Haines Borough Borough Assembly Meeting #320 AGENDA

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

Location: Assembly Chambers, Public Safety Bldg

Jan Hill. Mayor

1. CALL TO ORDER/PLEDGE TO THE FLAG

Margaret Friedenauer, Assembly Member

Diana Lapham, Assembly Member

Mike Case Assembly Member

Tresham Gregg, Assembly Member

George Campbell, Assembly Member

Ron Jackson, Assembly Member

Bill Seward Borough Manager

Julie Cozzi, MMC Borough Clerk

Krista Kielsmeier Deputy Clerk

ROLL CALL 2.

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

[The following Consent Agenda items are indicated by an <u>asterisk</u> (*) 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
- 9B Accept Library Board Minutes
- *4. APPROVAL OF MINUTES - 7/26/16 Regular

5. PUBLIC COMMENTS - Sign-up is NOT required

[This is for any topics not scheduled for public hearing.]

Note: during this section of the agenda, the assembly will listen and take notes. No official action will be taken at this time. Instead, comments and requests may be referred for further consideration to the administration, a committee, or a future assembly agenda. Individuals offering citizen comment will not be permitted to make personal attacks.

MAYOR'S COMMENTS/REPORT 6.

- A. Proclamation Commending Ralph Borders on His 27 Years of Borough Service
- **B.** Special Awards

PUBLIC HEARINGS 7.

A. New Commercial Tour – Alaska Mountain Guides

Alaska Mountain Guides has applied to add a new tour activity to the company's other permitted tour activities. They propose to offer an ATV tour on established forestry roads and trails in the Lower Klehini River Area and Flower Mountain Area (Haines Forest/DNR land). The tourism director, police chief, and harbormaster have reviewed the proposed tour and have no objection. HBC Title 5 requires a public hearing before the assembly for all new tour activities. Motion: Authorize the borough clerk to process the Alaska Mountain Guides application to add an ATV tour, as proposed, to the company's list of permitted commercial tour activities.

B. Ordinance 16-06-439 - Second Hearing An Ordinance of the Haines Borough amending the Zoning Use Chart in Haines Borough Code Section 18.70.040 to allow multiple single-family residences as a conditional use in the light industrial/commercial zone.

This ordinance is recommended by the borough clerk and was introduced on 7/12/16. The first hearing was on 7/26. Motion: Adopt Ordinance 16-06-439.

C. Ordinance 16-07-440 - First Hearing An Ordinance of the Haines Borough, providing for the addition or amendment of specific line items to the FY17 budget.

This ordinance is recommended by the borough manager and was introduced on 7/26/16. The assembly already scheduled the second hearing for 8/23/16. No motion is needed now unless the second hearing date needs to change or some other action is desired such as amendments.

- 9A Accept TAB Minutes

11A1 – Adopt Resolution 16-08-686

8. STAFF/FACILITY REPORTS

A. Borough Manager – 8/9/16 Report

9. COMMITTEE/COMMISSION/BOARD REPORTS & APPROVED MINUTES

- *A. Tourism Advisory Board Minutes of 6/28/16
- *B. Library Advisory Board Minutes of 6/15/16
 - C. Assembly Board Liaison Reports
 - D. Assembly Standing Committee Reports

10. UNFINISHED BUSINESS

11. NEW BUSINESS

A. Resolutions

*1. <u>Resolution 16-08-686</u>

A Resolution of the Haines Borough Assembly authorizing the Borough Manager to execute a contract with Silver Bow Construction for the Tower Road Water Tank Roof Reconstruction project for an amount not to exceed \$45,400.

This resolution is recommended by the Director of Public Facilities. <u>Motion</u>: Adopt Resolution 16-08-686.

B. Ordinances for Introduction

1. Ordinance 16-08-441

An Ordinance of the Haines Borough amending Haines Borough Code Sub-section 5.18.080(I) to revise the process for non-temporary amendments to the Borough's Commercial Ski Tour Areas map.

This ordinance is recommended by the tourism advisory board. <u>Motion</u>: Introduce Ordinance 16-08-441 and set a first public hearing for 8/23/16 and a second public hearing for 9/13/16.

C. Other New Business

1. <u>Museum Operations Overview</u>

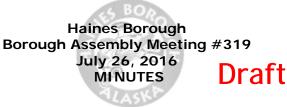
Museum Board assembly liaison Diana Lapham suggested the assembly be provided an overview of museum operations. Museum Director Helen Alten will make a brief presentation.

2. <u>Executive Session – Nelson-Waterhouse Attorney Letter</u>

Motion: Move into executive session as allowed by AS 44.62.310(c)(1) and Haines Borough Charter Section 18.03 to consult with the borough's attorney regarding the recent letter received from an attorney representing Paul Nelson and Sue Waterhouse; this matter qualifies for executive session because a public discussion may adversely affect the borough's legal position; the borough manager and attorney are requested to attend.

12. CORRESPONDENCE/REQUESTS

- 13. SET MEETING DATES
- 14. PUBLIC COMMENTS
- 15. ANNOUNCEMENTS/ASSEMBLY COMMENTS
- 16. ADJOURNMENT



 <u>CALL TO ORDER/PLEDGE TO THE FLAG</u>: 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**, and Assembly Members Diana **LAPHAM**, Ron **JACKSON**, Tresham **GREGG**, Mike **CASE**, Margaret **FRIEDENAUER** and George **CAMPBELL** (via telephone).

Staff Present: Bill **SEWARD**/Borough Manager, Julie **COZZI**/Borough Clerk, Patty **BROWN**/Library Director, Heath **SCOTT**/Chief of Police, and Helen **ALTEN**/Museum Director.

Visitors Present: Karen GARCIA/CVN, Jillian ROGERS/KHNS, Neil EINSBRUCH, Dave KAMMERER, Debra SCHNABEL, Tim HUBER, Paul NELSON, Eric KOCHER, Sue WATERHOUSE, Carol TUYNMAN, Bill MCCORD, Don HIGHSMITH, Joe PARNELL, and others.

3. APPROVAL OF AGENDA & CONSENT AGENDA

The following Items were on the published consent agenda indicated by an asterisk (*):

- 4 Approve Assembly Meeting Minutes
- 8B Accept Museum Report

8C – Accept Finance Director Report

- 8D Accept Fire Department Report
- 8E Accept Chilkat Center Report
- 9A Accept Planning Commission Minutes and Meeting Summary
- 9B Accept Museum Board Minutes

9C – Accept Mobile Commercial Business Committee Minutes

11B1 – Introduce Ordinance 16-07-440 and Schedule Public Hearings

Motion: LAPHAM moved to "approve the agenda/consent agenda," and it was amended to remove planning commission minutes 9A from the consent agenda. The motion carried unanimously.

*4. APPROVAL OF MINUTES – 7/12/16

The motion adopted by approval of the consent agenda: "approve minutes of the 7/12/16 borough assembly meeting."

5. PUBLIC COMMENTS

TUYNMAN – Encouraged that all harbor- and port-related issues be handled through the Port and Harbor Advisory Committee, including the Lutak Dock.

NELSON and **WATERHOUSE** – Read aloud a letter sent to the borough by their attorney. A copy was provided to each assembly member.

HIGHSMITH – Asked why the assembly has filtered water during the meetings and whether the harbor specifications have been completed.

SCHNABEL – Said the harbor project concept should have been taken to the planning commission. Code should be clarified regarding the process for borough construction projects and at what points the planning commission should review them.

PARNELL – Said the assembly needs to take the harbor project and condition of Lutak Dock seriously and get some outside help. The situation should be explained to the community, and the borough should come up with a contingency plan.

6. MAYOR'S COMMENTS/REPORT

A. Public Oath of Office - Chief of Police Heath Scott

Note: HBC 2.62.010(B) requires an officer of the borough to take an oath "before entering upon the duties of the office." The oath was administered in the borough offices on July 18, his first day. It was readministered now for the sake of the public.

Mayor **HILL** said 1) Training took place this week for those contemplating a run for borough assembly, and 2) Southeast Alaska State Fair is this week; the theme this year is "Spirit of Southeast."

7. PUBLIC HEARINGS

A. Ordinance 16-06-437 – Second Hearing

An Ordinance of the Haines Borough amending Haines Borough Code Section 11.40.040 to change the Borough Election Day polling place opening time from 8:00 a.m. to 7:00 a.m. to match the State Election opening time.

Mayor HILL opened and closed the public hearing at 6:50 pm; there were no public comments.

Motion: LAPHAM moved to "adopt Ordinance 16-06-437," and the motion carried unanimously in a roll call vote.

B. Ordinance 16-06-438 – Second Hearing

An Ordinance of the Haines Borough authorizing Chilkat Valley Preschool, Inc. to lease an addition on the Senior Center Building.

Mayor HILL opened and closed the public hearing at 6:52 pm; there were no public comments.

Motion: **LAPHAM** moved to "adopt Ordinance 16-06-438," and the motion carried 5-1 in a roll call vote with **CAMPBELL** opposed.

C. Ordinance 16-07-439 - First Hearing

An Ordinance of the Haines Borough amending the Zoning Use Chart in Haines Borough Code Section 18.70.040 to allow multiple single-family residences as a conditional use in the light industrial/commercial zone.

