


Haines Borough
Borough Assembly Meeting #308
AGENDA

February 9, 2016 - 6:30 p.m.

Location: Assembly Chambers, Public Safety Bldg.

- Jan Hill,*
Mayor
- Margaret Friedenauer,*
Assembly Member
- Diana Lapham,*
Assembly Member
- Mike Case*
Assembly Member
- Tresham Gregg,*
Assembly Member
- George Campbell,*
Assembly Member
- Ron Jackson,*
Assembly Member
- Brad Ryan*
Interim Manager
- Julie Cozzi, MMC*
Borough Clerk
- Krista Kielsmeier*
Deputy Clerk
- 1. CALL TO ORDER/PLEDGE TO THE FLAG**
 - 2. ROLL CALL**
 - 3. APPROVAL OF AGENDA & CONSENT AGENDA**
[The following Consent Agenda items are indicated by an asterisk () and will be enacted by the motion to approve the agenda. There will be no separate discussion of these items unless an assembly member or other person so requests, in which event the asterisk will be removed and that item will be considered by the assembly on the regular agenda.]*
Consent Agenda:
 - 4 – Approve Assembly Meeting Minutes
 - 8B – Accept Museum Annual Report
 - 8C – Accept State Lobbyist Reports
 - 8D – Accept Finance Director Report
 - 9A – Accept Parks & Recreation Advisory Committee Minutes
 - 9B – Accept Marijuana Regulation Task Force Report
 - 11A1 – Adopt Resolution 16-02-657
 - 11A2 – Adopt Resolution 16-02-658
 - 11A3 – Adopt Resolution 16-02-659
 - 12A – Request for Support of AAHPA Resolution
 - 12B – Request for Support of Museum Matching Grant Program
 - 12C – Comments Supporting Borough Clerk
 - *4. APPROVAL OF MINUTES – 1/26/16 Regular**
 - 5. PUBLIC COMMENTS - Sign-up is NOT required**
[This is for any topics not scheduled for public hearing.]
 - 6. MAYOR’S COMMENTS/REPORT**
 - A. Acknowledgement of Recent Donations for Relocating Lookout Park**
 - 7. PUBLIC HEARINGS**
 - A. Ordinance 15-12-425 - Second Hearing**
An Ordinance of the Haines Borough amending Haines Borough Code Subsection 3.60.160(A) to establish a tiered local bidder preference and to include an exception when a local preference is disallowed by the project’s funding source.
*This ordinance was introduced on 12/15/15 and referred to the finance committee. The first hearing was on 1/26/16 and, subsequently, the ordinance was amended based on committee & staff recommendations. **Motion:** Adopt Ordinance 15-12-425.*
 - B. Ordinance 16-01-427 - Second Hearing**
An Ordinance of the Haines Borough amending the Port of Haines Terminal Tariff No. 3 to adjust dockage, wharfage rates, and per-gallon fuel flow-through rates at dock facilities.
*This ordinance is recommended by the harbormaster and Port and Harbor Advisory Committee and was introduced on 1/12/16. The first hearing was on 1/26/16. **Motion:** Adopt Ordinance 16-01-427.*
 - C. Ordinance 16-01-428 - Second Hearing**
An Ordinance of the Haines Borough, providing for the addition or amendment of specific line items to the FY16 budget.
*This ordinance is recommended by the interim manager and was introduced on 1/12/16. The first hearing was on 1/26/16. **Motion:** Adopt Ordinance 16-01-428.*

7. PUBLIC HEARINGS ---continued---

D. Ordinance 16-01-429 - First Hearing

An Ordinance of the Haines Borough amending Haines Borough Code Section 18.30.040 to adjust code to match the actual planning commission meeting start time, to revise the review process for capital improvements and borough projects, and to delete references to the state-eliminated coastal zone management plan.

This ordinance is recommended by the planning commission and introduced on 1/26. The assembly already scheduled the second hearing for 2/23. The interim manager requests the assembly reschedule the second hearing for 3/8/16 to provide him with additional time to review the proposed language and provide feedback.

8. STAFF/FACILITY REPORTS

A. Interim Borough Manager – 2/9/16 Report

* B. Sheldon Museum – 2015 Annual Report

* C. State Lobbyist – Report #1 (January 18-22) and Report #2 (January 24-31)

* D. Finance Director – FY16 Second Quarter General Fund Financial Report

9. COMMITTEE/COMMISSION/BOARD REPORTS & APPROVED MINUTES

* A. Parks & Recreation Advisory Committee – Minutes of 12/14/15

* B. Marijuana Regulation Task Force – Report (submitted by T.Ely/Chamber of Commerce)

C. Community Nonprofit Funding Committee – Recommendation re. Additional Funds

D. Assembly Board Liaison Reports

E. Assembly Standing Committee Reports

1. Commerce Committee - 1/27 meeting (tax incentive program) *Note: report includes draft proposal*

2. Government Affairs & Services Committee - 1/28 meeting (board communication)

10. UNFINISHED BUSINESS

11. NEW BUSINESS

A. Resolutions

* 1. Resolution 16-02-657

A Resolution of the Haines Borough Assembly certifying that the municipality did experience significant effects during the program base year from fisheries business activities that occurred within the FMA 17: Northern Southeast Fisheries Management Area.

*This is part of the annual application process for receiving fish tax revenue from the State of Alaska. **Motion:** Adopt Resolution 16-02-657.*

* 2. Resolution 16-02-658

A Resolution of the Haines Borough Assembly requesting the Alaska Legislature consider less severe cuts to the Alaska Public Broadcasting Commission.

*This resolution is requested by assembly members Friedenauer and Jackson. **Motion:** Adopt Resolution 16-02-658.*

* 3. Resolution 16-02-659

A Resolution of the Haines Borough Assembly authorizing the Borough Manager to execute a construction contract with Southeast Road Builders for the Piedad Springs Water Treatment Plant project for an amount not to exceed \$659,815.

*This resolution is recommended by the interim manager. **Motion:** Adopt Resolution 16-02-659.*

B. Ordinances for Introduction - None

C. Other New Business

1. Board Appointments

An appointment application has been received for a seat on the Parks and Recreation Advisory Committee. The mayor plans to make the appointment and seeks assembly confirmation.

Motion: Confirm the mayor's appointment of Thom Ely to the Parks and Recreation Advisory Committee for a term ending 11/30/18.

2. Mosquito Lake Facility MOU

*This is recommended by the interim manager. **Motion:** Authorize the interim manager to enter into a Memorandum of Understanding with the Friends of Mosquito Lake School and Community Center for use of the Mosquito Lake Facility.*

11C. Other New Business ---continued---

3. **Solar Aquatic System – Discussion Item**

This discussion topic was requested by Assembly Member Jackson. He suggested it could be referred to a committee for further development, if the assembly so desires.

12. CORRESPONDENCE/REQUESTS

* **A. Request for Support of AAHPA Resolution** – *Harbormaster Shawn Bell is requesting assembly support for an Alaska Association of Harbormasters and Port Administrators (AAHPA) resolution to fully fund the State of Alaska's Municipal Harbor Facility Grant Program in the FY17 State Capital Budget. **Motion:** Authorize the mayor on behalf of the assembly to send a letter of support for AAHPA Resolution 2015.01 to Governor Walker.*

* **B. Request for Support of Museum Matching Grant Program** – *Museum Director Helen Alten is requesting assembly support for establishing a museum construction grant program in the Department of Community and Regional Affairs. **Motion:** Authorize the mayor on behalf of the assembly to send a letter of support for the Museum Construction, Expansion, and Major Renovation Matching Grant Program to Governor Walker.*

* **C. Comments of Support for the Borough Clerk – D.Turner Jr., K.Friedle, & D.Sosa**
Mr. Turner submitted a letter to be included in this meeting packet. Additionally, Assembly Member Case, with no stated objection, asked that the oral comments made by Ms. Friedle at the 1/26/16 assembly meeting be placed verbatim into this packet, along with an email from Mr. Sosa.

13. SET MEETING DATES

A. Joint Assembly/School Board Meeting – (a date in the last two weeks of April)

B. Committee of the Whole Meeting – Purpose: Pre-budget workshop with interim manager and department heads.

14. PUBLIC COMMENTS

15. ANNOUNCEMENTS/ASSEMBLY COMMENTS

16. ADJOURNMENT

Haines Borough
Borough Assembly Meeting #307
January 26, 2016
MINUTES **Draft**

4

1. **CALL TO ORDER/PLEDGE TO THE FLAG**: Mayor **HILL** 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**, Deputy Mayor Diana **LAPHAM**, and Assembly Members George **CAMPBELL**, Mike **CASE**, Margaret **FRIEDENAUER**, Tresham **GREGG**, and Ron **JACKSON**.

Staff Present: Brad **RYAN**/Interim Borough Manager, Julie **COZZI**/Borough Clerk, Jila **STUART**/Finance Director, Eddie **BRYANT**/Facilities Maintenance Superintendent, Kathy **FRIEDLE**/Administration, Leslie **ROSS**, Shawn **BELL**/Harbormaster, Gabe **THOMAS**/Assistant Harbormaster, Josh **DRYDEN**/Interim Police Chief, and Patty **BROWN**/Library Director.

Visitors Present: Karen **GARCIA**/CVN, Jillian **ROGERS**/KHNS, Bill **MCCORD**, Don **TURNER Jr.**, Debra **SCHNABEL**, Carlos and Sierra **JIMENEZ**, Susan **TANDY**, Meg **ELLIOTT**, Kathryn **CHENEY**, Ann **MYREN**, Mike **DENKER**, Gershon **COHEN**, Rich and Sara **CHAPPELL**, Nancy **NASH**, Chip and Heather **LENDE**, Greg **PODSIKI**, Dave **WERNER**, Tim **ACKERMAN**, Roger **SCHNABEL**, Brenda **JOSEPHSON**, Renee **HOFFMAN**, Julie **FOLTA**, Jeanne **KITAYAMA**, Brent and Jess **CROWE**, Ryan **SALMON**, Jolanta **RYAN**, Tracey **THOMAS**, Paul **NELSON**, Jessica **EDWARDS**, Harriett **BROUILLETTE**, Susan **MCCARTNEY**, and others.

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

The following Items were on the published consent agenda:

- 4 – Approve Assembly Meeting Minutes
- 8B – Finance Director Report
- 8C – Fire Department Report
- 8D – Accept Museum Report
- 9A – Accept Port & Harbor Advisory Committee Minutes and Meeting Summary
- 9B – Accept Public Safety Commission Minutes
- 9C – Accept Museum Board Minutes
- 9D – Accept Planning Commission Meeting Summary
- 11C2 – No statement regarding pending liquor license renewals

Motion: **CASE** moved to “approve the agenda/consent agenda.”

Primary Amendment: **CASE** moved to “remove Item 11A1 (Resolution 16-01-653) and table it indefinitely,” and the motion carried unanimously.

The Main Motion, as amended, carried unanimously.

4. **APPROVAL OF MINUTES** – 1/12/16 Regular

The motion adopted by approval of the consent agenda: “approve minutes of the 1/12/16 borough assembly regular meeting.”

5. **PUBLIC COMMENTS**

NELSON – Thanked the assembly for removing of the resolution to raise the clerk’s salary.

FRIEDLE – Spoke in support of the borough clerk and is sad Assembly Member Campbell has made the comments about her that he has.

WERNER – Said ferry service is vital. (He distributed a written commentary.)

DENKER – Concerned about the suggested motion for Item 11B2 (Ordinance 16-01-430).

BRYANT – Supports repealing the motor vehicle registration tax. It should not be referred to a committee, but rather just repealed.

ACKERMAN – Supports repealing the motor vehicle tax. It is not fair for him to have to pay for someone else’s irresponsible vehicle ownership.

MCCARTNEY – Admires the assembly’s public service. She understands governance is an accountability to the bottom-line, but please don’t lose sight of the rich tapestry of individuals.

6. **MAYOR’S COMMENTS/REPORT**

Mayor **HILL** reminded the borough assembly members to use their borough email addresses when conducting borough business.

The Alaska Municipal League position statements, priorities, and resolutions for the current legislative session are in her office, and people can stop by to review them.

The Community Nonprofit Funding Committee met and discussed ideas for the \$14,500 still in the FY16 Community Chest. The committee recommends not giving out these funds. Several years ago, Bob Ward, former Skagway manager who served twice as interim manager for Haines, advised the borough should not tax its citizens and then give it to nonprofits. Individual citizens should make decisions about what organizations to give to. The committee is of that mind.

Motion: **FRIEDENAUER** moved to "have the Community Nonprofit Funding Committee's recommendation on the next agenda for assembly consideration." There was no objection.

7. PUBLIC HEARINGS

A. Ordinance 15-12-426 - Second Hearing

An Ordinance of the Haines Borough authorizing amendments to the lease of the Human Resources Building by Chilkat Valley Preschool for the purpose of providing preschool educational services, including extending the lease term to June 30, 2017; waiving the monthly rent from January 1 through June 30, 2016; and stipulating no rent will be required July 1, 2016 through June 30, 2017.

Mayor **HILL** opened the public hearing at 6:52 p.m.

S.JIMENEZ – Explained she is the spokesperson for the group. There is broad community support. She asked those present to stand if they support this, and most of the people in a packed room stood. She asked the assembly to join them in supporting the plan and adopting this ordinance.

R.CHAPPELL – Supports the preschool solution.

NASH – Asked the assembly to adopt this ordinance. The preschool is very organized and will see this through.

H.LENDE – Spoke in support of the preschool. The future of Haines and health of the community make it imperative to support early childhood education.

Hearing no further comments, the mayor closed the hearing at 6:58 p.m.

Motion: **LAPHAM** moved to "adopt Ordinance 15-12-426," and the motion carried unanimously in a roll call vote.

Motion: **LAPHAM** moved to "direct staff to work with the Chilkat Valley Preschool on a design and a management agreement," and the motion carried 5-1 in a roll call vote with **CAMPBELL** opposed.

Primary Amendment Motion: **CAMPBELL** moved that "staff bring to the assembly a design budget to the next meeting," and the motion failed 1-5 with **FRIEDENAUER**, **CAMPBELL**, **JACKSON**, **GREGG**, and **LAPHAM** opposed.

B. Ordinance 15-12-425 - First Hearing

An Ordinance of the Haines Borough amending Haines Borough Code Section 3.60.160 to increase the local bidder preference from three percent to five percent and require the local bidder preference to be noted in all Requests for Bids or Quotes issued by the borough.

Mayor **HILL** opened the public hearing at 7:25 p.m.

D.SCHNABEL – Recapped the Chamber of Commerce's written comments in the packet. The Chamber recommends the original ordinance as opposed to the substitute ordinance. Local preference grows business.

R.SCHNABEL – The requesting contractors are befuddled by the substitute ordinance. He would like an opportunity to discuss in a public forum the reasons for the changes from what was petitioned.

C.LENDE – Agreed with the others who commented. Jobs staying with local contractors have many economic benefits.

Hearing no further comments, the mayor closed the hearing at 7:34 p.m.

Motion: **LAPHAM** moved to "substitute Ordinance 15-12-425 in its entirety with the draft recommended by the Finance Committee."

(Note: The assembly already scheduled the second hearing for 2/9/16.)

Primary Amendment: **CAMPBELL** moved to "amend by removing the one-million dollar cap."

Secondary Amendment: LAPHAM moved to “amend to incorporate staff recommendation #2 rather than removing the one-million dollar cap, as follows:

- \$500,000 or less - 7% local preference
- \$5,000,000 or less - 5% local preference, and
- Over \$5,000,000 - 2% local preference.”

The secondary amendment motion carried unanimously.

The primary amendment, as amended, carried unanimously.

The main motion, as amended, carried unanimously in a roll call vote.

C. Ordinance 16-01-427 - First Hearing

An Ordinance of the Haines Borough amending the Port of Haines Terminal Tariff No. 3 to adjust dockage, wharfage rates, and per-gallon fuel flow-through rates at dock facilities.

Mayor HILL opened and closed the public hearing at 8:05 pm; there were no comments.

The assembly already scheduled the second hearing for 2/9/16. No motion was needed now unless the second hearing date needed to change or some other action was desired. No motion was made.

D. Ordinance 16-01-428 - First Hearing

An Ordinance of the Haines Borough, providing for the addition or amendment of specific line items to the FY16 budget.

Mayor HILL opened the public hearing at 8:06 p.m.

ROSS – Explained the tourism portions of the proposed budget amendments.

Hearing no further comments, the mayor closed the hearing at 8:08 p.m.

The assembly already scheduled the second hearing for 2/9/16. No motion was needed now unless the second hearing date needed to change or some other action was desired.

There was some discussion about the proposed tourism-related amendments, but no action was taken.

8. STAFF/FACILITY REPORTS

A. Interim Manager – 1/26/16 Report

The manager summarized his written report and responded to a few questions from the assembly.

Motion: FRIEDENAUER moved “the manager secures a contract with Dynamic Consulting for a one-day strategic planning session with the assembly to take place before March 31. Costs should not exceed \$4,000, not including travel and lodging,” and the motion carried 4-2 in a roll call vote with **CAMPBELL** and **GREGG** opposed.

- * B. Finance Director – Summer Season Sales Tax Comparison Report
- * C. Fire Department – 2015 Annual Report
- * D. Museum – December 2015 Report

9. COMMITTEE/COMMISSION/BOARD REPORTS & MINUTES

- * A. Port & Harbor Advisory – Minutes of 11/19/15 & 12/17/15 & Summary of 1/8/16
- * B. Public Safety Commission – Minutes of 12/7/15
- * C. Museum Board of Trustees – Minutes of 12/16/15
- * D. Planning Commission – Meeting Summary of 1/14/16
- E. Assembly Board Liaison Reports

FRIEDENAUER – Public Safety Commission, Port and Harbor Advisory Committee

CASE – Library Advisory Board

LAPHAM – Planning Commission, Tourism Advisory Board,
Chamber of Commerce Marijuana Task Force

GREGG – Chilkat Center Advisory Board

F. Assembly Standing Committee Reports

CAMPBELL - Commerce Committee

JACKSON – Government Affairs & Services

10. **UNFINISHED BUSINESS**

11. **NEW BUSINESS**

A. **Resolutions**

1. **Resolution 16-01-653** – *withdrawn during approval of the agenda and tabled indefinitely*
A Resolution of the Haines Borough Assembly increasing Borough Clerk Julie Cozzi's annual salary to \$85,000, effective February 1, 2016.

B. **Ordinances for Introduction**

1. **Ordinance 16-01-429**
An Ordinance of the Haines Borough amending Haines Borough Code Section 18.30.040 to adjust code to match the actual planning commission meeting start time, to revise the review process for capital improvements and borough projects, and to delete references to the state-eliminated coastal zone management plan.

Motion: **CASE** moved to "introduce Ordinance 16-01-429 and set a first public hearing for 2/9/16 and a second public hearing for 2/23/16," and the motion carried unanimously.

2. **Ordinance 16-01-430**
An Ordinance of the Haines Borough repealing Haines Borough, Alaska Ordinance 12-10-308 (Motor Vehicle Registration Tax).

Motion: **CAMPBELL** moved to "introduce Ordinance 16-01-430 and schedule the first public hearing on 2/9/16 and the second hearing on 2/23/16."

Primary Amendment: **CASE** moved to "amend the motion to refer this to committees to be assigned by the mayor, have recommendations due by 2/20/16, and after the committees submit their recommendations, schedule the public hearings."

Secondary Amendment: **JACKSON** moved to "strike the 2/20/16 deadline and replace it with 'when the committees are done'," and this motion carried 5-1 with **CAMPBELL** opposed.

The Primary Amendment, as amended, carried 5-1 with **CAMPBELL** opposed.

The Main Motion, as amended, carried unanimously.

(At 9:18pm) **Motion:** **FRIEDENAUER** moved to "complete the agenda," and the motion carried 4-2 with **JACKSON** and **CASE** opposed.

Mayor **HILL** referred this to the Finance Committee, Government Affairs & Services Committee, and Public Safety Commission.

C. **Other New Business**

1. **Board Appointments**

(Re)appointment applications were received for seats on the Museum Board of Trustees and the Tourism Advisory Board. The mayor sought assembly confirmation.

Motion: **CAMPBELL** moved to "confirm the mayor's appointment of Tim Ackerman to the Museum Board of Trustees for a term ending 11/30/18; and Alison Jacobson to the Tourism Advisory Board for a term ending 11/30/18," and the motion carried unanimously.

*2. **Liquor License Renewals**

The Alaska Alcohol Beverage Control Board notified the borough of pending liquor license renewals for Alaskan Liquor Store, 33 Mile Roadhouse, Fireweed Restaurant, Harbor Liquor Store, and The Klondike. The Board, prior to its final approval, gave the local government an opportunity to make a statement, if so desired. Since these were pre-existing liquor licenses, assembly action was optional.

3. **Agenda Request Form**

NOTE: In response to a citizen request, the assembly tasked the clerk and manager with making sure HBC 2.10.030 and the policy on the Agenda Request form are aligned. The manager and clerk submitted a proposed ordinance to clarify the code procedure for assembly meeting agenda preparation, and the clerk revised the Agenda Request form and submitted that edited version with the ordinance. On 12/1/15, both the ordinance and the form were referred to the Government Affairs & Services Committee (GASC). That committee discussed the form and recommended revisions. The ordinance (15-12-424) itself is to be discussed at another GASC meeting to be scheduled. In the mean time, the GASC chair requested the revised form come to the assembly for consideration and approval.

Motion: **JACKSON** moved to “approve the revisions to the Agenda Request form as recommended by the Government Affairs & Services Committee and the Clerk’s Office,” and the motion carried unanimously.

12. CORRESPONDENCE/REQUESTS

- A. Strategic Planning** (5 min. presentation) – B. Josephson
- B. Juneau Access Project** – E. Ferry/Deputy Director, Southeast Alaska Conservation Council
- C. Chilkoot River Corridor** – S. Gaffney, Tourism Advisory Board; and L. Ross, Tourism Director
- D. Comment on Skagway Area Stocking Program** – Skagway Community Fish Hatchery

13. SET MEETING DATES

- A. Commerce Committee** – Call of the Chair – Topic: Letter of Support for State Parks Assuming Management Responsibility for the Chilkoot River Corridor Right of Way.

Note: The assembly referred this item to the Commerce Committee on 11/10/15.

- B.** Mayor **HILL** asked the assembly to look at the last half of April to see what works for a joint school board/borough assembly meeting.
- C. Government Affairs & Services Committee** – Wednesday, 2/3/16, 5:00pm, Topic: 1) Ordinance 15-12-424 (agenda preparation) and 2) Possible appeal of Ordinance 12-10-308 (motor vehicle registration tax).
- D. Finance Committee** – Wednesday, 2/10/16, 5:00pm, Topic: Possible appeal of Ordinance 12-10-308 (motor vehicle registration tax).
- E.** Mayor **HILL** will contact the chair of the Public Safety Commission about scheduling a meeting to consider the possible appeal of Ordinance 12-10-308 (motor vehicle registration tax).

14. PUBLIC COMMENTS

DENKER – Attended the recent public forum. He has come to realize both presenters and listeners need to be wary of preconceived notions.

COHEN – Offended by how he believes Brenda Josephson was disrespected during this meeting. Strategic planning is a long term process, and he understands she was willing to offer her services to the borough for no charge.

JOSEPHSON – Said she did reach out to Brad Ryan but received no response from him. She is trained in this and was indeed willing to offer her services for free.

15. ANNOUNCEMENTS/ASSEMBLY COMMENTS

FRIEDENAUER – Apologized and said she meant no disrespect. It was not clear from the agenda what Josephson was requesting. All she wanted by making her motion to hire a consultant was a jumpstart. She is glad there are people like Josephson who will hopefully be a part of the strategic planning process.

LAPHAM – Said she has always maintained the idea of NOT going local for strategic planning. She thinks it’s great we are getting a jumpstart on this. It is great to have someone in the community qualified like Josephson to draw on for ongoing efforts. No disrespect was intended.

CASE – Does not believe anything was said negatively about anyone local. What was said was someone in the community can have pre-conceived notions. That does not necessarily mean in a negative sense. There are several qualified local facilitators including Cecily Stern, Ann Myren, Lenise Fontenot, and Brenda Josephson. No aspersions were meant to be cast.

CAMPBELL – Said Chilkat Snowburners is having a fun run. Regarding the state lobbyist, he is not feeling very good about that contract. He would like to ask for an executive session and have the clerk attend for the sake of discussing personnel issues.

Motion: **CAMPBELL** moved to “go into executive session to discuss personnel matters,” and the motion failed 1-5 with **LAPHAM, JACKSON, CASE, GREGG,** and **FRIEDENAUER** opposed.

CAMPBELL said integrity, trust of the public, and honesty is required of the borough officers, and he believes Cozzi has no integrity and is dishonest. The assembly needs to take control of managing staff. The assembly lets staff get by with unacceptable behavior. **CASE** read aloud an email received from David Sosa regarding Cozzi’s exemplary performance. These allegations have impacted other employees in the office, as well. Mayor **HILL** said the process that will take place is interim manager Brad Ryan and former borough manager David Sosa will conduct an evaluation of the clerk in late

spring. **CASE** would like Kathy Friedle's comments to be included in the next packet along with David Sosa's email. No objection was stated. **LAPHAM** said she does not even begin to know the interworkings of things. For the years Cozzi has given to the borough and taken the manager helm, she has become a valuable resource. She is left speechless in many regards to Campbell's attacks and issues, and believes they are unjust. **JACKSON** has been dreading this meeting because of this. He agrees there needs to be an appropriate vehicle for a performance review. The borough clerk is an officer, but the manager is her supervisor.

16. ADJOURNMENT – 9:59 p.m.

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

Janice Hill, Mayor

ATTEST:

Julie Cozzi, MMC, Borough Clerk

Mayor Jan Hill
Haines Assembly Members
Haines, Alaska

December 17, 2015

Dear Mayor Hill & Assembly,

I love our community and everyone that lives here. My personal love for boats, harbors and the waters of the Lynn Canal are well known. I have traveled to hundreds if not over a thousand ports around the world. I am intimately familiar with ports and harbors. We live in a first class community and with any luck will have a first class small boat harbor relatively soon.

Please accept this donation towards moving or reconstruction of the Look Out Point Park structures (covered structure, memorial and totem). My recommendation is that the borough, establish a fund which would allow the local community to participate by donating towards this worthy community asset. We need all the parking possible for the public, harbor users and boat owners. Having a structure in the middle of this parking area does not make much sense.

I also make a recommendation that the borough consider naming the new boat harbor the "Ravens Walk" Harbor after our former Representative Bill Thomas who arranged the majority of funding for this new development (I believe \$20,000,000.00). His fishing vessel is the RavensWalk.

Thank you for your consideration on these matters. Merry Christmas.

Sincerely

Lucy to Harrell
Lucy Harrell
Whisker III

RECEIVED

DEC 23 2015

Haines Borough

OK# 7206
\$5,000.00

January 28, 2016

Mayor Jan Hill
Haines Borough Assembly
PO Box 1209
Haines, AK 99827

Re: Look Out Park Move/Reconstruction

The recent grant of \$5000 from Lucy Harrell for moving, relocating or reconstructing Look Out Park seems like an important statement that reflects a strong community sentiment. A citizen is willing to put money out to see that something is done, much like Merle Howser contributed money to the City of Haines for construction of a path through Tlinget Park.

I acknowledge that \$5,000 is not going to move Look Out Park, and neither is \$6,000 going to move Look Out Park. Nonetheless, I am adding \$1000 to Lucy's gift as a demonstration of my commitment to the idea that the issue of retaining Look Out Park and the Fishermen's Memorial within the proposed parking lot needs to be addressed now to encourage savings in the project.

I do not speak for Lucy Harrell, however, I have talked with her to learn that our intents are similar. These funds are given with intent to order our engineers to immediately begin a revision of the plans to demolish Look Out Park and include the reconstruction of Look Out Park or construction of a new facility in phase one of the harbor redesign scheduled for bid in 2016..

Sincerely,



Debra Schnabel

Encl. Check #6088

DEBRA J. SCHNABEL
INAPINCHINC
PH. 907-766-2827
P.O. BOX 129
HAINES, AK 99827-0129

89-6/1252 6088

DATE January 28, 2016

PAY TO THE ORDER OF Haines Borough \$ 1000
One Thousand

MEMO Harbor Redesign

First National Bank
ALASKA MEMBER FDIC
www.FNBAlaska.com

Heat Reactive Ink

6088

HEAT-REACTIVE INK. DETAILS ON BACK.



Haines Borough
Assembly Agenda Bill

Agenda Bill No.: 15-606

Assembly Meeting Date: 2/9/16

Business Item Description:	Attachments:
Subject: Local Bidders Preference	1. Ordinance 15-12-425, current draft 2. Finance Committee Report 3. Southeast Alaska Comparison Chart; Recent Bids 4. E-mail from DEC 5. Hypothetical Bid Examples 6. Results of Deputy Clerk's Research 7. 9/18/15 Memo from the Manager 8. 9/11/15 Request from Haines Contractors
Originator: Haines Contractors	
Originating Department:	
Date Submitted: 9/11/15	

Full Title/Motion:
Motion: Adopt Ordinance 15-12-425.

Administrative Recommendation:
This ordinance is recommended by the manager.

Fiscal Impact:

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

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

Summary Statement:
On 9/22/15, in response to a request from several Haines contractors, the assembly directed the manager to investigate the issue of Local Bidders Preference and bring a recommendation to the assembly. Former manager David Sosa's 9/18/15 memo is attached to this agenda bill. The deputy clerk was tasked with researching this. Those results also are attached.

The ordinance was introduced on 12/15/15 and referred to the Finance Committee. That committee recommended a substitute ordinance. On 1/26/16, the assembly amended the ordinance to add a tiered local preference to the substitute ordinance, based on a staff recommendation..

Referral:
Referred to: Finance Committee Referral Date: 12/15/15
Recommendation: Proposed Substitute Ordinance Meeting Date: 1/7/16

Assembly Action:
Meeting Date(s): 10/13, 10/27, 12/15/15, 1/26, 2/9/16
Public Hearing Date(s): 1/26, 2/9/16
Postponed to Date:

An Ordinance of the Haines Borough amending Haines Borough Code Subsection 3.60.160(A) to established a tiered local bidder preference and to include an exception when a local preference is disallowed by the project's funding source.

BE IT ENACTED BY THE HAINES BOROUGH ASSEMBLY:

Section 1. Classification. This ordinance is of a general and permanent nature and the adopted amendments shall become a part of the Haines Borough Code.

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

Section 3. Effective Date. This ordinance is effective upon adoption.

Section 4. Amendment of Subsection 3.60.160(A). Subsection 3.60.160(A) of the Haines Borough Code is hereby amended, as follows:

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

3.60.160 Award of contract – Lowest bidder – Evaluation and exception – Negotiation.

A. Lowest Responsible and Responsive Bidder. A contract shall be awarded to the lowest responsible bidder. In determining the lowest responsible bidder, in addition to price, there shall be considered:

1. The ability, capacity and skill of the bidder to perform the contract;
2. Whether the bidder can perform the contract within the time specified, without delay or interference;
3. The character, integrity, reputation, judgment, experience and efficiency of the bidder;
4. The quality of performance of previous contracts for the borough by the bidder;
5. The previous and existing compliance by the bidder with laws and ordinances relating to the contract;
6. The sufficiency of the financial resources and ability of the bidder to perform the contract;
7. The number and scope of conditions attached to the bid;
8. If a bid by a responsible and responsive bidder whose principal place of business is within the borough is ~~up to three percent~~ higher than that of the lowest bid by a responsible and responsive bidder, preference may be given to the local bidder, as follows:

- a. \$500,000 or less - 7% local preference.
- b. \$5,000,000 or less - 5% local preference, or
- c. Over \$5,000,000 - 2% local preference.

No local bidder preference shall be allowed if such an award is contrary to state or federal regulations.

ADOPTED BY A DULY CONSTITUTED QUORUM OF THE HAINES BOROUGH ASSEMBLY THIS ____ DAY OF _____, 2016.

Haines Borough
Ordinance No. 15-12-425
Page 2 of 2

ATTEST:

Janice Hill, Mayor

Julie Cozzi, MMC, Borough Clerk

Date Introduced: 12/15/15 – Referred to Finance Committee
Date of First Public Hearing: 01/26/16
Date of Second Public Hearing: 02/09/16

Finance Committee

Jan 7, 2016. 5:00pm.

