	11,699.95
400'	48131	10,699.95	48879	12,099.95
<b>GEN-EYE SD CAMERA SYSTEMS</b>				
200'	68866	\$ 8,799.95	68867	\$ 10,499.95
300'	68890	9,299.95	68891	10,599.95
400'	68951	9,499.95	68952	10,999.95
<b>GEN-EYE MINI-POD CAMERA SYSTEMS</b>				
125'	68992	\$ 4,499.95	68993	\$ 5,899.95
175'	69110	4,699.95	69111	6,199.95
<b>GEN-EYE POD CAMERA SYSTEMS</b>				
200'	68954	\$ 6,499.95	68955	\$ 7,899.95

#### Optional Accessories

DESCRIPTION	STOCK #	EACH
4", 6" & 8" Skids	69734	\$ 279.95
Universal Roller Skid, 6 to 12"	33037	409.95

2/18/15

Carlos, Scott, and Ralph talked to the  
salesman for this camera system. He  
told us it would not do the job  
we wanted it for - it is for  
smaller service lines. Ralph



## HAINES BOROUGH, ALASKA

P.O. BOX 1209

HAINES, AK 99827

(907) 766-2231 \* FAX (907) 766-2716

The Public Works and Sewer departments have budgeted for the purchase of a sewer camera. The addition of this tool will enable the departments to work together more efficiently to address serious deficiencies within our sewer system. We feel that regular system inspections will reduce time and expense in sewer line repairs. Some of the benefits will be:

- Line location
- Line depth
- Exact location of line failure
- Recording capabilities
- Regular line inspection

When water freezes it expands and heaves the ground upward. In the spring, the ground thaws and the earth settles again. The continuous freeze-thaw cycles can cause the ground surrounding a sewer line to heave, causing a sag in the line. If the sewer line already has a leak, allowing the surrounding ground to become saturated, the freeze-thaw cycle can have a more pronounced effect.

Sewer lines will sometimes sag. This happens when the ground underneath the sewer settles or the ground heaves up due to frost. When the ground moves, the sewer line no longer has the standard, steady  $\frac{1}{4}$ " drop per foot but will create a sag or belly that will trap waste and water. When waste becomes trapped in the sagging portion of the sewer pipe, that waste will harden and slowly accumulate until a line stoppage occurs. Normal jetting will usually remove the stoppage and clear the sewer line, but this will only be a short-lived, temporary solution. Only a dig and replacement of the sagged sewer line can provide a longer-lasting repair. The camera will allow the identification of a potential problem such as this and allow for the precise planning of how to address it.



**Haines Borough  
Assembly Agenda Bill**

Agenda Bill No.: 15-552

Assembly Meeting Date: 1/27/15

Business Item Description:	Attachments:
Subject: Request for Continued Funding for the Haines Forestry Office	1. Resolution 15-03-618
Originator: Borough Manager	
Originating Department: Administration	
Date Submitted: 3/18/15	

**Full Title/Motion:**  
Motion: Adopt Resolution 15-03-618.

**Administrative Recommendation:**  
The borough manager recommends adoption.

**Fiscal Impact:**

Expenditure Required	Amount Budgeted	Appropriation Required	Projected Impact to Future Operating Budgets
\$ 0	\$ 0	\$ 0	Office closure may affect tax revenue

**Comprehensive Plan Consistency Review:**

Comp Plan Goals/Objectives: pgs 101-102; objective 3M, pg 110	Consistent: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
--	---

**Summary Statement:**

The Senate Finance Committee is now considering HB 72 passed by the House and forwarded to the Senate. HB 72 appropriates the state's operating budget. As passed by the House, it calls for closing the Haines State Forest Office. This borough resolution asks the Senate to restore the funding to the budget.

The State Division of Forestry has been present in Haines managing the resources within the area now known as the Haines State Forest since 1965. The current local management of the Haines State Forest provides direct employment for businesses in the timber industry in our rural communities as well as indirectly affecting core businesses in our economy involved in tourism, such as sight-seeing, adventure tours and heliskiing.