Mayor HILL opened the public hearing at 6:54 pm.

TUYNMAN – Believes this change will be good for Haines.

DUBBER – Said he is the one who brought this to the attention of the planning commission. It will provide an opportunity to update and phase-out mobile home parks.

Hearing no further comments, the mayor closed the hearing at 6:56.

Note: Since the assembly already scheduled the second hearing for 8/9/16, no motion was needed now unless the second hearing date needed to change or some other action was desired.

8. STAFF/FACILITY REPORTS

A. Borough Manager – 7/26/16 Report

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

- ***B.** Sheldon Museum Report of June 2016
- *C. Finance Director Property Tax Report
- ***D.** Fire Department Report of June 2016
- *E. Chilkat Center Facility Report of June 2016

9. COMMITTEE/COMMISSION/BOARD REPORTS & APPROVED MINUTES

A. Planning Commission – Minutes of 6/9/16 & Summary of 7/7/16 Meeting

FRIEDENAUER asked the status of an attorney opinion on the HCMP. **COZZI** explained that opinion has been received and will be going to the planning commission for their August meeting.

- ***B.** Museum Board of Trustees Minutes of 6/16/16
- *C. Mobile Commercial Business Committee Summary of 7/11/16 Meeting
 - D. Assembly Board Liaison Reports

LAPHAM – Tourism Advisory Board CASE – Library Advisory Board FRIEDENAUER – Port and Harbor Advisory Committee, Public Safety

- E. Assembly Standing Committee Reports None
- 10. UNFINISHED BUSINESS None

11. NEW BUSINESS

A. Resolutions - None

B. Ordinances for Introduction

- *1. <u>Ordinance 16-07-440</u>
 - An Ordinance of the Haines Borough amending the Zoning Use Chart in Haines Borough Code Section 18.70.040 to allow multiple single-family residences as a conditional use in the light industrial/commercial zone.

The motion adopted by approval of the consent agenda: "introduce Ordinance 16-07-439 and set a first public hearing for 8/9/16 and a second public hearing for 8/23/16."

C. Other New Business - None

12. CORRESPONDENCE/REQUESTS

A. Notice of Alleged Safety or Health Hazards at Borough Administration Building - OSHA

Note: this item also included the borough manager's response to OSHA

SEWARD provided an explanation and added that he has drafted a workplace violence policy.

13. SET MEETING DATES

- A. Committee of the Whole Tuesday, 8/16, 6:30 p.m. Topic: How to Approach Long-range Strategic Planning
- **B.** Committee of the Whole Monday, 8/22, Time TBD Topic: Onboarding (goal setting) with Richard Fursman. SEWARD will contact him to determine his availability.
- **C. LAPHAM** noted the budget amendment ordinance has been added to the 8/8/16 finance committee meeting agenda.
- D. Commerce Committee Thursday, 8/18, 6:30pm Topics: 1) Solid Waste Management and 2) prioritize items currently with the committee.
- E. GAS Committee A meeting will be scheduled soon at the call of the chair. Topics TBD.

14. PUBLIC COMMENTS

SCHNABEL – Suggested bringing in a strategic planning facilitator who is familiar with existing plans, such as Barbara Sheinberg or the McDowell Group.

NELSON – Cautioned the assembly to take the letter from his attorney very seriously. He will not tolerate violations of his constitutional rights.

15. ANNOUNCEMENTS/ASSEMBLY COMMENTS

CASE – Agreed with **SCHNABEL**'s comments, especially about Sheinberg being a good choice to facilitate a strategic plan. He also said shout-outs from the audience during the meetings are not appropriate; there are other opportunities for getting questions answered.

LAPHAM – Said the planning commission passed an ordinance that will be coming to the assembly regarding when the commission will review borough projects.

FRIEDENAUER – Wondered if assembly comments could be moved up earlier in the agenda.

16. ADJOURNMENT – 7:55 p.m.

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

ATTEST:

Janice Hill, Mayor

Julie Cozzi, MMC, Borough Clerk

Office of the Mayor Haines Borough, Alaska

Proclamation

Commending Ralph Borders on His 27 Years of Service to the Haines Borough

WHEREAS, Public Works Superintendent Ralph Borders was hired by the Haines Borough as Public Works Laborer on August 14, 1989; and

WHEREAS, Ralph was promoted to Equipment Operator for Public Works on May 16, 2000, and promoted to Public Works Superintendent on March 13, 2013; and

WHEREAS, as the Borough's Public Works Superintendent, Ralph was responsible for directing and coordinating the activities of the Public Works crew, which encompassed work on Borough streets, cemeteries, parks, and buildings; and

WHEREAS, during Ralph's 27-year tenure, he provided essential services and supervision in numerous capital improvement projects and has been in faithful Borough employment through every major event since 1989; and

WHEREAS, Ralph has been a conscientious and trustworthy employee, and his dedicated interest and devotion to duty have had a valuable impact on efficiency and morale in his department and with the Borough; and

WHEREAS, Ralph's services have been held in high regard and have played a vital role in the important work of Public Works,

NOW, THEREFORE, I, Janice Hill, Mayor of the Haines Borough, do hereby recognize, commend and give a heartfelt "thank you" to Public Works Superintendent Ralph Borders for his 27 years of dedicated service in helping make the Haines Borough a special place to live and extend to him our best wishes for a successful and happy future.





Assembly Agenda Bill

Agenda Bill No.: 16-672

Assembly Meeting Date: 8/9/16

Business Item Description:	Attachments:
Subject: Authorize Additional Tour Activity Proposed	1. Public Hearing Notice with Tour Activity Description and
by Alaska Mountain Guides	Route Maps 2. Alaska DNR Permit
Originator:	3. Recommendations from Harbormaster, Police Chief,
Borough Clerk	and Tourism Director
Originating Department:	
Administration	
Date Submitted:	
7/20/16	

Full Title/Motion:

Motion: Authorize the borough clerk to process the Alaska Mountain Guides application to add an ATV tour, as proposed, to the company's list of permitted commercial tour activities.

Administrative Recommendation:

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

Comprehensive Plan Consistency Review: Comp Plan Goals/Objectives: Consistent: Yes No Objective 3D, Page 106

Summary Statement:

Alaska Mountain Guides has applied to add a new tour activity to the company's other permitted tour activities. They propose to offer an ATV tour on established forestry roads and trails in the Lower Klehini River Area and Flower Mountain Area (Haines Forest/DNR land). The tourism director, police chief, and harbormaster have reviewed the proposed tour and have no objection. HBC Title 5 requires a public hearing before the assembly for all new tour activities.

Referral:

Referred to: Recommendation: **Referral Date:**

Meeting Date:

Assembly Action:

Meeting Date(s): 8/9/16

Public Hearing Date(s): 8/9/16

Postponed to Date:

HAINES BOROUGH HAINES, ALASKA PUBLIC NOTICE

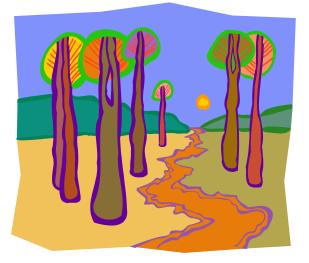
AT **6:30 p.m.**, **August 9**, **2016**, IN THE ASSEMBLY CHAMBERS OF THE PUBLIC SAFETY BUILDING, A PUBLIC HEARING WILL BE HELD ON THE FOLLOWING:

APPLICATION FOR A NEW COMMERCIAL TOUR

Alaska Mountain Guides

Alaska Mountain Guides Adventures, Inc., has applied to add a new tour activity to the company's other permitted tour activities. They propose to offer an ATV tour on established forestry roads and trails in the Lower Klehini River Area and Flower Mountain Area (Haines Forest/DNR land).

Title 5 of the Haines Borough code requires a public hearing before the assembly for all new tour activities. More information is attached to this notice (descriptions & maps) and is also available in the borough clerk's office and on the website: <u>http://www.hainesalaska.gov/boroughassembly</u> (click on "Borough Assembly Meeting" under "Upcoming Events").



Comments may be made at the public hearings or sent to P.O. Box 1209, Haines, AK 99827 or jcozzi@haines.ak.us or kkielsmeier@haines.ak.us.

Posted 7/29/16 Julie Cozzi, MMC, Borough Clerk

Commercial Tour Application

Alaska Mountain Guides is applying for a commercial recreation permit for an ATV tour on Haines Forest/DNR land (see attached map for specific locations)

The tour would be structured as a 4 hour tour starting and ending in Haines. Guests would arrive to a staging area on private property. After a thorough safety briefing and orientation, guests would be guided on existing roads and return to the staging area.

The exact location of each tour would vary, but stay on the establish roads denoted in the attached map. The guides would strive to use areas that minimize interactions with other users.

* We have already received a permit through the state for this activity. This is included separately within the packet.

Location:

Established forestry roads and trails in the Lower Klehini River Area and Flower Mountain Area of Haines, Northern Southeast Alaska.

See the maps below for highlighted trails.