Chair: Diana Lapham
Tresham Gregg
Ron Jackson
Mike Case

Staff: Interim Manager Brad Ryan, CFO Jila Stuart, Tourism Director Leslie Ross

Audience: Jillan KHNS

Topic: Local Bidders

Tresham moved to recommend to Assembly that a project up 1,000,000.00, that there would be a 7% local bidder preference. Ron seconded. Vote 4-0

Tourism:

Mike moved to recommend to the Assembly to restore the advertising budget to the Tourism Dep. Diana second. Vote 3-1 with Ron opposed

Tresham moved to recommend to the Assembly to authorized the Tourism Director to persue The professional consultant audit. Mike second. Vote 4-0

Mike Case asked to be excused from the meeting.

Ron moved to recommend to the Assembly to adopt remaining budget amendments. Tresham second. Vote 3-0

Jila had a power point presentation for the local bidders that was very helpful.

This committee was working very well together

Meeting adjourned at 6:50p

Report submitted by: Diana Lapham

Local Bidder Preference for Sealed Bid Construction Projects - Southeast Alaska Comparison Chart

January 7 Finance Committee Meeting

Municipality	Tier I	Tier II	Tier II	Grant Qualification Language
<i>Staff Recommendation 1</i>	<i>If local bid is within 10% of the lowest bid the local contractor may match the low bid and be awarded the contract.</i>			<i>"unless contrary to federal or state law, regulation, or funding stipulations"</i>
<i>Staff Recommendation 2</i>	<i>\$500,000 or less 7% local preference</i>	<i>\$5,000,000 or less 5% local preference</i>	<i>Over \$5,000,000 2%</i>	
Examples From Other SE Communities:				
City of Ketchikan	\$100,000 or less 10% local preference	\$200,000 or less 7% local preference	No local preference allowed over \$200,000	"Unless contrary to federal or state law or regulation"
City & Borough of Juneau	<u>No local Preference</u> for "Capital construction improvement"			N/A
Ketchikan Gateway Borough	\$5,000,000 or less 5% local preference	Over \$5,000,000 2.5% local preference		"unless such an award is contrary to state or federal regulation"
Petersburg	\$500,000 or less 5% local preference	No local preference allowed over \$500,000		"unless contrary to federal or state law, regulation, or funding stipulations"
Sitka	No local preference for sealed bids			N/A
Skagway	5%			none
Wrangell	\$1,000,000 or less 5% local preference	Over \$1,000,000 3% local preference		"unless contrary to state or federal law or regulation or as otherwise provided"

Haines Borough Recent Sealed Bids

Project	Amount	#of Local Bidder	# of non-local	Award	lowest local % over low bid
Pool Lighting Replacement	\$ 16,500	0	3	Non-Local	
Administration Building Windows	\$ 17,903	1	0	Local	
Klehini Fire Septic	\$ 23,195	3	0	Local	
Chilkat Center Windows Replacement	\$ 24,731	1	0	Local	
Contaminated Soil Removal	\$ 44,500	1	1	Non-Local	28%
High School Roof	\$ 50,900	0	3	Non-Local	
VocEd Building Improvements	\$ 77,975	1	2	Non-Local	43%
Haines Gym, CCtr Doors, Mat Hoist	\$ 89,000	3	1	Local	
Admin Building Roof	\$ 89,005	1	1	Local	
Picture Point Wayside	\$ 95,945	1	0	Local	
Senior Center Siding	\$ 106,250	2	6	Non-Local	6%
Chilkat Center Roof	\$ 121,160	2	3	Local	
HS Air Handling Unit	\$ 319,235	1	2	Non-Local	7%
Allen Road Waterline	\$ 468,748	1	2	Local	
Barnett Bolted Steel Water Tank	\$ 537,950	1	1	Local	
Highland Estates Waterline	\$ 594,075	2	0	Local	
VocEd Building Mechanical	\$ 750,000	0	3	Non-Local	
Third Avenue Improvements	\$ 1,130,500	1	0	Local	
Street Improvements (May 2012)	\$ 1,358,226	1	2	Local	
PC Dock & Letnikof	\$ 5,804,340	0	3	Non-Local	

From: Verrelli, Beth A (DEC) [beth.verrelli@alaska.gov]
Sent: Tuesday, January 19, 2016 9:31 AM
To: Krista Kielsmeier
Subject: RE: Local Preference for Bidders?

Hi Krista,

I am sorry, but a local bidder preference is not allowed for SRF loan projects.

B.

From: Krista Kielsmeier [<mailto:kkielsmeier@haines.ak.us>]
Sent: Monday, January 18, 2016 4:51 PM
To: Verrelli, Beth A (DEC) <beth.verrelli@alaska.gov>
Subject: Local Preference for Bidders?

Beth,

Our engineer requested that we confirm with you that a local bidder preference is allowed for municipal grants and loans. The Borough currently has a 3 percent local bidder preference in code.

Thank you,

Krista Kielsmeier
Deputy Clerk
Haines Borough
Office: 907-766-2231 ext. 36

Hypothetical Bid #1 (with current local bidder preference)

Results

Local Larry: \$103,100

Far Away Fred: \$100,000

If a bid by a responsible and responsive bidder whose principal place of business is within the borough is up to three percent higher than that of the lowest bid by a responsible and responsive bidder, preference may be given to the local bidder.

Local Larry's bid is 3.1 percent higher than the bid of Far Away Fred. The local bidder preference does not apply in this case.

Hypothetical Bid #2 (with proposed local bidder preference)

Results

Local Larry: \$103,100

Far Away Fred: \$100,000

*If a bid by a responsible and responsive bidder whose principal place of business is within the borough is up to ~~three~~ **five** percent higher than that of the lowest bid by a responsible and responsive bidder, preference may be given to the local bidder. **The percent difference shall be calculated as the difference between the low overall bid and the lowest local bid. The local bidder preference shall be noted in all Requests for Bids or Quotes issued by the borough.***

Local Larry's bid is 3.1 percent higher than the bid of Far Away Fred. The local bidder preference does apply in this case.

Note: Grant language such as for the Haines Borough Vocational Education Building Upgrade – “Award selection is based on competitive sealed bids; local hire is not a consideration.”

City of Ketchikan (3.12.040 Purchases of supplies, materials, equipment or services – When competitive bidding or quotations are required):

(4) Local Bidder Preference Award.

(A) Unless contrary to federal or state law or regulation, a contract or purchase for supplies, materials, equipment or contractual services the amount of which is less than \$200,000 shall be awarded to a local bidder where the bid by such local bidder is in all material respects comparable to the lowest responsible nonlocal bid if the amount bid by such local bidder does not exceed the lowest responsible nonlocal bid by more than:

(i) Ten percent of the amount bid by the lowest responsible nonlocal bidder if that nonlocal bidder’s bid is \$100,000 or less;

(ii) Seven percent of the amount bid by the lowest responsible nonlocal bidder or \$10,000, whichever is less, if that nonlocal bidder’s bid is greater than \$100,000 but less than or equal to \$200,000.

No local bidder preference will be allowed if the lowest responsible nonlocal bidder’s bid exceeds \$200,000. The council may by motion adopted prior to bid opening exempt any contract or purchase from the local bidder preference set forth in the preceding sentence.

Haines Borough (3.60.160 Award of contract – Lowest bidder – Evaluation and exception – Negotiation): If a bid by a responsible and responsive bidder whose principal place of business is within the borough is up to three percent higher than that of the lowest bid by a responsible and responsive bidder, preference may be given to the local bidder.

Juneau (Chapter 53.50 – Purchasing of supplies and services):

A bid shall be awarded to a Juneau bidder if its bid is not more than five percent higher than the lowest responsive nonresident bidder's, but shall be awarded to a bidder with disabilities if its bid is not more than ten percent higher than the lowest responsive nondisabled bidder's, unless the bid is for a capital construction improvement or such an award is contrary to state or federal law or regulations.

Ketchikan Gateway Borough:

11.20.080 Local bidder preference award.

(a) A contract or purchase shall be awarded to a local bidder where the bid by such local bidder is, in all material respects, comparable to the lowest responsible nonlocal bid if the amount bid by such local bidder does not exceed the lowest nonlocal bid by more than the following percentages, unless such an award is contrary to state or federal law or regulation, or

unless the assembly, at its discretion, determines prior to giving notice soliciting bids that the provisions of this section shall not apply to the contract or purchases:

Nonlocal bid is:	Local bid is not more than:
\$0 – \$5,000,000	5 percent higher than nonlocal bid
Over \$5,000,000	2.5 percent higher than nonlocal bid

Petersburg (4.04.050 – Bid preference for residents)

A.

Unless contrary to federal or state law, regulation or funding stipulations, a contract or purchase for supplies, materials, equipment or contractual services may, at the discretion of the borough assembly, be awarded to a resident bidder where the bid by such resident bidder is in all material respects comparable to the lowest responsible nonresident bid and the amount bid by such resident bidder does not exceed the lowest responsible nonresident bid by more than five percent. The borough assembly may, after consideration of the bids and other relevant factors, including the public interest, elect not to grant a resident preference.

B.

No resident bidder preference will be allowed if the lowest responsible nonresident bid exceeds \$500,000.00. The assembly may by motion, adopted prior to bid opening, exempt any other contract or purchase from a resident bidder preference.

Sitka (3.16.030 Open market procedures):

C. All purchases less than **twenty-five thousand dollars** shall be made on the open market with such competition as is reasonable and practical in the circumstances as long as by doing so, does not interfere with the ability of the city and borough of Sitka to receive grants and other funding sources. It is the city and borough of Sitka’s intent to promote local purchases whenever the availability, quality, price and delivery is:

1. Within a four percent advantage to what is available outside the municipality for purchases under two thousand five hundred dollars; and
2. Within a two percent advantage to what is available outside the municipality for purchases two thousand five hundred dollars and above.

Skagway (4.05.040 Competitive sealed bid procedure): A bid shall be awarded to a Skagway bidder if its bid is not more than five percent higher than the lowest responsive nonresident bidder’s.

State of Alaska (AS 36.30.321 (a)):

Alaska Bidder Preference – A contract award is made to the lowest responsive and responsible bidder after applying the 5% bidder preference.

Wrangell (5.10.040 When competitive bidding or quotations are required):

D. Local Bidder Preference Award.

1. Unless contrary to federal or state law or regulation, or as otherwise provided in section (D)(2) of this section, a contract for, or purchase of, supplies, materials, equipment, contractual services, or public improvements shall be awarded to a local bidder where the bid by such local bidder is in all material respects comparable to the lowest responsible nonlocal bid, and if the amount bid by such local bidder does not exceed the lowest responsible nonlocal bid by more than:

- a. Five percent of the amount bid by the lowest responsible nonlocal bidder if that nonlocal bidder's bid is \$1,000,000 or less;
- b. Three percent of the amount bid by the lowest responsible nonlocal bidder if that nonlocal bidder's bid is \$1,000,001 or more.

2. This preference shall not be interpreted to mean that the borough is precluded from making the purchase from whatever source is most advantageous to the borough after considering all factors in the public interest even when the price quoted by the local bidder satisfies subsection (D)(1)(a) or (b) of this section.

5.10.070 Local hire required on public improvement contracts

Contracts for public improvements which are funded in whole or in part by local funds or by funds which, in accordance with a federal grant or otherwise, the borough expends or administers, and to which the borough is signatory, may include the requirement that 90 percent of the work shall be accomplished by bona fide local residents, if qualified and available. In the case of federal funds used on a public improvement, the federal program should be intended to encourage economic revitalization, including improvement opportunities for the poor and unemployed.



DATE: 18 September 2015

To: Mayor Hill & Haines Borough Assembly

From: David B. Sosa, Borough Manager

Subject: LOCAL BIDDER PREFERENCE

1. In this week's packet the Assembly will find correspondence from local business owners regarding local preference.
2. I have directed staff to review the request and provide recommendations. From my initial review I offer the following thoughts:
 - a. The request to have the Local Bidder Preference clearly identified in bid documents is worth strong consideration and, barring any legal concerns, I would recommend implementing this.
 - b. The request for Haines to match other communities in offering a 5% local bidder preference is worth strong consideration. I have directed staff to review the policies of other communities in Southeast Alaska and make a recommendation.
 - c. The desire for mandatory local bidder selection requires more detailed staff work and a thorough review before any recommendation can be offered.
3. Staff will continue to provide feedback on this item and I hope to have a staff report to the Assembly included in the packet for the 27 October Assembly Meeting.

Respectfully,

D.B. Sosa

David B. Sosa

Haines Borough Manager



HAINES BOROUGH

AGENDA REQUEST FOR ASSEMBLY ACTION

You may appear before the assembly during the "Public Comments" portion of any regular assembly meeting without making prior arrangements. However, if you want the assembly to take action on a matter, it must be on the agenda. To make a request to have an issue on an agenda, please provide the following information. (See Note below)

Name: Roger Schnabel Date: 09/11/15

Name of Group Represented (if applicable) Haines Contractors

Address: HC 60 Box 4800, Haines, AK 99827 Phone: (907) 766-2833

Email Address: roger@seroad.com Fax: (907) 766-2832

I request to be scheduled on the Borough Assembly meeting agenda dated the 22nd day of September, or as soon thereafter as possible.

Purpose of Request: Local Bidder Preference, HBC 3.60.160 A.8 and 3.60.160 B.
The Haines local contractors whose names appear on the attached memo request a review of the local bidder preference in HBC 3.60.160 A.8. and 3.60.160 B. The contractors recognize the language of the code invites interpretation and inconsistency in the treatment of bid and award procedures. See attached letter from Haines Contractors.

Estimated Time Required (if a presentation) 5 minutes

Action you wish the Assembly to take: Review Local Bidder Preference in HBC 3.60.160 A.8 and HBC 3.60.160 B. and criteria for all bids and awards administered by the Haines Borough, making local preference part of the specifications for each bid, and (2) Increase the allowable local preferential margin to 5%, the factor adopted by other municipalities including Skagway. Please also note that the State of Alaska, both DNR and DOT, offers a 5% local preference in many of their solicitations.

Note: Placement on a borough assembly agenda is not guaranteed. In a manager form of government, some matters are not within the assembly's purview and are more appropriately handled by staff. Your request will be referred to the borough manager and mayor and may require legal review and/or more information before a determination can be made. You will be contacted and informed of the best and most appropriate avenue for action. If your request ends up on an assembly agenda, it will most generally be placed under "Correspondence/Requests" and is subject to all necessary paperwork being submitted in a timely manner. The deadline for agenda topics is 10:00 a.m. the Monday (one week and one day) prior to an assembly meeting. Please be aware that we may ask for additional supportive and/or background information in order to assist the assembly in making an informed decision. The clerk will provide copies for them.

Return this form to the Borough Clerk's Office in the Haines Borough Administrative Office Building, 103 S. Third Ave., P.O. Box 1209, or fax: 766-2716, or email: jcozzi@haines.ak.us.

Date: August 30, 2015

To: Dave Sosa, Manager
Haines Borough

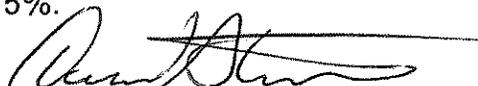
From: Haines Contractors

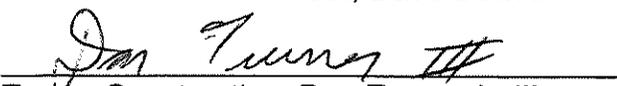
Re: Local Bidder Preference
HBC 3.60.160 A. 8. and 3.60.160 B.

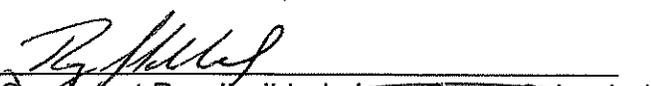
Referenced borough code currently allows the potential for local bidders to receive a preference in the award of competitive bids if the bid is within 3% of the apparent low bid. The potential is underscored by the discretion of the Assembly. Additionally, code does not guarantee transparency in the award to "other than low bidder," as it allows meeting minutes to stand for a statement or reason; bid awards can be dispensed on a consent agenda, and Assemblies are not required to engage in meaningful discussion on matters that may involve personal opinion.

The local contractors, whose names appear below, recognize the language of the code invites interpretation and inconsistency in the treatment of bid and award procedures.

We request a review of this Section with the intent to (1) standardize the specifications and criteria for all bids and awards administered by the Haines Borough, making local preference part of the specifications for each bid and (2) increase the allowable local preferential margin to 5%, the factor adopted by other municipalities including Skagway. As noted the State of Alaska, both DNR and DOT, offers this in many of their solicitations, also at 5%.

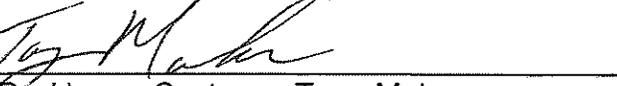

Stickler Construction Co., Dave Stickler

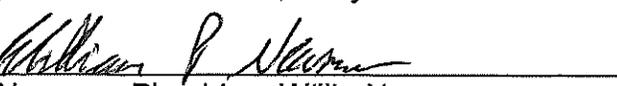

Turner Construction, Don Turner Jr. III

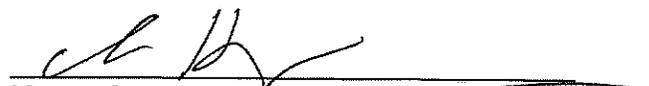

Southeast Roadbuilder's Inc., Roger Schnabel

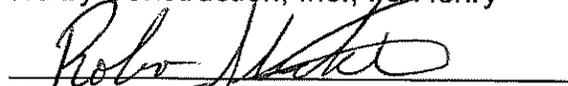

JB Strong Hydroseeding, James Strong

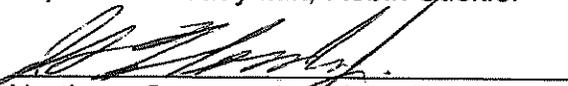

Whiterock Construction, Jack Smith Jr.

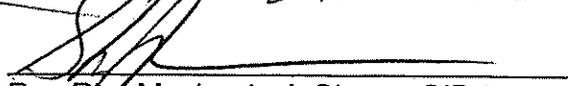

Darkhorse Customs, Tony Malone


Newman Plumbing, Willie Newman

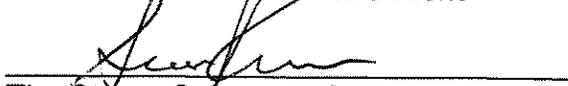

Henry Construction, Inc., Ira Henry

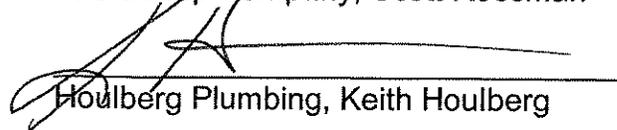

Wolverine Ready Mix, Robin Stickler


Northern Construction, John Floreske


Pao Rim Mechanical, Shawn O'Brien


Dave Ricke Builders, Dave Ricke


The Stump Company, Scott Rossman


Houlberg Plumbing, Keith Houlberg

Date: August 30, 2015

To: Dave Sosa, Manager
Haines Borough

From: Haines Contractors

Re: Local Bidder Preference
HBC 3.60.160 A. 8. and 3.60.160 B.

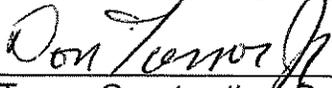
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The local contractors, whose names appear below, recognize the language of the code invites interpretation and inconsistency in the treatment of bid and award procedures.

We request a review of this Section with the intent to (1) standardize the specifications and criteria for all bids and awards administered by the Haines Borough, making local preference part of the specifications for each bid and (2) increase the allowable local preferential margin to 5%, the factor adopted by other municipalities including Skagway. As noted the State of Alaska, both DNR and DOT, offers this in many of their solicitations, also at 5%.

See Page 1

Stickler Construction Co., Dave Stickler



Turner Construction, Don Turner Jr.

See Page 1

Southeast Roadbuilder's Inc., Roger Schnabel

See Page 1

JB Strong Hydroseeding, James Strong

See Page 1

Whiterock Construction, Jack Smith Jr.

See Page 1

Darkhorse Customs, Tony Malone

See Page 1

Newman Plumbing, Willie Newman

See Page 1

Henry Construction, Inc., Ira Henry

See Page 1

Wolverine Ready Mix, Robin Stickler

See Page 1

Northern Construction, John Floreske

See Page 1

Pac Rim Mechanical, Shawn O'Brien

See Page 1

Dave Ricke Builders, Dave Ricke

See Page 1

The Stump Company, Scott Rossman

See Page 1

Houlberg Plumbing, Keith Houlberg

RETURN THIS BID TO THE ISSUING OFFICE AT:



STATE OF ALASKA
DEPARTMENT OF TRANSPORTATION
PROCUREMENT OFFICE
PO BOX 112500
3132 CHANNEL DRIVE, ROOM 310
JUNEAU, ALASKA 99811-2500

THIS IS NOT AN ORDER

DATE ITB ISSUED: April 22, 2015

AGGREGATE E-Chip, B-Chip – Haines, Alaska
(Non-Participating State Funded and Federally Funded)

Sealed bids must be submitted to the State of Alaska, Department of Transportation and Public Facilities, Statewide Procurement Office from which they were issued, and must be time and date stamped by the purchasing section prior to 2:00 PM on April 29, 2015, at which time they will be publicly opened.

DELIVERY LOCATION: DOT&PF, Maintenance Stations; Haines, Alaska.

DELIVERY DATE: See Delivery / Material Availability (page 9)

IMPORTANT NOTICE: If you received this solicitation from the State's "Online Public Notice" web site, you must register with the Procurement Officer listed on this document to receive subsequent amendments. Failure to contact the Procurement Officer may result in the rejection of your offer.

BIDDER'S NOTICE:

Contracts for purchases resulting from this bid will be made utilizing Federal Funds. As such, and per AS 36.30.890, no State of Alaska Bidder or Product Preferences may apply.

Sec. 36.30.890. Federal Assistance

If a procurement involves the expenditure of federal funds or federal assistance and there is a conflict between a provision of this chapter or a regulation adopted under a provision of this chapter and a federal statute, regulation, policy, or requirement, the federal statute, regulation, policy, or requirement shall prevail.

2 AAC 12.730. Federal Assistance

If a procurement involves the expenditure or federal funds or requires federal assistance and there is a conflict between a provision of this chapter and federal statute, regulation, policy, or requirement, the procurement officer shall comply with the federal statute, regulation, policy, or requirement.

Authority: AS 36.30.040; AS 36.30.890

Form containing bidder information: Michael Williams, Procurement Officer; Southeast Road Builders, Inc.; Roger Schnabel; Date: April 29, 2015; Alaska Business License Number: 92-0159551; Vendor Tax ID Number.

17. **DISPUTES:** If a contractor has a claim arising in connection with a contract resulting from this ITB that it cannot resolve with the State by mutual agreement, it shall pursue a claim, if at all, in accordance with the provisions of AS 36.30.620 – 632.
18. **CONSUMER ELECTRICAL PRODUCT:** AS 45.45.910 requires that "...a person may not sell, offer to sell, or otherwise transfer in the course of the person's business a consumer electrical product that is manufactured after August 14, 1990, unless the product is clearly marked as being listed by an approved third party certification program." Electrical consumer products manufactured before August 14, 1990, must either be clearly marked as being third party certified or be marked with a warning label that complies with AS 45.45.910(e). Even exempted electrical products must be marked with the warning label. By signature on this bid the bidder certifies that the product offered is in compliance with the law. A list of approved third party certifiers, warning labels and additional information is available from: Department of Labor, Labor Standards & Safety Division, Mechanical Inspection Section, P.O. Box 107020, Anchorage, Alaska 99510-7020, (907)269-4925.
19. **SEVERABILITY:** If any provision of the contract is declared by a court to be illegal or in conflict with any law, the validity of the remaining terms and provisions will not be affected; and, the rights and obligations of the parties will be construed and enforced as if the contract did not contain the particular provision held to be invalid.
20. **GOVERNING LAW; FORUM SELECTION:** A contract resulting from this ITB is governed by the laws of the State of Alaska. To the extent not otherwise governed by section 17 of these Standard Terms and Conditions, any claim concerning the contract shall be brought only in the Superior Court of the State of Alaska and not elsewhere.

SPECIAL CONDITIONS:

1. **ORDER DOCUMENTS:** Except as specifically allowed under this ITB, an ordering agency will not sign any vendor contract. The State is not bound by a vendor contract signed by a person who is not specifically authorized to sign for the State under this ITB. The State of Alaska Purchase Order, Contract Award and Delivery Order are the only order documents that may be used to place orders against the contract(s) resulting from this ITB.
2. **BILLING INSTRUCTIONS:** Invoices must be billed to the ordering agency's address shown on the individual Purchase Order, Contract Award or Delivery Order. The ordering agency will make payment after it receives the merchandise or service and the invoice. Questions concerning payment must be addressed to the ordering agency.
3. **CONTINUING OBLIGATION OF CONTRACTOR:** Notwithstanding the expiration date of a contract resulting from this ITB, the Contractor is obligated to fulfill its responsibilities until warranty, guarantee, maintenance and parts availability requirements have completely expired.

PREFERENCES:

Note to Bidders.

Alaska Preferences apply for Lot 1 (Non-Participating Funds), and will not apply for Lot 2 (Federal Funds).

1. **ALASKA BIDDER PREFERENCE:** Award will be made to the lowest responsive and responsible bidder after an Alaska bidder preference of five percent (5%) has been applied. The preference will be given to a person who: (1) holds a current Alaska business license at the time designated in the invitation to bid for bid opening; (2) submits a bid for goods or services under the name on the Alaska business license; (3) has maintained a place of business within the state staffed by the bidder, or an employee of the bidder, for a period of six months immediately preceding the date of the bid; (4) is incorporated or qualified to do business under the laws of the state, is a sole proprietorship and the proprietor is a resident of the state, is a limited liability company organized under AS 10.50 and all members are residents of the state, or is a partnership under AS 32.06 or AS 32.11 and all partners are residents of the state; and, (5) if a joint venture, is composed entirely of ventures that qualify under (1) - (4) of this subsection. AS 36.30.170, AS 36.30.321(a) and AS 36.30.990(2)
2. **ALASKA VETERAN PREFERENCE:** If a bidder qualifies for the Alaska bidder preference under AS 36.30.321(a) and AS 36.30.990(2) and is a qualifying entity as defined in AS 36.30.321(f), they will be awarded an Alaska veteran preference of five percent (5%). The preference will be given to a (1) sole proprietorship owned by an Alaska veteran; (2) partnership under AS 32.06 or AS 32.11 if a majority of the partners are Alaska veterans; (3) limited liability company organized under AS 10.50 if a majority of the members are Alaska veterans; or (4) corporation that is wholly owned by individuals and a majority of the individuals are Alaska veterans, and may not exceed \$5,000. The bidder must also add value by actually performing, controlling, managing, and supervising the services provided, or for supplies, the bidder must have sold supplies of the general nature solicited to other state agencies, other governments, or the general public - AS 36.30.321(i).
3. **USE OF LOCAL FOREST PRODUCTS:** In a project financed by state money in which the use of timber, lumber and manufactured lumber is required, only timber, lumber and manufactured lumber products originating in this state from Alaska forests shall be used unless the use of those products has been determined to be impractical, in accordance with AS 36.15.010 and AS 36.30.322.



STATE OF ALASKA
DEPARTMENT OF NATURAL RESOURCES

INVITATION FOR QUOTES FOR
A SMALL PROCUREMENT
(CONSTRUCTION RELATED)

INSTRUCTIONS TO OFFERORS

The State of Alaska desires that all Offerors submitting quotes on construction contracts are given a fair and equal opportunity to compete. Offerors are required to follow these instructions:

REVIEW THE PROJECT DOCUMENTS: Most construction Projects in excess of \$1,000 will have some type of written documentation prepared expressly for the Work. If you are asked to submit a quote and no written information has been provided, you should ask the procurement Agency for written documentation. If the scope of services have been described to you verbally, and you are selected for Contract Award, you must ensure that the information of the services to be performed (scope of work) is put in writing prior to accepting the Contract. When providing a Quote, carefully review and consider all materials related to the solicitation and work of the contract. **By submitting a quote the Offeror warrants that they are familiar with the Project requirements, have visited or otherwise examined the site, and are aware of the conditions to be encountered.** Offeror's can verify the contents and completeness of their quote documents by contacting the procurement Agency individual named on the front of this form.

SUBMITTING THE QUOTE: The Quote must be submitted in one of the following formats as called for in the Invitation:

1. **ORALLY** - if a verbal quote is solicited, the Offeror must provide, in addition to their quote amount and mailing address -- (1) their valid Alaska Business License number, (2) if applicable, a valid Contractor's Registration number, (3) their status as an Alaskan Bidder (Offeror), (4) their intended use of Alaskan products, (5) the carrier's name and policy number for their Workers' Comp Insurance (or a statement of sole proprietorship, if applicable), and (6) the Employer (Tax) Identification Number or Social Security Number. The Procurement Agency will enter this information on the quote schedule.
2. **WRITTEN** - if a written quote is solicited, the Offeror must complete, in ink or typewritten, the *Small Procurement Quote Submittal*, Form SPC-002. Failure to acknowledge receipt of addenda or to execute the form correctly and completely may disqualify the quote.

NOTE: The Department of Labor requires an Offeror to be licensed and registered for the required type of work prior to submitting a quote. If the procurement Agency determines the Offeror is improperly registered or licensed, their quote may be deemed nonresponsive.

SUBCONTRACTOR LISTING: Subcontractors intended to be utilized on this contract must be listed in the response to the solicitation. Work shall not be awarded to any subcontractor without prior approval from the procurement Agency. Subcontractors may be added or removed only as approved by the procurement Agency.

DETERMINATION OF THE LOWEST RESPONSIBLE QUOTE AND CONTRACT AWARD: Following receipt and determination of all responsive oral, written or sealed quotes, the procurement Agency will compare the quotes and determine the lowest Offeror. If the procurement Agency discovers a discrepancy between the unit price amount and the extended amount; the unit price amount will prevail. Conditioned quotes, unless expressly requested, will not be considered. When the quote schedule is composed of a basic amount with alternates, the procurement Agency will base its determination of the low quote and the amount of the Contract Award solely upon those quotes, basic and alternates, that are priced within the extent of available construction funds. Alternates will be considered for Award in the order listed, except that if the order of Offerors is not affected, the Award may include any combination of funded alternates, or none, as may be in the best interest of the procurement Agency.

When determining the lowest quote, the procurement Agency will also give a 5% Alaska Offeror's preference and an appropriate Alaska Products preference to quotes designating the applicability of a preference. To qualify for the Offeror's preference (per AS 36.30.170) the Offeror **must** (1) hold a current Alaska Business License, (2) submit the quote under the name appearing on the license, (3) have staffed and maintained a place of business within Alaska for the previous six months and (4) be incorporated or qualified to do business under the laws of the State. In addition, if the Offeror is a partnership or joint venture, all parties must meet the criteria to be eligible for the preference. A booklet fully describing the Alaska Preferences (Bidder, Offeror, Product, Disabilities, Veteran) program is available at <http://doa.alaska.gov/dgs/pdf/pref2.pdf>. A detailed description of the Alaska Products Preference Program is available at <http://www.commerce.state.ak.us/ded/dev/prodpref/prodpref.htm>.

The procurement Agency will make a determination of **responsibility** as required by 2 AAC 12.500. If the lowest Offeror is declared responsible, the procurement Agency will execute the *Notice of Award / Notice to Proceed*, Form SPC-003, and send it to the Offeror for acknowledgement. If the lowest Offeror is found to be nonresponsive, this process will be repeated with the second lowest Offeror -- and so on until the lowest responsive and responsible Offeror is determined.

NOTICE OF AWARD AND PROTEST: A written notice will be provided on all Awards exceeding \$ 25,000 (2 AAC 12.400(h)). All protests must be filed with the Commissioner of the procurement Agency (or designee) and copied to the Procurement Officer. Protest procedures are described in AS 36.30.560 and 2 AAC 12.695. The extent of the protest remedy is limited to quote preparation costs (AS 36.30.585).

C. Tabulation. A tabulation of all bids received and opened shall be made with appropriate recommendations for acceptance or rejection of bids. A copy of the tabulation shall be furnished to each bidder, along with notice of intent to award.

3.60.150 Action on bids.

Upon receipt and opening of the bids, the assembly or its delegate shall have the authority to:

- A. Waive any and all irregularities on any or all bids;
- B. Reject defective or nonresponsive bids;
- C. Reject all bids;
- D. Re-advertise the project for bidding, with or without making changes in the project plans, specifications or scope of work;
- E. Award the contract in accordance with HBC 3.60.160.