**Referral:**

Referred to:	Referral Date:
Recommendation:	Meeting Date:

**Assembly Action:**

Meeting Date(s): 1/27/15	Public Hearing Date(s):
	Postponed to Date:

Haines Borough, Alaska  
Resolution No. 15-03-618

**A Resolution of the Haines Borough Assembly requesting the Senate Finance Committee support the Division of Forestry Office in Haines by funding the two existing positions managing the Haines State Forest surrounding the local communities.**

**WHEREAS**, The Haines Borough Assembly recognizes the significant challenges faced by the Legislature in developing a budget during a time of fiscal constraints; and

**WHEREAS**, the State Division of Forestry has been present in Haines managing the resources within the area now known as the Haines State Forest since 1965; and

**WHEREAS**, the landmark compromise legislation that created the Haines State Forest Resource Management Area and the Chilkat Bald Eagle Preserve in 1982 as a balanced management strategy agreed to by the communities of this region could not have been accomplished without the assurance of responsible local management of those State Lands; and

**WHEREAS**, the current local management of the Haines State Forest provides direct employment for businesses in the timber industry in our rural communities as well as indirectly affecting core businesses in our economy involved in tourism, such as sight-seeing, adventure tours and heliskiing; and

**WHEREAS**, the continued timely maintenance of the road system accessing the resources of the Haines State Forest is critical to the citizens' subsistence and commercial use of those resources which can only be accomplished under local management; and

**WHEREAS**, Wildland Fire Suppression for the Upper Lynn Canal communities is provided by the Division of Forestry office in Haines and managing those responsibilities from other areas of the state would mean a delay in response time and effectiveness leading to additional cost to our communities and the state; and

**WHEREAS**, the responsible management of the resources of the Haines State Forest is required by the State Constitution in Article 8(2), and can best be accomplished by maintaining a local Division of Forestry office; and

**WHEREAS**, the Haines State Forest has provided revenue for the State of Alaska for more than 50 years and can provide the greatest return to the State in the future through responsible long term management of our renewable resources; and

**WHEREAS**, the Haines Borough recognizes the long term sustainability of resource revenue will have significant impacts on this rural community's ability to become financially independent and self-sustaining through continued responsible management and access to the resources of the Haines State Forest; and

**NOW, THEREFORE BE IT RESOLVED** by the Assembly of the Haines Borough, Alaska, that the borough assembly hereby urges the Senate Finance Committee to act with restraint in recognizing the significant impact to the livelihood and welfare of Southeast and direct the forestry professionals of the State Division of Forestry determine the best method of enacting fiscal cuts designed to reduce expenditures, while appropriately managing our resources, and limiting impact to local economies.

Haines Borough  
Resolution No. 15-03-618  
Page 2 of 2

Adopted by a duly-constituted quorum of the Haines Borough Assembly this \_\_\_\_\_ day of \_\_\_\_\_, 2015.

\_\_\_\_\_  
Janice Hill, Mayor

Attest:

\_\_\_\_\_  
Julie Cozzi, MMC, Borough Clerk





**Haines Borough  
Assembly Agenda Bill**

**Agenda Bill No.:** 15-551  
**Assembly Meeting Date:** 3/24/15

Business Item Description:	Attachments:
Subject: Classify Disposal of Human Resource Bldg	1. Ordinance 15-03-403, draft 2. Planning Commission Recommendation 3. Public Facilities Director Recommendation 4. Property Appraisal
Originator: Borough Manager	
Originating Department: Administration	
Date Submitted: 3/12/15	

**Full Title/Motion:**  
Motion: Introduce Ordinance 15-03-403 and schedule a first public hearing for 4/14/15 and a second public hearing for 4/28/14.