Copper River Meridian, Township 28 South, Range 55 East, Sections 31, 32, 33 & 34

Copper River Meridian, Township 28 South, Range 54 East, Sections 26-32, 35 & 36

Copper River Meridian, Township 29 South, Range 54 East, Sections 3, 4 & 9

Copper River Meridian, Township 29 South, Range 55 East, Sections 1, 2, 6, 11 & 12

Site Access

- The tour would be begin and end from private property located on Porcupine Road, approximately ½ mile from the Klehini River Bridge.
- Flower Mountain Area any ATV tours to the Flower Mountain Area would be less than 10 guests per day. And no more than 500 people total for the year.
- Porcupine Road ATV traffic on porcupine road would be limited to the short distance from the private property to Little Salmon Road turn off (as indicated on the map). Otherwise, this tour will not utilize Porcupine Road.
- Tour would only use existing and established roads and trails suitable for ATV use

Seasonal Operation

May 1 – September 30

Motorized Equipment

ATV side-by-side vehicles with either 2 or 4 person capacity.

Total # of vehicles – 10 ATVs – (8 machines for guests, and 2 machines for guides)

Number of People

- # of staff 4 guides
- # of people per group/tour Group size would be limited to 24 guests & 2 guides.
- # of trips per day Up to 5
- Up to a total possible capacity of 9000 people per year. Total actual capacity is normally significantly less.

Environmental Risk

No fueling would take place on DNR Land – all would take place on private property.

Each ATV vehicle has a maximum of an 8 gallon fuel tank.

Temporary Structures

There would be no temporary structures placed on DNR land. All structures/program support infrastructure would be place on private property.

Safety Measures

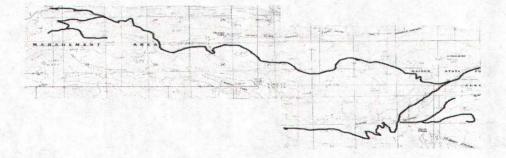
- Lead guide and follow guide each group will be behind a guide that will control speed of the group. The group will be tightly spaced and yield to oncoming traffic as appropriate. Guides will carry radios.
- Guides will be trained to slow speed and use the far right side of the road, especially when near any corners or sections with limited sight distance. This will be a part of the safety briefing with guests.
- Tall orange flagging on the ATVs –each machine would have tall orange flagging to increase its visibility on the road
- Lights all vehicles will operate with lights during the day to increase visibility.
- All guests will wear helmets during the activity.
- ATV's will be outfitted with governors to control maximum speed for client vehicles.

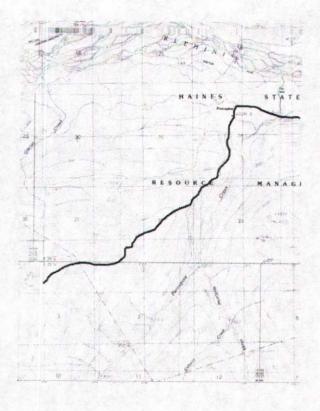
Road Maintenance Support - (per our permit with DNR)

- AMG will make efforts to increase visibility on certain road sections that we would utilize that have limited visibility due to vegetative growth. - we will cut back encroaching Alders to maximize visibility sections of road with less visibility.
- AMG would maintain and repair any ruts/sections or disrepair caused by our ATV traffic on existing roads.
- Certain roads indicated on the map may be brushed over, and inaccessible due to years of being unused. AMG would brush out these roads prior to use.

Historical permit - A very similar permit was previously approved in this same area. LAS20635

was nearly identical in its operations and it was in place from 2008 to 2013. Since its expiration, there has been no revised Haines Forest Management Plan. This permit was permitted for 12,000 people per year. It allowed for 22 machines. Given the history of this pre-existing permit, we would hope that our permit application for less people, and fewer machines, would be approved for the same areas.









Department of Natural Resources

Division of Mining Land & Water Southeast Regional Land Office

400 Willoughby Avenue/PO Box 111020 Juneau, Alaska 99811-1020 Main: (907) 465-3400 Fax: (907) 465-3886

LAND USE PERMIT AS 38.05.850

PERMIT # LAS 30923

Alaska Mountain Guides Adventures, Inc. herein known as the Permittee, is issued this permit authorizing the use of State land within:

Legal Description: Copper River Meridian,

Township 28 South, Range 55 East, Sections 31-34 (Little Salmon River Road & Sunshine Mountain Road); Township 28 South, Range 54 East, Sections 26-32, 35, & 36 (Sunshine Mountain Road & Flower Mountain Road); Township 29 South, Range 54 East, Sections 3, 4, & 9 (Flower Mountain Road); Township 29 South, Range 55 East, Sections 1, 2, 11, & 12 (Little Salmon River Road); and, Township 29 South, Range 56 East, Section 6 (Little Salmon River Road);

This permit is issued for the purpose of authorizing the following: Seasonal (May 1st thru September 30th) use of Stateowned roads and trails in the Haines State Forest for: (1) a high-intensity commercial recreation operation in Unit 3 (Klehini River) of the Haines State Forest Management Plan; and (2) use of recreational-type off-road or all-terrain vehicles with a curb weight in excess of 1500 pounds.

This permit is effective beginning **August 1, 2016** and ending **July 31, 2021** unless sooner terminated at the State's discretion. This permit does not convey an interest in State land and as such is revocable, with or without cause. The department will give 30 days' notice before revoking a permit at will. A revocation for cause is effective immediately. No preference right for use or conveyance of the land is granted or implied by this authorization.

This permit is issued subject to the following:

- Payment of the annual use fee in the amount of \$1,350 due on or before the annual anniversary date and any additional fees identified in the stipulations below.
- Remittance of a Performance Guaranty in the amount of \$8,000 as required in the stipulations below.
- · Proof of insurance as described in stipulations below.

All activities shall be conducted in accordance with the following stipulations:

1. Authorized Officer: The Authorized Officer ("AO") for the Department of Natural Resources is the Regional Manager or designee. The AO may be contacted at the address and phone number on the front of the authorization. The AO reserves

the right to modify these stipulations or use additional stipulations as deemed necessary. The Permittee will be advised before any such modifications or additions are finalized.

2. Change of Address: The Permittee shall maintain current contact information with the Division of Mining, Land and Water. Any change of address must be submitted in writing to the AO.

3. Registration of Commercial "Day Use" Activities: Prior to beginning seasonal operations each calendar year covered under this permit, Permittee shall register commercial recreation "day use" activities in accordance with 11 AAC 96.018. Registration may be completed on line at https://dnr.alaska.gov/mlw/commrec/app/ or at one of the DNR public information offices. For more information, call (907)269-8400 or email dnr.pic@alaska.gov.

4. Development Plan/Plan of Operations: The site authorized by this permit shall be limited to the area and improvements specified in Attachment A or subsequent modifications approved by the AO. The Permittee is responsible for accurately siting development and operations within this area. Any proposed revisions to the development plan/plan of operations must be approved in writing by the AO before the change in use or development occurs.

- Authorized temporary improvements must be sited in a manner which impacts the least amount of ground consistent with the purpose of the authorized use.
- Any improvements/structures authorized under this permit must be constructed in a manner that will allow for removal from the permitted site within 48 hours of receiving a notice to vacate. The establishment of permanent foundations and structures is prohibited under this permit.
- All operations must be conducted in a manner that will ensure minimum conflict with other users of the area. There shall be no interference with free public use of State lands and waters.
- This permit does not authorize more than ten users per day in the Flower Mountain Special Use Area.

5. Amendments: To conduct activities other than that in the approved plan of operations or development plan, the Permittee must have prior authorization from the AO. A map of the new location or an amended plan of operations or development plan is required and a \$100 amendment fee, per 11 AAC 05.010(a)(5)(B).

6. Existing Roads and Forest Resources: Road maintenance activities must be approved by the Division of Forestry prior to commencement. Existing roads and trails shall be used wherever possible. Widths of roads and trails will be kept to the minimum necessary to ensure safe use and passage. Brush clearing is allowed, but should be kept to the minimum necessary to accomplish the permitted activity. The Permittee may use dead and down timber but shall not cut standing timber unless specifically authorized by the Division of Forestry.

7. General Operation of Vehicles: Potentially hazardous cuts and berms created along the authorized travel route must be clearly marked or fenced with materials that do not blend in with the surrounding environment. Such cuts and berms shall be removed upon completion of the project.

8. Disturbances to Wildlife: In order to prevent or minimize disturbances to wildlife resources, the Permittee must make certain of the following:

- Food, trash or other attractants (e.g. fuel jugs, odoriferous items) are not left in or on unattended vehicles at any time. They should be stored in an electric fence or packed out. There should be no circumstance in which a bear is permitted to get a reward from humans as that will lead to nuisance or safety concerns in the future. Bear safety information can be found at: http://www.adfg.alaska.gov/index.cfm?adfg=brownbear.resources.
- Bear awareness and safety training is provided to employees and to clients before tours begin. Any negative
 interactions with black or brown bears, sightings of large mammal carcasses in proximity to the road, or other
 concerns must be reported to the Alaska Department of Fish and Game Douglas Office at (907) 465-4265 as soon

as it's safe to do so. If it's an immediate public safety issue regarding wildlife or an emergency outside of business hours, then the occurrence should first be reported to the State Police/Alaska Wildlife Troopers at (907)766-2552.