3.60.160 Award of contract – Lowest bidder – Evaluation and exception – Negotiation.

A. Lowest Responsible and Responsive Bidder. A contract shall be awarded to the lowest responsible bidder. In determining the lowest responsible bidder, in addition to price, there shall be considered:

1. The ability, capacity and skill of the bidder to perform the contract;
2. Whether the bidder can perform the contract within the time specified, without delay or interference;
3. The character, integrity, reputation, judgment, experience and efficiency of the bidder;
4. The quality of performance of previous contracts for the borough by the bidder;
5. The previous and existing compliance by the bidder with laws and ordinances relating to the contract;
6. The sufficiency of the financial resources and ability of the bidder to perform the contract;
7. The number and scope of conditions attached to the bid;
8. If a bid by a responsible and responsive bidder whose principal place of business is within the borough is up to three percent higher than that of the lowest bid by a responsible and responsive bidder, preference may be given to the local bidder.

B. Award to Other than Low Bidder. A decision to award a contract to other than the bidder offering the lowest price shall be made only by the assembly. When an award is given to other than the lowest bidder, a full and complete written statement of the reasons therefor shall be delivered by the mayor or the mayor's designee to the unsuccessful low bidder or bidders and filed with the other papers

Failure to Execute Contract: Failure of the successful Bidder to execute and return the contract agreement and other documents within seven (7) days after receipt of the Municipality's Notice of Intent to Award, will be just cause for the rejection of the award. Award may then be made to the next lowest responsive, responsible and qualified Bidder, or the work may be re-advertised, in the sole discretion of the Municipality.

If the Municipality does not execute the contract agreement within fifteen (15) days following receipt from the Bidder of all required documents appropriately executed for the award of the contract, the Bidder shall have the right to withdraw its bid without penalty.

Skagway Bidder Preference: A bid shall be awarded to a Skagway bidder if Bidder's bid is not more than five percent higher than the lowest responsive nonresident bidder's. A bid shall be rejected if it contains a material alteration or an erasure. The Municipality may reject the bid of a bidder who failed to perform or failed to timely perform on a previous contract with the Municipality or any municipality. The Borough manager may reject any and all bids and waive any informalities or minor irregularities in the bids. Where all bids are rejected, and new bids are called for on substantially the same purchase or contract, each of the bidders whose bids were rejected shall be timely notified of the new call for bids and of changes, if any, in the specifications and requirements.

Permit Responsibility: Successful Bidder/Contractor shall obtain any and all necessary permits from Federal, State and local authorities for this project, including any applicable fees and costs associated with the permit/process.

Davis Bacon: Alaska Labor Standards, reporting and prevailing wage rate determination is made part of this bid package. If this project is over \$25,000, a notice of award will be sent to the Alaska Department of Labor - Wage and Hour Section. The State will require that certified payroll forms are completed and the State has the right to randomly audit the successful bidders company to ensure Davis Bacon Wages are being paid for this project.

Payment and Performance Bond: If this project is under \$50,000 no bonding is required and the bonding bid sheet does not need to be completed. If this project is over \$50,000 but under \$150,000, bidder must sign the bonding exemption checklist & have it notarized. Answers to questions on Bonding Exemption Checklist page may require bonding papers or a letter from bonding company saying contractor is bondable for this project for the amount of the project. If this project is over \$150,000, bonding **IS** required. For purposes of bid documents, a signed letter from a surety company committing to the bonding of the contractor in the amount of the project will suffice until the time of actual signing of the contract, when bond must be on hand. (See Bonding Exempt Checklist)

Ownership of Bid Submittals: Once bids are opened, they become the property of the Municipality, and shall not be returned. Bids may be withdrawn by submitting a written withdrawal request to the same address to which the bid was submitted if said request is received by the Municipality one (1) hour prior to the bid opening time and date. The bid shall be returned to the Bidder unopened.



Haines Borough
Assembly Agenda Bill

Agenda Bill No.: 16-617
Assembly Meeting Date: 2/9/16

Business Item Description:	Attachments:
Subject: Amend Port Tariff to Adjust Various Rates to Reflect 2016-2020 Years	1. Ordinance 16-01-427 2. Tariff pages 15, 15B, 16, and 18 from Terminal Tariff to show how they will look after ordinance adoption 3. Harbormaster Memo 4. Lutak Dock Expenditures FY12 - FY16 5. PHAC Recommendation
Originator: Harbormaster	
Originating Department: Ports and Harbors	
Date Submitted: 12/28/15	

Full Title/Motion:
Motion: Adopt Ordinance 16-01-427.

Administrative Recommendation:
This ordinance is recommended by the harbormaster and Port and Harbor Advisory Committee.

Fiscal Impact:

Expenditure Required	Amount Budgeted	Appropriation Required	Projected Impact to Future Operating Budgets
\$	\$	\$	Increases in Dock Revenue

Comprehensive Plan Consistency Review:

Comp Plan Goals/Objectives: 4.5.5 Borough Enterprise Funds; Page 53	Consistent: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
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Summary Statement:

The current Port Tariff Fee Schedule does not project the Lutak Dockage Rates nor the Wharfage Rates past 2015. It is the recommendation of the Port & Harbor Advisory Committee(PHAC), and the Harbormaster, that a revised Port Tariff Fee Schedule be adopted to reflect an annual 3% rate increase the next five years, 2016-2020. Additionally, staff recommends the other pages of the tariff showing annual increases be amended to make the date ranges consistent.

Referral:

Referred to:	Referral Date:
Recommendation:	Meeting Date:

Assembly Action:

Meeting Date(s): 1/12, 1/26, 2/9/16	Public Hearing Date(s): 1/26, 2/9/16
	Postponed to Date:

AN ORDINANCE OF THE HAINES BOROUGH AMENDING THE PORT OF HAINES TERMINAL TARIFF NO. 3 TO ADJUST DOCKAGE, WHARFAGE RATES, AND PER-GALLON FUEL FLOW-THROUGH RATES AT DOCK FACILITIES.

BE IT ORDAINED BY THE HAINES BOROUGH ASSEMBLY:

Section 1. Classification. This ordinance shall not become a part of the Haines Borough Code.

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

Section 3. Effective Date. This ordinance is effective upon adoption.

Section 4. Amendment of Rule No. 34, 300, Page 15, Port of Haines Terminal Tariff No.3. Port of Haines Terminal Tariff No.3 is amended to adjust dockage rates to reflect 3% annual increases over a five-year period, 2016-2020, and shall read, as follows:

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

RULE NO. 34 TERMINAL TARIFFS

300. ITEM 300 DOCKAGE RATES (C)

Dockage charges are assessed upon Length-Over-All (LOA) of the vessel. LOA is defined as the linear distance, in feet, from the most forward point at the stem to the aftermost part of the stern of the vessel, measured parallel to the base of the vessel.

LOA of the vessel as published in "Lloyds Register of Shipping" will be used and when not published, the Port reserved the right to: (a) obtain the LOA from the vessel's register, or (b) measure the vessel.

Except as otherwise provided below, dockage rates per foot per 24-hour period:

~~2011 2012 2013 2014 2015~~

Dockage: ~~\$2.50 \$2.75 \$3.00 \$3.30 \$3.65~~

<u>Dockage Rate</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>	<u>2019</u>	<u>2020</u>
<u>3% Annual Increase</u>	<u>\$3.76</u>	<u>\$3.87</u>	<u>\$3.99</u>	<u>\$4.11</u>	<u>\$4.23</u>

Minimum charge of \$80.00

These rates shall be increased 3% annually, effective January 1 of each year.

Section 5. Amendment of Rule No. 34, 306, Page 15B, Port of Haines Terminal Tariff No.3. Port of Haines Terminal Tariff No.3 is amended to add the 2020 5% PC Dock Lightering rate increase to the rate table and shall read, as follows:

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

RULE NO. 34 TERMINAL TARIFFS

306. PORT CHILKOOT DOCK LIGHTERING FACILITY RATES

For use of Port Chilkoot Dock lightering float dock, including lightering to transfer passengers to or from larger vessels; to pick up or discharge passengers for local marine tours; moorage of vessels; and moorage of vessels unable to moor in the small boat harbor.

1. Rates:

A. Lightering or transfer of passengers to or from a larger vessel: Two hundred fifty (\$250) dollars flat rate per 24-hour period.

B. Use of the facility by vessels with a capacity of ten passengers or more to load or unload passengers for tours or charters originating or ending in Haines (per docking):

Per-Docking Fee	2014	2015	2016	2017	2018	2019	<u>2020</u>
5% Annual Increase	\$20.00	\$21.00	\$22.05	\$23.15	\$24.31	\$25.53	<u>\$26.80</u>

2. Use of the Port Chilkoot Dock Facility including the Lightering Float on a permanent or routine basis must be approved by the Borough Assembly in the form of a special use agreement ("SUA").

3. In case of an emergency or lack of moorage space in the small boat harbor when the Port Chilkoot Dock Facility must be used for transient moorage, standard transient moorage rates shall apply for no more than seventy-two consecutive hours per vessel. Such use shall not interfere with the scheduled use of the dock by other vessels. Following expiration of the seventy-two hour period, standard dockage rates shall apply.

4. All other vessels shall pay standard dockage rates.

Section 6. Amendment of Rule No. 34, 310, Page 16, Port of Haines Terminal Tariff No.3. Port of Haines Terminal Tariff No.3 is amended to adjust per-gallon flow-through rates to reflect 3% annual increases over a five-year period, 2016-2020, and shall read, as follows:

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

RULE NO. 34 TERMINAL TARIFFS

340. ITEM 340 PER-GALLON FLOW-THROUGH RATES

For the transport of fluids, including, but not limited to, fuel, through pipelines across Borough port and dock facilities in both directions in any one calendar year.

Up to five million gallons — \$ 0.02 per gallon
Five million gallons and over — \$ 0.0175 per gallon

Per-Gallon Rate	<u>2016</u>	<u>2017</u>	<u>2018</u>	<u>2019</u>	<u>2020</u>
<u>Up to 5 million gallons</u>	<u>\$.0232</u>	<u>\$.0239</u>	<u>\$.0246</u>	<u>\$.0253</u>	<u>\$.0261</u>
<u>5 million gallons & over</u>	<u>\$.0203</u>	<u>\$.0209</u>	<u>\$.0215</u>	<u>\$.0222</u>	<u>\$.0228</u>

These rates shall be increased 3% annually, effective January 1 of each year.

Section 7. Amendment of Rule No. 34, 306, Page 18, Port of Haines Terminal Tariff No.3. Port of Haines Terminal Tariff No.3 is amended to adjust wharfage rates to reflect 3% annual increases over a five-year period, 2016-2020, and shall read, as follows:

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

RULE NO. 34 TERMINAL TARIFFS

400. ITEM 400 WARFAGE AND HANDLING (C)

Except as otherwise provided, wharfage rates named below are in dollars and cents per ton (2,000 pounds) or 40 cubic feet, as freighted.

Handling charges are by special arrangement with terminal use permit holders.

WHARFAGE

ITEM 401: Freight, N.O.S.

ITEM 402: Logs

ITEM 403: Gravel, Pit run Sand or Gravel; Sand; Crushed Aggregate; Process Stone or Boulders

ITEM 404: Explosives and other Hazardous Cargo, Viz.:

Powder, gun or blasting; Blasting Caps and Agents; Dynamite; High Explosives; Ammunition other than small arms; and other cargo deemed hazardous by the Haines Borough. (See Note 1)

	<u>2013</u>	<u>2014</u>	<u>2015</u>
Item 401: NOS	\$4.25	\$4.65	\$5.15
Item 402: Logs	\$0.50	\$0.55	\$0.60
Item 403: Gravel	\$0.30	\$0.35	\$0.40
Item 404: Explosives/ Hazardous Waste	\$9.70	\$10.65	\$11.70

<u>Wharfage Rates</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>	<u>2019</u>	<u>2020</u>
<u>Item 401: NOS</u>	<u>\$5.30</u>	<u>\$5.46</u>	<u>\$5.63</u>	<u>\$5.80</u>	<u>\$5.97</u>
<u>Item 402: Logs</u>	<u>\$0.62</u>	<u>\$0.64</u>	<u>\$0.66</u>	<u>\$0.67</u>	<u>\$0.69</u>
<u>Item 403: Gravel</u>	<u>\$0.41</u>	<u>\$0.42</u>	<u>\$0.44</u>	<u>\$0.45</u>	<u>\$0.46</u>
<u>Item 404: Explosives & Hazardous Waste</u>	<u>\$12.05</u>	<u>\$12.41</u>	<u>\$12.79</u>	<u>\$13.17</u>	<u>\$13.56</u>

NOTE 1) Material subject to Rule 34.250. Written permission of the Haines Borough must be obtained prior to any movement of explosives and other hazardous cargo over Borough Port facilities.

These rates shall be increased **3% annually**, effective January 1 of each year.

ADOPTED BY A DULY CONSTITUTED QUORUM OF THE HAINES BOROUGH ASSEMBLY THIS ____ DAY OF _____, 2016.

ATTEST:

Janice Hill, Mayor

Julie Cozzi, MMC, Borough Clerk

Date Introduced: 01/12/16
Date of First Public Hearing: 01/26/16
Date of Second Public Hearing: 02/09/16

PORT OF HAINES TERMINAL TARIFF, FMC NO.3	Orig./Rev.	Page
	8th Rev. <u>9th Rev.</u>	15.
	Cancel	Page
	7th Rev. <u>8th Rev.</u>	15.
	Effective Date	
	April 10, 2012 <u>February 9, 2016</u>	
	Ordinance 12-03-283; <u>Ordinance 16-01-427 \$4</u>	

RULES AND REGULATIONS

RULE NO. 34. TERMINAL TARIFFS

299. SECTION 3 - DOCKAGE AND UTILITY RATES

RESERVED.

300. ITEM 300 DOCKAGE RATES (C)

Dockage charges are assessed upon Length-Over-All (LOA) of the vessel. LOA is defined as the linear distance, in feet, from the most forward point at the stem to the aftermost part of the stern of the vessel, measured parallel to the base of the vessel.

LOA of the vessel as published in "Lloyds Register of Shipping" will be used and when not published, the Port reserved the right to: (a) obtain the LOA from the vessel's register, or (b) measure the vessel.

Except as otherwise provided below, dockage rates per foot per 24-hour period:

~~2011~~ ~~2012~~ ~~2013~~ ~~2014~~ ~~2015~~
 Dockage: \$2.50 \$2.75 \$3.00 \$3.30 \$3.65

<u>Dockage Rate</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>	<u>2019</u>	<u>2020</u>
<u>3% Annual Increase</u>	<u>\$3.76</u>	<u>\$3.87</u>	<u>\$3.99</u>	<u>\$4.11</u>	<u>\$4.23</u>

Minimum charge of \$80.00

These rates shall be increased 3% annually, effective January 1 of each year.

(continued on page 15.A)

ISSUED BY: ~~Mark Earnest~~ **Brad Ryan**, **Interim** Borough Manager, Haines Borough

PORT OF HAINES TERMINAL TARIFF, FMC NO.3	Orig./Rev.	Page
	6th Rev. 7th Rev.	15.B
	Cancels	Page
	5th Rev. 6th Rev.	15.B
	Effective Date	
	May 13, 2014 February 9, 2016	
	Ord.11-02-255; Ord.13-08-348 §5; Ord. 14-04-374; Ord. 16-01-427 §5	

RULES AND REGULATIONS

RULE NO. 34. TERMINAL TARIFFS

306. PORT CHILKOOT DOCK LIGHTERING FACILITY RATES

For use of Port Chilkoot Dock lightering float dock, including lightering to transfer passengers to or from larger vessels; to pick up or discharge passengers for local marine tours; moorage of vessels; and moorage of vessels unable to moor in the small boat harbor.

1. Rates:

A. Lightering or transfer of passengers to or from a larger vessel: Two hundred fifty (\$250) dollars flat rate per 24-hour period.

B. Use of the facility by vessels with a capacity of ten passengers or more to load or unload passengers for tours or charters originating or ending in Haines (per docking):

Per-Docking Fee	2014	2015	2016	2017	2018	2019	2020
5% Annual Increase	\$20.00	\$21.00	\$22.05	\$23.15	\$24.31	\$25.53	\$26.80

2. Use of the Port Chilkoot Dock Facility including the Lightering Float on a permanent or routine basis must be approved by the Borough Assembly in the form of a special use agreement ("SUA").

3. In case of an emergency or lack of moorage space in the small boat harbor when the Port Chilkoot Dock Facility must be used for transient moorage, standard transient moorage rates shall apply for no more than seventy-two consecutive hours per vessel. Such use shall not interfere with the scheduled use of the dock by other vessels. Following expiration of the seventy-two hour period, standard dockage rates shall apply.

4. All other vessels shall pay standard dockage rates.

307. ITEM 307 ACCOMMODATION LADDER USE RATES

There shall be a charge of \$100 for each use by a vessel of the Port's passenger accommodation ladder.

ISSUED BY: ~~Mark Earnest~~ **Brad Ryan, Interim** Manager, Haines Borough

PORT OF HAINES TERMINAL TARIFF, FMC NO.3	Orig./Rev.	Page
	4th Rev. 5th Rev.	16.
	Cancel	Page
	3rd Rev. 4th Rev.	16.
	Effective Date	
	September 24, 2013 February 9, 2016	
	Ord.11-02-255; Ord.13-08-348 §6; Ord. 16-01-427	

RULES AND REGULATIONS

RULE NO. 34. TERMINAL TARIFFS

310. ITEM 310 WATER RATES

Water may be furnished to vessels at the discretion of the Haines Borough at the following rates:

\$50 service charge plus \$4.50 per 1,000 gallons for water at any Haines Port Facility.

320. ITEM 320 ELECTRICITY RATES

Electrical Outlets: Subject to availability, electricity will be furnished at cost plus ten percent (10%). It will be the responsibility of the user to provide receptacles with proper voltage. The Haines Borough will not be responsible for electric power failure.

330. ITEM 330 TERMINAL USE PERMITS

The services of handling, loading, unloading and other terminal services not specified herein are provided by independent agents at the Port of Haines under terminal use permits issued by the Haines Borough.

340. ITEM 340 PER-GALLON FLOW-THROUGH RATES

For the transport of fluids, including, but not limited to, fuel, through pipelines across Borough port and dock facilities in both directions in any one calendar year.

~~Up to five million gallons — \$ 0.02 per gallon~~
~~Five million gallons and over — \$ 0.0175 per gallon~~

<u>Per-Gallon Rate</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>	<u>2019</u>	<u>2020</u>
<u>Up to 5 million gallons</u>	<u>\$.0232</u>	<u>\$.0239</u>	<u>\$.0246</u>	<u>\$.0253</u>	<u>\$.0261</u>
<u>5 million gallons & over</u>	<u>\$.0203</u>	<u>\$.0209</u>	<u>\$.0215</u>	<u>\$.0222</u>	<u>\$.0228</u>

These rates shall be increased 3% annually, effective January 1 of each year.

PORT OF HAINES TERMINAL TARIFF, FMC NO.3	Orig./Rev.	Page
	5th Rev. 6th Rev.	18
	Cancel	Page
	4th Rev. 5th Rev.	18
	Effective Date	
	September 24, 2013 February 9, 2016	
	Ordinance 11-02-255; Ordinance 13-08-348 §7; Ordinance 16-01-427 §7	

RULES AND REGULATIONS

RULE NO. 34. TERMINAL TARIFFS

400. ITEM 400 WHARFAGE AND HANDLING (C) ---continued---

WHARFAGE

ITEM 403:

Gravel, Pit run Sand or Gravel; Sand; Crushed Aggregate; Process Stone or Boulders

ITEM 404:

Explosives and other Hazardous Cargo, Viz.:

Powder, gun or blasting; Blasting Caps and Agents; Dynamite; High Explosives; Ammunition other than small arms; and other cargo deemed hazardous by the Haines Borough. (See Note 1)

	<u>2013</u>	<u>2014</u>	<u>2015</u>
Item 401: NOS	\$4.25	\$4.65	\$5.15
Item 402: Logs	\$0.50	\$0.55	\$0.60
Item 403: Gravel	\$0.30	\$0.35	\$0.40
Item 404: Explosives/ Hazardous Waste	\$9.70	\$10.65	\$11.70

<u>Wharfage Rates</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>	<u>2019</u>	<u>2020</u>
<u>Item 401: NOS</u>	<u>\$5.30</u>	<u>\$5.46</u>	<u>\$5.63</u>	<u>\$5.80</u>	<u>\$5.97</u>
<u>Item 402: Logs</u>	<u>\$0.62</u>	<u>\$0.64</u>	<u>\$0.66</u>	<u>\$0.67</u>	<u>\$0.69</u>
<u>Item 403: Gravel</u>	<u>\$0.41</u>	<u>\$0.42</u>	<u>\$0.44</u>	<u>\$0.45</u>	<u>\$0.46</u>
<u>Item 404: Explosives & Hazardous Waste</u>	<u>\$12.05</u>	<u>\$12.41</u>	<u>\$12.79</u>	<u>\$13.17</u>	<u>\$13.56</u>

NOTE 1) Material subject to Rule 34.250. Written permission of the Haines Borough must be obtained prior to any movement of explosives and other hazardous cargo over Borough Port facilities.

These rates shall be increased 3% annually, effective January 1 of each year.



Memo

Ports & Harbors

Date: December 17, 2015

To: Brad Ryan, Haines Borough Interim Manager

From: Shawn Bell, Harbormaster

Re: Revised Port Tariff Fee Schedule

The current Port Tariff Fee Schedule does not project the Lutak Dockage Rates nor the Wharfage Rates past 2015. It is the recommendation of the Ports & Harbors Advisory Committee (PHAC), and the Harbormaster, that a revised Port Tariff Fee Schedule be adopted.

Background

In 2011 an ordinance was brought before the assembly to significantly increase the Port Tariff Wharfage Rates as well as increase and change the rate structure to the Dockage Rate. Under Wharfage, this proposal was set to change Freight (NOS) from \$2.00 per ton to \$7.50 per ton and Explosives from \$8.00 per ton to \$20.00 per ton. In the end, the proposed base Dockage Rate was adopted but the Wharfage Rate was reworked. To compromise between the need to increase revenue but still remain business friendly, the assembly voted to increase Wharfage Rates to a lesser degree and to phase the increase over several years. Dockage and Wharfage Rates have now been increasing by 10% annually from 2011 till present. The current rate for Freight is \$5.15 per ton and Explosives is \$11.70 per ton. The current rate for Dockage is \$3.65 per linear foot.

Note: Freight (NOS) and Explosives is quoted because these are the two most commonly used wharfage rates at Lutak.

Options

The assembly could choose from any number of options:

- Keep rates flat at current level.
- Increase rates to any other desired percentage.
- Have rates increase at 3% annually, as recommended.

I believe that if rates are not slightly increased each year, we would eventually find ourselves in the same position that the Borough faced in 2011. Because rates were not kept up with, drastic changes were proposed and a fairly large increase of 10% annually was adopted. This is not healthy for businesses that require rate stability when using our facility or for the facility's financial wellbeing.

Any number of percentages could be chosen for a rate increase, but I would caution against too small or too large a change. If it is too small, you do little more than keep the rates flat.

Eventually the rates would again need to be increased, and if too much time elapses, you again are faced with the 2011 scenario. If too large of an increase, business can be either chased away or decreased.

Why 3% Annually

We cannot easily compare ourselves with other Alaskan Ports and see how our rates match up; there are too many factors to consider. We can, however, see how rates are increased, once a desired rate level is achieved. The Port of Anchorage and the Alaska Railroad (Seward and Whittier Terminals) are both good examples. The Port of Anchorage has a set annual increase of 4% with both Wharfage and Dockage, while the Alaska Railroad increases its Wharfage and Dockage rates by 3% annually.

A 3% annual increase would, at a minimum, keep the port rates up with annual cost increases. According to the state of Alaska, the Consumer Price Index (CPI) for the US has risen an average of 2.93% over the last 30 years. Likewise, the CPI for Anchorage has risen an average of 2.63%.

Projected Revenue Vs. Expenses

Based off of 2015 revenue numbers, if rates were raised by 3%, we could expect an additional \$3,000.00 in wharfage and \$2,500.00 in dockage. Attached is an expense report from FY 12 – budgeted FY 16. Depending on what work is being completed, Lutak expenses can fluctuate a fair amount.

Lutak Dock Expenditures*Budget*

	<u>FY12</u>	<u>FY13</u>	<u>FY14</u>	<u>FY15</u>	<u>FY16</u>
Payroll	\$ 99,310	\$ 108,373	\$ 111,152	\$ 92,737	\$ 96,727
Materials & Supplies	9,599	11,115	5,181	8,671	9,250
Professional & Contractual	20,171	22,838	59,335	50,317	108,800
Travel & Training	1,485	2,820	1,835	1,181	2,400
Maintenance	3,806	11,177	2,807	11,731	9,000
Utilities	4,594	4,828	7,040	5,658	5,260
Insurance	3,883	2,690	3,931	3,563	3,650
Vehicle Expense	867	1,655	1,793	1,434	2,400
Depreciation	149,691	162,773	172,119	172,116	165,000
Other	223	549	492	810	400
	<u>\$ 293,628</u>	<u>\$ 328,818</u>	<u>\$ 365,685</u>	<u>\$ 348,218</u>	<u>\$ 402,887</u>
% Increase		12%	11%	-5%	16%



Haines Borough
BOROUGH ASSEMBLY
ACTION REQUEST

DATE: 12-17-15

TO: Borough Assembly

FROM: Haines Borough Ports and Harbor Advisory Committee

BOARD ACTION: Motion. Hughes, sec Pardee passed 5-1 HBPHAC request Borough Assembly consider a 3% annual increase on Dockage and Wharfage tariffs. As per pg 15 and 18 of Port of Haines Terminal Tariff, FMC NO.3 dated 5-13-14.

RATIONALE: Shawn Bell, harbormaster, requested HBPHAC review and recommend a 3% annual increase on wharfage and dockage. The past rate of increase was 10% annually and ends 12-31-15. The annual increases were set to raise tariffs to the present level. The 3% annual increase is reasonable and will (estimated) generate between \$5,000 and \$6,000 annually.

HBPHAC REQUEST: Haines Borough Assembly to adjust dockage and wharfage 3% annually by updating the Port of Haines Terminal Tariff Schedule in a timely manner.

SUBMITTED BY Norman Hughes Chair HBPHAC



Haines Borough
Assembly Agenda Bill

Agenda Bill No.: 16-618

Assembly Meeting Date: 2/9/16

Business Item Description:	Attachments:
Subject: FY16 Budget Amendment Ordinance #2	1. Ordinance 16-01-428 2. Budget Amendment Worksheet 3. Tourism Budget Amendment Supporting Documents 4. Spawn Estimate & Timeline for Online Marketing Proposal
Originator: Borough Manager	
Originating Department: Administration	
Date Submitted: 1/5/16	

Full Title/Motion:
Motion: Adopt Ordinance 16-01-428.

Administrative Recommendation:
The borough manager recommends these budget amendments.

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

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

Summary Statement:
<p>Proposed amendments to the FY16 Budget: 1) Adjust revenue projection for FY16 Federal Payment in Lieu of Taxes based on the final receipt of funds, 2) Adjust revenue projection for FY16 Raw Fish Tax from the State of Alaska revenues based on the final receipt of funds, 3) Recognize revenue from the August 2015 sale of surplus assets, 4) Decrease the FY16 appropriation for the Community & Economic Development Director payroll by \$64,000 and increase the FY16 appropriation for Haines Tourism Promotion Advertising; Travel & Per Diem; Training & Registration; and Professional & Contractual Services by the same amount, 5) Recognize grant revenue of \$142,428 for principal forgiveness for loans made the Haines Borough, 6) Move budgeted revenue and related expenditures for the Haines Motor Vehicle Registration Tax from Fund 01 to the new Vehicle Impoundment and Retirement Program Fund, 7) Transfer from the new Vehicle Impoundment and Retirement Program Fund in FY16, 8) Adjust the FY16 appropriation for Banking & Insurance for Fire District #1. See the ordinance for more detail.</p>

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

Assembly Action:
Meeting Date(s): 1/12, 1/26, 2/9/16 Public Hearing Date(s): 1/26, 2/9/16 Postponed to Date: _____

AN ORDINANCE OF THE HAINES BOROUGH, PROVIDING FOR THE ADDITION OR AMENDMENT OF SPECIFIC LINE ITEMS TO THE FY16 BUDGET.

BE IT ENACTED BY THE HAINES BOROUGH ASSEMBLY:

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

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

Section 3. Appropriation. This appropriation is hereby authorized as part of the budget for the fiscal year July 1, 2015 through June 30, 2016.

Section 4. Purpose. To provide for the addition or amendment of specific line items to the FY16 budget as follows:

(1) To adjust revenue projection for FY16 Federal Payment in Lieu of Taxes based on the final receipt of funds. The adopted budget was \$340,000 but \$344,344 was received.				
		Current FY16 Budget	Proposed FY16 Budget	Fund Balance Increase / (Decrease)*
01-01-09-4532	Federal Revenue – P.I.L.T	\$340,000	\$344,344	\$4,344
(2) To adjust revenue projection for FY16 Raw Fish Tax from the State of Alaska revenues based on the final receipt of funds. The adopted budget was \$219,200 but \$212,855 was received.				
		Current FY16 Budget	Proposed FY16 Budget	Fund Balance Increase / (Decrease)*
01-01-09-4363	State Revenue – Raw Fish Tax	\$219,000	\$212,855	(\$6,145)
(3) To recognize revenue from the August 2015 sale of surplus assets.				
		Current FY16 Budget	Proposed FY16 Budget	Fund Balance Increase / (Decrease)*
01-01-09-4640	Sale of Fixed Assets	\$0	\$13,609	\$13,609
(4) To decrease the FY16 appropriation for the Community & Economic Development Director payroll by \$64,000 and to increase the FY16 appropriation for Haines Tourism Promotion Advertising; Travel & Per Diem; Training & Registration; and Professional & Contractual Services by the same amount.				
		Current FY16 Budget	Proposed FY16 Budget	Fund Balance Increase / (Decrease)*
23-03-00-6110	Salaries & Wages	\$64,958	\$24,638	40,320
23-03-00-6115	Employee Burden	\$19,910	\$7,750	12,160
23-03-00-6140	Health Insurance	\$18,948	\$7,428	11,520
23-02-00-7340	Advertising	\$77,850	\$102,850	(\$25,000)
23-02-00-7334	Travel & Per Diem	\$11,672	\$14,672	(\$3,000)
23-02-00-7335	Training & Registration	\$5,625	\$6,125	(\$500)
23-02-00-7312	Professional & Contractual Services	\$13,000	\$48,500	(\$35,500)
Net Change to Economic Development Fund Expenditures				(\$0)

Haines Borough
Ordinance No. 16-01-428
Page 2 of 2

(5) To recognize grant revenue of \$142,428 for principal forgiveness for loans made the Haines Borough from the State of Alaska's Drinking Water Fund for the Barnett Water Tank Replacement (ADWF#395151) and the 4th, View & Lynnvue A/C Pipe Replacement (ADWF#395141).				
		Current FY16 Budget	Proposed FY16 Budget	Fund Balance Increase / (Decrease)*
90-50-00-4341	State Revenue (Water Fund)	\$0	\$142,428	\$142,428
(6) To move budgeted revenue and related expenditures for the Haines Motor Vehicle Registration Tax from Fund 01 to the new Vehicle Impoundment and Retirement Program Fund, as authorized by Ordinance #12-10-308.				
		Current FY16 Budget	Proposed FY16 Budget	Fund Balance Increase / (Decrease)*
01-01-09-4365	State Revenue – Fund 01	\$40,000	\$0	(\$40,000)
35-01-00-4341	State Revenue – Fund 35	\$0	\$40,000	\$40,000
35-01-00-7230	Material & Equipment	\$0	\$3,000	(\$3,000)
01-98-00-8235	Operating Xfer OUT fr Fund 01	\$40,000	\$0	\$40,000
50-98-00-8235	Operating Xfer IN to Fund 50	\$40,000	\$0	(\$40,000)
(7) In FY14 a vehicle transport flatbed truck was purchased with \$25,000 of areawide general funds. The ordinance appropriating funds (Ord#13-10-351) stated that the general fund would be repaid using future year's Motor Vehicle Registration Tax funds. In FY15 \$7,504.44 was received to repay the general fund. This amendment budgets for the remaining balance to be transferred from the new Vehicle Impoundment and Retirement Program Fund in FY16.				
		Current FY16 Budget	Proposed FY16 Budget	Fund Balance Increase / (Decrease)*
35-98-00-XXX	Operating Xfer OUT fr Fund 35	\$0	\$17,496	(\$17,496)
01-98-00-XXX	Operating Xfer IN to Fund 01	\$0	\$17,496	\$17,496
(8) To adjust the FY16 appropriation for Banking & Insurance for Fire District #1. The cost of Worker's Compensation Insurance for the volunteer fire fighters was inadvertently left out of the FY16 Manager's budget.				
		Current FY16 Budget	Proposed FY16 Budget	Fund Balance Increase / (Decrease)*
25-01-00-7351	Banking & Insurance	\$7,700	\$12,135	(\$4,435)

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

ADOPTED BY A DULY CONSTITUTED QUORUM OF THE HAINES BOROUGH ASSEMBLY THIS _____ DAY OF _____, 2016.