**Administrative Recommendation:**  
This ordinance is recommended by the Borough Manager.

**Fiscal Impact:**

Expenditure Required	Amount Budgeted	Appropriation Required	Projected Impact to Future Operating Budgets
\$ 0	\$ 0	\$ 0	No maintenance costs for this bldg

**Comprehensive Plan Consistency Review:**  
Comp Plan Goals/Objectives: \_\_\_\_\_  
Consistent:  Yes  No

**Summary Statement:**  
Since at least January 2014, the borough assembly has publicly communicated its desire to dispose of the property known as the Human Resource Building but has not taken formal action to classify it for disposal as required by HBC 14.20.040(B). This action must come in the form of an ordinance. The planning commission recommends disposal, as does the borough manager and the director of public facilities.

**Referral:**  
Referred to: \_\_\_\_\_ Referral Date: \_\_\_\_\_  
Recommendation: \_\_\_\_\_ Meeting Date: \_\_\_\_\_

**Assembly Action:**  
Meeting Date(s): 3/24/15  
Public Hearing Date(s): \_\_\_\_\_  
Postponed to Date: \_\_\_\_\_

**An Ordinance of the Haines Borough classifying for disposal the borough-owned property known as the Human Resource Building.**

**WHEREAS**, the Haines Borough owns property known as the Human Resource Building legally described as:

Lots 8, 9 & 17, Blk 13, Haines Townsite; and

**WHEREAS**, since at least January 14, 2014, the borough assembly has publicly communicated its desire to dispose of the property but has not taken formal action to classify it for disposal as required by HBC 14.20.040(B); and

**WHEREAS**, Haines Borough Charter Section 2.12.020(M) requires the selling or conveyance of property to be authorized by ordinance; and

**WHEREAS**, HBC 14.20.040(A) provides that borough lands may be classified for sale by the assembly with the advice of the planning commission; and

**WHEREAS**, following discussion of the parcel during a public meeting on September 12, 2013, the planning commission decided to recommend the property be classified for sale; and

**WHEREAS**, HBC 14.20.080 states Borough land may be disposed of by lottery sale, auction, competitive bid, over-the-counter sale, disposal for subdivision development, land exchange, or negotiated sale,

**NOW, THEREFORE BE IT RESOLVED** the Haines Borough Assembly classifies the aforementioned parcel for disposal according to HBC 14.20.

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

Section 2. Severability. If any provision of this ordinance or any application thereof to any person or circumstance is held to be invalid, the remainder of this ordinance and the application to other persons or circumstances shall not be affected thereby.

Section 3. Effective Date. This ordinance shall become effective immediately upon adoption.

Section 4. Purpose. To classify the Human Resource Building property for disposal.

Adopted by a duly-constituted quorum of the Haines Borough Assembly on this \_\_\_\_ day of \_\_\_\_\_, 2015.

Attest:

\_\_\_\_\_  
Janice Hill, Mayor

\_\_\_\_\_  
Julie Cozzi, MMC, Borough Clerk

Date Introduced: 03/24/15  
Date of First Public Hearing: \_\_\_/\_\_\_/\_\_\_  
Date of Second Public Hearing: \_\_\_/\_\_\_/\_\_\_



Haines Borough  
**PLANNING COMMISSION  
RECORD OF DECISION**

DATE: September 12, 2013

TO: Borough Assembly

FROM: The Haines Planning Commission

PLANNING COMMISSION DECISION:

**Motion:** Turner moved to “recommend the Assembly classify Human Resources Building for sale.” The motion passed unanimously.

**RATIONALE:** The Human Resources Building needs major renovation and is energy inefficient. The Chilkoot Indian Association has expressed interest in purchasing the building and restoring it.

SUBMITTED BY \_\_\_\_\_ (signature)

A handwritten signature in black ink, appearing to read "Rob Goldberg", is written over a horizontal line.