- Employees and their clients maintain a safe distance from any wildlife observed. The Alaska Department of Fish
 and Game recommends maintaining a 400-meter buffer from wildlife. Wildlife should always be given the rightof-way on the road.
- Employees keep daily logs of wildlife sightings (particularly of goats, bears, moose, wolves, coyote and wolverine) which include the date, time, location, species, number of animals, and any disturbances observed. This information shall be submitted at the end of each operating season within the Annual Report.
- Employees and clients are aware that hunting seasons will be open during much of the requested period of operation.
 It is illegal to interfere with a hunter's pursuit of game. In general black, brown bear and wolf have spring and fall hunting seasons and both moose and goats have fall hunting seasons. Employees should consult hunting regulations for season dates at http://www.adfg.alaska.gov/index.cfm?adfg=wildliferegulations.hunting.

9. Annual Reports: An annual report shall be submitted within 30 days after the seasonally authorized term. The report shall contain the following information:

- The total number of clients (both daily and monthly);
- Report of gross receipts;
- A record of all wildlife sightings logged by employees during each season. Entries must include the date, time, location, species, number of animals, and any disturbances observed.
- A statement that the Permittee has removed all improvements and personal property from the authorized area;
- A statement of any restoration activities and methods of debris disposal; and,
- Photographs taken before, during and after any road maintenance activities.

10. Use Fees: The Permittee shall pay to the Division an annual use fee of \$1,350. The use fee is due on or before the annual anniversary of the effective date of this permit without the necessity of any billing by the Division. The annual land use fee is subject to adjustments in the fee schedule as set forth in 11 AAC 05.010.

- a. Failure to Pay: Failure to pay either the annual permit fee when due is a default of the terms and condition of this permit. Failure to pay fees subjects this permit to termination.
- b. Late Payment Penalty Charges: The Permittee shall pay a fee for any late payment. The amount is the greater of either the fee specified in 11 AAC 05.010 or interest at the rate set by AS 45.45.010(a) and will be assessed on a past-due account until payment is received by the State.
- c. Returned Check Penalty: A returned check fee as provided in 11 AAC 05.010 will be assessed for any check on which the bank refuses payment. Late payment penalties shall continue to accumulate.

11. Insurance: Pursuant to 11 AAC 96.065, the Permittee shall secure or purchase at its own expense, and maintain in force at all times during the term of this permit, the following policies of insurance to protect both the Permittee and the Permittor (the State, its officers, agents and employees). If the Permittee's policy contains higher limits, the State shall be entitled to coverage to the extent of such higher limits. Certificates of Insurance must be furnished to the AO prior to the issuance of this permit and must provide for a notice of cancellation, non-renewal, or material change of conditions in accordance with policy provisions. The Permittee must provide for a 60-day prior notice to the State before they cancel, not renew or make material changes to conditions to the policy. Failure to furnish satisfactory evidence of insurance, or lapse of the policy, are material breaches of this permit and shall be grounds, at the option of the State, for termination of the permit. All insurance policies shall comply with, and be issued by, insurers licensed to transact the business of insurance under Alaska Statute, Title 21. The policy shall be written on an "occurrence" form and shall not be written as a "claims-made" form unless specifically reviewed and agreed to by the Division of Risk Management, Department of Administration. The State must

be named as an additional named insured on the policy with respect to the operations of the Permittee on or in conjunction with the permitted premises, referred to as **LAS 30923**.

 Commercial General Liability Insurance: Such policy shall have minimum coverage limits of \$1,000,000 combined single limit per occurrence.

12. Performance Guaranty: Pursuant to 11 AAC 96.060, the Permittee shall provide a surety bond or other form of security acceptable to the Division in the amount of **\$8,000** payable to the State of Alaska. The Permittee must submit installment payments for the permit performance guaranty as follows without any billing by DMLW:

- On or before August 1, 2016, \$4,000 (Performance guaranty installment payment)
- On or before April 1, 2017, \$4,000 (Performance guaranty installment payment)

Such performance guaranty shall remain in effect for the term of this authorization and shall secure performance of the Permittee's obligations hereunder. The amount of the performance guaranty may be adjusted by the AO in the event of approved amendments to this authorization, changes in the development plan, or any change in the activities or operations conducted on the premises. The guaranty may be utilized by the DMLW to cover actual costs incurred by the State of Alaska to pay for any necessary corrective actions in the event the Permittee does not comply with the site utilization, restoration requirements and other stipulations contained in this permit agreement. If the Permittee fails to perform the obligations under this permit within a reasonable timeframe, the State may perform the Permittee's obligations at the Permittee's expense. The Permittee agrees to pay within 20 days following demand, all costs and expenses incurred by the State of Alaska as a result of the failure of the Permittee to comply with the terms and conditions of this permit. Failure to do so may result in the termination of an authorization and/or forfeiture of the performance guaranty. The provisions of this permit shall not prejudice the State's right to obtain a remedy under any law or regulation. If the Regional Manager determines that the Permittee has satisfied the terms and conditions of this authorization, the performance guaranty will be subject to release. The performance guaranty may only be released in writing by the AO.

13. Assignment: This permit may not be transferred or assigned.

14. Preference Right: No preference right for use or conveyance of the land is granted or implied by this authorization.

15. Reservation of Rights: The Division reserves the right to grant additional authorizations to third parties for compatible uses on or adjacent to the land under this authorization. The Division may require authorized concurrent users of State land to enter into an equitable operation or maintenance agreement. Authorized concurrent users of State land, their agents, employees, contractors, subcontractors, and licensees, shall not interfere with the operation or maintenance activities of each user.

16. Valid Existing Rights: This authorization is subject to all valid existing rights in and to the land. The State of Alaska makes no representations or warranties whatsoever, either expressed or implied, as to the existence, number, or nature of such valid existing rights.

17. Alaska Historic Preservation Act: The Alaska Historic Preservation Act (AS 41.35.200) prohibits the appropriation, excavation, removal, injury, or destruction of any State-owned historic, prehistoric (paleontological) or archaeological site without a permit from the commissioner. Should any sites be discovered during the course of field operations, activities that may damage the site will cease and the Office of History and Archaeology in the Division of Parks and Outdoor Recreation (907) 269-8721 shall be notified immediately.

18. Compliance with Governmental Requirements; Recovery of Costs: The Permittee shall, at its expense, comply with all applicable laws, regulations, rules and orders, and the requirements and stipulations included in this authorization. The Permittee shall ensure compliance by its employees, agents, contractors, subcontractors, licensees, or invitees.

LAS 30923

19. Other Authorizations: The issuance of this authorization does not alleviate the necessity of the Permittee to obtain authorizations required by other agencies for this activity.

20. Indemnification: The Permittee assumes all responsibility, risk and liability for its activities and those of its employees, agents, contractors, subcontractors, licensees, or invitees, directly or indirectly related to this permit, including environmental and hazardous substance risk and liability, whether accruing during or after the term of this permit. The Permittee shall defend, indemnify, and hold harmless the State of Alaska, its agents and employees, from and against any and all suits, claims, actions, losses, costs, penalties, and damages of whatever kind or nature, including all attorney's fees and litigation costs, arising out of , in connection with, or incident to any act or omission by the Permittee, its employees, agents, contractors, subcontractors, licensees, or invitees, unless the proximate cause of the injury or damage is the sole negligence or willful misconduct of the State or a person acting on the State's behalf. Within 15 days, the Permittee shall accept any such cause, action or proceeding upon tender by the State. This indemnification shall survive the termination of the permit.

21. Permit Extensions/Renewal: Any request for permit extension or renewal should be submitted at least 90 days prior to the end of the authorized term. A written statement requesting a one-year extension confirming there will be no changes to the development/operations plan, including photographs clearly depicting the current condition of the site and any improvements must be submitted to the AO with a non-refundable \$100 filing fee. A new Land Use Permit application and \$100 non-refundable filing fee is required for renewals of up to five years or for modifications to the approved development/operations plan on file with DMLW.

22. Site Restoration: On or before permit expiration, or termination of this authorization by the Permittee, the site shall be vacated and all improvements, personal property, and other chattels shall be removed. In the event the Permittee fails to comply with this requirement, the State, at its discretion, may remove and dispose of improvements and restore the site at the expense of the Permittee.

23. Site Restoration Documentation: Prior to or upon termination of this permit by the Permittee or within the 30-day period following permit expiration (if a renewal application has not been submitted), the Permittee must complete and submit "A Relinquishment Form and Environmental Hazard Evaluation Affidavit" along with a comprehensive set of photographs verifying the site has been vacated and restored to a clean, safe condition. The performance guaranty will not be subject to release until the Permittee provides the required documentation verifying site restoration. All such remittances are subject to the approval of the AO.

24. Inspections: Authorized representatives of the State of Alaska shall have reasonable access to the subject parcel for purposes of inspection and may inspect the permitted area at any time without notice. The Permittee may be charged fees under 11 AAC 05.010(a)(7)(M) for routine inspections of the subject parcel, inspections concerning non-compliance, and a final close-out inspection.