ATTEST:

Janice Hill, Mayor

Julie Cozzi, MMC, Borough Clerk

Date Introduced: 01/12/16
Date of First Public Hearing: 01/26/16
Date of Second Public Hearing: 02/09/16

HAINES BOROUGH

Proposed Amendments to the FY16 Budget - Ordinance #16-01-428



	Areawide General	Economic Development	Fire Service Areas	Vehicle Impoundment	Capital Improvement	Water Fund	
FUND	01	23	25	35	50	90	
FundBalance as of 06/30/2015 \$	2,827,849	441,050	47,279	-	1,552,456	6,469,542	
FY16 Current BUDGET Excess Revenue Over (Under) Expense	(17,359)	(24,352)	(5,703)	0	(231,138)	(245,927)	Totals
Proposed Amendments:							0
1. Increased Federal PILT Revenues	4,344						4,344
2. Decreased State Raw Fish tax Revenues	(6,145)						(6,145)
3. Sale of Surplus Assets	13,609						13,609
4. Decrease CommEcDev / Increase Tourism		0					0
5. State of Alaska Grant Revenue						142,428	142,428
6. Move Motor Vehicle Registration	0			37,000	(40,000)		(3,000)
7. Transfer for Flatbed Truck	17,496			(17,496)			0
8. FD#1 Worker's Comp Insurance			(4,435)				(4,435)
							0
PROPOSED Excess Revenue Over (Under) CASH Expense	11,945	(24,352)	(10,138)	19,504	(271,138)	(103,499)	146,801
Proposed Fund Balance 06/30/2016 \$	2,839,794	416,698	37,141	19,504	1,281,318	6,366,043	146,801
Annual Operating Budget	4,844,429						
Projected Fund Balance as % of Operating Budget	59%						
Amount in excess of 6 months of operating budget	417,580						



Budget Amendment for Tourism FY16:

Final Draft: 1-5-16

The Tourism Department is requesting a budget amendment to restore the FY16 marketing funds to or near the levels of FY15. During budget negotiations, a percentage of the Tourism budget appropriated for Web Marketing was moved to Economic Development. This fund is currently not being used in EconDev and is requested to be returned. In addition, along with all departments, Tourism cut the overall budget by 6%. However, Tourism is funded by the 1% tax (Fund 23), this money should not be in deficit and should be reallocated after a prosperous summer season. The Tourism Budget was cut in Advertising, Travel, Discretionary Fund, and Web based marketing. The Tourism Director is requesting that these amounts be returned to previous levels at or near the FY 2015 budget. The Tourism Director is asking that these funds be re-appropriated from Economic Development to Tourism. With an already small marketing budget, and cuts from State marketing, it is imperative that the Haines CVB maintain a strong online and print marketing campaign.

1. **Web-based Marketing. \$25,000** requested for web/online marketing that was allocated to ComEcDev. This is not a new ask, but an amount that has been in the Tourism budget for years (between \$20,000-\$30,000). With today’s market it is the primary focus of our marketing plan. It is important to make as point that these funds are to be a part of the Tourism budget now and in the future with a separate Web-based Marketing budget line item. In addition the miscellaneous funds from paper marketing were decreased to \$250; this request is to bring it up to \$2500. This is necessary for last minute or unbudgeted opportunities that arise.

Web Marketing				
Google Network Ads	\$12/day	\$	4,380.00	USD
Facebook Ads	\$5/day	\$	1,800.00	USD
Trip Advisor	Site Ownership 1 yr & Banner Ad	\$	6,000.00	USD
Web Banner Ads	Major site banner campaign		\$5,000.00	USD
ATIA Web Banner	Dec -Jun	\$	1,020.00	USD
Survey Monkey	Annual Gold Membership	\$	300.00	USD
YouTube/ Instagram Campaign	Ads and links	\$	1,000.00	
Misc. Extra online accounts		\$	3,000.00	
Additional Misc. Print		\$	2,500.00	
		Total	\$ 25,000	

2. **Computer Consulting and Website Work. \$ 3000.** Our current website needs to be updated and maintained to be Mobile friendly and more accessible. We need to have accessible assistance on website support as it is in constant motion and in need of upgrades. This budget was reduced to \$0 in FY16 from \$3000 in FY15.
3. **Travel / Training: \$3500** three trips were removed from this budget cycle. Trade shows for marketing Haines and Training Conferences to keep Haines competitive. This request is to return funds for these important marketing trips..

Total amount asking to return to budget levels near or at 2015: \$31,400



Tourism FY16 Budget Amendment Worksheet:

Web Marketing & Advertising				
Google Network Ads	\$12/day	\$	4,380.00	USD
Facebook Ads	\$5/day	\$	1,800.00	USD
Trip Advisor	Site Ownership 1 yr & Banner Ad	\$	6,000.00	USD
Web Banner Ads	Major site banner campaign		\$5,000.00	USD
ATIA Web Banner	Dec -Jun	\$	1,020.00	USD
Survey Monkey	Annual Gold Membership	\$	300.00	USD
YouTube/ Instagram Campaign	Ads and links	\$	1,000.00	
Misc. Extras online		\$	3,000.00	
Other Advertising		\$	2,500.00	
		Total	\$ 25,500.00	

Request to be reallocated from ComEcDev to Tourism:

\$ 25000	23-02-00-7340 Advertising
\$ 3000	23-02-00-7334 Travel & Per Diem
\$500	23-02-00-7335 Training & Registration
\$3000	23-02-00-7312 Professional & Contractual
\$31400	Total

Additional Funds Requested from Fund 23

Web and Online Marketing Consultation, Plan and Implementation: \$32,500

(See attached proposal)

\$10,000 – Strategic Consultation and overview of current online presence

\$ 20,000 – Contract out professional to install an array of online marketing ads and campaigns

\$2500 – Training

Total

\$32,500



Online Marketing Planning and Professional Consultation:

1-5-2016

The Tourism Director is asking for a budget amendment to launch an aggressive consultation and overhaul of our online marketing campaign. Online, web-based and Mobile Marketing are at the forefront of a successful marketing campaign. Haines Tourism is behind in this fast moving area of PR.

In 2015 studies by Google and Trip Advisor, almost 50% of travelers now research and book travel on their mobile devices and almost three quarters of travelers use their mobile devices to search activities, planning, and restaurants while traveling.

Similar studies with national Destination Marketing Organizations/ Convention and Visitor Bureaus state, DMO's and CVB's are (or should be) spending **30-50% of their marketing budget** to online, social media, and mobile device marketing. In the 2002 Haines Tourism Study by McDowell, over 50% of Alaskan travelers used the web to plan their trips. That study is over 10 years old and online and mobile marketing is grown faster than any other form of communication.

With a limited and small marketing budget, it is in the CVB's best interest to be assured our marketing dollars are efficiently placed. With state funding cuts, we will receive less co-op marketing from the state and will be more reliant on local budget. In the same 2002 Tourism Study, being efficient with our small marketing budget was listed as a top concern. It is of the most importance that we utilize current funding to the best means. The proposed campaign will assist the Haines Tourism Director to make financially stable choices in ad placement and online outlets. At a bonus, once established many online advertising campaigns have free benefits of becoming shared, liked and linked to other sites and travelers.

Proposal:

The Haines Tourism Department seeks to have professional consultation to assist us directing these marketing dollars correctly, to audit and review our current website and mobile presence, and to establish a robust online marketing plan. This plan will include: consultation, professional restructure, content management, video content, website and mobile site assessment and staff training for future maintenance. This project would likely span two budget cycles.

Research:

Tourism has and continues to seek advice from neighboring CVBs, and marketing firms - including Juneau CVB, Alaska Travel Industry Association, Southeast Alaska Tourism Council, Switch Consulting, and Thompson PR (PR firm for the state). The Juneau CVB is currently going through this same process and we are in contact proposing to share ideas and consultants.

We are looking at several different firms for this work and would solicit formal bids upon budget approval. Below is a detailed proposal, time line and funding request. As well, attached is a section from a sample proposal from Switch Consulting.

Haines Tourism Online Marketing Project – Details by phase:

Phase One:

Consultation and audit of Online Presence: \$10,000

Initial consultation including audit of present status, recommendations, strategies and timeline. Creation of a cohesive aggressive campaign.

- In depth analysis, with issues and recommendations for current online presence
- Assessments of technology, content, and design.
- Propose a streamlined, targeted, and more effective ROI for current accounts
- Review website against online trends and the most recent best practices for digital marketing.
- Review target audience, competitors, and goals.
- Reviewing Google Ads, Analytics, Search presence

Phase Two:

Implementation: \$22,500

Contractual services to create a robust and cohesive content campaign to span social media, websites, mobile sites, search engines, travel pages, blogs, and online ads including Facebook, Google, Tripadvisor, YouTube, etc.

- Comprehensive upgrade to existing web site
- A competitive Mobile web site
- Training and Ongoing web site updating
- A Google AdWords & Remarketing campaign for both desktop and mobile device searches
- Ongoing SEO (Search Engine Optimization) and Link Building
- Placement/correction of listing in online directories such as Yelp, Near Me, etc
- Create a Google My Business page
- Training on Google Analytics and Ads to track online presence
- Ongoing performance Strategy

Financial Estimates and Timeline of Online Marketing Project:

<p>Consultation:</p>	<p>Proposed Consultants: Thompson PR, Anchorage Switch Consulting, CA</p>	<p>Estimated Cost : \$10,000 Estimated Time Frame: start immediately estimated finish May 2016</p>
<p>Implementation:</p>	<p>Proposed Consultants: Google Digital Strategy Thompson PR Switch Consulting Trip Advisor Support</p>	<p>Estimated Cost: \$22,500 Estimated Time Frame: April – June, 2016</p>
		<p>Total Proposal : \$32,500</p>

-

Methodology



Define and set up the webmarketing strategy, provide technical, semantic and editorial recommendations to optimise the natural web indexing, or SEO, for your website.

To improve your website SEO we suggest setting up online paid media campaigns and SEO.

Goals :

_ You must be expertly positioned on search engines in relation to your competition and you need to exhibit clearly what makes you different from other tourist destinations.

_ Improve your visibility with your target audience by promoting your digital Internet spaces.

Methodology :

- 1.** Throughout the mission, we will produce a regular audit of your website's position on search engines, to be able to adapt our recommendations according to the mission's progress and to anticipate our actions depending on any difficulties encountered (bad buzz, opportunity/weakness detected, etc.).
- 2.** During our first meeting, we will define your goals in terms of positioning and visibility on the search engines and social networks: key words and specific expressions, competitive environment, coherence of your digital spaces, etc.
- 3.** We will create an SEO guideline that presents all of our recommendations to optimize your pages (content, tags, internal linking, etc.), global coherence between your different spaces and their visibility on search engines (internal and external linking)
- 4.** We will act in a targeted and effective way to create quality content on your internet pages and ensure its promotion (social networks, blogs, etc.)
- 5.** We will guarantee strategic and operational support for all of the recommendations we provide. We will roll out the advertising campaigns bought on Facebook, Google, etc.
- 6.** A detailed report with recommendations will be transmitted at the end of the campaign (format: PPT), as well as intermediary bi-monthly reports (format: Excel).



HAINES BOROUGH, ALASKA

P.O. BOX 1209

HAINES, AK 99827

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

Dear Mayor and Haines Borough Assembly,

December 2, 2015

The Tourism Advisory Board would like to support Tourism Director, Leslie Ross, with a requested amendment to the Tourism Department FY16 budget. In the last budget sessions understandably, all departments cut budgets. However, Tourism is funded by the 1% tax which to our knowledge did not decrease this year, if anything we had a prosperous tourism season.

This 1% tax should be used to generate Economic Development including Tourism. Ms. Ross has requested to replete the Advertising Budget to which \$25,000 was reallocated by Mr. Mandeville to Economic Development. In particular the Web-based Advertising funds were moved. As the Economic Development Director is now nonexistent these funds should be returned to the Tourism Budget where they can directly support our low online marketing campaign and other advertising that was cut. As well, we support increasing the Travel, Discretionary, and Computer support funds back to at least, FY15 levels. Ms. Ross has proposed moving these funds from the CED fund.

The TAB also supports the Tourism Departments efforts to build up our Online and Web-based Marketing Presence. Ms. Ross has been researching firms and ways to receive professional consultation, training, maintenance and implementation of a robust Web-based Marketing Campaign. TAB would like to see this at least started this season. Fund 23 should not be building or sitting in an account when it is determined for Economic Development.

Sincerely,

Sean Gaffney ,
Chair, Tourism Advisory Board



January 11, 2016

Dear Madam Mayor and Haines Assembly,

As I will not be present at the Jan. 12th Assembly meeting, I would like to submit my comments to you for your folders to add clarification to questions I have received. I would like to thank the Finance Committee for their time and understanding of both areas of consideration in the Tourism budget amendment. I would like to clarify that there are two separate budget items presented for Tourism. As both are related to online or web-based marketing, they could be confused. I would like to ask that the two areas are considered separately for several reasons.

First, and most importantly, the first ask is to simply restore the levels of the Tourism budget to or near the FY15 budget. In FY16 all departments cut budgets by 6%, however, as the Tourism budget is part of Fund 23 it should not be affected by borough wide cuts. As well as significant part of the Tourism Advertising fund -more precisely, the web-based marketing line items - were moved to Economic Development by Mr. Mandeville for a larger online marketing project he envisioned. This project was never started, yet there is still a vital need for an online marketing campaign to continue for Tourism and Economic Development. This is a budget that has always been in Tourism and my request is to return these funds so we can continue and improve our current online advertising accounts – simply the most important part of the Tourism Marketing budget. So this first request is simply reallocating funds from Economic Development back to Tourism where they have been in past budgets bringing the advertising budget back to the \$102,000 level of FY15. It is good to note that even this amount is very low for a CVB advertising budget.

The second request is a new and limited ask to fund an audit, consultation, and strategic plan for our entire online presence. This includes website, mobile, social media, and online advertising. This is a strategy to strengthen our online presence, ensure our advertising dollars are placed strategically, study our use of GoogleAd words, search engine optimization (SEO), and make sure that we have a cohesive marketing plan. Many organizations and CVB's have audits every 3 months if not once a year. Haines has, to my knowledge, never had an encompassing study of our online presence. After the initial audit, I will be seeking support from local and regional PR and Marketing firms to assist us in content marketing and creation of a daily, weekly, monthly and annual plan for a robust online marketing program. As well I will be seeking training for myself and my staff to assure we are capable required to keep Haines competitive in today's market.

I believe it is necessary to have a professional company outside of Haines assist in the audit and consultation. After this process I will be depending on local partners for web development, bloggers, videos and online content. Both firms I have recently been working with, Thompson PR and Spawn Marketing, are Alaska firms – giving them an outside view of Haines but understanding the unique needs of marketing rural Alaska. As well, the Tourism Dept. will create an overview of our findings to share with local businesses and organizations so that all of Haines can benefit from analysis and training in online marketing.

Thank you for considering both of these portions of the Tourism Budget. Online and web marketing is the fastest growing type of advertising yet, and Haines Tourism needs to remain competitive.

I am available for any questions.

Leslie Ross

Tourism Director, Haines Borough

Online Audit of Haines, Alaska Tourism – informal proposal Spawn Ideas

From: Codie Costello [mailto:codie.costello@spawnak.com]
Sent: Tuesday, January 26, 2016 12:46 PM
To: Leslie Ross
Cc: Brooke Shary; Jordan Clark
Subject: Re: Haines Online

Hi Leslie,

Given your situation, and limited budget, I think a full digital asset and marketing program audit followed by development of a more detailed scope of work with deliverables would be the next step. In other words, it would make sense to focus on the first part of your initial RFP, and only after the results are understood can you develop your scope for the second half of the RFP. The audit of your assets and current efforts will really be the key to inform what recommendations we, or any agency partner, would make to meet your objectives.

With all this in mind, a full digital and marketing program audit would take approximately 4-6 weeks, depending on availabilities (on both sides) and volume of properties/programs/data to evaluate.

Full Audit of Digital Assets and Current Marketing Program(s)

Outcome: Digital Communications Strategy and Plan

Timeline: 4-6 weeks

Estimated Cost: \$8,500 - \$10,000

Assumptions:

2-3 meetings with Haines tourism stakeholders and Spawn Business Development and Digital teams

Survey of partners/members/staff

Access to Google analytics and current CMS

Temporary administrator status for all social media sites

All digital marketing program documentation, including list of all digital media placements and timing

Deliverables:

- SEO/digital assets audit report
- Stakeholder insights report
- Competition insight
- Consumer personas / audience targeting profiles for digital marketing
- Prioritization of digital tactics & channels – *what platforms and programs should we concentrate on?*
- Identification of quick wins for Haines tourism – *tactics that can have immediate impacts will be identified.*

Online Audit of Haines, Alaska Tourism – informal proposal Spawn Ideas

- Digital communications strategy/plan recommendations – *with cost estimate and timeline for each component*

The full audit will be a deep dive into a current situational analysis given your current objectives. Our plan will likely include recommendations that will become the backbone to your digital communications strategy moving forward. Your digital communication plan will include how to best use the Internet to achieve your objectives. The plan will provide a clear roadmap that orchestrates all relevant digital channels and tactics (i.e. networking on social media, search and social advertising, media/blogger outreach, content and website adjustments).

We step into this project highly proactive and curious. We enjoy sleuthing around to help you discover what your current cyber-situation is and then come up with the methods to bridge the gap to where you want to be.

Next step:

Develop full scope of work and estimate/timeline for implementation

Some numbers to keep in mind:

- Ongoing SEO cost range: \$1,400-\$2,000 per month depending on content volume and target personas/audience targeting goals
- Website Design/Training: depending on complexity of redesign can run anywhere from \$25,000 - \$125,000 for strategic creative design and programming (all based on the consumer personas/audience targeting profiles built out of the audit process). This would need to be thoughtfully developed after insights are uncovered as part of the audit process.
- Ongoing performance strategy: TBD based on needs defined as part of audit process and scope of work development as a result of that process



Haines Borough
Assembly Agenda Bill

Agenda Bill No.: 16-619Assembly Meeting Date: 2/9/16

Business Item Description:	Attachments:
Subject: Revise Review Process for Capital Projects	1. Ordinance 16-01-429 2. Email from R.Goldberg explaining Planning Commission Recommendation
Originator: Planning Commission	
Originating Department:	
Date Submitted: 12/14/2015	

Full Title/Motion:

The assembly already scheduled the second hearing for 2/23/16. The interim manager requests the assembly reschedule the second hearing for 3/8/16 to provide him with additional time for review and feedback.

Administrative Recommendation:**Fiscal Impact:**

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

Comprehensive Plan Consistency Review:

Comp Plan Goals/Objectives:

Consistent: Yes No**Summary Statement:**

This ordinance is recommended by the planning commission (PC). It calls for adjustments to HBC 18.30.040 to match the actual planning commission meeting start time, to revise the review process for borough construction projects, and to delete references to the coastal zone management plan that the state eliminated several years ago.

The code specifies that long plats be reviewed by the PC at 35% & 100% of design completion, but there is no similar requirement for borough projects. It just says "shall review", which the PC believes is too vague. They believe a systematic review of design plans with public participation at PC meetings may lead to more public understanding and acceptance of borough public improvement projects. The interim manager would appreciate more time to review the proposed language, so he requests the second hearing be rescheduled.

Referral:

Referred to:

Referral Date:

Recommendation:

Meeting Date:

Assembly Action:

Meeting Date(s): 1/26, 2/9/16

Public Hearing Date(s): 2/9, 2/23/16

Postponed to Date:

An Ordinance of the Haines Borough amending Haines Borough Code Section 18.30.040 to adjust code to match the actual planning commission meeting start time, to revise the review process for capital improvements and borough projects, and to delete references to the state-eliminated coastal zone management plan.

BE IT ENACTED BY THE HAINES BOROUGH ASSEMBLY:

Section 1. Classification. This ordinance is of a general and permanent nature and the adopted amendment shall become a part of the Haines Borough Code.

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

Section 3. Effective Date. This ordinance is effective upon adoption.

Section 4. Amendment of Section 18.30.040 Sub-Section 18.30.040 of the Haines Borough Code is hereby amended as follows:

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

18.30.040 Planning commission.

The borough planning commission ("planning commission") consists of seven registered voters who have resided in the borough for 30 days or longer immediately prior to appointment. Planning commission members shall serve staggered terms of three years, and all appointments to the committee shall be made according to the provisions of HBC 2.60.055. Vacancies on the commission shall be determined by the mayor under the same regulations as HBC 2.10.240, guidelines for vacancies of the borough assembly, and shall be filled only for the unexpired portion of the term. Applications from persons interested in serving on the borough planning commission shall be solicited by public advertisement annually for the seats which are expiring and all applicants, as well as incumbent members, shall be given consideration for filling those seats.

A. The commission shall annually, after each general election of the borough, elect a chair who has the ability to vote on any question and is considered as part of a constituted quorum and such other officers as it deems necessary or desirable in the discharge of its powers and duties.

B. No action shall be taken by the commission except where a duly authorized quorum (four members) exists and where an affirmative vote of the quorum at a properly noticed public hearing is taken.

C. The commission shall meet on the second Thursday of each month at ~~7:00~~ **6:30** p.m., or at another regularly scheduled time as determined by a majority vote of the commission, or upon call of the chair. An agenda shall be prepared for each meeting. The agenda shall state the name of the Haines planning commission, the time, date and place of the meeting and a list of all agenda items. The agenda shall give a brief description of each item to be addressed, proposed development or other activity and state the action requested of the planning commission. The commission shall establish, by resolution, at least three locations in the borough for posting of the agenda. The agenda shall be posted at these locations at least 72 hours prior to the time of the meeting.

D. The commission shall keep a permanent record of its meetings in the form of meeting minutes, and the manager shall provide secretarial and other assistance to the commission to assist in this duty. The minutes of the meetings shall be copied and placed in the packets of the

borough assembly members for their next regularly scheduled meeting. Minutes and records shall be filed with borough clerk and retained as public records.

E. The commission shall conduct its activities within the requirements of Chapter 2.60 HBC, Committees, Boards and Commissions, unless specifically superseded by a section under this chapter.

F. The commission shall make such other rules and regulations governing the conduct of its business as it deems necessary or desirable.

G. The commission may prepare and make recommendations to the borough assembly for amendments to this title.

H. The commission ~~may~~ **shall** review annually the capital improvements program of the borough and submit its recommendations thereon to the borough assembly. The manager shall submit the capital improvements program to the commission in a reasonable period in advance of the fiscal year.

I. The commission shall review and report to the borough assembly regarding the location, design, construction, demolition or disposition of any public building, facility, collector or arterial street, park, green belt, playground or other public facility. The report and recommendation of the commission shall be based upon the comprehensive plan, ~~coastal zone management plan~~ and the capital improvements program. **The manager shall submit conceptual design plans for the construction of any Borough facility to the commission for review and recommendation to the assembly. Plans will be submitted again at 35% to 65% of completion, and finally at 95% of completion. The commission shall hold public hearings as part of the review of the design plans.**

J. The commission shall report to the borough assembly on all preliminary and final plats the commission has processed as the platting authority (see Chapter 18.100 HBC).

~~K. The commission shall, at least once every two years, review, prepare and adopt recommendations to the borough assembly and the State Coastal Policy Council respectively for amendments to the coastal zone management plan. The commission is responsible for implementing and enforcing the provisions of the coastal zone management program prior to the issuance of any permit approval under this title. (See Chapter 18.110 HBC for specific regulations.)~~

~~L.~~ A comprehensive plan is a compilation of policy statements and maps for guiding the physical, social and economic development, both private and public of the borough, and may include, but is not limited to, the following: statements of policies, goals, standards, a land use plan, a lands classification plan and requirements for disposal of borough lands, a community facilities plan, a transportation plan, coastal development and management plan, and recommendations for plan implementations. The assembly shall be guided in the adoption of the comprehensive plan by the recommendations of the planning commission. The assembly may modify the plan, provided it first obtains the recommendations of the planning commission. The planning commission shall undertake the overall review of the plan at least once every two years and shall present recommendations based on the review to the assembly.

ADOPTED BY A DULY CONSTITUTED QUORUM OF THE HAINES BOROUGH ASSEMBLY THIS _____ DAY OF _____, 2016.

ATTEST:

Janice Hill, Mayor

Julie Cozzi, MMC, Borough Clerk

Date Introduced: 01/26/16
Date of First Public Hearing: 02/09/16
Date of Second Public Hearing: 02/23/16

From: Rob Goldberg [<mailto:artstudioalaska@yahoo.com>]
Sent: Monday, December 14, 2015 12:09 AM
To: Kathy Friedle; Julie Cozzi
Cc: Jan Hill
Subject: Code revisions to 18.30.040

Hi Kathy and Julie,

At the Planning Commission meeting of December 10 the commission made several changes and additions to 18.30.040. Deletions are in <red>. *[Clerk's note: for the assembly packet, this was changed to bolded/underlined to make it easier to view.]* Additions are in green. *[Clerk's note: for the assembly packet, this was changed to strikethroughs to make it easier to view.]* In C we changed the meeting time from 7pm to 6:30 pm. In H we changed "may" to "shall". In I we eliminated reference to the coastal zone management plan because the state eliminated this program. Two sentences were also added to the end of I.

Rationale: The Code specifies that long plats be reviewed by the planning commission at 35% and 100% of design completion, but there is no similar requirement for borough projects. It just says "shall review", which is too vague. As we saw with the design of the harbor expansion, a scheduled review of the design plans with public participation at planning commission meetings will lead to projects being more readily accepted by the community.

We didn't notice this at the meeting, but section K deals with the coastal zone management plan, and should probably be eliminated also. That would make section L the new K.

There is also an entire section, 18.110 that is all about the coastal zone management plan. This section should probably disappear also, but since we didn't discuss it at the meeting I don't feel comfortable doing it now. Maybe it can wait for another meeting.

Thanks.
Rob

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same regulations as HBC 2.10.240, guidelines for vacancies of the borough assembly, and shall be filled only for the unexpired portion of the term. Applications from persons interested in serving on the borough planning commission shall be solicited by public advertisement annually for the seats which are expiring and all applicants, as well as incumbent members, shall be given consideration for filling those seats.

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B. No action shall be taken by the commission except where a duly authorized quorum (four members) exists and where an affirmative vote of the quorum at a properly noticed public hearing is taken.

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Report

from the
Borough Manager

Date: 2/04/16
 To: Mayor and Borough Assembly
 From: Brad Ryan, Interim Borough Manager
 Re: **Manager's Report**

WATER AND SEWER

Piedad Springs: Southeast Road Builders provided the low bid and you will see in the packet the request to approve the contract to initiate the project.

Water: I had mentioned before that Haines has been selected for the EPA's WaterCare program. The details are still pretty slim but I have attached a couple of fliers from the program.

Water Testing: The water department tested 10 houses for copper and lead. Two of the houses had increased levels of copper. Therefore, the water department will increase testing to 20 houses twice a year to ensure there is not a problem. These tests are specific to Tier I and Tier II houses (please see below).

Exhibit II-7: Tiering Classification
<i>If you are a Community Water System (CWS)</i>
<p>Tier 1 sampling sites are single family structures:</p> <ul style="list-style-type: none"> with copper pipes with lead solder installed after 1982 (<i>but before the effective date of your State's lead ban</i>) or contain lead pipes; and/or that are served by a lead service line. <p>Note: When multiple-family residences (MFRs) comprise at least 20% of the structures served by a water system, the system may count them as Tier 1 sites.</p> <p>Tier 2 sampling sites consist of buildings, including MFRs:</p> <ul style="list-style-type: none"> with copper pipes with lead solder installed after 1982 (<i>but before effective date of your State's lead ban</i>) or contain lead pipes; and/or that are served by a lead service line. <p>Tier 3 sampling sites are single family structures with copper pipes having lead solder installed before 1983.</p>
<p>Representative Sample: If a CWS or NTNCWS cannot collect enough samples from tiered sites, it must collect them from sites where the plumbing is similar to that used at other sites served by the water system.</p>

FACILITIES

Mosquito Lake School: I applied for Power Cost Equalization but they will not process my request because the school has not been designated a community center yet. If the assembly approves the MOU, I will reapply for the PCE with the hopes of reducing utility costs. In addition, the staff and Jim Stanford have organized the garage and plan to use this area to store the biomass boilers. Otherwise, local heated storage was going to cost around \$1,000/month. AEA is evaluating to see if we can use grant funds to offset the increased cost of utilities to ensure the boilers and controllers are dry.

Senior Center – Chilkat Valley Preschool: I met with the CVP building committee and they are presenting conceptual drawings to the Planning Commission at the February 11th meeting.

HARBOR

408 Permit: This is a dynamic process and I hope to have a verbal update available at the assembly meeting.

Small Boat Harbor: Harbor staff have been busy preparing for the summer season. They refurbished the harbor skiff, repaired a piling on “F” dock, and are refreshing on the credit card software.



Lutak Dock: Waiting on feedback from the Ports and Harbor committee on the draft Lutak RFP.

ADMIN.

Strategic Planning: I have been working with Dynamic Consulting to find a date that would work for the majority of the assembly. Currently, March 1st appears to be the best date.

Negotiating Team: The negotiating team had its first meeting and we will be meeting with the Union negotiating team on February 22, 2016.

35 Mile Heliport: Julie Cozzi and I met with the owners of the proposed 35 Mile heliport prior to their upcoming planning commission meeting. My recommendation was to apply for the conditional use permit. I agree with Mr. Sosa’s previous recommendation for the Planning Commission to approve the conditional use permit.

New Restaurant: We met with the new owners of the former Mosey’s Restaurant in the Fort Seward area and discussed their permit request from the Planning Commission. There is generally good support for this location to open back up as a restaurant. However, there were two concerns voiced. The first was

parking, and we had a discussion about better signage and using the Chilkat Center parking. The second was the smell of compost from a former compost pile but that has been cleaned up.

TOURISM

The Chilkoot Lake Road has been turned over to DNR, which should free up the funds to proceed with the bear viewing platforms. Leslie Ross feels Bill Thomas's involvement in this issue was key to moving it forward.

LANDS

Closing for Lot 5, Meacock Subdivision III was January 29, 2016. All funds were transferred and warranty deed is being submitted to DNR.

Currently Haines Borough Code 3.72.060 Assessment reevaluation reads: The Haines Borough real property assessment shall be reevaluated in its entirety according to a systematic cycle over the shortest period of time practicable, not exceeding every four years. (Ord. 09-05-207 § 4; Ord. 08-11-193 § 4)

Discussion at the Alaska Association of Assessing Officers (AAAO) winter meeting suggested following (IAAO) standard of every 4-6 years with 6 years being the best option. Assessor is working with CFO to coordinate mailing notices of value in early March. First projection of real property values shows values are stable.

LIBRARY

The library will be joining a statewide library consortium as early as the end of April. The consortium includes 74 libraries and will give Haines residents access to 1.7 million titles. Joining the Alaska Joint Library Catalog will also result in a cost savings of \$1,000 per year for ILS support.

Assistant Director Rebecca Heaton and Library Director Patty Brown recently presented during a Bill and Melinda Gates Foundation sponsored Library Journal webinar entitled *Best Practices for Small Libraries – Delivering Value*. The webinar allowed for participation from libraries all over the country. Following the presentation, we fielded questions for 20 minutes and still did not have enough time to answer them all. The moderators were impressed with the number of questions and attendees. We were thrilled to have been invited to talk about the programs and community support of the Haines Borough Public Library at the national level.

Appreciation and thanks goes to Interim Police Chief Josh Dryden for encouraging us to host detective and author Glen Klinkhart for the reading of his book, *Finding Bethany*. His presentation was both informative and entertaining. We hope to have him back for another program when he returns to Haines.

POOL

- Tentative start date for HBSD water safety is February 8th and continuing in March after the two-week closure.
- The emergency hire position for water safety instructor aides to help with HBSD lessons brought in one applicant, Michael Oakes, who was hired. Michael is currently already on staff as a lifeguard.
- Upgrades to men's locker room showers scheduled for February 15-28.
- Winter Games took place on January 29-30. The swim meet brought in over 100 participants, swimmers/athletes and parents.
- AMSEA deckhand training for grades 7-12 tentatively scheduled April 11-16.