Rob Goldberg  
Planning Commission Chair

## Julie Cozzi

---

**From:** Carlos Jimenez  
**Sent:** Monday, September 22, 2014 10:26 AM  
**To:** Julie Cozzi  
**Cc:** David Sosa  
**Subject:** Human Resource Building

Hi Julie,

We had discussed different options for the Borough in dealing with the HR building. I apologize for taking so long in getting this information to you.

### Repair and Restore:

• Replace windows	\$70k
• Replace siding	\$50k
• Replace roof	\$40k
• Repair foundation	\$20k
• Insulation	\$15k
Total:	\$195k

These estimates include associated work encountered with this scope of work such as the demolition of and disposal of old materials.

### Demolition and Disposal of structure:

• Demolition	\$15-25k
• Disposal (including haz-mat)	\$40-50K
Total:	\$55-75k

I feel it would be in the Borough's best interest to either sell this facility as is, or gift it to a non-profit if that is a possibility.

Thank You,

*Carlos Jimenez*

Director of Public Facilities

Haines Borough

Office: 907-766-2231

# SKETCH/AREA TABLE ADDENDUM

Parcel No C-TNS-13-0900

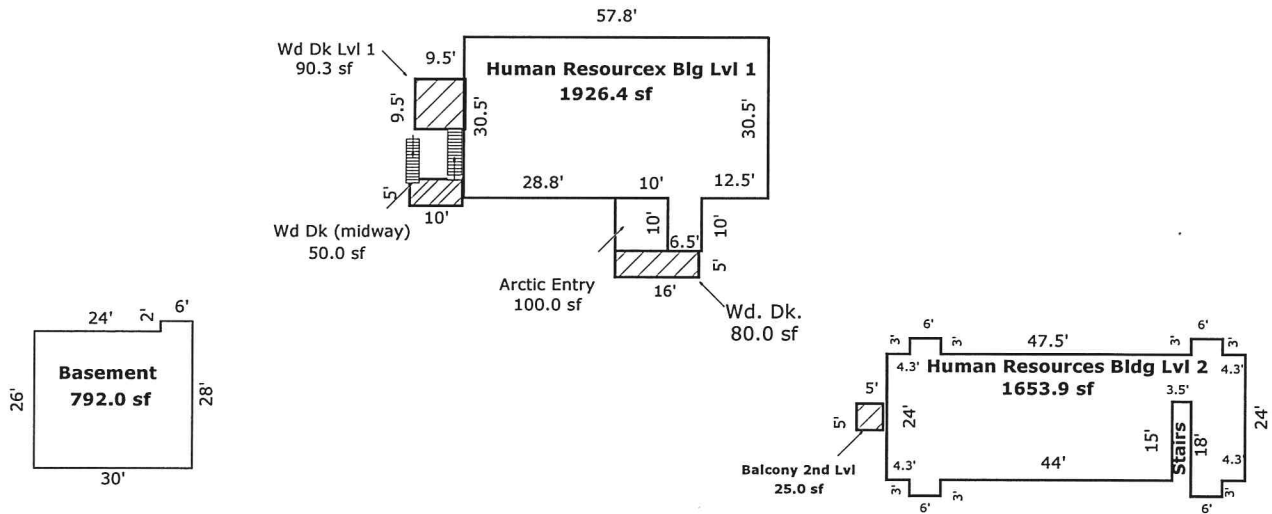
Lot Size 13,215 SF

SUBJECT	Legal Description Lots 8,9 & 17 Blk 13 Haines townsite			
	City Haines	County USA	State AK	Zip 99827
	Owner Haines Borough			
	Company Haines Borough	Client Address P.O. B0x 1209		
	Appraiser Name DMO	Inspection Date 08/15/12		