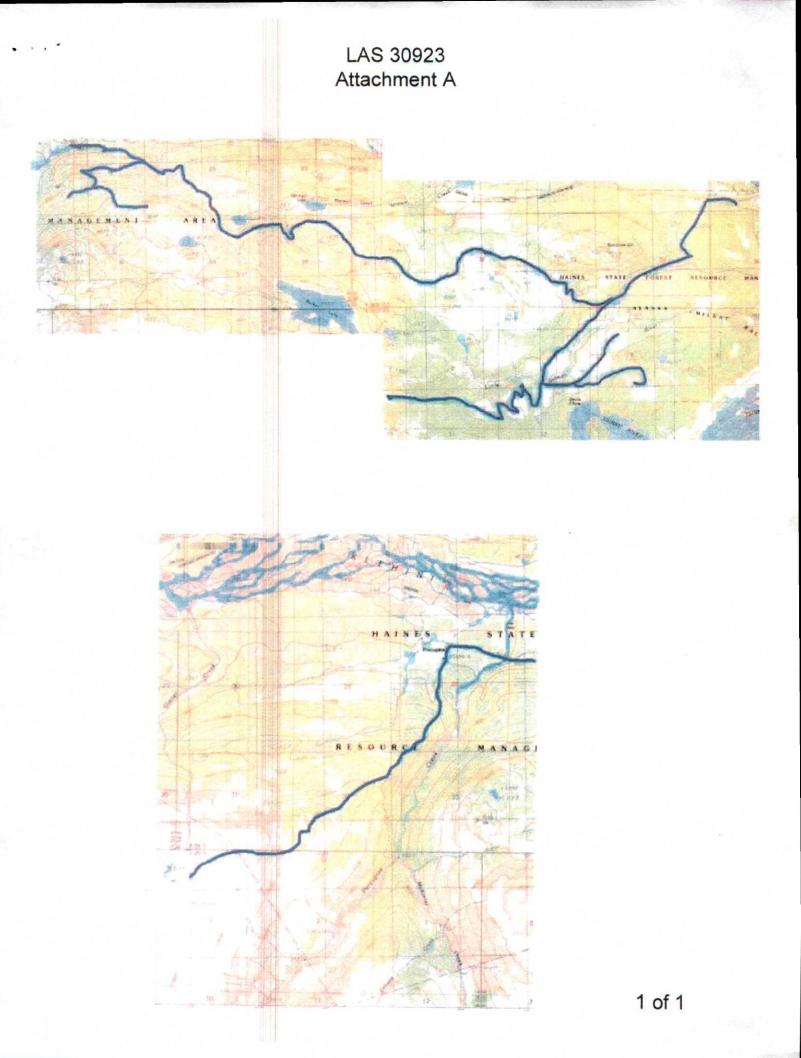
25. Violations: This authorization is revocable immediately upon violation of any of its terms, conditions, stipulations, nonpayment of fees, or upon failure to comply with any other applicable laws, statutes and regulations (federal and State). Should any unlawful discharge, leakage, spillage, emission, or pollution of any type occur due to the Permittee's, or its employees', agents', contractors', subcontractors', licensees', or invitees' act or omission, the Permittee, at its expense shall be obligated to clean the area to the reasonable satisfaction of the State of Alaska.

LAS 30923

The Authorized Officer reserves the right to modify these stipulations or use additional stipulations as deemed necessary. The Permittee will be advised before any such modifications or additions are finalized. DNR has the authority to implement and enforce these conditions under AS 38.05.850. Any correspondence on this permit may be directed to the Department of Natural Resources, Division of Mining, Land and Water, Southeast Regional Land Office, 400 Willoughby Avenue/PO Box 111020, Juneau, AK 99811-1020, (907) 465-3400.

I have read and understand all of the foregoing and attached stipulations. By signing this permit, I agree to conduct the authorized activity in accordance with the terms and conditions of this permit.

7/13/2016 Vice President Signature of the Permittee or Authorized Representative Title PO Box 1081 AK 99827 Haines Permittee's Address Zip State PO1-232-9735 907-766-3366 Eli tierer Contact Person Home Phone Work Phone Signature of Authorized DMLW Representative Title Date STER - HAINE -13 -2016 Signature of Authorized Forestry Representative Title Date



From: Heath Scott
Sent: Tuesday, August 02, 2016 10:52 AM
To: Julie Cozzi <jcozzi@haines.ak.us>; Josh Dryden <jdryden@haines.ak.us>
Subject: RE: Tour Permit Application

Julie,

The tour company has no current complaints or failure to address law enforcement concerns in the community. To the extent you are satisfied with their application – we see no concerns from our side.

Thank you

UNCLASSIFIED//FOR OFFICIAL USE ONLY

(U) DISTRIBUTION: The information contained in this bulletin is UNCLASSIFIED//FOR OFFICIAL USE ONLY. No portion of this bulletin shall be released or reproduced without prior approval of the originating agency and/or the Haines Borough Police Department. This document is provided for your information and use. It is intended for federal, state, and local government officials and intelligence community personnel with a need-to-know.

(U) Precautions should be taken to ensure this information is stored and/or destroyed in a manner that precludes unauthorized access. This document shall not be furnished to the media or any other agencies outside of the aforementioned categories. It contains information that may be exempt from public release. Elements of this document may be subject to 28 CFR Part 23.

Heath E. Scott Chief of Police

Haines Borough Police Department

From: Julie Cozzi
Sent: Thursday, July 21, 2016 3:26 PM
To: Leslie Ross <<u>lross@haines.ak.us</u>>; Heath Scott <<u>hscott@haines.ak.us</u>>; Shawn Bell <<u>sbell@haines.ak.us</u>>;
Cc: Krista Kielsmeier <<u>kkielsmeier@haines.ak.us</u>>
Subject: FW: Tour Permit Application

Hi...

The Clerk's Office has received the attached application from Alaska Mountain Guides to add a new tour to their permitted commercial tour activities. Title 5 requires the tourism director, harbormaster, and chief of police to make a recommendation before it goes to the assembly. We plan to take this to the assembly on August 9.

Please review the tour description and let me know if you have any concerns or input for the assembly to consider. I would need your recommendation no later than August 2.

Thank you!

Julie

Julie Cozzi, MMC **Borough Clerk**

Julie Cozzi

From: Sent: To: Cc: Subject: Leslie Ross Friday, July 29, 2016 12:00 PM Julie Cozzi Heath Scott; Shawn Bell Re: Tour Permit Application

Julie,

The proposed AMG tour seems to have a solid plan with safety and is in a location that is not heavily used by tour operators. The state has approved and as pointed out a similar tour was approved in previous years.

From a tourism stand point I support this permit.

Thank you Leslie Ross

All Typos Sent from my iPhone

On Jul 28, 2016, at 4:26 PM, Julie Cozzi <jcozzi@haines.ak.us> wrote:

Still awaiting a response from you. I need to know whether to proceed. Thank you! (I know you are busy...)

Julie

From: Julie Cozzi
Sent: Thursday, July 21, 2016 3:26 PM
To: Leslie Ross <<u>lross@haines.ak.us</u>>; Heath Scott <<u>hscott@haines.ak.us</u>>; Shawn Bell
<<u>sbell@haines.ak.us</u>>
Cc: Krista Kielsmeier <<u>kkielsmeier@haines.ak.us</u>>
Subject: FW: Tour Permit Application

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The Clerk's Office has received the attached application from Alaska Mountain Guides to add a new tour to their permitted commercial tour activities. Title 5 requires the tourism director, harbormaster, and chief of police to make a recommendation before it goes to the assembly. We plan to take this to the assembly on August 9.

Please review the tour description and let me know if you have any concerns or input for the assembly to consider. I would need your recommendation no later than August 2.

Thank you!

Julie

Julie Cozzi, MMC **Borough Clerk**

Julie Cozzi

From: Sent: To: Subject: Shawn Bell Friday, July 22, 2016 8:20 AM Julie Cozzi RE: Tour Permit Application

No problem with me. Thanks

Shawn

From: Julie Cozzi Sent: Thursday, July 21, 2016 3:26 PM To: Leslie Ross; Heath Scott; Shawn Bell Cc: Krista Kielsmeier Subject: FW: Tour Permit Application

Hi...

The Clerk's Office has received the attached application from Alaska Mountain Guides to add a new tour to their permitted commercial tour activities. Title 5 requires the tourism director, harbormaster, and chief of police to make a recommendation before it goes to the assembly. We plan to take this to the assembly on August 9.

Please review the tour description and let me know if you have any concerns or input for the assembly to consider. I would need your recommendation no later than August 2.

Thank you!

Julie

Julie Cozzi, MMC

Borough Clerk Haines Borough P.O. Box 1209 Haines, AK 99827 907-766-2231, ext.31 907-766-2716 (fax) www.hainesalaska.gov

"The most wasted day of all is that in which we have not laughed."

From: Alaska Mountain Guides - Exec [mailto:exec@alaskamountainguides.com]
Sent: Wednesday, July 20, 2016 4:59 PM
To: Julie Cozzi <<u>jcozzi@haines.ak.us</u>>; Krista Kielsmeier <<u>kkielsmeier@haines.ak.us</u>>;



Assembly Agenda Bill

Agenda Bill No.: 16-669

Assembly Meeting Date: 8/9/16

Business Item Description:	Attachments:
Subject: Multiple Single Residential as a Conditional	1. Ordinance 16-07-439
Use in the Light Industrial/Commercial Zone	2. Planning Commission Recommendation
Originator:	
Planning Commission	
Originating Department:	
Date Submitted: 7/1/16	

Full Title/Motion:

Motion: Adopt Ordinance 16-07-439.