POLICE

There has been a new wildlife trooper selected for Haines and he is scheduled to arrive in May.



WaterCARE Communities

Predevelopment Assistance Program

EPA's Water Infrastructure and Resiliency Finance Center is providing financial and technical guidance to selected communities through the new program:

Water Community Assistance for Resiliency and Excellence (WaterCARE)

WaterCARE will support communities in developing resilient and sustainable finance planning strategies for drinking water and/or wastewater infrastructure to meet long-term local needs. Project successes will be shared to support decision making for other communities that have similar water infrastructure financing needs.

Communities selected for this program are dedicated to increasing community sustainability through financing water infrastructure improvements. WaterCARE community characteristics include a combination of the following: population less than 100,000, acute or chronic challenges with an immediate public health need, median household income considerations, and/or readiness to proceed with a capital improvement project.

Services that can be provided include:

- Alternatives Analyses
- Rate and Revenue Analyses
- Asset Management Practices
- Financing/Funding Options
- Affordability Analyses
- Fiscal Sustainability Plans
- Water Efficiency Studies
- Resiliency Assessments
- Regional Partnerships
- Public Engagement and Customer Outreach
- Decision-Maker/Board Education and Training

The Water Infrastructure and Resiliency Finance Center identifies financing approaches to help communities make better-informed decisions for drinking water, wastewater and stormwater infrastructure that are consistent with local needs. Visit <http://www.epa.gov/waterfinancecenter>

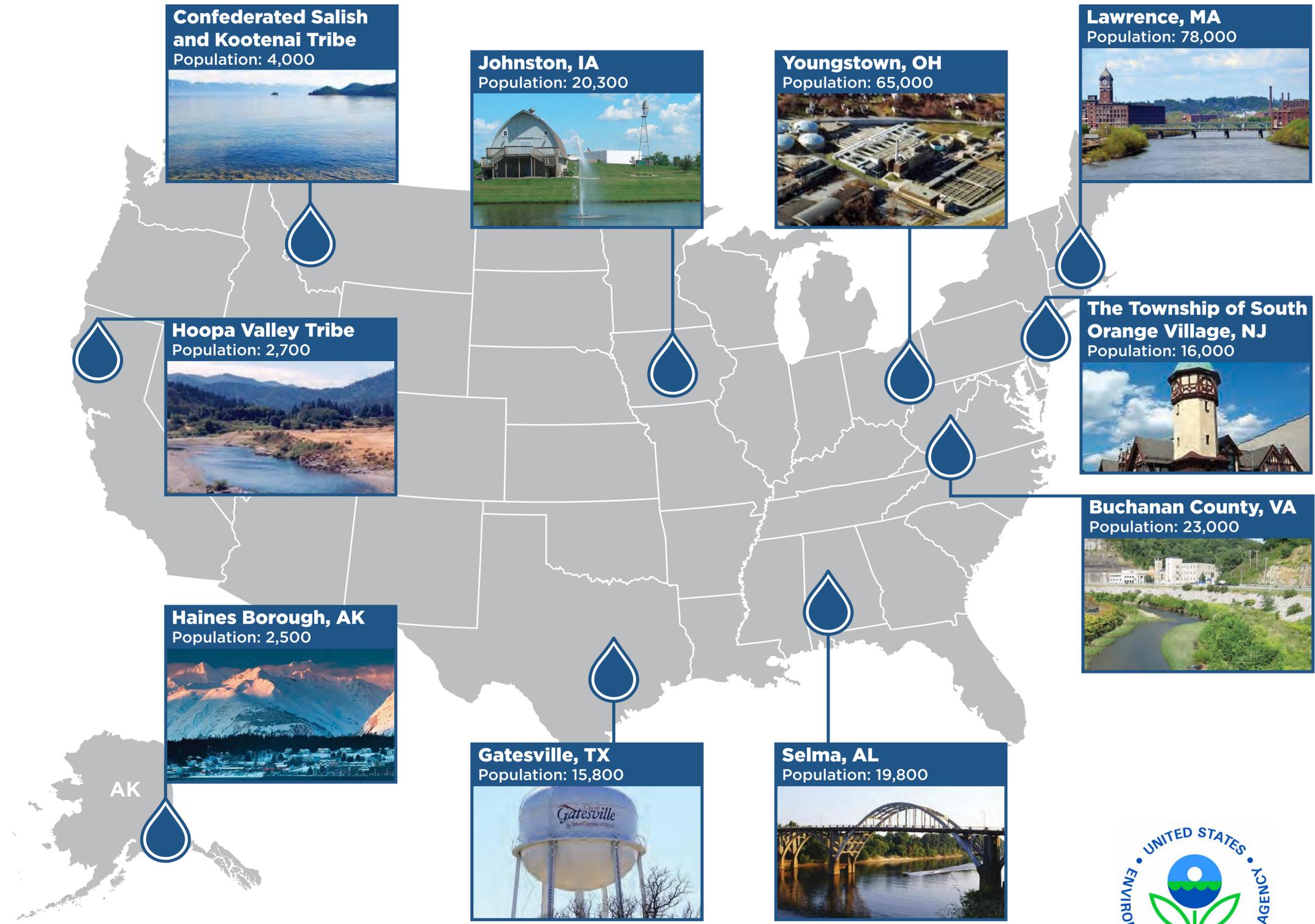
Services

-  Public Engagement and Customer Outreach
-  Decision-Maker/Board Education and Training
-  Alternatives Analyses
-  Rate and Revenue Analyses
-  Asset Management Practices
-  Financing/Funding Options
-  Affordability Analyses
-  Fiscal Sustainability Plans
-  Water Efficiency Studies
-  Resiliency Assessments
-  Regional Partnerships



WaterCARE

Community Assistance for Resilience and Excellence in Drinking Water and Wastewater



WaterCARE will assist communities in developing a resilient and sustainable water infrastructure finance strategy to support capital water infrastructure that meets local long-term needs. Community characteristics include a combination of the following: population less than 100,000; an acute or chronic problem with an immediate public health need; MHI considerations; and readiness to proceed.



Water Infrastructure and Resiliency Finance Center



Sheldon Museum and Cultural Center

2015 Annual Report

Sheldon Museum and Cultural Center

2015 Annual Report

Our Mission

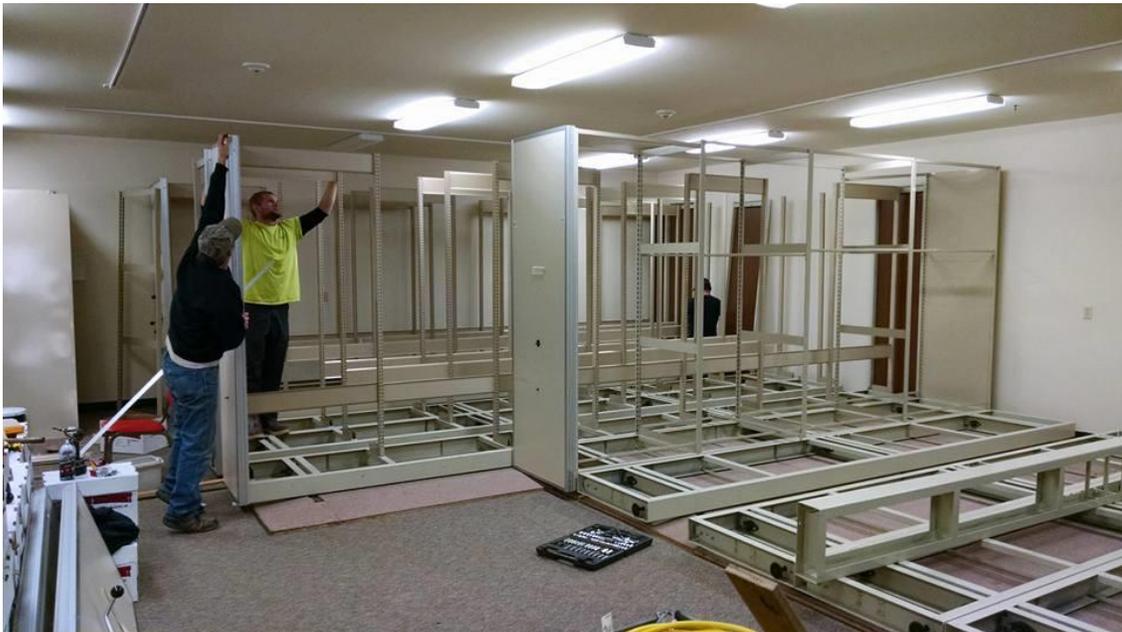
The Sheldon Museum and Cultural Center, an educational institution of the Haines Borough, is committed to collecting, preserving and interpreting the history, art and unique blending of diverse cultures within the Chilkat Valley region.

The Sheldon Museum's presentation of artifacts, clan trust property, art and memorabilia enhances quality of life for area residents and visitors; informs researchers and historians; inspires artists and creative writers; and encourages community pride through permanent, temporary, and traveling exhibits, and through a variety of outreach programs for schools and the public.

Transformation for Growth

A sign came down, a totem pole went up. A membership campaign was launched. Wall colors changed. The gift shop moved to the entrance. The lower level was transformed from permanent exhibits to temporary exhibit space to an archives storage and research center. This was a year of transformation.

Archives Storage and Research Center



Coleman Stanford, Tony Galinski, and Pete Dorn of Dawson Construction installing compactor shelving donated by the State Historical Library in Juneau for the new Archives Storage and Research area. Rasmuson Foundation, Museums Alaska and Chilkat Valley Community Foundation gave grants for the project. Dawson provided reduced fees for services. Alaska Marine Lines donated shipping from Juneau. The Guardhouse donated lodging for the construction foreman. Thank you everyone!

Planning for the Future

Staff spent the year preparing the lower gallery to transform into a new Archives and Research Center as part of MRV Architects' plan for improving efficiency and expanding the museum. First, we removed permanent exhibits, moving the stories of the fort and the town up to the lobby. We incorporated the fishing and farming themes into a summer exhibit from the Smithsonian Institution called *Key Ingredients: America by Food*.

In the fall, the lower gallery held a last exhibit celebrating the 35th anniversary of KHNS, Haines' local radio station. Once completed, the lower gallery was cleared of all contents. In December, Dawson Construction installed track and 13 movable museum-quality metal shelving units, quadrupling the museum's storage capacity. The increased capacity allows us to accept new collections, including the Alaska Indian Arts archives, which was donated in 2015.



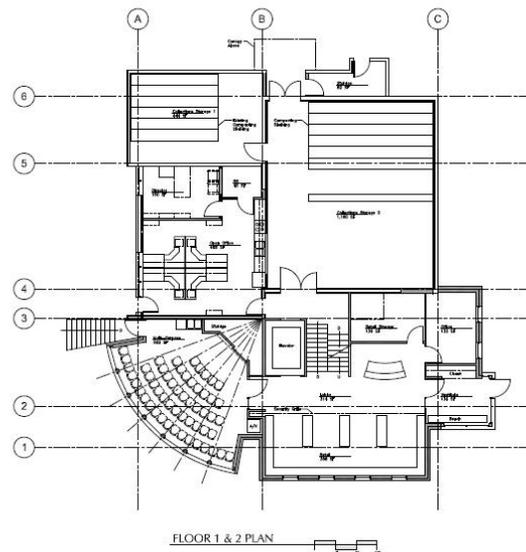
Photograph courtesy of KHNS News.

Museum board and interested community members meet in February with MRV architect Corey Wall to discuss what is needed in the community's museum.



Possible ideas for the exterior of the building, with the addition. These will be part of a community discussion before a final look is chosen. Images created by Paul Voelckers of MRV Architects in December.

SHELDON MUSEUM & CULTURAL CENTER



Conceptual Design
April 2, 2015
MRV Architects

Conceptual plan for the front entrance and lower level, as proposed by Corey Wall of MRV Architects in April.

Improving Quality of Life

The existence of our museum improves the quality of life for Haines residents. The museum provides our town with a depth and breadth of activities and opportunities for all residents, no matter their age or focus.

- Preschoolers and elementary-aged children played in a rowboat, a smoke house, and a garden this summer. This fall they enjoyed apple activities and in the winter they crowded the 38th Annual Doll Fair and the Harry Potter opening.
- Seniors attended lunches and lectures in the gallery on two Fridays.
- Couples attended dinner and a movie on Valentine's Day and *When the Forest Meets the Sea* Gourmet Dinner in September.
- Food preservation workshops taught how to make sourdough, pickles, yogurt and halibut sausage.
- Young adults participated in a reception for the Free Ride World Tour that lasted until the drinks ran out.
- School students proudly discussed artwork at the first juried exhibit of school art.
- In the summer children attended Science Camps. Mathematics and science concepts were taught in gallery programs during the Snowflake exhibit.



Portrait painting demonstration in the gallery drew crowds of enthralled viewers.



Children playing in a boat with felt fish and shrimp. Nearby is a smokehouse and a felt garden.

- Most of the school's children visited the museum at least twice during the year.
- Teenagers developed a cell phone app and joined the Junior Curators, working in the gallery and on exhibits for the last part of the year.
- The second annual Totem Trot provided a wonderful excuse to exercise, enjoy local art, and bask in a glorious day.
- Guest Curators developed exhibits incorporating our collection.
- Three local artists put on Six-Week Spotlight shows of their latest work.
- Movie nights, First Fridays, gallery demonstrations and evening lectures made the museum lively after hours.
- 5800 of our 12,100 annual visitors were from Haines.



Guest Curator Zachary James created an exhibit around one of his passions – formline design and Tlingit art through time.

More than Artifacts

The Sheldon Museum is a lot more than collections of artifacts. Here you meet with neighbors, discuss thoughts and opinions, and become an active part of Haines. A safe place for all ages, cross-generational learning and communication occurs in our museum. The promotion of education and the cultivation of conversation, shapes and strengthens our community.



Children experiment in the upper gallery during summer camp at the museum. *Photograph courtesy of Tracy Wirak.*

“The museum has amazing programs and a wide variety to attract all ages. There is something for everyone – kids and adults – at the Sheldon Museum.”

-Barb Blood



Summer Intern

This summer we welcomed Katie King from George Washington University in Washington, DC as our intern, funded by the Alaska State Museum's Grants-in-Aid. She catalogued the objects contained in our flat files, including over 400 historic maps, as part of a Museums Alaska Collections Management Fund grant.



Staff Training and Changes

Intensive work with the Foraker Group and EMC Arts on the Rasmuson Foundation's New Pathways program encompassed staff time in the first half of the year. The program helped the museum identify its strengths and determine how to become more creative and more integral to the Haines community.

Staff restructuring occurred during the second half of the year, adding new faces with new ideas. We welcomed Donna Lambert as our new bookkeeper and store manager. Museum Aides Jackie St. Claire and Sara Chetney joined us for the summer months, working with volunteers and organizing our Totem Trot Fundraiser. Jessy Shaw came on as a Museum Aide to help with the Totem Trot and finish out the year with us. Madeline Witek started in August as our new Community Coordinator (See below).

Museum director Helen Alten was asked twice to train Alaska's museum professionals. She provided a week-long mannequin making workshop in Juneau for the Alaska State Museums and a registration workshop and two other presentations at the annual Museums Alaska convention in Cordova.

Volunteer Opportunities

This year, museum staff created new volunteer opportunities. Some volunteers helped in collections. Some developed children's exhibits or provided tours to summer visitors. Volunteers painted walls, weeded gardens, moved collections, and, most recently, decorated for the holidays. In the coming months there will be more new opportunities for volunteers. Removing staff offices from our public spaces upstairs, means we will need volunteers in exhibits, giving demonstrations, greeting visitors, and serving as our eyes and ears for security of the space. Our volunteers donated over 3,000 hours to the museum.



Introducing Madeline Witek, Community Coordinator

A Chicago area native, Madeline Witek comes to us after completing her master's degree at a museums studies program in England. She is in charge of our outreach to the Haines community, organizing volunteers, public programs and marketing efforts. She can be heard every other Tuesday morning on KHNS with the History Talk.

Children and Teens at the Museum

Junior Curators

The Sheldon Museum started a new program this fall for ages 12-18. Junior Curators learned how to use cataloging software and select collection items for preservation, how to crate items for shipping, how to hang framed art, how to write and produce exhibit labels, and assisted with the preparation and presentation of two exhibits. The program included visits to museums in our community.



Junior Curators learn the museum's Past Perfect cataloging system from museum staff Nancy Nash.



Marirose Evenden, Corbin Holm and Dylan Chapell developed the Haines Walkabout App for the Sheldon Museum.

Middle Schoolers Developed App

Three middle schoolers at Haines School designed a smart phone app for the museum as part of a pilot class taught by Superintendent Ginger Jewell, Sheldon Museum board member. Using an educational program called MAD (Mobile Application Development) Learn, Marirose Evenden, Corbin Holm and Dylan Chapell designed the app to inform visitors about Haines and the Sheldon Museum. The project provided students with real-world experience and created a useful app for the town and the museum.

Summer Camps, School Groups and Family Days

"This was the best doll fair EVER!"



The 38th Annual Doll Fair drew record numbers of children from our community for doll sized treats and tea.

For a second summer Tracy Wirak's Science Camps filled the museum and grounds with children. They drew on the sidewalks, inflated large plastic tubes, and completed slimey, gross experiments.

During the school year children participated in programs related to each of our exhibits. We incorporated STEM learning, especially in the Snowflake exhibit, showing how science and mathematics relate to museum collections.

Popular family days included an apple picking and processing day, the 38th Annual Doll Fair, and our Holiday Open House and Harry Potter exhibit opening.

2015 Exhibits



Photograph courtesy of KHNS.

Inside Out: Dollhouses and Historic Interiors

Ended January 6, 2015

Snowflakes: Nature's Dazzling Design

January 23 to March 14, 2015

Key Ingredients: America and Haines by Food

April 3 to September 16, 2015

Tom Bielecki's Bridges

April 17 to May 16, 2015

Haines School Student Art Show

May 22 to June 13, 2015

Portraits: People in Paint

June 19 to July 25, 2015

Six-Week Spotlight: Katie Craney

July 31 to September 12, 2015

Six-Week Spotlight: Adrian

Ravenough & Rebecca Brewer

September 18 to October 31, 2015



KHNS 35th Anniversary Art Exhibition October 2 to November 14, 2015

Our Voices are Still Heard on our Grandparents' Land November 6 to December 11, 2015

Harry Potter's World: Renaissance Science, Magic and Medicine

December 18, 2015 to January 30, 2016

Color Brought New Life to Exhibits



The entrance area during the summer held a small exhibit of recent museum acquisitions.



Painting the wall a warm color gave cohesiveness to the exhibit.

“Thank you so much for giving so generously of your time and knowledge when I dropped in on your amazing museum. You opened my eyes to so many aspects of collections management that the biggest take home was ... ‘gimme more.’”

- Kit, Putnam County Museum, Indiana



An exhibit on the history of radio in our town gave the museum an opportunity to experiment with listening stations. At the KHNS Exhibit opening, Heather Lende and Deborah Schnabel listen to old radio programs. We plan on incorporating listening stations into the permanent history galleries.

The Financials

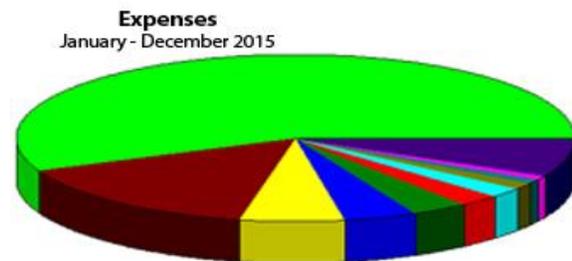
Diversifying funding sources was a priority for 2015. We began an endowment with Alaska Community Foundation, expanded our second Totem Trot fundraiser by adding a half marathon, and received our first Tier 1 Rasmuson grant, which paid for shelving.

Store revenues from July to December dropped \$11,000 from 2014. With store sales falling, this fall's priority was to increase store exposure by moving it to our entry. The new location seems to be working: December's earnings were three times the revenue of the same month in 2014.

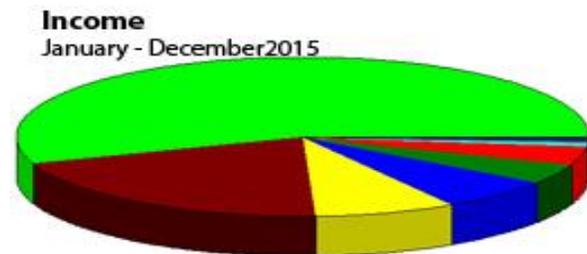


With the move of the gift shop to the front lobby, Bob Adkins, a volunteer, oversees admissions as well as store purchases.

The Haines Borough is an important part of our revenue and we are grateful for their support in funding our staff. This year we leveraged those funds to bring in over \$83,000 in grants for programming, interns, collections preservation, exhibitions and art acquisitions. Because of the Borough's support we can write grants that bring money into our community and provide educational activities for our citizens.



Personnel Costs	56.57%
Grant Expenses	15.32
Store Purchases	6.19
Utilities	4.46
Maintenance	3.34
Fundraising	2.45
Depreciation Expense	2.01
Telephone, Fax, email	1.35
Totem Pole Carving	1.09
Administration	0.91
Other	6.30
Total	\$343,680.75



Haines Borough Appropriation	56.06%
Grants	20.49
Sales, Store	8.10
Admissions	6.61
Fundraising Income	4.18
Donations	3.99
Special Events	\$-2,465.00
Miscellaneous Income	0.26
Marketing Event	0.17
Copies/Reproductions/ Research	0.10
Other	0.03
Sub-Total	\$345,941.95

2015 Grants Received	
Museums Alaska	
Collections Management Fund (2 grants)	\$ 13,377.75
Art Acquisition Initiative Awards (2 grants)	\$ 26,900.00
Rasmuson Foundation:	
New Pathways-Alaska	\$ 4,710.23
Tier 1	\$ 25,000.00
National Endowment for the Humanities Preservation Assistance	\$ 6,000.00
Alaska Council on the Arts: Harper Arts Touring Fund	\$ 2,070.00
Chilkat Valley Community Foundation	\$ 1,200.00
Alaska State Museum: Grants-in-Aid (Intern funding summer 2015)	\$ 4,400.00
TOTAL	\$ 83,657.98

Looking Ahead

Transformation continues in the new year. Archives and staff moving downstairs opens the entire upper level for exhibits. The former store area will have a temporary “Objects from Haines History” exhibit during the summer while plans are made for a permanent exhibit that includes a waterfront display. The former archives space will be transformed into a children’s exhibit and interactive space.

With the addition of the Alaska Indian Arts collection, the museum’s research archives will double. As we process the collection over the next 6 to 12 months and create a new research study area in the lower level of the museum, more information will be available to the community about who we are and what makes us unique.

To make our exterior more inviting we plan to include sculptures, historic items, and interpretive panels along a garden walking path that ties Main Street to the water front. Three new outdoor sculptures - we added two marble sculptures and a totem pole in 2015 – and a donation from the McHenry family for improving our garden will be the first steps towards our new exterior look.

Change is hard. But, in the long-term, it can be exactly what is needed for the growth of an institution, like pruning a tree so that it comes back healthier and more vibrant.



Changing wall colors was a big part of this year. Until 2015, we had uniform, off-white walls. Color brought a new vibrancy to our exhibits.

Join us on August 13th for the third annual Totem Trot Fundraiser, a half marathon run and a 5K run/walk around the totem poles of Haines. In 2016 we will have a dinner and silent auction the evening before the Totem Trot. For more information: www.totemtrot.com



Totem Pole is Our First Outdoor Sculpture

The museum’s totem pole, designed and carved by Jim Heaton, was erected this fall. A three year project, the pole tells the story of the museum and the Chilkat Valley. Special thanks to Alaska Power and Telephone for providing hoists to raise the pole. Thanks to Jim and Shorrie Heaton for putting in long hours to complete the project this summer.

2016 Exhibits

December 18, 2015 - January 30, 2016: Harry Potter's World

February 5-March 19, 2016: Sixweek Spotlight, Kerry Cohen

March 25 – May 7: Gil Smith Landscape Exhibit

May 13 – June 11: Student Art show

May 13 – October 31, 2016: Objects of Haines History (working title) – in the former museum store space

June 17 –July 30, 2016: Six Week Spotlight – Mud Bay Artists

Aug. 5 – Sept. 17, 2016: Lyn Fabio – Gut and Fiber

Sep. 23 – Nov. 5, 2016: Six Week Spotlight – Sarah Bishop

Nov. 18 - February 24, 2017: White Fang

January 2017: Alcan 200 Mini Exhibit



Butter beer, golden snitches and Renaissance Curiosity Cabinets brought a fun conclusion to our year with *Harry Potter's World: Renaissance Science, Magic and Medicine*.



Building an Outstanding Collection of Local Art and History Items

439 items were accessioned into the collection in 2015. These included this stunning Chilkat Blanket. 31 new artworks purchased through the Rasmuson Art Acquisitions fund included two outdoor sculptures, a start on an exterior sculpture garden. In the following year we will expand our White Fang artifacts and accession the Alaska Indian Arts collection, estimated at 2,500 items.

Thanks

Haines is a special community full of creative individuals. We are proud to be the organization that stores the community's stories and history for future generations. We couldn't do our work without the support of many people and organizations, first and foremost being the Haines Borough.

A Special Thank You to Our Donors:

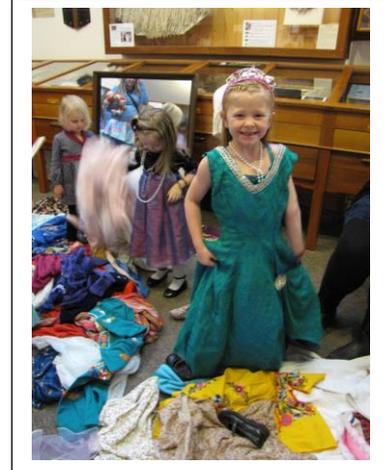
Totem Trot

Alaska Indian Arts
Helen Alten
Aspen Hotel
Serena Badgley
Amy Bean
Matt Beauliev
Tara Bicknell
Basil Borkert
Casey Bradford
Luann Brittenham
Judith Calhoun
Sara Chetney
Trevor Cox
Makayla Crager
Jonathan Cromwell
Samantha Dean
Lorrie Dudzik
Sue Folletti
Michael Ganey
Chloe Goodson
Matthew Green
Candace Haagensen
Haines Home Building
Haines Real Estate
Haines Women's Club
Daniel Henry
Raymond Howard
Howsers IGA
Tim Huber
Dan Humphrey
Donna Lambert
Grace Lambert
Bonnie Love
James MacPherson
Michael Marks
Mountain Market
Thomas Morphet
Marie Otton
Frances Perry
Shaye Preston

M. Preskitt
Joseph Rice
Jean Scarrott
Debra Schnabel
Andrew Shaw
H. Solano
Gabrielle St. Clair
Jacob Stigen
John Storms
David Swift
Susan VanHoomissen
Trey Whitaker
Anastasia Wiley

Donations

18 Mile Farm
Alaska Marine Lines
Alaska State Historical
Library
Greg Bigsby and Beth
MacCready
Birch Boy Syrups
Sally Boisvert
Buckskin and Bobby Pins
George & Lyn Campbell
Kody Carl
Macky Cassidy
Donna Cattotti
Chilkat Valley Farm
(Covenant Life)
Leanne Converse
Sean Copland
Mark Cozzi
Dawson Construction
Dejon Delights
The Dipper Kitchen
Scott Doddridge
First National Bank of
Alaska
David Folletti
Julie Folta



Four Winds Farm
Mike Ganey
Kyle Gray
The Great Alaska Soap
Company
John Hagen
Haines Borough
Haines Brewing Company
Kristine Harder
Lucy Harrell
Jim and Shori Heaton
Tom Heywood
Jon Hirsch
Renee Hoffman
Howser's IGA
Norm Hughes
Dan Humphrey
Lindsay Johnson
Cynthia Jones (CJ)
Jeanne Kitayama
KJ Tucker's Farm
King Porcini
Sarah Lewis
Rosalie Loewen
Lynden Transport
Michael Marks
Ruth McHenry
Mountain Market
Jeannette Nelson
Brigid O'Connor
Oleruud's

Port Chilkoot Distillery
 Aleene Pouson
 Pam Randles
 Salvation Army
 Georgia Sampson
 Deborah Schnabel
 Lisa Schwartz
 Stephanie Scott
 SEARHC
 Heather Shade
 Burl Sheldon
 James and Julie Shook
 Dan Shultz
 Jim Simard
 Diane Sly
 Toni Smith
 Smithsonian Institution
 Joan Snyder
 Gina St. Claire
 Jackie St. Claire
 Storage & Warehouse
 John and Sharon Svenson
 Rasmuson Foundation
 UAF Cooperative
 Extension
 Joanie Wagner
 Connie Ward
 Paul Wheeler
 Whiterock Nursery
 Bill Williamson
 Mike Wilson
 Witek Family
 Anastasia Wiley

Loans for Exhibits

Helen Alten
 Bob Adkins
 Lorrie Dudzik
 Sharon and John Svenson
 Al Badgley
 Andrea Nelson
 Jim Shook
 Anastasia Wiley
 American Bald Eagle
 Foundation
 Patrick Price
 R. David Phillips
 John Hagen, Jr.
 Wayne Price
 Ted Hart
 Sara Chapell

Julie Rae
 Lynn View Lodge
 Kelleen Adams
 Heather Lende
 Beverly Schupp
 Carol Clifton
 Doreen Dufour
 Tia Heywood
 M.K. MacNaughton
 Donna Cattoti
 Lenise Fontenot
 Mori Hays
 Yuko Hays

Key Ingredients: America by Food



Our summer exhibit about the culture of food, featuring Haines' subsistence lifestyle, included weekly local food tastings, two intensive, four-day food preservation workshops by Cooperative Extension's Sarah Lewis, and the gourmet dinner "When Forest Meets the Sea."

Diane Sly
 Julie Folta
 National Library of
 Medicine
 Museum of Northwest
 Colorado
 Smithsonian Institution

Collections Donations

Helen Alten
 Patricia D. Blank
 Charles "Chuck" Bramlet
 George Campbell
 Blythe Carter

Kay Clements
 John F. Hagen
 Fred Hakkinen, Fritse H.
 Hakkinen, Betsy Galloway
 KHNS Radio Station
 Terry Lambert
 Michael McHenry
 Erika Merklin
 Pat Noonkaster
 Linda Rost
 Phyllis Sage
 Jim Shook
 Jean Smith
 Joan Snyder
 Frances Twiddy
 Frances Kingsbury
 Whiteman
 James Wilson

Volunteers

Brian Adams
 Kelleen Adams
 Bob Adkins
 Tim Ackerman
 Aurora Alten-Huber
 Brandt Alten-Huber
 J.B Axsom
 Gerard Ballanco
 Christina Baskaya
 Wendy Bergstrand
 Tom Bieleski
 Barb Blood
 Blythe Carter
 Donna Cattoti
 Sara Chetney
 Leanne Converse
 Linnus Danner
 Lowana Drurey
 Lorrie Dudzik
 Carol Duis
 Neil Einsbruch
 Rebecca Enos
 Judy Ewald
 Karen Garcia
 Christa George
 Tresham Gregg
 John Hagen
 Renee Haufman
 Ted Hart
 Jim Heaton
 Shori Heaton

Lee Heinmiller
Dan Henry
Elisa Henry
Jan Hill
John Hirsh
Ramona Holmes
Leigh Horner
Tim Huber
Ginger Jewell
Margory Johnson
Nathan Jackson
Zachary James
Cynthia Jones
Diana Kelm
Diana Lapham
Pam Long
Sarah Long
Michael Marks
Jean Meaux
Cheryl McRoberts
Pam Moore
Jeffery Moskowitz
Amelia Nash
Dwight Nash
Nancy Nash
Andrea Nelson
Chris Nelson
Janet Nielson
Brigid O'Connor
Dave Pahl
Frankie Perry
Dave Polletti
Aleene Poulsen
Byrne Power
Cherri Price
Wayne Price
Pam Randles
Gregg Richmond
Georgia Sampson
Marlena Saupe
Jean Scarott
Tod Sebens
Dena Selby
Robbie Selfe
Jessy Shaw
Jim Shook
Julie Shook
Randall Sinner
Diane Sly
Annette Smith
Jean Smith

Chuck Smythe
Joan Snyder
Ella Sokolowska
Gina St. Claire
Erik Stevens
Tony Strong
Jila Stuart
Jim Studley
Alan Traut
Carol Tuynamen
Nancy Wenner
Anastasia Wiley
Sonny Williams
Mike Wilson
Tracy Wirak
Art Woodard
Kyle Yarborough

2015 Members

Mike Borcik
Mike Case
Kim Chetney
(Viking Cove)
Dawn Drotos
Lorrie Dudzik
Bob & Carol Duis
Joanne Gardner
Dennis Geasan
Eleanor M. Hoag
Cynthia Jones
Anna Jurgeleit
Reuben & Rosalie
Loewen
Michael Marks
George & Joan McCament
Dave & Valerie
McCandless
Dave Pahl
Mike & Lauren Patterson
Derek Poinsette
Gregg Richmond
Kate Saunders
Mary Jean Sebens
Dena Selby
James & Julie Shook
Carol Tuynman

2015 Junior Curators

Aurora Alten-Huber
Payson Clark
Josh Groves

Emma Hainline
Elena Saunders
Abigail Thorgesen

2015 Board

Lorrie Dudzik
John Hagen
Jim Heaton
Ginger Jewell
Diana Kelm
Michael Marks
Dave Pahl
Gregg Richmond
Jim Shook
Anastasia Wiley



December's Volunteer Luncheon allowed staff to express thanks for all the hard work done by our volunteers.