## C-TNS-13-0900

Exempt Borough Property

IMPROVEMENTS SKETCH



Scale: 1 = 35

AREA CALCULATIONS

### AREA CALCULATIONS SUMMARY

Code	Description	Factor	Net Size	Perimeter	Net Totals
GBA1	Human Resourcex Bldg	1.00	1926.4	196.5	1926.4
GBA2	Human Resources Bldg	1.00	1653.9	238.2	1653.9
BSMT	Basement	1.00	792.0	116.0	792.0
WDK	Wd. Dk.	1.00	80.0	42.0	
	Wd Dk Lvl 1	1.00	90.3	38.0	
	Wd Dk (midway)	1.00	50.0	30.0	220.3
BAL	Balcony 2nd Lvl	1.00	25.0	20.0	25.0
ARCENT	Arctic Entry	1.00	100.0	40.0	100.0
<b>Net BUILDING Area (rounded w/ factors)</b>					<b>3580</b>

### Comment Table 1

Structure although used as preschool has a highest & best use as a SFR. Built in 1952 it is close to the end of its useful life. Defer maintenance has lowered the effective age. See pg one of Correspondance documents for more info on history. DMO 8-15-2012

### Comment Table 2

### Comment Table 3

# Standard Report

Estimate ID: C-TNS-13-0900  
 Property Owner: Haines Borough  
 Address: P.O. Box 1209  
 City: Haines  
 State/Province: Alaska  
 ZIP/Postal Code: 99827  
 Surveyed By: DMO  
 Survey Date: 8/15/2012  
 Local Multiplier: 1.42

Single-family Residence  
 Effective Age: 35  
 Cost as of: January, 2005  
 Style: Two Story  
 Exterior Wall: Siding/Shingle 100%  
 Plumbing Fixtures: 8

Floor Area: 3,580 Square Feet  
 Quality: 2.5 Fair/Average  
 Condition: 2 Badly Worn

	Units	Cost	Total
Base Cost	3,580	57.45	205,671
Plumbing Fixtures	8	1,188.00	9,504
Metal, Formed Seams	3,580	3.19	11,420
Dormers, Finished, Gable Roof	3	183.00	549
Dormers, Finished, Gable Roof	3	183.00	549
Dormers, Finished, Gable Roof	3	183.00	549
Dormers, Finished, Gable Roof	3	183.00	549
Raised Subfloor	2,685	7.64	20,513
Floor Cover Allowance	3,580	3.27	11,707
Baseboard, Hot Water	3,580	6.06	21,695
Plumbing Rough-ins	1	510.00	510
Appliance Allowance	1	2,760.00	2,760
<b>Basic Structure Total Cost</b>	<b>3,580</b>	<b>79.88</b>	<b>285,976</b>
Total Basement Area	792	17.94	14,208
<b>Subtotal Basement</b>			<b>14,208</b>
Wood Deck	80	24.08	1,926
Wood Deck	90	22.29	2,006
Wood Deck	30	32.17	965
Enclosed Porch, Solid Walls	100	43.96	4,396
Wood Balcony, Wood Rails, Unfinished Soffit	25	18.13	453
<b>Subtotal Extras</b>			<b>9,746</b>
<b>Replacement Cost New</b>	<b>3,580</b>	<b>86.57</b>	<b>309,930</b>
Physical + Functional Depreciation 49.0%			151,859
Functional Depreciation (10.0% RCN)			30,993
External Depreciation (15.0% RCN)			46,490
<b>Total Depreciated Cost</b>			<b>80,588</b>
Chain-link Fencing	1,130	2.58	2,915
<b>Subtotal Yard Improvements</b>			<b>2,915</b>
<b>Non Building</b>			<b>2,915</b>
<b>Total</b>			<b>\$83,503</b>

	Units	Cost	Total
Total, Rounded to Nearest \$100			<u>\$83,500</u>

Cost data by Marshall & Swift/Boeckh, LLC and its licensors.

**Remarks**



**Haines Borough  
Assembly Agenda Bill**

Agenda Bill No.: 15-554

Assembly Meeting Date: 3/24/15

Business Item Description:	Attachments:
Subject: Modify Prohibited Acts for Port and Harbor Facility Users	1. Ordinance 15-03-404 2. PHAC Recommendation
Originator: Port and Harbor Advisory Committee (PHAC)	
Originating Department: Ports and Harbors	
Date Submitted: 2/18/15	

**Full Title/Motion:**  
Motion: Introduce Ordinance 15-03-404 and set a first public hearing for 4/14/15 and a second public hearing for 4/28/14.