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:Page 60; Goal 5 Page 199Consistent:Yes

Summary Statement:

This ordinance is recommended by the planning commission. A citizen proposed to replace the aging mobile homes in his mobile home park with new small homes built on site. That mobile home park is in the Light Industrial/Commercial Zone (LIC), and currently code does not allow construction of multiple single-family residences in that zone. The commission discussed this topic during a public meeting on 6/9/16.

The planning commission believes the net result and impact to the neighbors is the same whether mobile homes or constructed homes. They recommend the assembly amend the zoning use chart to allow multiple single-family residences as a conditional use in LIC zone. It is the commission's opinion that this small code change will improve the quality of housing in Haines.

Referral:

Referred to: Recommendation: Referral Date:

Meeting Date:

Assembly Action:

Meeting Date(s): 7/12, 7/26, 8/9/16

Public Hearing Date(s): 7/26, 8/9/16 Postponed to Date:

HAINES BOROUGH, ALASKA Draft ORDINANCE No. 16-07-439

An Ordinance of the Haines Borough amending the Zoning Use Chart in Haines Borough Code Section 18.70.040 to allow multiple single-family residences as a conditional use in the light industrial/commercial zone.

BE IT ENACTED BY THE HAINES BOROUGH ASSEMBLY:

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

Section 2. <u>Severability</u>. 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. <u>Effective Date</u>. This ordinance is effective upon adoption.

Section 4. <u>Amendment of Section 18.70.040</u> Section 18.70.040 of the Haines Borough Code is hereby amended, as follows, to allow multiple single-family residences as a conditional use in light industrial/commercial zone:

NOTE: **Bolded**/<u>UNDERLINED</u> ITEMS ARE TO BE ADDED. STRIKETHROUGH ITEMS ARE DELETED

18.70.040 Zoning use chart

The following chart summarizes the uses allowed and the standards of review for each use, townsite planning/zoning district and the zones therein. In the commercial and industrial zones, more than one building housing a permissible principal use may be developed on a single lot; provided, that each building and use shall comply with all applicable requirements of this title. Additional requirements may be applicable to developments within some zones. See the definitions in Chapter 18.20 HBC for descriptions of each use.

Haines Borough Ordinance No. 16-07-439 Page 2 of 2

	ZONING USE CHART TOWNSITE PLANNING/ZONING DISTRICT UBR = Use-By-Right CU = Conditional Use NA = Not Allowed GFA = Gross Floor Area											
= Permit Required = Permit Not Required Under General Classification, uses in UPPER CASE are primary and uses in lower case are secondary.												
GENERAL CLASSIFICATION	IN	INDUSTRIALLISES COMMERCIAL/ Residential Lises R		RESIDENTIAL USES ONLY	RESIDENTIAL/ Commercial Uses				RECREATIONAL USE			
Specific Zoning	Heavy Industrial	Light Industrial/ Commercial	Waterfront Industrial	Commercial	Waterfront	Significant Structures Area	Single Residential	Multiple Residential	Rural Residential	Rural Mixed Use	Multiple Use	Recreational
USES 🛡	I/H	I/L/C	I/W	С	W	SSA	SR	MR	RR	RMU	MU	REC
Multiple Single- Family Residences	NA	NA <u>CU</u>	NA	CU	CU	NA	NA	CU	CU	CU	CU	NA

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:07/12/16Date of First Public Hearing:07/26/16Date of Second Public Hearing:08/09/16



Haines Borough BOROUGH ASSEMBLY ACTION REQUEST

DATE: 6/9/16

TO: <u>Haines Borough Assembly</u>

FROM: Haines Borough Planning Commission

RE: Construction of Multiple Single-Family Residences in LIC Zone in HBC 18.70.040

PLANNING COMMISSION ACTION:

M/S Lende moved to "recommend the Assembly adopt the proposed draft ordinance to amend Haines Borough Code 18.70.040". The motion carried unanimously.

RATIONALE:

Mr. Leonard Dubber proposed to replace the aging mobile homes in his Spruce Grove Mobile Home Park with new small homes built on site. However, currently the code does not allow construction of multiple single-family residences in the Light Industrial Commercial Zone. The topic was discussed on 6/9/16. Construction of multiple residences on one lot is allowed as a conditional use in many other zones in the Borough. There are existing structures that are already for residential use in LIC zone. The current code allows Mr. Dubber to have mobile homes in Spruce Grove but not single-family homes, even though the net result and impact to the neighbors is the same. In light of the discussion, the commission believed that multiple single-family residences should be considered. They agreed to change the zoning use chart to allow multiple single-family residences as a conditional use in LIC zone. This is a small code change that will improve the quality of housing in Haines.

PLANNING COMMISSION REQUEST:

For the Borough Assembly to amend HBC 18.70.040 to read:

					ZONING	USE CHART				-		
	TOWNSITE PLANNING/ZONING DISTRICT											
	UBR = Use-By-Right CU = Conditional Use											
				NA =	Not Allowed	GFA = Gross	Floor Area					
			Permit Requi		s in UPPER CA	SE are primary	and uses in lower ca	Permit Not R	equired			
GENERAL CLASSIFICATION →	П	NDUSTRIAL U	SES	COMMEI	RCIAL/ Resider	ntial Uses	RESIDENTIAL USES ONLY	L RESIDENTIAL/ RE Commercial Uses				RECREATIONAL USE
Specific Zoning Districts	Heavy Industrial	Light Industrial/ Commercial	Waterfront Industrial	Commercial	Waterfront	Significant Structures Area	Single Residential	Multiple Residential	Rural Residential	Rural Mixed Use	Multiple Use	Recreational
USES 🕹	I/H	I/L/C	I/W	С	w	SSA	SR	MR	RR	RMU	MU	REC
Multiple Single- Family Residences	NA	NA <u>CU</u>	NA	CU	CU	NA	NA	CU	CU	CU	CU	NA

SUBMITTED BY _

Rob Goldberg, Planning Commission Chair

HAINES BOROUGH, ALASKA ORDINANCE No. xx-xx-xxx Draft

AN ORDINANCE OF THE HAINES BOROUGH AMENDING BOROUGH CODE SECTION 18.70.040 TO ALLOW MULTIPLE SINGLE-FAMILY RESIDENCES AS A CONDITIONAL USE IN LIGHT INDUSTRIAL/COMMERCIAL ZONE.

BE IT ENACTED BY THE HAINES BOROUGH ASSEMBLY:

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

Section 2. <u>Severability</u>. 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. <u>Effective Date</u>. This ordinance shall become effective immediately upon adoption.

Section 4. <u>Purpose</u>. This ordinance amends Section 18.70.040 to allow multiple single-family residences as a conditional use in light industrial/commercial zone.

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

18.70.040 Zoning use chart

	ZONING USE CHART											
	TOWNSITE PLANNING/ZONING DISTRICT											
	UBR = Use-By-Right CU = Conditional Use											
	NA = Not Allowed GFA = Gross Floor Area											
	= Permit Required = Permit Not Required Under General Classification, uses in UPPER CASE are primary and uses in lower case are secondary.											
GENERAL CLASSIFICATION						RESIDENT Commercial			RECREATIONAL USE			
Specific Zoning Districts	Heavy Industrial	Light Industrial/ Commercial	Waterfront Industrial	Commercial	Waterfront	Significant Structures Area	Single Residential	Multiple Residential	Rural Residential	Rural Mixed Use	Multiple Use	Recreational
USES 🕹	I/H	I/L/C	I/W	С	w	SSA	SR	MR	RR	RMU	MU	REC
Multiple Single- Family Residences	NA	NA <u>CU</u>	NA	CU	CU	NA	NA	CU	CU	CU	CU	NA



Assembly Agenda Bill

Agenda Bill No.: 16-671

Assembly Meeting Date: 8/9/16

Business I tem Description:	Attachments:
Subject: FY17 Budget Amendment Ordinance #1	1. Ordinance 16-07-440 2. Budget Amendment Worksheet 3. FY17 Payroll after CBA Ratification
Originator:	
Borough Manager	
Originating Department:	
Administration	
Date Submitted:	
7/15/16	

Full Title/Motion:

The assembly already scheduled the second hearing on this ordinance draft for 8/23/16. No motion is needed now unless the second hearing date needs to change or some other action is desired such as amendments.

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:

Concistont	Voc
Consistent:	Yes

ΠNo

Summary Statement:

Proposed amendments to the FY17 Budget: 1) reflect changes resulting from staff turnover and the terms of the recently-ratified collective bargaining agreement, 2) appropriate relocation expenses for the new police chief, 3) appropriate funds to donate to Southeast Conference for the AMHS strategic planning project, and 4) reflect revenue shortfall resulting from the governor's veto affecting the school debt reimbursement program.

See the ordinance for more detail.

The finance committee will review the ordinance on 8/8/16 and will provide recommendations during the 8/9/16 assembly meeting.