2015 Staff

Helen Alten
Wendy Bergstrand
Blythe Carter
Sara Chetney
Lin Edgar
Jono Greene
Cynthia Jones
Katherine King (Intern)
Donna Lambert
Nancy Nash
Andrea Nelson
Milosz (Max) Rybinski
Jessy Shaw
Jacqueline St. Claire
Madeline Witek



SHELDON MUSEUM & *Cultural Center*

P.O. Box 269 Haines, Alaska 99827 (907) 766-2366

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Haines, Alaska
99827

Join our Team, Become a Museum Member



Becoming a member of the Sheldon Museum gives you the satisfaction of supporting a great community resource while receiving the following perks:

- Membership discounts on store items, museum events and facility rentals.
- Free admission to our museum and, for our elite members, 800 other museums.
- E-mails about events and opportunities.
- More perks at higher membership levels.
- Join online at sheldonmuseum.org/membership.htm

Bill Thomas 18-22 January 2016

Monday: Had lunch with Robert Venables and listened to a presentation by Senator Anna MacKinnon, Co-Chair Senate Finance(Capital Budget). She gave a presentation on "Getting to 'YES' in tough times". Will figure out my new scanner and send you her presentation when I figure it out. Later that night attended 2 fundraisers, for both Majority and Minority. Talking to many Legislators and Staff on why I'm here, many already knew.

Tuesday: Watched a joint meeting of House Education. They had a presentation on Every Student Succeeds Act, this replace No Student Left Behind, was confusing and Commissioner Hanley, told me confusing but a little better than No Student Left Behind. Spent the rest of day visiting with Legislators.

Wednesday: Watched House Finance with David Teal(Legislative Fiscal Analyst) giving a presentation on FY 2017 Governor's Budget and Fiscal Summary. Later watched Pat Pitney (Director of Legislative Finance, works for Governor) give an overview of 2017 Operating Budget. A lunch presentation by Diane Kaplan from Rasmuson Foundation on a "New Survey of Public Opinions on Alaska's Budget Deficit", this was interesting.

Thursday: 7 am presentation by Transportation Commissioner Luiken, about Department overview on Mission, , Core Services , Performance Results/Measures. Later that day Department of Transportation gave a presentation on the Marine Highway System to the House Transportation Committee, Albert Kookesh was there and Robert Venables(Chairman of Marine Transportation Advisory Board). Same presentation that was given in Haines when they were there but with results of Budget cuts(Governor's Cuts) , Legislature will review budget later. And plan to run nine vessels this next fiscal year. With the idea of selling The Taku, since it will cost too much to license and get ready to run again(about 4million dollars)

Friday: Attended Senate Finance Subcommittee meeting, had the year overview and this year's Governors budget proposal.(Haines has about 32 Fish and Game jobs, full and part time)

Meet with Senators Stedman, Hoffman, Stoltze, Stevens, Egan and Staff, Micciche, Bishop, Kelly. Representatives Chenault, Claman, Colver, Foster, Edgmon, Gara , LeDoux, Hawker, Heron, Keller, Nageak, Olsen, Thompson(Staff) Wool.

If you need any information let me know, and if you know when you or Mayor is coming let me know so I can set up meetings.

Bill Thomas

Bill Thomas 24-31 January 2016

Sunday (24 January 2016) This is the proposal from Governor to use permanent fund to help run the State. There are 3 bills out which all allows spending of fund. There is a group called Alaska's Future, that has everyone in a tizzy. It's a coalition of Business's, regional corporations, Unions and former politicians. They didn't adopt a certain bill, but like the idea of using the Permanent fund. Southeast Conference and AML have not committed to this plan. I meet with Southeast Conference and asked if they are asked to join try and get ferry funding and revenue sharing. This group has the potential to create a lot of confusion on the hill. Will be about 2 million dollars spent to get the idea across the State and form letters signed to support their effort. I'll be watching this group to try and get our priorities funded.

Monday (25 January 2016)-No meeting calendared that we are monitoring. Spent the day talking to whoever would talk. The in the building was about the new group called Alaska's Future. This is a group of Business's, Native Regional Corporation's, Union organizations and ex-Politian's. Their goal is to get the get the Legislature to take earning from the Permanent Fund and put the money in the operating budget to help run the State. Their fear is that to many cuts in the operating budget will put the State into a recession, because of the layoffs needed to trim the budget. This group hired 2 outside consultants to put an organization together to influence the Legislature and try to get Alaskans to sign block letters supporting the effort. This group plans to hire 200 people to get these letters signed. Stories are they have 2-3 million dollars for this effort .This has people upset because the 2 consultants have run Super-Pacs during the last election. There are 3 bills introduced to get into the fund, and they have not picked a bill. I Will keep an eye on this group.

Tuesday- Early morning meeting with Finance Sub-committee for Department of Transportation budget about the Alaska Marine Highway. Same person was drilling Captain Neusell again. Obvious she isn't a supporter. Senate State Affairs had a meeting on SB 128 and about Sovereign Wealth Funds & Rule-Based Resource. Big words for a Permanent Fund. This is one of bills that group mentioned above maybe watching. Think I sent you the overview. Will resend in case I didn't. This has potential to fix a lot of issues we may have.

Wednesday-No committee meetings on issues I'm following. Just talked all day

Thursday-Attended a Fisheries Committee meeting about Young Fishermen coming into fisheries, and problems they have getting into a fishery. Haines has 60 gillnet permits, troll permits and a bunch of halibut Quota owners. Was requested by the Chair to testify about my experience in the fishing industry. (Not as a young fisherman) The International Halibut Commission as at the Centennial Hall so I checked in to see what was happening, the Advisory Committee was making recommendation to the Commission on how much to increase the quota, it was increased by 6%.

Friday-Flew to Haines on last flight as I was informed I had Minor Offense meeting on Friday and forecast was for snow. I met with the Interim Manager and received direction to work on getting Chilkoot Rd. assigned to DNR and promote the Champs program for museums. I am planning on calling in on the teleconference on this issue schedule for the following Tuesday.

Memo



Date: February 3, 2016
To: Mayor, Assembly
Cc: Brad Ryan, Interim Borough Manager
From: Jila Stuart, Chief Fiscal Officer
RE: FY16 2nd Quarter General Fund Financial Report

The accompanying financial statements show the Haines Borough's general funds (Areawide and Townsite) actual revenues and expenditures for the first 6 months of the fiscal year as compared with the previous fiscal year and as compared with the FY16 Budget amended as of 10/27/2015.

01 Areawide General Fund

Generally, revenues for the Areawide General Fund are tracking close to budget. With 50% of the fiscal year complete revenues are at 61% of budget primarily due to State Revenue Sharing which is at 100%, having been received in one lump sum payment in August. Overall, Areawide revenues for the first half of the fiscal year are down \$237,274 (9%) compared to the first half of the previous year. The most significant factor in the year-to-year revenue decrease is the decline in Raw Fish Tax revenue.

Expenditures in the Areawide General Fund are generally tracking at, or just below budget. With 50% of the fiscal year complete expenditures are at 48% of budget.

02 Townsite Service Area General Fund

Generally, revenues for the Townsite Service Area (TSA) Fund are tracking at budget. With 50% of the fiscal year complete revenues are at 55% of budget primarily due to State Revenue Sharing which is at 101%. Overall, TSA revenues for the period are down \$103K from the previous year primarily due to the reduction of Community Jails funding from the State of Alaska.

Expenditures for the TSA are tracking slightly low at 47% of budget for the first half of the year primarily due to lower health insurance costs resulting from vacancies in the police department. TSA expenses are down \$21,315 (3%) from the previous year due to FY16 budget cuts resulting from the decreased Community Jails funding.

HAINES BOROUGH
 FY16 GENERAL FUND Preliminary Revenue & Expenditures SUMMARY by FUND
 FOR THE SIX MONTHS ENDING 12/31/2015



01 AREAWIDE GENERAL FUND

	FY15 Q2 ACTUAL	FY16 Q2 ACTUAL	Yr to Yr VARIANCE*	FY16 BUDGET	BUDGET VARIANCE*	% OF BGT
REVENUE						
Property Tax Revenue	\$ 823,257	\$ 861,513	\$ 38,257	1,720,452	\$ (858,939)	50%
Sales Tax	372,341	366,113	(6,228)	596,000	(229,887)	61%
State Revenue - Revenue Sharing	505,589	482,655	(22,934)	481,650	1,005	100%
State Revenue - Raw Fish Tax	438,390	212,855	(225,534)	219,200	(6,345)	97%
State Revenue - Other	8,431	13,150	4,719	98,485	(85,335)	13%
Federal Revenue - Secure Schools	-	-	-	120,000	(120,000)	0%
Federal Revenue - P.I.L.T.	344,205	344,344	139	340,000	4,344	101%
Federal Revenue - Library	25,606	-	(25,606)	71,924	(71,924)	0%
Investment Income	20,896	23,963	3,067	95,000	(71,037)	25%
Rents	30,905	38,200	7,294	91,409	(53,209)	42%
User Fees	29,691	27,075	(2,616)	70,536	(43,461)	38%
Penalty & Interest - PropertyTax	35,292	31,529	(3,763)	25,000	6,529	126%
Penalty & Interest - Sales Tax	18,356	9,255	(9,101)	28,000	(18,745)	33%
Business Licenses	3,450	12,400	8,950	21,000	(8,600)	59%
Miscellaneous Fines & Fees	15,805	8,327	(7,478)	22,500	(14,173)	37%
Sale of Fixed Asset	10,049	13,609	3,560	-	13,609	0%
	\$ 2,682,262	\$ 2,444,988	\$ (237,274)	\$ 4,001,156	\$ (1,556,168)	61%
EXPENDITURES						
Salaries and wages	\$ 754,481	\$ 760,367	\$ (5,887)	\$ 1,522,808	\$ 762,441	50%
Employee Burden	222,021	219,815	2,206	456,393	236,578	48%
Health Insurance	178,438	180,382	(1,944)	386,958	206,576	47%
Supplies & Postage	31,725	35,792	(4,067)	59,710	23,918	60%
Material & Equipment	20,541	13,973	6,568	28,225	14,252	50%
Computers and Peripherals	13,829	19,033	(5,204)	35,625	16,592	53%
Professional & Contractual	196,476	191,244	5,232	388,617	197,373	49%
Dues, Subscriptions & Fees	4,221	4,630	(409)	8,032	3,402	58%
Travel & Per Diem	19,421	28,439	(9,019)	45,295	16,856	63%
Training	7,613	6,981	633	12,780	5,799	55%
Advertising	4,478	4,493	(15)	7,490	2,997	60%
Banking & Insurance	22,992	21,154	1,838	48,245	27,091	44%
Vehicle Expense	5,995	3,787	2,208	10,150	6,363	37%
Utilities	102,063	92,347	9,716	215,430	123,083	43%
School District - Instructional	778,433	780,000	(1,567)	1,560,000	780,000	50%
School District - Activities	105,000	109,280	(4,280)	210,000	100,720	52%
Appropriations from the Assembly	25,804	10,202	15,602	32,500	22,299	31%
Building Maintenance & Repairs	4,936	7,444	(2,508)	38,000	30,556	20%
Discretionary Expense	1,039	742	297	2,050	1,308	36%

	FY15 Q2 ACTUAL	FY16 Q2 ACTUAL	Yr to Yr VARIANCE*	FY16 BUDGET	BUDGET VARIANCE*	% OF BGT
Work Orders	(83,329)	(56,940)	(26,389)	(114,400)	(57,460)	50%
Allocations	(373,564)	(372,342)	(1,222)	(740,459)	(368,117)	50%
Operating Transfers - In fr CPV	-	(3,900)	3,900	(7,800)	(3,900)	50%
Operating Transfers - OUT fr General	21,500	26,933	(5,433)	93,866	66,933	29%
Operating Transfers - In fr Permanent	(133,500)	(140,500)	7,000	(281,000)	(140,500)	50%
TOTAL AREAWIDE EXPENDITURES	1,930,612	1,943,357	(12,745)	4,018,515	2,075,158	48%
NET REVENUE OVER EXPENDITURES	\$ 751,650	\$ 501,632	\$ (250,019)	\$ (17,359)	\$ 518,991	

02 TOWNSITE SERVICE AREA

REVENUE

Property Tax Revenue	202,461	205,907	\$ 3,446	411,911	\$ (206,004)	50%
Sales Tax	393,396	381,861	(11,535)	702,000	(320,139)	54%
State Revenue - Public Safety	198,212	108,922	(89,290)	219,734	(110,812)	50%
State Revenue - General	96,000	91,900	(4,100)	91,200	700	101%
Interest Earnings	-	-	-	1,500	(1,500)	0%
Miscellaneous Fines & Fees	3,573	1,758	(1,814)	4,500	(2,742)	39%
TOTAL TOWNSITE REVENUES	893,641	790,348	(103,293)	1,430,845	(640,497)	55%

EXPENDITURES

Salaries & Wages	\$ 245,043	\$ 242,835	\$ 2,207	\$ 483,634	\$ 240,799	50%
Employee Burden	78,606	64,797	13,809	163,585	98,788	40%
Health Insurance	55,900	40,455	15,445	125,280	84,825	32%
Supplies & Postage	2,888	2,830	58	6,300	3,470	45%
Material & Equipment	65,256	79,877	(14,621)	111,700	31,823	72%
Computers & Peripherals	2,452	1,716	736	1,975	259	87%
Professional & Contractual	26,889	48,358	(21,469)	78,603	30,245	62%
Dues & Subscriptions	921	1,106	(186)	1,300	194	85%
Travel & Per Diem	6,099	8,419	(2,320)	17,950	9,531	47%
Training	425	100	325	7,300	7,200	1%
Advertising	665	741	(76)	1,250	509	59%
Banking & Insurance	11,085	9,860	1,225	20,300	10,440	49%
Vehicle Expense	26,885	29,325	(2,440)	84,650	55,325	35%
Utilities	32,459	34,231	(1,772)	73,385	39,154	47%
Work Orders	(61,156)	(58,402)	(2,754)	(76,700)	(18,298)	76%
Allocations	203,662	187,122	16,540	379,653	192,531	49%
Operating Transfers - OUT from TSA	-	(16,608)	16,608	(33,216)	(16,608)	50%
TOTAL TOWNSITE EXPENSES	698,079	676,764	21,315	1,446,949	770,185	47%
NET REVENUE UNDER EXPENDITURES	\$ 195,562	\$ 113,584	\$ (81,978)	\$ (16,104)	\$ 129,688	

*Positive variance is favorable. Negative variance is unfavorable.



REGULAR MEETING

Parks and Recreation
Advisory Committee
(PRAC)

SPECIAL MEETING

COMMITTEE MEETING SUMMARY AND MINUTES

Meeting date: 12/14/2015

Time: 5:00 pm

Location: Library

Committee members present:

Chair person: Richard Chapell

Burl Sheldon, Meredith Pochardt, Richard Chapell, Ron Jackson (Assembly Liaison)

Person filling out form: Richard Chapell

Topics of discussion:

- Approve Patricia Peters' application for PRAC membership.
- Approve Richard Chapell's application for re-appointment as PRAC member.
- Discussion of process for initiating public discussion of creating a downtown core park.
 - Sheldon will consult with Planning Commission Chair and invite PC to next regular PRAC meeting.
 - Sheldon will bring a plat of the area bounded by Main St, 3rd Ave, Borough Admin bldg, library, school track, compost/garden, and brewery.
 - Sheldon will ask Library for site plan for expansion.
- Discussion of process to develop a plan for a waterfront trail from Port Chilkoot dock to harbor parking lot.
 - Sheldon will consult with Planning Commission Chair.

Action Taken:

- M/S Sheldon/Pochardt, approved unanimously: Appoint Patricia Peters' as PRAC member.
- M/S Sheldon/Pochardt, approved unanimously: Re-appoint Chapell as PRAC member.

Next meeting date: January 27, 2016, 5 pm at the library.



Haines Chamber of Commerce

“Working Together to Build Business & Community”

219 Main Street, Suite 14
 PO Box 1449 · Haines, AK 99827
 907-766-2202

chamber@haineschamber.org · www.haineschamber.org

January 25, 2016

Mayor Jan Hill and
 Members of the Haines Borough Assembly
 Haines Borough
 PO Box 1209
 Haines, AK 99827

Re: Marijuana Regulation Task Force Report

In three sessions over the past several months, the Chamber of Commerce Marijuana Task Force has deliberated the benefits of layering local regulation on the State’s regulation of the cannabis industry. We have concluded that, for the immediate future, there is no benefit in doing so. We conclude that the state’s licensing and requirements are comprehensive and will serve the Haines Borough for the immediate future. We do not foresee the regulations allowing for a robust local industry, if it were to flourish, it could require further regulation in the future.

However, the Task Force recognizes that local issues may arise as entrepreneurs take advantage of whatever opportunity there may be, and that the Borough should be prepared. To that end, members of the Task Force are standing by to participate fully in debate sponsored by the Assembly, a committee of the Assembly or the borough administration on these identified issues:

- Local Licensing - The State is required to notify the Borough when an application for a license for a cannabis business is received. The Borough may want to require a local license as well.
- Zoning - Growing marijuana is currently a use-by-right in the town site except in the heavy industrial, light industrial, and waterfront industrial zones. In the Lutak Inlet Planning and Zoning District commercial agriculture requires a conditional use permit. Any commercial enterprise requires a CUP the Mud Bay Planning and Zoning District. To avoid spot zoning of cannabis businesses, the Borough may see fit to identify zones for cannabis production, processing, retail and testing.
- Taxation - In a survey of 41 Chamber members, 76% supported taxing commercial marijuana sales to support municipal programs. In an atmosphere of declining revenues, the Borough might introduce a broad discussion of taxing cannabis to include taxation of alcohol.

Members of the Chamber of Commerce Marijuana Task Force included Spencer Douthit, Heidi Robichaud, Stephanie Scott, Diana Lapham and myself.

If you would like more information please contact us.

Sincerely,
 Thom Ely, Chair

Cc: Haines Borough Clerk

Parks and Rec advisory committee Liaison notes. Jan 27, 2016.

Members present: Rich Chappell, (chair), Burl Sheldon, George Figdor, Meridith Pochardt. Patricia Peters, Ron Jackson, (liaison).

Public: Thom Ely, Leslie Ross (Tourism Director), Lee Heinmiller (Planning Commission).

Discussed feasibility and concept of a trail from approximately PC dock to picture point as envisioned in the Comp Plan. Phase 1 would tie into the boat harbor parking when design gets finalized. Multiple ownerships are involved. Seeking Planning Commission advice. Wanting to pursue funding for phase 1 in FY16 to get design work done. Maybe construct in FY17.

Discussed downtown “campus” involving lots 8a and 4a adjacent to municipal building. Comp plan envisions this a core park and recreation area. Seeking planning commission review and proposal to rezone lots as “Recreation”.

Comp Plan action items: Each member is reviewing parks and rec portion of plan and they will be prioritizing their top 5-10 items to focus their work.

Had a discussion of staff contact for Parks and Rec committee. They are “orphans” since there is no department head so how do they get supported internally? CYD director is ex-officio member.

Ron Jackson, Liaison.

From: [George Campbell](#)
To: [Julie Cozzi](#)
Cc: [DG AssemblyMayor](#); [Brad Ryan](#)
Subject: Commerce comm. today
Date: Wednesday, January 27, 2016 7:50:07 PM

Meeting was attended by T. Gregg, M. Friedenauer, G. Campbell and My. Case of the assembly. Others were Debra Schnable of the chamber, Paul and Jeannie from the brewery, Khns, Carol Tynman.

Continued discussion on the tax incentive, including state laws and how to make our code meet that code. Some more discussion on the boundary lines for zones, and how the use of zones could help meet state laws.

Planing a short review next Tuesday at the beginning of the meeting with the intent of final draft at next meeting.

Sent from my iPad

PROPOSED INVESTMENT INCENTIVE POLICY:
Property TAX-PHASE-IN for Economic Development
Presented by the Haines Chamber of Commerce to
Commerce Committee, Haines Borough; George Campbell, Chair

PURPOSE

The desired result of the Property Tax Phase-in Policy is to attract, retain, expand and relocate business investment that supports economic development in the Haines Borough.

ECONOMIC DEVELOPMENT PROPERTY

Economic Development Property is a capital investment that meets one or more of the following criteria:

- maintains, repairs or renovates an existing structure not less than 15 years of age to enhance the exterior appearance or aesthetic quality and does not substantially increase space for occupancy;
- has not previously been taxed as real property by the Haines Borough;
- creates employment in the Haines Borough;
- generates products primarily for export or services for use outside of the community; or
- materially reduces importation of goods or services from outside the Haines Borough;

And

- supports or houses manufacturing, processing, advanced technology, tourism, entertainment and commercial retail activities.

- Manufacturing: Fabricating, or the process of converting raw materials, components, or parts into finished goods that meet a customer's expectations or specifications. Often on a large scale, using machinery and division of labor.
- Processing: Movement of data or material towards a known goal or end result, by passing it through a series of stages or a sequence of actions
- Advanced technology: Activity that depends upon advanced scientific knowledge, computer software, communications technology or biotechnology.
- Tourism, Entertainment and Commercial retail: sustainable commercial activities that attract visitors to Haines and/or contribute to residents' quality of life.

POLICY

Upon meeting eligibility and performance requirements of the Property tax phase-in policy, a business that meets the definition of an economic development property and locates to, relocates, or expands facilities within the Haines Borough may receive an exemption from property tax assessment in accordance with the regressive schedule outlined in this policy.

Exemption from property tax assessment shall be assigned to applicants based on eligibility as a percent of the value of real estate and associated improvements consisting of a minimum investment of \$100,000. A regressive schedule of exemption shall not exceed three years.

An eligible applicants' rate of exemption may include consideration of the value of added payroll generated in the borough and the location of the real estate improvements. The rate of exemption may be amended or updated by resolution adopted following a public hearing by the Haines Borough Assembly. Amendments may be requested by application.

- A three year schedule base exemption shall regress 50%, 30%, 20%
- Payroll in excess of \$50,000 per annum may, by application and amendment as provided, activate an additional 10% exemption per year through the approved exemption period.
- Location of the investment shall activate additional waivers as follows:
 - Downtown (described in Appendix): 10%
 - Peripheral Downtown (two blocks surrounding Downtown): 5%
 - Ft. Seward: 10%
 - Lutak Industrial Zone: 5%

A Schedule for an accepted Tax Phase In program begins in the first year of construction regardless of the Percent Complete of Construction.

PERFORMANCE REQUIREMENTS

A participant in a tax phase-in exemption program must meet all of the eligibility requirements and conditions applied to the incentive.

ELIGIBILITY REQUIREMENTS

To be eligible for a property tax phase-in exemption program, the applicant must:

- be a business entity registered with the State of Alaska; and
- be approved by the Borough as an Economic Development Property during the application process; and
- account for a minimum investment of \$100,000 in real estate improvements, (note: real estate or land purchase/acquisition alone is not eligible); and
- Comply with zoning ordinances of the Haines Borough; and
- IF the application involves an activity which is in competition to, is like or is the same as any existing business in the Haines Borough, that applicant must demonstrate that the market is sufficiently large or capable of being expanded to the point that both the applicant and existing business will be and remain viable; and
- IF the application involves consideration of payroll, it shall be so in the second and subsequent years if applicable, to be validated by submission of federal payroll tax report forms.

APPLICATION PROCESS

To be eligible for property tax phase-in exemption program, an applicant must

- Notify the Haines Borough of intention to qualify on a form provided by the Borough and submitted with a construction declaration, land use permit or building permit; and
- Must make application on forms provided by the Borough prior to the succeeding January 1.

AUTHORITY

Alaska Statute AS.29.45.050 provides for this policy, and describes the limitations herein. Specifically, paragraphs (f), (j), (m) and (o).

The Haines Borough Assembly has sole authority to adopt, amend and suspend the Tax Phase-In Policy including the authority to define its goals and determine eligibility of participants.

The Haines Borough Assembly, acting as the Board of Equalization, has sole authority to establish the assessed value of an applicant property.

The Haines Borough Planning Commission has sole authority to zone as provided for in Code.

The Haines Borough Administration has sole authority to administer the Tax-Phase-in Policy.

Administration includes

- Promulgating official forms that effect application, assessment and performance review
- Evaluating and approving applicants for participation in the plan
- Assessing the value of participant property
- Recording schedule agreements of participants

APPENDIX: LOCATION

The boundaries of “Downtown” are:

- Eastern boundary: Front Street from the south side of Dalton Street to the intersection of a line created by extending the platted position of Willard Street to Front Street.
- Western boundary: Sixth Avenue from Dalton Street (north) to the intersection of a line created by extending the platted position of Willard Street to Sixth Avenue.
- Northern Boundary: Dalton Street (south) from Front Street in the East to Sixth Avenue in the West.
- Southern Boundary: a line drawn from the platted position of Willard Street intersecting Front St. on the east and Sixth Ave. on the west.

Fort Seward: the exact boundaries designated as a national landmark and certified by the USNPS in 1978 under authority of the Historic Sites Act of 1935.

Lutak: The Lutak Industrial Area zone designated by the Haines Borough.

GAS Committee summary from meeting of Jan 28, 2016.

January 29th, 2016.

Present: Diana Lapham, Tresham Gregg, Ron Jackson (chair). Absent George Campbell.

Public: Mike Case, Emily Files (KHNS), Mayor Hill, Mike Denker, Dana Hallett.

Topic: Committees, Communications, and Code.

The group discussed the difference between meeting minutes and communication of the meeting discussions of our committees, boards, commissions. Meeting minutes are code required minimal documentation of motions made, votes, and decisions (so-called “action minutes”).

Communication is accomplished when the activities of a group is timely shared with a wide range of interested publics, assembly, and others.

A motion was made to embellish the “action minutes” to contain more information to allow a reader to better understand the decision. These minutes are the official minutes of record and should follow the timeliness and distribution stated in code 2.60.120. This was approved and will be recommended to the assembly. A key part of this official meeting documentation is the recordings made during the meeting. The action minutes and the recordings are available to the public as the complete official record.

A second motion was made to have Chairs of various committees provide a short summary of the meeting discussions and actions in order to more fully communicate to everyone interested what transpired at the meeting. This summary would be provided via email to the Assembly, Mayor, media, and any other interested persons attending who provided their email addresses on a sign-up sheet. The summary would also be posted on the website. This would happen right after the meeting as soon as possible. (This document could be an example of a short summary...there may be better formats also) This motion will be recommended to the assembly.

Mr. Hallett presented some thoughts on this topic also. He mentioned how important it is to have consistency in noticing meetings, especially identifying the meeting topic. documenting minutes, access to minutes. Also suggested staff (or volunteer) support for doing the minutes during a meeting so that members of the committee can participate fully.

In all aspects of the topic, elements of training needs seemed to come up. One suggestion, (not acted upon) is to incorporate a “training moment” into each groups agenda. This would be worth further discussion.

A third motion was to task staff to reconcile code ambiguities to the primary code, 2.60.120. Each board, committee, commission has slightly differing wording as to when minutes are submitted. (“periodically”, “once approved”, etc.) A thought might be to just refer to Chapter 2.60 as the guiding document for meeting conduct. This motion will also be recommended to the full assembly.

Ron Jackson, Chair.

Haines Borough Assembly Committee Meeting Committee: GASC, 5:00pm

January 28, 2016

Issue: Communication and Code

Discussion:

1. Diana moved/ Tresham second, to have the chair of the Assembly and Standing committees summarize the meeting, immediately following the meeting.

Sending to Assembly, Mayor, Manager, and any other interested party that has signed on the sign up sheet. VOTE: 3-0

2. Tresham moved/ Diana second, to create rationale to accompany the action minutes to the clerk. VOTE: 3-0

3. Diana moved/ Ron second, that every motion be stated in its entirety. VOTE: 3-0

4. Ron moved/ Tresham second, to direct staff to resolve the ambiguity in Code 2.60.120 VOTE: 3-0

Recommended Action: Recommendations to the Assembly for action

To be submitted into the packet for the Assembly meeting 2-9-2016

Meeting Chaired by : Ron Jackson Minutes by Diana Lapham

Committee Members Attending: Tresham Gregg, Diana Lapham [George Campbell absent]

Staff Attending: Ex Officio Mayor Hill, Assemblyman Mike Case Audience: Mike Denker, Dana Hallet, Emily Files KHNS



**Haines Borough
Assembly Agenda Bill**

Agenda Bill No.: 16-622
Assembly Meeting Date: 2/9/16

Business Item Description:	Attachments:
Subject: FY16 Shared Fisheries Tax Program	1. Resolution 16-02-657 2. Information including Program Description
Originator: Finance Director	
Originating Department: Finance	
Date Submitted: 1/24/16	

Full Title/Motion:
 Motion: Adopt Resolution 16-02-657.

Administrative Recommendation:
 Staff recommends adoption of this resolution, since it is a required part of the application process.

Fiscal Impact:

Expenditure Required	Amount Budgeted	Appropriation Required	Projected Impact to Future Operating Budgets
\$	\$ 3,200 revenue est.	\$	None; new resol required each year

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

Summary Statement:
 This is part of the annual application process for receiving fish tax revenue from the State of Alaska. The resolution is in keeping with the suggested language by DCCED for the shared fisheries program. The purpose of the program is to provide for an annual sharing of fish tax collected outside of municipal boundaries. The application is due February 15. A description of the program is attached. In recent years, shared fisheries receipts have been as follows:
 FY10 \$2,869
 FY11 \$2,723
 FY12 \$2,774
 FY13 \$4,560
 FY14 \$2,407
 FY15 \$916

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

Assembly Action:
 Meeting Date(s): 2/9/16 Public Hearing Date(s): _____
 Postponed to Date: _____

HAINES BOROUGH, ALASKA
RESOLUTION No. 16-02-657

A Resolution of the Haines Borough Assembly certifying that the municipality did experience significant effects during the program base year from fisheries business activities that occurred within the FMA 17: Northern Southeast Fisheries Management Area.

WHEREAS, AS 29.60.450 requires that for a municipality to participate in the FY16 Alaska Shared Fisheries Business Tax Program, the municipality must demonstrate to the Department of Commerce, Community, and Economic Development that the municipality experienced significant effects during calendar year 2014 from fisheries business activities; and

WHEREAS, 3 AAC 134.060 provides that if the allocation available for a fisheries management area is less than the long-form threshold value, a municipality may demonstrate that it experienced significant effects during the program base year from fisheries business activities that occurred within that fisheries management area through a resolution of the municipality's governing body; and

WHEREAS, the Haines Borough is located within a fisheries management area with an allocation less than the long-form threshold value; and

WHEREAS, 3 AAC 134.120 provides that this resolution satisfies the Short-Form Application resolution requirements under the FY16 Shared Fisheries Business Tax Program,

NOW, THEREFORE, BE IT RESOLVED that the Haines Borough Assembly by this resolution certifies that the Haines Borough did experience significant effects during the calendar year 2014 from fisheries business activities that occurred within the FMA 17: Northern Southeast Fisheries Management Area and wishes to apply for funding under the FY16 Shared Fisheries Business Tax Program.

Adopted by a duly-constituted quorum of the Haines Borough Assembly this 9th day of February, 2016.