**Administrative Recommendation:**  
This ordinance 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	Reduced disposal costs

**Comprehensive Plan Consistency Review:**

Comp Plan Goals/Objectives: Objective 4B, Page 144	Consistent: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
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**Summary Statement:**

Former Harbormaster Phil Benner sought Port and Harbor Advisory Committee (PHAC) approval for a proposed amendment to Haines Borough Code Sub-Section 16.28.010(D) to modify prohibited acts for port and harbor facility users. The committee on 1/26/15 reviewed the recommended code change and voted to forward it to the Haines Borough Assembly for consideration.

The proposed amendment aims to reduce the Borough's disposal costs at the harbor and clarify what materials are allowed to be disposed of in harbor dumpsters as part of normal course of business.

**Referral:**

Referred to:	Referral Date:
Recommendation:	Meeting Date:

**Assembly Action:**

Meeting Date(s): 3/24/15	Public Hearing Date(s):
	Postponed to Date:



**An Ordinance of the Haines Borough amending Haines Borough Code Sub-Section 16.28.010(D) to modify prohibited acts for port and harbor facility users.**

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 Sub-Section 16.28.010(D) Sub-Section 16.28.010(D) of the Haines Borough Code is hereby amended as follows:

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

**16.28.010 Prohibited acts.**

It shall be unlawful for any person using the borough port and harbor facilities to commit any of the following prohibited acts:

A. To operate, or cause to be operated, any vessel, as defined in this title, within the limits of the borough port and harbor facilities, in excess of three miles per hour. All vessel operators are legally liable for any damages from their wake.

B. To operate, or cause to be operated, any vessel, as defined in this title, within the limits of the borough port and harbor facilities, in a negligent manner in willful and wanton disregard for the safety of persons or property.

C. To operate, or cause to be operated, any vessel, as defined in this title, within the limits of the borough port and harbor facilities, in a negligent manner likely to endanger the safety of person or property.

D. To throw or otherwise cause to be deposited gasoline, oil, trash, garbage or refuse on any float or into the water of the borough port and harbor facilities. To use the borough port and harbor refuse containers for nonharbor or nonport use. It is prohibited to leave snow removed from vessels on any dock, float, or finger. **To create construction or project waste and dispose of it in the harbor refuse containers. Vessel construction or project waste shall be taken by the owner or contractor directly to the landfill.**

...

ADOPTED BY A DULY CONSTITUTED QUORUM OF THE HAINES BOROUGH ASSEMBLY THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2015.

ATTEST:

\_\_\_\_\_  
Janice Hill, Mayor

\_\_\_\_\_  
Julie Cozzi, MMC, Borough Clerk

Date Introduced: 03/24/15  
Date of First Public Hearing:  
Date of Second Public Hearing:

At the 1-26-15 Haines Borough Ports and Harbor Advisory Committee meeting. The committee reviewed the harbor masters recommended code change to 16.28.010 HBC.

Committee voted to forward 16.28.010 Prohibited acts code D. addition to Haines Borough Assembly for their consideration.

### **Chapter 16.28**

#### **HAZARDOUS CONDITIONS, PROHIBITED ACTS AND ENFORCEMENT**

D. To throw or otherwise cause to be deposited gasoline, oil, trash, garbage or refuse on any float or into the water of the borough port and harbor facilities. To use the borough port and harbor refuse containers for nonharbor or nonport use. It is prohibited to leave snow removed from vessels on any dock, float, or finger. **To create construction or project waste and dispose of it in the harbor refuse containers. Vessel construction or project waste shall be taken by the owner or contractor directly to the landfill.**