Referral:

Referred to: Staff referred to Finance Committee Recommendation: Committee to provide by first hearing on 8/9/16

Referral Date:

Meeting Date: 8/8/16

Assembly Action:	
Meeting Date(s): 7/26, 8/9/16	Public Hearing Date(s): 8/9, 8/23/16
	Postponed to Date:

HAINES BOROUGH, ALASKA ORDINANCE No. 16-07-440

AN ORDINANCE OF THE HAINES BOROUGH, PROVIDING FOR THE ADDITION OR AMENDMENT OF SPECIFIC LINE ITEMS TO THE FY17 BUDGET.

Draft

BE IT ENACTED BY THE HAINES BOROUGH ASSEMBLY:

Section 1. <u>Classification</u>. This ordinance is a non-code ordinance.

Section 2. <u>Effective Date</u>. This ordinance shall become effective immediately upon adoption.

Section 3. <u>Appropriation</u>. This appropriation is hereby authorized as part of the budget for the fiscal year July 1, 2016 through June 30, 2017.

Section 4. <u>Purpose</u>. To provide for the addition or amendment of specific line items to the FY17 budget as follows:

(1) To adjust budgeted wages, burden, and health insurance to reflect turnover in several positions as wells as the terms of the recently negotiated 3-year Collective Bargaining Agreement with Public Employees Local 71. An updated FY17 payroll spreadsheet is provided in the Assembly Meeting packet.

		Current FY17 Budget	Proposed FY17 Budget	Fund Balance Increase / (Decrease)*
01-01-10-6110	Salary & Wages – Administration	\$280,338	\$266,985	13,353
01-01-10-6115	Employee Burden – Admin.	85,370	81,377	3,993
01-01-10-6140	Health Insurance - Admin.	62,640	63,264	(624)
01-01-15-6110	Salary & Wages – Finance	197,329	201,154	(3,825)
01-01-15-6115	Employee Burden – Finance	60,781	61,928	(1,147)
01-01-15-6140	Health Insurance - Finance	62,640	63,264	(624)
01-01-17-6110	Salary & Wages – Assmt / Lands	161,186	153,302	7,884
01-01-17-6115	Employee Burden– Assmt / Lands	46,744	44,088	2,656
01-01-17-6140	Health Insurance – Assmt / Lands	46,980	47,448	(468)
01-02-50-6110	Salary & Wages – Dispatch	209,139	217,305	(8,166)
01-02-50-6115	Employee Burden – Dispatch	64,838	67,289	(2,451)
01-02-50-6140	Health Insurance – Dispatch	78,300	79,080	(780)
01-04-20-6110	Salary & Wages – Facilities	209,448	212,472	(3,024)
01-04-20-6115	Employee Burden – Facilities	69,323	70,340	(1,017)
01-04-20-6140	Health Insurance – Facilities	54,810	55,356	(546)
01-14-00-6110	Salary & Wages – Library	243,971	248,646	(4,675)
01-14-00-6115	Employee Burden – Library	68,500	70,659	(2,159)
01-14-00-6140	Health Insurance – Library	41,636	42,091	(455)
01-15-00-6110	Salary & Wages – Museum	122,224	125,178	(2,954)
01-15-00-6115	Employee Burden – Museum	36,992	37,878	(886)
01-15-00-6140	Health Insurance – Museum	31,320	31,632	(312)
01-16-05-6110	Salary & Wages – Parks	14,628	14,996	(368)
01-16-05-6115	Employee Burden – Parks	5,137	5,266	(129)

Haines Borough Ordinance No. 16-07-440 Page 2 of 3

01-16-10-6110	Salary & Wages – CYD	10,660	11,180	(520)					
01-16-10-6115	Employee Burden – CYD	959	1,006	(47)					
01-16-15-6110	Salary & Wages – Pool	88,334	92,377	(4,043)					
01-16-15-6115	Employee Burden – Pool	24,458	25,504	(1,046)					
01-16-15-6140	Health Insurance – Pool	15,660	15,816	(156)					
02-02-00-6110	Salary & Wages – Police	271,501	286,049	(14,548)					
02-02-00-6115	Employee Burden – Police	90,559	95,280	(4,721)					
02-02-00-6140	Health Insurance – Police	62,640	63,264	(624)					
02-04-00-6110	Salary & Wages – Public Works	222,327	232,784	(10,457)					
02-04-00-6115	Employee Burden – PW	75,595	76,586	(991)					
02-04-00-6140	Health Insurance – Public Works	62,640	63,264	(624)					
23-02-00-6110	Salary & Wages – Tourism	111,252	116,180	(4,928)					
23-02-00-6115	Employee Burden – Tourism	34,404	35,910	(1,506)					
23-02-00-6140	Health Insurance – Tourism	31,320	31,632	(312)					
25-01-00-6110	Salary & Wages – Fire/Amb.	100,704	108,614	(7,910)					
25-01-00-6115	Employee Burden – Fire/Amb.	33,990	36,550	(2,560)					
25-01-00-6140	Health Insurance – Fire/Amb.	31,320	31,632	(312)					
90-01-00-6110	Salary & Wages – Water	84,352	86,975	(2,623)					
90-01-00-6115	Employee Burden – Water	27,958	28,813	(855)					
90-01-00-6140	Health Insurance – Water	23,490	23,724	(234)					
91-01-00-6110	Salary & Wages – Sewer	50,869	53,144	(2,275)					
91-01-00-6115	Employee Burden – Sewer	16,945	17,685	(740)					
91-01-00-6140	Health Insurance – Sewer	15,660	15,816	(156)					
92-01-00-6110	Salary & Wages – Harbor	140,709	143,943	(3,234)					
92-01-00-6115	Employee Burden – Harbor	48,856	49,948	(1,092)					
92-01-00-6140	Health Insurance – Harbor	\$ 37,845	\$ 38,222	(377)					
	Total increase to FY17 payroll expenditures								

(2) To appropriate \$15,000 of Townsite general funds for relocation expense for the new police chief.											
		Current FY17 Budget	Proposed FY17 Budget	Fund Balance Increase / (Decrease)*							
02-02-00-7334	Travel & Per Diem – Police	\$8,500	\$23,500	(\$15,000)							

(3) To appropriate \$10,000 of Economic Development sales tax funds for the Alaska Marine Highway System Reform Project.										
		Current FY17 Budget	Proposed FY17 Budget	Fund Balance Increase / (Decrease)*						
23-03-00-7312	Professional & Contractual Svc (AMHS System Reform)	\$0	\$10,000	(\$10,000)						

Haines Borough Ordinance No. 16-07-440 Page 3 of 3

(4) To remove \$225,207 of State Revenue for the school debt reimbursement program. This revenue shortfall resulted from the Governor's recent veto. This amendment also shifts Areawide property tax from the general fund (01) to the debt service fund (76) in order to cover the shortfall. Proposed Fund Balance Current FY17 Increase / FY17 Budget Budget (Decrease)* 76-01-00-4389 State Revenue – 2005 School Bond \$837,791 \$628,343 (\$209,448) \$63,035 47,276 (15,759)76-02-00-4389 State Revenue – 2015 School Bond 01-01-09-4011 Property Tax Revenue-Areawide GF \$1,800,000 1,574,793 (225, 207)\$350,683 209,448 76-01-00-4021 Property Tax Rev. - 2005 School Bond 560,131 \$26,385 42,144 15,759 76-02-00-4021 Property Tax Rev. - 2015 School Bond Total reduced school debt reimbursement revenue resulting from Governor's veto (\$225,207)

* 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: 07/26/16 Date of First Public Hearing: Date of Second Public Hearing:

HAINES BOROUGH

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Proposed Amendments to the FY17 Budget - Ordinance #16-07-440

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FUND	01	02	23	25	76	90	91	92	
Budgeted Fund/(Cash) Balance as of 06/30/2016 \$	2,839,793	1,470,356	416,698	37,449	9,384	189,422	671,888	395,119	
FY17 Adopted BUDGET Excess Revenue Over (Under) Expense	(207,808)	(78,922)	(109,432)	(2,818)	(9,000)	12,044	(274,770)	80,935	Totals
Proposed Amendments:									
1. Changes to payroll	(12,536)	(31,965)	(6,746)	(10,782)		(3,712)	(3,171)	(4,703)	(73,615)
2. Relocation expense for new hire		(15,000)							(15,000)
3. AMHS Reform Project			(10,000)						(10,000)
4. School Debt Reimbursement funding cut	(225,207)				-	-			(225,207)
									-
								ł	-
PROPOSED Excess Revenue Over (Under) CASH Expense	(445,551)	(125,887)	(126,178)	(13,600)	(9,000)	8,332	(277,941)	76,232	(323,822)
Proposed Fund Balance 06/30/2017 \$	2,394,242	1,344,469	290,520	23,849	384	197,754	393,947	471,351	(323,822)
Annual Operating Budget Projected Fund Balance as % of Operating Budget	4,993,688 48%	1,086,273 124%							
r rojecteu i una balance as 70 or operating badget	1070	12 170							