Janice Hill, Borough Mayor

Attest:

Julie Cozzi, MMC, Borough Clerk

**DCCED
SHARED FISHERIES
BUSINESS TAX PROGRAM
FY 16 SHORT-FORM APPLICATION
FOR
FMA 17: NORTHERN SOUTHEAST**



**APPLICATION MUST BE SUBMITTED TO DCCED
NO LATER THAN FEBRUARY 15, 2016**

**State of Alaska
Bill Walker, Governor**

**Department of Commerce, Community, and
Economic Development
Chris Hladick, Commissioner**

**Division of Community and Regional Affairs
Katherine Eldemar, Director**

FY 16 SHARED FISHERIES BUSINESS TAX PROGRAM

PROGRAM DESCRIPTION

The purpose of the Shared Fisheries Business Tax Program is to provide for an annual sharing of fish tax collected outside municipal boundaries to municipalities that can demonstrate they suffered significant effects from fisheries business activities. This program is administered separately from the state fish tax sharing program administered by the Department of Revenue which shares fish tax revenues collected inside municipal boundaries.

Program Eligibility

To be eligible for an allocation under this program, applicants must:

1. Be a municipality (city or borough); and
2. Demonstrate the municipality suffered significant effects as a result of fisheries business activity that occurred within its respective fisheries management area(s).

Program Funding

The funding available for the program this year is equal to half the amount of state fisheries business tax revenues collected outside of municipal boundaries during calendar year 2014.

Program funding is allocated in two stages:

1st Stage: Nineteen Fisheries Management Areas (FMAs) were established using existing commercial fishing area boundaries. The available funding is allocated among these 19 FMAs based on the pounds of fish and shellfish processed in the whole state during the 2014 calendar year. For example, if an area processed 10% of all the fish and shellfish processed in the whole state during 2014, then that area would receive 10% of the funding available for the program this year. These allocations are calculated based on Fisheries Business Tax Return information for calendar year 2014.

2nd Stage: If the total funding available for a Fisheries Management Area (FMA) is less than the long-form threshold value (the value determined by multiplying the number of municipalities in an area by \$4,000), then one half of the allocation is divided equally among the eligible applicants in that area. The other half of the area allocation is distributed among the eligible applicants proportionate to the populations of all the eligible applicants in the area. This is known as the short-form method*.

* Because your municipality is located within a Fisheries Management Area with a total allocation less than the long-form threshold value, you have been provided a Short-Form Application.

FY 16 SHARED FISHERIES BUSINESS TAX PROGRAM

PROGRAM DESCRIPTION

Short-Form Application Method: In order to receive funding under the Short-Form Application Method, an applicant must have suffered significant effects during the program base year from fisheries business activities that occurred within its respective fisheries management area(s).

Some important definitions: The Shared Fisheries Business Tax Program provides for a sharing of State Fisheries Business Tax with municipalities that can demonstrate they suffered *significant effects* during the *program base year* from *fisheries business activity* in their respective fisheries management area.

For the purposes of this program, "fisheries business activity" means:

- activity related to fishing, including but not limited to the catching and sale of fisheries resources;
- activity related to commercial vessel moorage and commercial vessel and gear maintenance;
- activity related to preparing fisheries resources for transportation; and,
- activity related to processing fisheries resources for sale by freezing, icing, cooking, salting, or other method and includes but is not limited to canneries, cold storages, freezer ships, and processing plants.

And, "significant effects" means:

- municipal expenditures during the program base year demonstrated by the municipality to the department to be reasonable and necessary that are the result of fisheries business activities on the municipality's:
 - population;
 - employment;
 - finances;
 - air and water quality;
 - fish and wildlife habitats; and,
 - ability to provide essential public services, including health care, public safety, education, transportation, marine garbage collection and disposal, solid waste disposal, utilities, and government administration.

And, "program base year" means:

- calendar year 2014.

FY 16 Shared Fisheries Business Tax Program

FMA 17: Northern Southeast Area					FY 16 Landing Tax Allocation
<i>Alternative Method*</i>	Total allocation:	50% Divided	50% per capita		\$0.00
	\$19,743.44	\$9,871.72	\$9,871.72		
Community	Population	50% divided share	50% per capita share	Calculated Allocation	Calculated Allocation
Angoon	416	\$1,410.25	\$106.83	\$1,517.08	\$0.00
Gustavus	516	\$1,410.25	\$132.51	\$1,542.76	\$0.00
Haines Boro	2,537	\$1,410.25	\$651.51	\$2,061.75	\$0.00
Hoonah	787	\$1,410.25	\$202.10	\$1,612.35	\$0.00
Juneau	33,026	\$1,410.25	\$8,481.14	\$9,891.38	\$0.00
Skagway	1,031	\$1,410.25	\$264.76	\$1,675.01	\$0.00
Tenekee Springs	128	\$1,410.25	\$32.87	\$1,443.12	\$0.00
Totals	38,441	\$9,871.72	\$9,871.72	\$19,743.44	\$0.00
Community Count	7				

* All municipalities share 50% of allocation equally; share remaining 50% on a per capita basis.



Agenda Bill No.: 16-623

Assembly Meeting Date: 2/9/16

Business Item Description:	Attachments:
Subject: State Funding for Alaska Public Broadcasting Commission	1. Resolution 16-02-658 2. Letter from KHNS General Manager
Originator: Assembly Members Friedenauer and Jackson	
Originating Department: Assembly	
Date Submitted: 1/28/16	

Full Title/Motion:
Motion: Adopt Resolution 16-02-658.

Administrative Recommendation:

Fiscal Impact:			
Expenditure Required	Amount Budgeted	Appropriation Required	Projected Impact to Future Operating Budgets
\$ n/a	\$ n/a	\$ n/a	n/a

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

Summary Statement:
Assembly Members Friedenauer and Jackson requested this agenda item to support state funding for public radio. A resolution from the Haines Borough, combined with that of Skagway and Klukwan sends a powerful message to the Governor on how and why local broadcasting services such as KHNS are so critical to our rural and Alaskan quality of life.

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

Assembly Action:	
Meeting Date(s): 2/9/16	Public Hearing Date(s):
	Postponed to Date:

HAINES BOROUGH, ALASKA
RESOLUTION No. 16-02-658

A Resolution of the Haines Borough Assembly requesting the Alaska Legislature consider less severe cuts to the Alaska Public Broadcasting Commission.

WHEREAS, the State of Alaska is facing another budget deficit for Fiscal Year 2017, and additional fiscal years in the near future; and

WHEREAS, a budget shortfall of this magnitude results in tough choices and difficult cuts in all facets of State Government across Alaska; and

WHEREAS, the Alaska Public Broadcasting service is a statewide essential emergency service supported by the State of Alaska; and

WHEREAS, public broadcasting provides a wealth of civic, cultural, and education information and programming to Alaska residents; and

WHEREAS, the public broadcasting budget is facing significant reductions in the legislative process; and

WHEREAS, cuts to all segments of government are expected for FY 17 but the proportion of the proposed reduction for public broadcasting is disproportionate in comparison and will adversely affect the availability of service across Alaska, especially in rural Alaska where public broadcasting is often the primary means of emergency information, regional information sharing, entertainment and community information.

NOW, THEREFORE, BE IT RESOLVED that the Haines Borough Assembly respectfully requests the Governor of Alaska and the Alaska Legislature consider less severe cuts to the Alaska Public Broadcasting Commission in FY2017 budget.

Adopted by a duly-constituted quorum of the Haines Borough Assembly this ____ day of February, 2016.

Janice Hill, Borough Mayor

Attest:

Julie Cozzi, MMC, Borough Clerk

Madame Mayor and Assembly Members,

In the weeks and months ahead, Gov. Walker and the Alaska Legislature will make important decisions to address Alaska's budget deficit. You are no doubt aware of the Governor's FY17 budget plan. What you may not be aware of are the sizeable cuts to public radio. The Governor's proposed budget includes a 27 percent cut to the Alaska Public Broadcasting Commission (APBC). This severe reduction is distinctly disproportionate to the cuts proposed to other programs (7-10 percent). When combined with last year's reductions, which translated to a loss of \$30,000 to KHNS, the effects on local community radio stations will be devastating.

The combined generosity of our private donors in addition to our local, state and federal grants are what has helped KHNS maintain quality local service but further state cuts will substantially erode our capacity to provide local programming to the Upper Lynn Canal.

KHNS focuses our staff resources on a strong news team and local programming. Statewide cuts will weaken public broadcasting across Alaska, but the effects will be felt right here at home.

For instance:

- We rely on collective reporting efforts throughout the state to bring regional and Alaska news to our listeners.
- We benefit from the discounts on national programming that are negotiated by our statewide partners, and count on the strength of larger stations to get the best prices.

Consider the benefits you and your neighbors receive from KHNS Community Radio:

- Citizens depend daily on KHNS for local, regional and statewide news and information. Listeners turn to KHNS for updates on everything from ferry schedules, meetings and senior luncheons to weather and marine conditions.
- KHNS is part of the Emergency Alert System, which is a pivotal and locally specific warning service.
- KHNS voices are those of your friends and neighbors.
- KHNS is the only locally originating broadcast service in Haines, Skagway and Klukwan providing essential local and community health, safety and emergency information.

Without our local voices on air, we lose the very thing that makes KHNS essential to the Upper Lynn Canal.

A resolution from the Haines Borough, combined with that of Skagway and Klukwan sends a powerful message to our Governor on how and why local broadcasting services such as KHNS are so critical to our rural and Alaskan quality of life.

Thank you for your consideration,



Kay Clements
KHNS General Manager



**Haines Borough
Assembly Agenda Bill**

Agenda Bill No.: 16-624
Assembly Meeting Date: 2/9/16

Business Item Description:	Attachments:
Subject: Contract with Southeast Road Builders for the Piedad Springs Water Treatment Plant Project	1. Resolution 16-02-659 2. Bid Solicitation 3. Bid Results 4. Southeast Road Builders Bid 5. Island Contractors Bid 6. Far West Ventures Bid 7. M2C1 Construction Bid
Originator: Director of Public Facilities	
Originating Department: Public Facilities	
Date Submitted: 2/2/16	

Full Title/Motion:
Motion: Adopt Resolution 16-02-659.

Administrative Recommendation:
The Interim Borough Manager recommends adoption of this resolution.

Fiscal Impact:

Expenditure Required	Amount Budgeted	Appropriation Required	Projected Impact to Future Operating Budgets
\$ 659,815	\$ 850K (grant/loan)	\$ 0	Reduced maintenance costs

Comprehensive Plan Consistency Review:

Comp Plan Goals/Objectives: Objective 2B, Pages 56-57	Consistent: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
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Summary Statement:

The Piedad Springs Water Treatment Plant project consists of furnishing and installing approximately 1,300' of 6-inch SDR 11 high density polyethylene pipe and 120' of 24" ductile iron pipe and other miscellaneous items. The Borough recently issued a request for sealed bids from qualified, licensed contractors for the project. The Borough obtained four responsive, sealed bids: 1) Southeast Road Builders for \$659,815; 2) Island Contractors for \$792,915; 3) Far West Ventures for \$848,913; and 4) M2C1 Construction for \$1,192,215. The Interim Borough Manager has reviewed the bids and recommends award to Southeast Road Builders. This project will be funded by a grant and loan from the U.S. Environmental Protection Agency and the Alaska Department of Environmental Conservation.

Referral:

Referred to:	Referral Date:
Recommendation:	Meeting Date:

Assembly Action:

Meeting Date(s): 2/9/16	Public Hearing Date(s):
	Postponed to Date:

A Resolution of the Haines Borough Assembly authorizing the Borough Manager to execute a construction contract with Southeast Road Builders for the Piedad Springs Water Treatment Plant project for an amount not to exceed \$659,815.

WHEREAS, the Piedad Springs Water Treatment Plant project consists of furnishing and installing approximately 1,300' of 6-inch SDR 11 high density polyethylene pipe and 120' of 24" ductile iron pipe and other miscellaneous items; and

WHEREAS, the Borough recently issued a request for sealed bids from qualified, licensed contractors for the project; and

WHEREAS, the Borough obtained four responsive, sealed bids: 1) Southeast Road Builders for \$659,815; 2) Island Contractors for \$792,915; 3) Far West Ventures for \$848,913; and 4) M2C1 Construction for \$1,192,215; and

WHEREAS, the Interim Borough Manager has reviewed the bids and recommends award to Southeast Road Builders; and

WHEREAS, this project will be funded by a grant and loan from the U.S. Environmental Protection Agency and the Alaska Department of Environmental Conservation,

NOW, THEREFORE, BE IT RESOLVED that the Haines Borough Assembly authorizes the Borough Manager to execute a construction contract with Southeast Road Builders for the Piedad Springs Water Treatment Plant project for an amount not to exceed \$659,815.

Adopted by a duly-constituted quorum of the Haines Borough Assembly on this ____ day of _____, 2016.

Janice Hill, Mayor

Attest:

Julie Cozzi, MMC, Borough Clerk

HAINES BOROUGH
PUBLIC NOTICE
REQUEST FOR SEALED BIDS
Piedad Springs Water Treatment Plant



The Haines Borough is soliciting sealed bids from qualified and licensed contractors to perform the work for the **Piedad Springs Water Treatment Plant** project. All contractors are required to have a current Alaska Contractor's License and Alaska Business License. A Haines Business License is required prior to contract award.

DESCRIPTION OF WORK: The WORK consists of furnishing and installing a new 14' by 16' building along with associated electrical and mechanical items. It also consists of furnishing and installing approximately 1,300' of 6-inch SDR 11 high density polyethylene pipe and 120' of 24" ductile iron pipe and other miscellaneous items. All WORK shall be completed by July 15, 2016.

Prospective bidders are required to attend a Pre-Bid Conference to be held in Haines on January 14, 2016 beginning at 10:00 a.m. at the Borough Administration Building (103 Third Avenue), immediately followed by a mandatory site visit (per Addendum #1).

RECEIPT OF BIDS / BID DEADLINE: Bids will be accepted until 2:00 p.m., Local Time, ~~Wednesday, January 6, 2016,~~ **Tuesday, February 2, 2016 (per Addendum #1)** at the Office of the Borough Clerk in the Borough Administration Building in Haines, Alaska. Bids must be mailed or hand-delivered and will not be accepted by email or fax.

BID OPENING: The bid opening will be shortly after 2:00 p.m. on the same date in the Borough Administration Building conference room.

BID DOCUMENTS: A Bid packet including instructions, forms, and description of work is available on the Haines Borough website: www.hainesalaska.gov/rfps for viewing and printing.

QUESTIONS:

For technical questions:

Carson Dorn, Inc.
712 West 12th Street
Juneau, AK 99801
Attention: Jim Dorn
Phone: 907-586-4447

Submit Bids to:

Physical Address:
Office of the Borough Clerk
Borough Administration Building
103 Third Ave S.
Haines, Alaska

Mailing Address:
Haines Borough
Attn: Borough Clerk
PO Box 1209
Haines, AK 99827

Project: Piedad Springs Water Treatment Plant

Bidder	Bid Rcvd by Deadline	Bid on Req. Form, Complete, & Signed	Proof of AK Business Licensing	Proof of AK Contractor's Cert. of Reg.	Bid Bond or Certf. Check of at least 5% of bid	Non-Collusion Affidavit	Addenda Noted (3)	Base Bid: Piedad Springs Water Treatment Plant	Comments
Far West Ventures	X	X	X	X	X	X	X	\$620,576	
Modifications								\$228,337	
Total								\$848,913	
Island Contractors	X	X	X	X	X	X	X	\$950,000	
Modifications								(\$157,085)	
Total								\$792,915	
M2C1 Construction	X	X	X	X	X	X	X	\$1,192,215.48	
Modifications									
Total								\$1,192,215.48	
Southeast Road Builders	X	X	X	X	X	X	X	\$659,815	Apparent Low
Modifications									
Total								\$659,815	

Present:

- Brad Ryan, Interim Borough Manager
- Ralph Borders, Public Works Superintendent
- Scott Bradford, Water-Sewer Operator
- Krista Kielsmeier, Deputy Clerk
- Shawn Bell, Harbormaster
- Gabe Thomas, Assistant Harbormaster
- Brenda Josephson, Southeast Road Builders
- Charlie Spud, Far West Ventures

**ADDENDUM NO. 2
SECTION 00310 - BID SCHEDULE**

ITEM NO.	PAY ITEM DESCRIPTION	PAY UNIT	APPROX. QUANTITY	UNIT PRICE		AMOUNT	
				DOLLARS	CENTS	DOLLARS	CENTS
1505.1	Mobilization	Lump Sum	All Req'd	Lump	Sum	8,650	00
1570.1	Erosion Control Plan and SWPPP	Lump Sum	All Req'd	Lump	Sum	2,450	00
1704.1	Final Clean Up and Site Restoration	Lump Sum	All Req'd	Lump	Sum	9,000	00
2201.1	Clearing and Grubbing	Lump Sum	All Req'd	Lump	Sum	44,850	00
2203.1	Imported Backfill	Ton	750	50	00	37,500	00
2204.1	Base Course, Grading D-1	Ton	200	60	00	12,000	00
2601.1	6-Inch SDR 11 HDPE Water Pipe (2' D.O.B.)	Lump Sum	All Req'd	48,800	00	48,800	00
2601.2	6-Inch SDR 11 HDPE Water Pipe (6.5' D.O.B.)	LF	215	70	00	15,050	00
2601.3	24" DIP RJ Water Pipe w/ Polyethylene Encasement	LF	120	487	00	58,440	00
2702.1	Construction Surveying	Lump Sum	All Req'd	Lump	Sum	6,800	00
11120.1	Piedad Water Treatment Equipment and Piping	Lump Sum	All Req'd	Lump	Sum	277,500	00
13300.1	Piedad Water Treatment Building	Lump Sum	All Req'd	Lump	Sum	67,400	00
16000.1	Electrical	Lump Sum	All Req'd	Lump	Sum	71,375	00

TOTAL BID \$ 659,815.00

COMPANY NAME Southeast Road Builders, Inc.

END OF SECTION

**ADDENDUM NO. 2
SECTION 00310 - BID SCHEDULE**

ITEM NO.	PAY ITEM DESCRIPTION	PAY UNIT	APPROX. QUANTITY	UNIT PRICE		AMOUNT	
				DOLLARS	CENTS	DOLLARS	CENTS
1505.1	Mobilization	Lump Sum	All Req'd	Lump	Sum	100,000	00
1570.1	Erosion Control Plan and SWPPP	Lump Sum	All Req'd	Lump	Sum	20,000	00
1704.1	Final Clean Up and Site Restoration	Lump Sum	All Req'd	Lump	Sum	20,000	00
2201.1	Clearing and Grubbing	Lump Sum	All Req'd	Lump	Sum	50,000	00
2203.1	Imported Backfill	Ton	750	60	00	45,000	00
2204.1	Base Course, Grading D-1	Ton	200	100	00	20,000	00
2601.1	6-Inch SDR 11 HDPE Water Pipe (2' D.O.B.)	Lump Sum	All Req'd	198,000	00	198,000	00
2601.2	6-Inch SDR 11 HDPE Water Pipe (6.5' D.O.B.)	LF	215	400	00	86,000	00
2601.3	24" DIP RJ Water Pipe w/ Polyethylene Encasement	LF	120	675	00	81,000	00
2702.1	Construction Surveying	Lump Sum	All Req'd	Lump	Sum	30,000	00
11120.1	Piedad Water Treatment Equipment and Piping	Lump Sum	All Req'd	Lump	Sum	100,000	00
13300.1	Piedad Water Treatment Building	Lump Sum	All Req'd	Lump	Sum	100,000	00
16000.1	Electrical	Lump Sum	All Req'd	Lump	Sum	100,000	00

TOTAL BID \$ 950,000.00

COMPANY NAME Island Contractors LLC

END OF SECTION

RECEIVED HAINES BOROUGH

FEB 2 2016

Island Contractors, LLC

PO Box 241036 Douglas, AK 99824-0748

Phone: 907-500-9041 Fax: 907-500-9051

CLERK'S OFFICE

1:40 p.m. - JCK

FAX COVER SHEET

To: Office of the Borough Clerk **Attn:** _____
Date: 02/02/16 **Fax:** 907-766-2716
From: Mike **Pages:** 11 (Including Cover)
RE: Haines Piedad Springs Water Treatment Plant - BID MODIFICATION

Urgent For Review Please Comment Please Reply Please Recycle

Notes:

Most figures shown as a deducts to individual line items. Two figures shown as adds.

Bid Item	Unit Price	Total
1505.1		\$(21,000.00)
1570.1		\$(2,000.00)
1704.1		\$(12,000.00)
2201.1		\$(36,000.00)
2203.1	\$(30.00)	\$(22,500.00)
2204.1	\$(24.00)	\$(4,800.00)
2601.1	\$(137,600.00)	\$(137,600.00)
2601.2	\$(255.00)	\$(54,825.00)
2601.3	\$(243.00)	\$(29,160.00)
2702.1		\$(20,000.00)
11120.1		\$197,000.00
13300.1		\$12,500.00
16000.1		\$(26,700)
Total		\$(157,085.00)

Acknowledge Addenda: 1, 2, 3

Signed: *[Signature]*
[Signature]

SECTION 00310 - BID SCHEDULE

ITEM NO.	PAY ITEM DESCRIPTION	PAY UNIT	APPROX. QUANTITY	UNIT PRICE		AMOUNT	
				DOLLARS	CENTS	DOLLARS	CENTS
1505.1	Mobilization	Lump Sum	All Req'd	Lump	Sum	142,467	
1570.1	Erosion Control Plan and SWPPP	Lump Sum	All Req'd	Lump	Sum	12,334	
1704.1	Final Clean Up and Site Restoration	Lump Sum	All Req'd	Lump	Sum	16,102	
2201.1	Clearing and Grubbing	Lump Sum	All Req'd	Lump	Sum	15,184	
2203.1	Imported Backfill	Ton	750			8,565	
2204.1	Base Course, Grading D-1	Ton	200			4,568	
2601.1	6-Inch SDR 11 HDPE Water Pipe (2' D.O.B.)	LF	1,100			55,240	
2601.2	6-Inch SDR 11 HDPE Water Pipe (6.5' D.O.B.)	LF	190			10,705	
2601.2	24" DIP RJ Water Pipe w/ Polyethylene Encasement	LF	120			83,366	
2702.1	Construction Surveying	Lump Sum	All Req'd	Lump	Sum	10,506	
11120.1	Piedad Water Treatment Equipment and Piping	Lump Sum	All Req'd	Lump	Sum	98,783	
13300.1	Piedad Water Treatment Building	Lump Sum	All Req'd	Lump	Sum	83,617	
16000.1	Electrical	Lump Sum	All Req'd	Lump	Sum	79,141	

Note this may change based on contractors preferred route and should be accounted for in the bid. See Note 1 on Drawing C-1 Sheet 4 of 14

TOTAL BID \$ 620,576
COMPANY NAME Far West Ventures Inc.

END OF SECTION



SBA 8(a), State of Alaska DBE Certified

3150 C St Sulte 270 Anchorage, AK 99503 P. 907-276-2580 F. 907-272-2581

RECEIVED
FEB 02 2016
HAINES BOROUGH

1:16 pm
-KAC

2/2/16

Haines Borough
103 Third Avenue S.
P.O. Box 1209
Haines, AK 99827
Phone: 907-766-2231 Fax: 907-766-2716

Re: Piedad Springs Water Treatment Plant Pricing revision

Please add the following dollar amounts to each corresponding categories to our sealed bid submission in each of the following categories for the PIEDAD SPRINGS WATER TREATMENT PLANT project that bids today, February 2nd at 2pm.

Pricing Revision		
Plus (Minus)	ITEM NO.	Description
\$ 6,568	1505.1	Mobillzation
\$ 5,858	1570.1	Erosion CONTROL Plan and SWPP
\$ 11,754	1704.1	Final Clean up and Site Restoration
\$ 11,876	2201.1	Clearing and Grubbing
\$ 32,160	2203.1	Imported Backfill (SE BUILDERS)
\$ 8,464	2204.1	Base course, Grading D-1 (SE BUILDERS)
\$ 12,923	2601.1	6 inch SDR 11 HDPE Water Pipe (2' D.O.B.)
\$ 16,355	2601.2	6 Inch SDR 11 HDPE Water Pipe (6.5' D.O.B.)
\$ 51,937	2601.2	24" DIP RJ Water Pipe w/Polyethylene Encasement
\$ (46)	2702.1	Construction Surveying
\$ 40,727	11120.1	Piedad Water Treatment Equipment and Piping
\$ 6,683	13300.1	Piedad Water Treatment Building
\$ 23,076	16000.1	Electrical

\$ 228,337 Total addition to original sealed bid submlsion

Respectfully,

Terry Don, MBA
CEO
Far West Ventures Inc.

**ADDENDUM NO. 2
SECTION 00310 - BID SCHEDULE**

ITEM NO.	PAY ITEM DESCRIPTION	PAY UNIT	APPROX. QUANTITY	UNIT PRICE		AMOUNT	
				DOLLARS	CENTS	DOLLARS	CENTS
1505.1	Mobilization	Lump Sum	All Req'd	Lump	Sum	129,587	30
1570.1	Erosion Control Plan and SWPPP	Lump Sum	All Req'd	Lump	Sum	46,300	90
1704.1	Final Clean Up and Site Restoration	Lump Sum	All Req'd	Lump	Sum	30,879	57
2201.1	Clearing and Grubbing	Lump Sum	All Req'd	Lump	Sum	27,385	62
2203.1	Imported Backfill	Ton	750	61	51	46,135	81
2204.1	Base Course, Grading D-1	Ton	200	76	89	15,378	27
2601.1	6-Inch SDR 11 HDPE Water Pipe (2' D.O.B.)	Lump Sum	All Req'd	Lump	Sum	179,129	48
2601.2	6-Inch SDR 11 HDPE Water Pipe (6.5' D.O.B.)	LF	215	129	18	27,774	54
2601.3	24" DIP RJ Water Pipe w/ Polyethylene Encasement	LF	120	774	49	92,938	73
2702.1	Construction Surveying	Lump Sum	All Req'd	Lump	Sum	23,067	41
11120.1	Piedad Water Treatment Equipment and Piping	Lump Sum	All Req'd	Lump	Sum	224,953	79
13300.1	Piedad Water Treatment Building	Lump Sum	All Req'd	Lump	Sum	185,982	96
16000.1	Electrical	Lump Sum	All Req'd	Lump	Sum	162,702	10

TOTAL BID \$ 1,192,215.48

COMPANY NAME M2C1 International, LLC dba
M2C1 Construction and Engineering

END OF SECTION

Mayoral Appointments 2/9/16

Parks and Recreation Advisory Committee

Thom Ely – term ends 11/2018

The committee recommends this appointment (see attached).

This would leave one vacancy.



To: Richard Chapell
Subject: RE: Thom Ely Parks & Rec approval

From: burl sheldon [<mailto:burls58@yahoo.com>]
Sent: Wednesday, February 03, 2016 11:08 AM
To: Chapell, Richard S (DFG)
Subject: Re: Coastal Trail

To: Krista
From: Burl Sheldon, PRAC Member
RE: Committee affirms Thom Ely application for PRAC consideration

Thom Ely attended the 1/27 PRAC meeting and the seated members discussed his application. Generally, the discussion on Thom's strengths, particular to the goals of PRAC, related to his well known personal interest in recreational access and recreational planning for the community--and that Thom owns a thriving recreation-based business.

Thom discussed with the committee his ideas relevant to borough parks and recreation. These include: delineating and expanding municipal parks, establishing a core green-space as well as planning for green-space, identifying certain areas for certain types of recreation, establishing a "mountain hut system" and planning for "100 years from now."

The committee voted and passed his application unanimously.

Burl Sheldon,
h) 907-314-3439 (new number)
w) 907-766-2151

Haines Borough Application for Board Appointment

- Appointment** (I am not currently on the board)
- Reappointment** (I am currently a member of the board)

Check the board, commission, or committee for which you are applying :

<input type="checkbox"/>	Planning Commission	<input type="checkbox"/>	Port and Harbor Advisory Committee
<input type="checkbox"/>	Tourism Advisory Board	<input type="checkbox"/>	Fire Service Area Board #3 (Klehini)
<input type="checkbox"/>	Chilkat Center Advisory Board	<input type="checkbox"/>	Letnikof Estates Road Maintenance Service Area Board
<input checked="" type="checkbox"/>	Parks and Recreation Advisory Committee	<input type="checkbox"/>	Riverview Road Maintenance Service Area Board
<input type="checkbox"/>	Museum Board of Trustees	<input type="checkbox"/>	Historic Dalton Trail Road Maintenance Service Area Board
<input type="checkbox"/>	Library Advisory Board	<input type="checkbox"/>	Four Winds Road Maintenance Service Area Board
<input type="checkbox"/>	Public Safety Commission	<input type="checkbox"/>	
<input type="checkbox"/>	Temporary (Ad-hoc) Board/Committee _____		

Name: THOM ELY
 Residence Address: 216 RIVER DR. HAINES, AK
 Mailing Address: POB 1014, HAINES, AK
 Business Phone: 266 2869 Home Phone: 314-0860
 Fax: _____ Email: akthome@yahoo.com

I declare that I am willing to serve as a member of the designated board, commission, or committee. Please enter my name for consideration of appointment by the mayor, subject to confirmation by the assembly. I am a registered voter of the State of Alaska and have resided within the Haines Borough for at least thirty (30) days preceding this date or the date of appointment.

Thomas Ely
 Signature of Applicant _____ Date 1/11/2016

PLEASE BRIEFLY DESCRIBE YOUR QUALIFICATIONS (You may attach a resume):
29 YEAR RESIDENT WHO OWNS AN OUTDOOR RECREATION BUSINESS SOCKEYE CYCLE AND RECREATIONIST WHO BIKE, SKI, PARAGLIDES, KAYAKS, ETC. THE REASON I MOVED HERE IS TO RECREATE IN THE WILDS.

* IIBC 2.60.020 - A member of a committee, board or commission shall be a resident of the borough as defined below...a person qualifying as a borough resident shall: A) Continue to maintain the person's principal place of residence within the corporate boundaries of the borough and have done so for at least 30 days immediately preceding the date of the person's appointment by the mayor; and B) Physically occupy said residence for at least 30 days immediately preceding the date of the person's appointment by the mayor.
 Form Rev 7-15



**Haines Borough
Assembly Agenda Bill**

Agenda Bill No.: 16-625
Assembly Meeting Date: 2/9/16

Business Item Description:	Attachments:
Subject: Mosquito Lake Facility Use (MOU)	1. DRAFT Memorandum of Understanding 2. FY15 Facility Expenses
Originator: Interim Manager	
Originating Department: Administration	
Date Submitted: 1/29/16	

Full Title/Motion:
Motion: Authorize the interim manager to enter into a Memorandum of Understanding with the Friends of Mosquito Lake School and Community Center for use of the Mosquito Lake Facility.

Administrative Recommendation:
The Interim Borough Manager recommends authorization.

Fiscal Impact:

Expenditure Required	Amount Budgeted	Appropriation Required	Projected Impact to Future Operating Budgets
\$ see summary	\$	\$	Facility maintenance costs

Comprehensive Plan Consistency Review:

Comp Plan Goals/Objectives: Objective 2B, Pages 56	Consistent: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
---	---

Summary Statement:

The Mosquito Lake School is a significant expense to the borough for utilities and general upkeep (between \$25,000 and \$35,000/year). Borough Administration has been working with Friends of Mosquito Lake School on an MOU to allow them to use the building and reduce the cost of the facility to the borough. The two areas that could potentially provide significant savings are the cost of electricity if we can qualify for Power Cost Equalization (PCE) and the current maintenance contract. This MOU would be effective quarterly and automatically renew each quarter until either party wishes to change or cancel the agreement.

Referral:

Referred to:	Referral Date:
Recommendation:	Meeting Date:

Assembly Action:

Meeting Date(s): 2/9/16	Public Hearing Date(s):
	Postponed to Date:

MEMORANDUM OF UNDERSTANDING

MOSQUITO LAKE FACILITY

This Memorandum of Understanding (MOU) concerning the former Mosquito Lake School facility, hereinafter referred to as “Mosquito Lake Facility” or “the facility”, is between Haines Borough, a municipal corporation of the State of Alaska, hereinafter “Borough”, and the Friends of Mosquito Lake School and Community Center, a corporation of the State of Alaska, hereinafter “FMLSCC”. This MOU is effective quarterly beginning _____. It shall automatically renew at the beginning of each quarter unless either party terminates or amends the agreement 30 days prior to the end of the quarter. The agreement shall terminate January 31, 2021.

THE PARTIES TO THIS MOU UNDERSTAND THE FOLLOWING:

- The preferred use of the facility is as a public school; however, the current enrollment is insufficient, so the Haines Borough School District made the decision not to operate the facility as a school.
- Until there is sufficient enrollment to serve as a public school, the facility could serve as a community center and be used in such a way that the facility provides social value for the community.
- In the event the School District resumes operation of the facility as a public school, the School District will resume responsibility for the operation and maintenance of the facility. This action will result in revision and/or termination of this MOU.
- FMLSCC’s overriding goal is to utilize the facility in such a manner that will enhance the health and well-being of the community.