Norman Hughes, Chair HBPHAC

## **Mayoral Appointment 3/24/15**

### **Museum Board of Trustees**

Diana Kelm – term expires 11/2017

This will leave 1 vacancy

### **Other Remaining Board Vacancies:**

**Parks and Recreation Advisory Committee** – 1 seat

**Ad hoc Downtown Revitalization Committee** – 2 seats  
(seats designated for downtown business owners)

**Riverview Drive RMSA Board** – 2 seats

Note: Persons interested in being considered for appointment to one of the vacancies may submit either a letter of interest or the appointment application form available on the Borough's website or from the Borough Clerk. Resumes or a detailed description of qualifications are strongly encouraged. Applications will be accepted until appointments are made. Submit applications directly to the Borough Clerk's Office.

## Krista Kielsmeier

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**From:** Jim Heaton [jimheaton29@gmail.com]  
**Sent:** Wednesday, March 18, 2015 8:07 AM  
**To:** Krista Kielsmeier  
**Subject:** Diana Kelm

The SMCC board of directors have unanimously approved the application from Diana Kelm for appointment to our board.  
Diana is a long time resident of the upper Lynn Canal and a longtime volunteer for the Sheldon Museum. Her desire to serve on the board is appreciated and we look forward to her approval by the assembly.  
For the Museum Board  
Jim Heaton

Sent from my iPhone

**From:** [Diana Kelm](#)  
**To:** [Julie Cozzi](#)  
**Subject:** Sheldon Museum Board seat  
**Date:** Monday, December 29, 2014 1:36:34 PM  
**Attachments:** [RESUME--Haines.docx](#)

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Ms Julie Cozzie  
Haines Borough Clerk

Dear Julie:

I am submitting this letter and my attached resume' to indicate my interest in serving on the Sheldon Museum and Cultural Center Board of Directors. I understand that two seats on this board are vacant.

As a brief personal background, I first lived in Haines for only one year in the early 1970's; I am fortunate to have been able to have moved back here as a still-working retiree in 1999. I now have been a full-time, year-round Haines resident for the past 15 years.

The resume' highlights my employment since moving to Haines after retirement from state public service. A number of Haines community activities that continue to attract my interest as well are listed in my resume. These interests include the Sheldon Museum, where I have worked as a volunteer for the past two years.

Please forward this information to the appropriate individuals for their review and consideration regarding a museum board of director seat.

Thank-you.

Sincerely,

Diana Kelm

## **RESUME**

Diana Kelm

POB 983

Haines, Alaska 99827

766-3917

## **HAINES EMPLOYMENT/Community interests**

2001—Chilkoot Indian Association. Research Assistant for Native land issues. 1-year grant. Contact Debra Schnabel, then-Supervisor, 766-2827.

2003-2013—Chilkat Valley News, Proof-reader and Distributor. Contact Bonnie Hedrick, then-editor/publisher, 766-3107.

2006-2012—Haines Visitor Center, Visitor Information Aide, greet visitors and inform of Haines opportunities and services. Contact Tammy Piper 766-2234; Lori Stepansky, [email—alcanlori@gci.net](mailto:alcanlori@gci.net)

Sheldon Museum Volunteer; May 2013-present.

Haines resident full-time for 15+ years; Alaska resident since 1969.

KHNS member; board member, 2010.

Haines Arts Council member; 4 years secretary. Contact Tom Heywood, 766-3056.

HARK and Hospice supporter.

Audubon Christmas Bird Count annual participant.

## **JUNEAU EMPLOYMENT**

1994-1999--Alaska Department of Labor—Department Editor, produce all department information in hard copy and on internet; supervise staff of 2-3. Contact Arbe Williams, Douglas, 364-3322. (Last position before retirement)

## **CAREER HISTORY**

Secondary education, English, 3 years.

Editor, Michigan State University and State of Alaska, 12-15 years.

## **EDUCATION**

Central Michigan University, Mt. Pleasant, Michigan; BA, cum laude.

Michigan State University, art history, studio art.