RESPONSIBILITIES AND EXPECTATIONS UNDER THIS MOU:

Haines Borough:

- A. The Borough will maintain ownership of the property for the duration of this MOU.
- B. The Borough will continue to insure and maintain Mosquito Lake Facility to current levels.
- C. The Borough will apply for Power Cost Equalization (PCE) funds if the facility is deemed eligible, which could further reduce electric costs.
- D. The Borough will maintain a minimum indoor air temperature within the school building of 50 degrees, and will raise the temperature to 68 degrees when requested for a scheduled rental with 48 hours’ notice.
- E. The Borough is responsible for all repairs, upgrades, and maintenance that maintain the functionality of the Mosquito Lake Facility.
- F. The Borough is responsible to coordinated and arranged snow removal according to the Borough’s annual snow removal RFP process. Borough code prohibits the use of Public Works equipment beyond the boundaries of the Townsite Service Area.
- G. The Borough will pay all utility costs.

Friends of Mosquito Lake School and Community Center:

- A. FMLSCC will develop a detailed facility use plan for Borough approval.
- B. FMLSCC will assist the Borough in maintaining the security and welfare of the facility by providing contact information of local members who are available to check on the building or provide other minor services, as necessary.
- C. FMLSCC will hold regular meetings at the facility, at which time board members will conduct a walkthrough to ensure the integrity of the structures and mechanical systems. This is not considered a rental event.
- D. FMLSCC will organize and oversee all events and activities that will occur at the facility.
- E. FMLSCC will collect rents that will be passed to the Borough for deposit in a dedicated account within the Borough treasury.
- F. FMLSCC will provide for routine cleaning of the facility, including restrooms, kitchen, floors, etc. and supply all cleaning supplies.
- G. FMLSCC will provide for all garbage collection.
- H. FMLSCC will hand-clear snow from doorways and walkways as needed.
- I. FMLSCC will manage facility rentals, including scheduling and Borough notification.
- J. FMLSCC will collect \$50 for rentals of two hours or less, and \$100 for rentals in excess of two hours. Renters will not be charged for the additional 30 minutes to open the facility and another 30 minutes for clean-up and closing.
- K. FMLSCC will conduct daily visits during extreme cold weather to verify the heat system is working, because remote monitoring has proven to be unreliable. The point of contact will contact the Director of Public Facilities if it is determined the heat system does not appear to be working properly.
- L. FMLSCC will perform any desired landscaping (e.g., flowers and gardens).
- M. FMLSCC will maintain and repair playground equipment in a safe condition.
- N. FMLSCC will maintain a single point of contact and provide the Borough with the name and contact information. Contact information for an alternate point of contact will also be provided.

Eligible Uses and Activities. The facility may serve as a location for the following activities. Uses might include:

- Operation as a public school, when feasible.
- Serving as an emergency shelter.
- Community celebrations.
- Public meetings, conferences and retreats.
- A social and recreational meeting place for community members.
- Rented space for private family functions or when parties are too big for private homes (e.g., weddings, funerals, birthdays, etc).
- Retreats, classes, adult education, and recreational programs for non-government groups and non-profit organizations.
- Teleconference center.
- Satellite library and/or museum.

Ineligible Uses: To be eligible for disaster assistance, the facility must maintain its utility as a community center. In accordance with FEMA regulations, the facility cannot be used for the following:

		SECURITY		CARETAKER		
	ELECTRICITY	PHONE & LJ ALARM	HEATING FUEL	INCLUDING SNOW REMOVAL	INSURANCE	MAINTENANCE SUPPLIES
JULY	531.25	41.50		1,000.00	282.29	
AUGUST	608.10	45.05		1,000.00	282.29	
SEPTEMBER	553.49	90.60		1,000.00	282.29	342.00
OCTOBER	484.72	90.87		1,000.00	282.29	3700.00
NOVEMBER	849.93	90.64	1,181.49	1,000.00	282.29	
DECEMBER	1,144.58	90.64	1,316.24	1,000.00	282.29	
JANUARY	969.15	90.64	-	1,000.00	282.29	
FEBRUARY	1,207.76	91.11	1,498.73	1,000.00	282.29	
MARCH	1,177.13	91.11	-	1,000.00	282.29	
APRIL	626.02	91.11	-	1,000.00	282.29	
MAY	482.79	91.18	-	1,000.00	282.29	290.00
JUNE	450.86	91.18	1,630.52	1,000.00	282.29	
	\$ 9,085.78	\$ 995.63	\$ 5,626.98	\$ 12,000.00	\$ 3,387.48	\$ 4,332.00

Figure 1 FY15 Mosquito Lake School Expenses.



**Haines Borough
Assembly Agenda Bill**

Agenda Bill No.: 16-626
Assembly Meeting Date: 2/9/16

Business Item Description:	Attachments:
Subject: Solar Aquatic System	1. Information/Explanation Provided by Ron Jackson 2. Case Study - Weston, Massachusetts
Originator: Assembly Member Jackson	
Originating Department: Assembly	
Date Submitted: 1/28/16	

Full Title/Motion:
This is a discussion item. The discussion may lead to some type of motion, such as referral to a committee.

Administrative Recommendation:

Fiscal Impact:

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

Comprehensive Plan Consistency Review:

Comp Plan Goals/Objectives: Objective 15D, Pages 254	Consistent: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
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Summary Statement:
This discussion topic was requested by Assembly Member Jackson. He suggested it could be referred to a committee for further development, if the assembly so desires.

Referral:

Referred to:	Referral Date:
Recommendation:	Meeting Date:

Assembly Action:

Meeting Date(s): 2/9/16	Public Hearing Date(s):
	Postponed to Date:

Q: Should the Haines Borough Submit an LOI to the Rasmuson Foundation for the Design/Construction of a Pilot Project WWTP?

The Haines Borough primary treatment facility requires significant repairs and possibly, complete replacement. In addition, the Haines Borough will, in the not-to-distant future, lose its 301(h) waiver from secondary wastewater treatment and be required to meet federal secondary treatment standards. The following idea may help the Borough identify a plan forward.

The Rasmuson Foundation has expressed interest in receiving a Letter of Intent (LOI) from Haines for the funding (design and construction) of a pilot project to demonstrate proof of concept for a tertiary (drinking water quality) wastewater treatment facility that may be applicable to the long term needs of our community and other communities around the State. Simultaneously, because of the nature of the “living machine” treatment system (described below,) the community would gain a living science laboratory that could be incorporated into the local science program.

A living machine is a man-made ecosystem that mimics natural biological processes to facilitate the breakdown of human waste. Influent wastewater is considered a source of nutrients, rather than a source of pollution. In our local climate, the ecosystem would be constructed inside a high-tech greenhouse, and engineered to function like a natural wetland. A small-scale Solar Aquatic System (SAS/living machine,) attached to the Borough municipal building, would treat ~400 gpd within a footprint of approximately 30' x 30'. Influent would be diverted from the building's existing plumbing to run through the SAS for treatment, and be returned to the existing sewer line. A discharge permit wouldn't be needed and no performance levels would need to be achieved since the effluent would eventually be sent to the permitted municipal plant.

As opposed to the conventional method of sending wastewater to a single large tank with a limited number of bacterial strains, in an SAS wastewater is routed through a series of small tanks each stocked with bacteria, plants, macro-invertebrates, snails, and sometimes fish, all of which consume different portions of the wastestream to support their own growth and reproduction. A high percentage of the biological solids present in the tanks is consumed, reducing sludge formation by ~75% over a conventional facility. The effluent is run through a gravel/reed bed seeded with plants specifically chosen for their ability to remove dissolved minerals as well as return nitrogen to the atmosphere. At the far end, a UV irradiation chamber kills residual bacteria or viruses. The final effluent has been “tertiary treated” and meets or exceeds drinking water standards for purity. It can be discharged virtually anywhere.

The SAS will require ten to fifteen minutes each day for operation and maintenance. Discussions have begun with the Takshanuk Watershed Council (TWC) to fulfill that need, possibly in conjunction with science students from the high school. The system's performance will be regularly monitored and compared to standard wastewater treatment plant performance parameters. If for any reason the SAS cannot be operated for some period of time, it can be taken off-line by simply closing a valve.

There would be costs for lighting and heat, although both would be minimal and potentially at least partially offset by selling ornamental flowers and baitfish grown in the SAS.

The cost for design and construction of the SAS is estimated to be ~\$150,000. The Rasmuson Foundation has expressed interest in providing a large portion of that amount and remaining funds could likely be provided by other foundations, private donors, and possibly the USDA Rural Grants program.

I request that we assign this matter to the appropriate committee for further review. This discussion requires no commitment for funds from the Borough, and at any time during the grant process the Borough will be able to abandon the process should it choose to do so.

CASE STUDY: WESTON, MASSACHUSETTS, SOLAR AQUATIC SYSTEM

SYSTEM DESCRIPTION

Location: Weston, Massachusetts (latitude: 42°21'59" N; longitude: 71°18'10" W)

Collection: Gravity sewers from each building feed three e-One grinder pump stations that then transfer sewage to the treatment plant. Grease traps, which are owned by the building owners, provide preliminary treatment at each building.



Treatment: Solar aquatic systems (SAS) are a hybrid activated-sludge/engineered-ecosystem process. Influent wastewater from grinder pumps is introduced into an aerated flow equalization/blending tank, which also receives return activated sludge. From the equalization tank, mixed liquor is pumped to a dual-train configuration of transparent-walled tanks that support the growth of aquatic vegetation, algae, zooplankton, and snails that digest contaminants and extract nutrients. Gravity separation of solids occurs in a settling tank and the solids are recirculated while the treated water is further treated using sand filtration, subsurface anoxic wetlands, and finally disinfection.

Product disposition: Treated water recharges the groundwater via a soil absorption system. This system consists of recharge trenches beneath a stone driveway.

Flowrate: Designed to serve 38 to 45 m³/d (10,000 to 12,000 gpd); current average flow is 23 m³/d (6000 gpd).

Service area: Commercial business area, including supermarkets, restaurants, banks, medical and commercial offices, and retail stores.

Case study type: Commercial cluster for independent community.

Management type: Private (partnership) ownership and management.

Cost: Actual cost was \$750,000, including leach field for dispersal, which was within the margin for error of the estimated cost. Costs were reportedly higher than typical for this type of system due to installation challenges associated with the construction of the foundation, sewers and leachfield in peaty soils.

DESCRIPTION

The solar aquatic system (SAS) was constructed to provide wastewater service to a core commercial area in the town of Weston, Massachusetts, because of failing septic systems. The commercial businesses had grease traps that did not adequately protect the septic systems,



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which was causing system failure. The Massachusetts Department of Environmental Protection (MADEP) stepped in and required property owners who were in violation of onsite wastewater treatment regulations to upgrade their systems. Property owners formed a limited partnership to design, build, own, and manage the system.

The treatment system consists of several natural treatment stages including aeration, plant and animal aquaculture, solar radiation, clarification, sand filtration, subsurface

flow anoxic wetlands and UV disinfection and is divided into three stages:

- (1) Aerated equalization and pretreatment buffers flow variations and provides approximately 47% reduction of biological oxygen demand (BOD). This process takes place in buried concrete tanks beneath a sidewalk that adjoins the commercial building.
- (2) A four-train configuration of 16 transparent-walled tanks supports growth of aquatic vegetation, algae, zooplankton, and snails that digest contaminants and extract nutrients for plant growth. Gravity separation of solids occurs in a settling tank, and the solids are recirculated while the treated water is further refined through sand filtration. (Solids produced in this stage consist largely of algae microorganisms, which could possibly be dried for energy production purposes.)
- (3) A subsurface, anoxic wetland provides denitrification and further treatment and is followed by UV disinfection. Decomposing roots are a carbon source and help support the denitrification process. The need for additional carbon in the form of acetate or methanol/ethanol is variable over the seasons; the feed rate is adjusted based on process control sampling. Typically, more supplemental carbon is needed in winter when light levels are lower and there is less plant photosynthesis for root exudate production and growth. All treated water is recharged to the subsurface groundwater, and some is recirculated to the head of the plant to maintain a consistent hydraulic flow.

The system is contained in a greenhouse, which allows year-round growth of vegetation under controlled environmental conditions. As a hybrid system, it uses well-established technology such as aerated activated sludge treatment along with natural processes to the greatest extent practical to create a bucolic and functional wastewater process that is located among the buildings served.

While groundwater dispersal of treated effluent at the site is limited to 27 m³/d (7000 gpd), the pretreatment system is designed for a capacity of 38 to 45 m³/d (10,000 to 12,000 gpd), because MADEP wanted the treatment plant oversized. Redundancy in the treatment plant design does help if and when rehabilitation work is needed, such as changing the bags inside the solar tanks. Approximately two-thirds of the tanks can be taken offline, and the system can still function.

It is possible that by reusing effluent for flushing toilets and irrigation, the same soil absorption system could service more users, which could be added as members of the limited partnership. The town is considering extending the service area, which is entirely owned by the partnership, although this would require appropriate zoning approvals for new development based on the local land use regulations. If the sewer collection pipes have to cross public right-of-ways, however, then a public wastewater utility may need to be established. This could prove complicated because there is no enabling legislation for private wastewater systems in Massachusetts.



Photo courtesy of AIDG Inc. (www.aidg.org) under Creative Commons License <http://creativecommons.org/licenses/by/3.0/>.

PROJECT GOALS

The goal of this project was to provide a natural system that would add beauty to the community while providing vital water quality and public health services. The system also serves as an educational tool and is visited routinely by local school classes.

TIMELINE

After decades of discussion, the MADEP ultimately required property owners to provide a design by 1996 with system to be operational 1997. The system was put into service in 1997.

DECISION MAKING

Based on groundwater sampling and testing and observed failures of existing systems, the local board of health determined that failing onsite septic systems in Weston's business district were adversely affecting an adjacent natural wetland. The MADEP determined that grease trap maintenance and the overall wastewater management approach, which relied on individual septic systems, was inadequate. The MADEP rules require at least a 15 m (50 ft) buffer between wastewater systems and wetlands; the existing systems did not meet this requirement and were deemed to be inadequate for protecting the wetland.

As a result, MADEP required affected properties owners to upgrade their systems. The department pressed for a municipally owned conventional wastewater treatment plant. Local residents fought against that plan for years, however, based on the experiences of other towns where centralized sewer systems led to unrestricted development that negatively affected the character of the town. Additionally, a suitable location could not be established.

After a municipally owned and operated system option fell through, the MADEP and affected property owners agreed to go with a decentralized approach. Property owners hired an engineering consultant to evaluate alternatives, which led to the recommendation to use the SAS approach because of its low impact to the community and ability to meet MADEP effluent requirements. In addition to the SAS, packaged treatment systems that used traditional treatment mechanisms were considered. Ultimately, preservation of community character and control of growth were the primary reasons why a traditional municipal wastewater system was not proposed. The SAS system was selected as a way to provide a neighborhood-friendly wastewater treatment system that could meet stringent groundwater discharge requirements.

CHALLENGES

The biggest challenge was that there were no SAS or other larger, similar systems in use in Massachusetts at the time, so the technology was considered innovative. Although SAS had been tested as pilot systems, this was a first implementation of this technology in a large-scale, private application. As a new, innovative technology, the system was difficult to permit, and the process was fraught with state and local regulatory roadblocks. Now that the system has been in use for 12 years, comfort and confidence among state and local regulators is good. In addition, less redundancy would be required in the system designs, which will help lower capital costs going forward.

Maintenance of grease traps is still an issue, even with the community system, because failure to maintain them may clog the downstream grinder pumps and other mechanical equipment.

FINANCING

A limited partnership of property owners was formed and no sophisticated form of bank financing was used. The entire project was funded privately, including investment of property owners' capital and user fees for investment recapture, future system replacement, and operating and maintenance costs. By law, there is a sinking fund for system maintenance; by design, user fees are based upon water usage with the operating costs distributed accordingly.

MANAGEMENT

The property owners that suffered from the failing septic system conditions came together and formed a limited partnership to finance, build, own, and operate the wastewater system. The system is contract operated by Ecological Engineering Group, which provides routine labor and system monitoring in accordance with MADEP operator license requirements. Capital and operating expenses are funded by the partnership.

Only one entity could be permitted by the MADEP to have responsibility for system performance. Municipal ownership alternatives were rejected because town residents did not want a public entity involved. The public did not oppose formation of a limited partnership. Because the system has been operational for more than a decade and confidence is higher, a town would be more likely to consider a municipal ownership and/or operation model. There is no reason now, however, for Weston to take this system over.

All costs are recovered monthly by charging a user fee based on water meter readings. The limited partnership also handles billing and collections, and customer complaints are handled through the licensed operators because most are associated with blocked grinder pumps.

PERMITS

The MADEP administers the groundwater discharge permit, which is enforced based on effluent flow and quality. Monthly water quality (effluent and groundwater monitoring) reports are filed with the MADEP. The MADEP evaluates performance by reviewing the monthly reports and through periodic unannounced inspections, typically on an annual basis.

PERFORMANCE

The system is meeting water quality objectives and stated project goals. The natural system approach conformed to the town's cultural character. Conservation of energy and chemicals, although sustainable, was achieved by default rather than design.

The process is working and improvements are being made to boost efficiency of the plant to lower the operations and maintenance costs to the owner. Improved control mechanisms and different plant species will help reduce power consumption. The plants used are tropical in nature, whereas evergreens seem to serve these purposes adequately and would eliminate the need for heating.

CONTACT INFORMATION

David Del Porto, Ecological Engineering Group, 978-369-9440 x 101; e-mail:
delporto@ecological-engineering.com.

Wendy Diotalevi, RS, Town of Weston Board of Health, 781-893-7320 x 332; e-mail:
diotalevi.w@westonmass.org.

WEBSITES

www.ecological-engineering.com

Alaska Association of Harbormasters and Port Administrators



RESOLUTION NO. 2015-01

A RESOLUTION OF THE ALASKA ASSOCIATION OF HARBORMASTERS AND PORT ADMINISTRATORS IN SUPPORT OF FULL FUNDING FOR THE STATE OF ALASKA MUNICIPAL HARBOR FACILITY GRANT PROGRAM IN THE FY 2017 STATE CAPITAL BUDGET.

Whereas, the Alaska Association of Harbormasters and Port Administrators recognizes the majority of the public boat harbors in Alaska where constructed by the State during the 1960s and 1970s; and

Whereas, these harbor facilities represent critical transportation links and are the transportation hubs for waterfront commerce and economic development in Alaskan coastal communities; and

Whereas, these harbor facilities are ports of refuge and areas for protection for ocean-going vessels and fishermen throughout the State of Alaska, especially in coastal Alaskan communities; and

Whereas, the State of Alaska over the past nearly 30 years has transferred ownership of most of these State owned harbors, many of which were at or near the end of their service life at the time of transfer, to local municipalities; and

Whereas, the municipalities took over this important responsibility even though they knew that these same harbor facilities were in poor condition at the time of transfer due to the state's failure to keep up with deferred maintenance; and

Whereas, consequently, when local municipal harbormasters formulated their annual harbor facility budgets, they inherited a major financial burden that their local municipal governments could not afford; and

Whereas, in response to this financial burden, the Governor and the Alaska Legislature passed legislation in 2006, supported by the Alaska Association of Harbormasters and Port Administrators, to create the Municipal Harbor Facility Grant program, AS 29.60.800; and

Whereas, the Alaska Association of Harbormasters and Port Administrators, is pleased with the Department of Transportation and Public Facilities administrative process to review, score and rank applicants to the Municipal Harbor Facility Grant Program, since state funds may be limited; and

Whereas, for each harbor facility grant application, these municipalities have committed to invest 100% of the design and permitting costs and 50% of the construction cost; and

Whereas, the municipalities of the City of Aleknagik, the Municipality of Anchorage, the City and Borough of Juneau, the City of Kodiak, the City and Borough of Sitka, the Municipality of Skagway, the City of Valdez, the City and Borough of Wrangell, and the City of Whittier have offered to contribute \$20,648,514 in local match funding for FY2017 towards nine harbor projects of significant importance locally as required in the Harbor Facility Grant Program; and

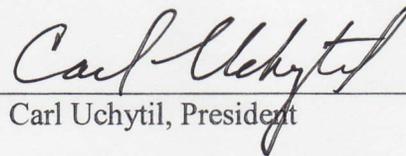
Whereas, completion of these harbor facility projects is all dependent on the 50% match from the State of Alaska's Municipal Harbor Facility Grant Program; and

Whereas, during the last ten years the Municipal Harbor Facility Grant Program has only been fully funded twice; and

Whereas, during the last ten years the backlog of projects necessary to repair and replace these former State owned harbors has increased to over \$100,000,000.

Now therefore be it resolved that the Membership of the Alaska Association of Harbormasters and Port Administrators urges full funding in the amount of \$20,648,514 by the Governor and the Alaska Legislature for the State of Alaska's Municipal Harbor Facility Grant Program in the FY 2017 State Capital Budget in order to ensure enhanced safety and economic prosperity among Alaskan coastal communities.

Passed and approved by a duly constituted quorum of the Alaska Association of Harbormasters and Port Administrators on this 14th day of October, 2015.



Carl Uchytel, President

ATTEST:

Kim Elliot

Kim Elliot, Executive Secretary



Memo

Ports & Harbors

Date: January 2, 2016

To: Brad Ryan, Haines Borough Interim Manager

From: Shawn Bell, Harbormaster

Re: AAHPA Resolution of Support

It is the recommendation of the Haines Harbormaster that the Haines Borough Assembly support Resolution No. 2015.01; put forth by the Alaska Association of Harbormasters and Port Administrators (AAHPA).

Details

The purpose of this resolution is to encourage the legislature to fully fund the State of Alaska Municipal Harbor Facility Grant Program for 2017. This grant program was put in place to assist local municipalities with rebuilding, updating, and expanding their harbor facilities. The Haines Borough has both supported past AAHPA resolutions and been a recipient of grant funding from this program. Letnikof Harbor and the Portage Cove Harbor can still qualify for a Tier I and Tier II grant, respectively.

From: Helen Alten [director@sheldonmuseum.net]
Sent: Wednesday, January 20, 2016 4:58 PM
To: Brad Ryan; Krista Kielsmeier; Julie Cozzi
Subject: for assembly
Attachments: 2015 MAFlyIn Economic Flyer.pdf; (PAR)Working docCIPMA Brief ver4.docx

Dear Brad,

I would like to request that the assembly send a letter to support companion bills HB 52 and SB 61 for the Museum Construction and Major Expansion Matching Grant Program. These bills would mirror the existing program for libraries, which resulted in construction of our beautiful Haines Public Library. Attached are two documents to explain the legislation and the need. Please note that the Sheldon Museum is one of four museums in Haines that could benefit from this legislation. Also, please note that the Sheldon Museum has significant deferred maintenance – rotted windows and timbers, flaking exterior paint, poor insulation, areas of repetitive leaking, a roof at the end of its lifespan - and a collection that is expanding on average 500 items per year, but about to significantly increase with the new AIA accession. We are aligning ourselves for a new building or building expansion, with our current MRV Architects and MRV Engineering analysis – both of which show a strong need for facilities improvements.

Thanks!

Helen



HB 52 & SB 61

Museum Construction, Expansion, and Major Renovation Matching Grant Program

Museums and Cultural Centers are anchor institutions in Alaskan communities of every size. They educate children and adults and contribute to a sense of place and identity. They contribute to our economy and wellbeing through employment and cultural tourism.

Foresight: Museums Alaska clearly recognizes the fiscal challenges our state and communities are facing.

- ❖ We continue to advocate for the passage of **HB 52** and **SB 61** to establish a framework that will support current and growing capital needs of statewide museums as state and local economies improve and funding becomes available.
- ❖ **These bills are void of any fiscal notes.** Future capital funding requests will be ranked by the Department of Community and Regional Affairs subject to appropriation of funding through the legislative process. The matching grant program may award not more than 50 percent of proposed costs to help build, expand, or renovate existing facilities to present and preserve Alaskan collections that are held in the public trust.

Goal: With **HB 52** currently in House Finance, we are working to advance **SB 61** to Senate Finance and achieve our goal of establishing a construction and major expansion matching grant program this 29th legislative session to help build, expand, or renovate existing facilities to present and preserve Alaskan collections.

Reality: A 2014 McDowell Group survey for the Foraker Group demonstrated critical infrastructure needs for Alaska's cultural institutions that care for and exhibit Alaskan collections.

- ❖ Of the 36 museums contacted, 27, or 75% have identified significant capital improvement needs within the next five years. Exhibition space or improvement; increase in facility size; collections storage expansion; and security improvements were listed as the top priorities.

Basis: **Since the passage of SB 119 in 2008**, the Library Construction and Major Expansion Matching Grant Program has successfully provided fourteen Alaska communities with financial assistance to help construct and expand public libraries.

- ❖ With the same foresight and leadership Representative Herron and Senator Stevens sponsored companion bills in the House and the Senate in 2015, **HB 52** and **SB 61** mirror the existing program for libraries, in creating an act establishing a museum construction grant program in the Department of Community and Regional Affairs.

Museums Alaska is a statewide association of Alaska's museum professionals who work to provide opportunities and improvement for Alaskan Museums and Cultural Centers. Museum Alaska is a CHAMP partner. For more information, please see the Museums Alaska web site at

www.museumsalaska.org

MUSEUMS ALASKA

Museums and Cultural Centers are anchor institutions in Alaskan communities of every size.

They contribute to our economy and wellbeing through employment, cultural tourism and educational programs.



Anchorage Museum

260

Alaskans Employed by Museums

\$23,553,294

Spent Annually in Alaska by Museums

Sheldon Jackson Museum



624,695

Annual Visitors to Alaskan Museums



Pratt Museum

Maxine & Jesse Whitney Museum



36,290

School Children Served Annually by Museum Educational Programs

33

Museums plan major renovation or construction projects in the next five

40 of the 50 Museums and Cultural Centers in Alaska took part in this survey.



Berengia Center

Economic and Educational Impact of Alaska Museums

Museum/ Cultural Center	Location	Paid Staff	Annual Budget	Annual Visitation	K-12 Visitors	Planned capital project
Alaska Aviation Museum	Anchorage	6	\$ 500,000	25,000	2,800	Yes
Alaska Heritage Museum	Anchorage	2	\$ 12,000	10,500	600	Yes
Alaska Jewish Museum	Anchorage	3	\$ 130,000	2,500	1,200	Yes
Alaska State Museums	Juneau & Sitka	16	\$ 1,832,000	50,537	7,000	Yes
Alaska Veterans Museum	Anchorage	0	\$ 43,000	7,000	633	Yes
Alaska Warbird Museum	Yakutat	0	\$ 50,000	500	N/A	Yes
Alutiiq Museum & Archaeological Repository	Kodiak	11	\$ 1,000,000	8,000	1,000	Yes
Anchorage Museum	Anchorage	62	\$ 9,200,000	179,052	3,251	Yes
Beringia Center of Culture & Science	Nome	3	\$ 175,921	5	104	Yes
C'ek'aedi Hwnax 'Legacy House'	Copper Center	5	\$ 100,000	5,700	150	No
Clausen Memorial Museum	Petersburg	3	\$ 96,211	3,327	260-600	Yes
Cordova Historical Society & Museum	Cordova	4	\$ 125,000	7,500	1,200	Yes
Dorothy G. Page Museum	Wasilla	2	\$ 190,000	9,000	1,000	Yes
Duncan Cottage Museum	Metlakatla	1	\$ 10,000	500	150	Yes
Eagle Historical Society & Museums	Eagle	1	\$ 29,000	450	20	Yes
Elfin Cove Museum	Elfin Cove	1	\$ 250	675	N/A	Yes
Hammer Museum Inc.	Haines	2	\$ 22,000	4,800	20-40	Yes
Ilika Cultural Center	Cordova	2	\$ 450,830	2,800	200	Yes
Jilkaat Kwaan Cultural Heritage Center	Klukwan	18	\$ 95,200	500	75	Yes
Juneau-Douglas City Museum	Juneau	4	\$ 425,700	11,865	2,862	Yes
Kasilof Regional Historical Museum	Kasilof	0	\$ 9,000	500	60	Yes
Ketchikan Museums	Ketchikan	8	\$ 924,435	57,000	400	Yes
Kodiak Historical Society & Baranov Museum	Kodiak	7	\$ 300,000	10,000	1,000	Yes
Kodiak Maritime Museum	Kodiak	1	\$ 65,000	2,500	25	Yes
Maxine & Jesse Whitney Museum	Valdez	4	\$ 113,000	4,000	500	No
McCarthy Kennicott Historical Museum	McCarthy	2	\$ 2,000	5,000	N/A	Yes
Pioneer Air Museum	Fairbanks	6	\$ 30,000	2,000	120	Yes
Port Alexander Museum	Port Alexander	0	\$ 2,500	100	12	Yes
Pratt Museum	Homer	10	\$ 520,000	25,000	2,500	Yes
Seldovia Museum	Seldovia	1.2	\$ 120,000	4,800	110	No
Seward Community Library & Museum	Seward	4.5	\$ 545,822	6,865	458	No
Sheldon Museum & Cultural Center	Haines	7	\$ 330,000	12,000	1,400	Yes
Skagway Museum	Skagway	4	\$ 215,000	24,000	1,000	Yes
Talkeetna Historical Society & Museum	Talkeetna	2	\$ 90,000	14,000	120	Yes
Tochak Historical Society & Museum	McGrath	0	0	500	200	No
UA Museum of the North	Fairbanks	36	\$4,300,000	90,000	3,500	Yes
Valdez Museum & Historical Archive	Valdez	8	\$ 731,336	20,000	1,500	Yes
Wickersham House Museum	Fairbanks	6	\$ 12,000	11,800	N/A	No
Wrangell Museum	Wrangell	6	\$ 231,000	3,600	200	No
Yupit Piciryarait Museum	Bethel	2	\$ 130,000	1,500	300	Yes

Museums Alaska is a statewide association of Alaska's museum professionals and volunteers. Our mission is to provide opportunities for improvement of museum and culture center services in Alaska and to enhance public understanding of the purposes and functions of Alaska's museums and culture centers. www.museumsalaska.org

Mayor Jan Hill and Assembly Members:

Subject: Julie Cozzi

I have known Julie for many years as the Borough Clerk. It is my opinion that she is honest, hardworking and does the best she can for the Borough. When I have questions about the code she is always helpful and explains them so I can understand them.

Julie has served as Interim Manager many times to my knowledge she has not had problems with the public or the assembly members in the past.

When Mr. Campbell was elected to the assembly he seems to have it in for Julie. It is my opinion that he is listening to a small group that would like us to think they are lawyers. Mr. Campbell has not even tried to talk to Julie about concerns instead he degrades her in public. That is cowardly. If anybody should be reprimanded it should be Mr. Campbell. If he continues this BS. I would like him to resign.

Most everybody I know that does anything occasionally, make a mistake, except for Mr. Campbell.

Don Turner Jr.

RECEIVED
JAN 29 2016
HAINES BOROUGH

Kathy Friedle, an administrative assistant at the borough, made the following public comment during the January 26, 2016. [Assembly Member Mike Case (with no stated objection) requested this comment be placed verbatim into the February 9, 2016 assembly meeting packet.]

"My name is Kathryn Friedle and I've worked with Julie Cozzi in the Haines Borough since 2008. And I'm here to support Julie Cozzi, wholeheartedly. The comments from Mr. Campbell have been unfounded and are very mean and cruel. If he had worked with Julie the number of years that I have, he would find that she is a very hard worker and goes above and beyond to meet the needs of the community. It's very sad to have an assembly member such as Mr. Campbell representing our community. I'm ashamed to have him as part of our community."

On January 26, 2016, Assembly Member Mike Case (with no stated objection) requested this email be placed into the February 9, 2016 assembly meeting packet.]

From: David Sosa [mailto:dandtsosa@gmail.com]
Sent: Monday, January 25, 2016 8:19 AM
To: George Campbell; Jan Hill
Cc: Julie Cozzi
Subject: Questions from Assemblyman Campbell

In response to questions regarding the eval: I did not do a written one. If I had it would have extolled Ms. Cozzi's professionalism and high standards in the conduct of an extraordinarily challenging work environment.

I would further state that Ms. Cozzi's actions and efforts are not understood or appreciated by many in the community and that she is not compensated nearly enough given her experience, competence, forbearance, and willingness to suffer fools such as myself and others.

There is a frequent tendency by some to make a challenging job harder just because they can. Trust, nerve, and restraint are leadership qualities found all too infrequently in today's environment particularly at the municipal level.

Regards,

DBS