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



FY17 PROPOSED New CBA PAYROLL

HAINES BOROUGH

ALASKA.		Straight Time	Over- time	Standby	Hourly	Gross					Worker's	Union Health	
Position	Current Employee	Hours	Hours	Hours	Rate	Earnings	PERS	SBS	Medicare	Alaska ESD	Comp	Insurance	Total Costs
Administration													
Borough Manager	Bill Seward	2,080	0	0	45.67	95,000	20,900	5,824	1,378	n/a	396	15,816	139,313
Borough Clerk	Julie Cozzi	2,080	0	0	36.86	76,669	16,867	4,700	1,112	397	320	15,816	115,880
Executive Assistant	TBD	2,080	0	0	22.00	45,760	10,067	2,805	664	397	191	15,816	75,700
Deputy Clerk	Krista Kielsmeier	2,080	0	0	20.70	43,056	9,472	2,639	624	431	180	15,816	72,218
Office Assistant	Donna Lambert	520	0	0	12.50	6,500	1,430	398	94	65	27	n/a	8,515
	Totals		0	0		266,985	58,737	16,366	3,871	1,290	1,114	63,264	411,626
Assembly		-,					, -	-,	- , -	,	,	, .	
Mayor	Jan Hill	0	0	0	0.00	15,000	3,300	920	218	n/a	63	n/a	19,500
Deputy Mayor Member B	Diana Lapham	0	0	0	0.00	3,525	n/a	216	51	n/a	15	n/a	3,807
Assembly Member A	Margaret Friedenauer	0	0	·····	0.00	3,525	n/a	216	51	n/a	15	n/a	
Assembly Member C	Mike Case	0	0	·····	0.00	3,525	n/a	216	51	n/a	15	n/a	
Assembly Member D	Tresham Gregg	0	0		0.00	3,525	n/a	216	51	n/a	15	n/a	3,807
Assembly Member E	George Campbell	0	0	·····	0.00	3,525	n/a	216	51	n/a	15	n/a	3,807
Assembly Member F	Ron Jackson	0	0		0.00	3,525	n/a	216	51	n/a	15	n/a	
	Totals		0	0	0.00	36,150	3,300	2,216	524		151		42,341
Assessment / Land Manage		, u	, v	Ŭ		00,100	0,000	1,210	021		101		12,011
Assessor	Dean Olsen	2080	0	0	27.55	57,308	12,608	3,513	831	397	239	15,816	90,711
Planner I	TBD	1970	0	·····	20.20	39,794	8,755	2,439	577	397	166	14,498	66,626
Planner II (leave pay out)	Xi Cui (Tracy)	110	0		26.00	2,860	n/a	175	41	397	12	1,318	4,804
Administrative Assistant	Kathy Friedle	2080	0	·····	19.20	39.936	8.786	2.448	579	397	167	15,816	68.129
Temp Admin. Assistant	TBD	520	0	·····	17.70	9,204	n/a	<u>2,440</u> 564	133	92	38	n/a	
Planning Commissioner A		020			0.00	600	n/a	37	9	n/a	3		•••••••••••••••••••••••••••••••••••••••
Planning Commissioner B		0			0.00	600	n/a	37	9	n/a	3		
Planning Commissioner C		0		·····	0.00	600	n/a	37	9	n/a n/a	3		
Planning Commissioner D		0			0.00	600	n/a	37	9	n/a n/a	3		•••••••••••••••••••••••••••••••••••••••
Planning Commissioner E		0			0.00	600	n/a	37	9	n/a n/a	3		•••••••••••••••••••••••••••••••••••••••
Planning Commissioner F		0			0.00	600	n/a	37	9	n/a n/a	3		
Planning Commissioner G		0	0	·····	0.00	600	n/a	37	9	n/a	3		•••••••••••••••••••••••••••••••••••••••
Fianning Commissioner G			U	·····	0.00	153,302	30,148	9,397	2,223	1,680	639	47,448	244,838
Community Youth Develop		0,700	-	-		155,502	30,140	9,397	2,223	1,000	039	47,440	244,030
CYD Coordinator	Al Giddings	650	0	0	17.2	11180	n/a	685	162	112	47	n/a	12,186
	Totals		0	0		11,180	-	685	162	112	47	-	12,186
Dispatch	Totals	000	Ŭ	U		11,100		005	102	112			12,100
Dispatcher A	Jane Clark	2080	100	0	21.20	47,276	10,401	2,898	686	397	214	15,816	77,687
Dispatcher B Supervisor	Celeste Grimes	2080	100		20.70	46,161	10,155	2,830	669	397	208	15,816	76,237
Dispatcher C	Sierra Hinkle	2080	100		18.20	40,586	8,929	2,488	588	406	182	15,816	68,995
Dispatcher D	Linda Waldo	2080	100	0	17.70	39,471	8,684	2,400	572	395	102	15,816	67,534
Dispatcher E	Maxwell Jusi	2080	100	0	16.70	37,241	8,193	2,420	540	393	177	15,816	64,622
Shift Differential	•••••••••••••••••••••••••••••••••••••••		0	·····		•••••••••••••••••••••••••••••••••••••••					7		
	Swing Shift	2920		·····	0.75	2,190	482	134	32	22		n/a	2,867
Shift Differential	Grave Yard	2920	0	·····	1.50	4,380	964	268	64	44	14	n/a	5,733
	Totals	10,400	500	0		217,305	47,807	13,321	3,151	2,033	978	79,080	363,674



FY17 PROPOSED New CBA PAYROLL

HAINES BOROUGH

Position	Current Employee	Straight Time Hours	Over- time Hours	Standby Hours	Hourly Rate	Gross Earnings	PERS	SBS	Medicare	Alaska ESD	Worker's Comp	Union Health Insurance	Total Costs
Elections													
Precinct Chairman	To be determined	18	0	0	12.50	225	n/a	n/a	n/a	n/a	1	n/a	226
Precinct Chairman	To be determined	18	0	0	12.50	225	n/a	n/a	n/a	n/a	1	n/a	226
Election Worker	To be determined	18	0	0	11.00	198	n/a	n/a	n/a	n/a	1	n/a	199
Election Worker	To be determined	15	0	0	11.00	165	n/a	n/a	n/a	n/a	1	n/a	166
Election Worker	To be determined	15	0	0	11.00	165	n/a	n/a	n/a	n/a	1	n/a	166
Election Worker	To be determined	15	0	0	11.00	165	n/a	n/a	n/a	n/a	1	n/a	166
Election Worker	To be determined	15	0	0	11.00	165	n/a	n/a	n/a	n/a	1	n/a	166
Election Worker	To be determined	15	0	0	11.00	165	n/a	n/a	n/a	n/a	1	n/a	166
Election Worker	To be determined	15	0	0	11.00	165	n/a	n/a	n/a	n/a	1	n/a	166
Election Worker	To be determined	15	0	0	11.00	165	n/a	n/a	n/a	n/a	1	n/a	166
	Totals	159	0	0		1,803					8		1,811
Finance													
Chief Fiscal Officer	Jila Stuart	1,924	0	0	31.83	61,234	13,471	3,754	888	397	255	15,816	95,815
Accounts Receivable Clerk	Tina Olsen	2,080	20	0	20.70	43,677	9,609	2,677	633	397	182	15,816	72,992
Payroll/Accounts Payable	Cathy Keller	2,080	20	0	25.70	54,227	11,930	3,324	786	397	226	15,816	86,707
Sales Tax Clerk	Jessie Badger	2,080	0	0	20.20	42,016	9,244	2,576	609	397	175	15,816	70,833
	Totals	8,164	40	0		201,154	44,254	12,331	2,917	1,588	839	63,264	326,346
Fire													
EMT / Firefighter	Jennifer Walsh	2,184	12	0	21.20	46,682	10,270	2,862	677	397	2,935	15,816	79,639
EMT / Firefighter	TBD	2,184	12	0	20.70	45,581	10,028	2,794	661	397	2,866	15,816	78,143
Fire Chief	Greg Palmieri	0	0	0	0.00	6,000	n/a	368	87	n/a	377	n/a	6,832
Seasonal PT EMT	TBD	500	0	0	20.70	10,350	n/a	634	150	397	651	n/a	12,182
	Totals	4,868	24	0		108,614	20,298	6,658	1,575	1,191	6,828	31,632	176,796
Harbors													
Harbormaster	Shawn Bell	2,080	330	0	26.25	67,574	14,866	4,142	980	397	3,389	15,816	107,165
Assistant Harbormaster	Gabe Thomas	2,080	10	0	18.70	39,177	8,619	2,402	568	397	1,965	15,816	68,943
Seasonal Assistant	Mark Allen	1,040	0	0	18.80	19,552	4,301	1,199	284	397	981	6,590	33,303
Port Security Officer	Henry Pollan	700	0	0	17.30	12,110	2,664	742	176	121	607	n/a	16,421
Port Security Officer	TBD	350	0	0	15.80	5,530	n/a	339	80	55	277	n/a	6,282
	Totals	6,250	340	0		143,943	30,451	8,824	2,087	1,367	7,219	38,222	232,113
Information Technology													
IT Technician	Erik Baldwin Stevens	156	0	0	23.2	3,619	796	222	52	36	15	1,357	6,098
	Totals	156	0	0		3,619	796	222	52	36	15	1,357	6,098



FY17 PROPOSED New CBA PAYROLL

HAINES BOROUGH

ALASKA		Straight Time	Over- time	Standby	Hourly	Gross					Worker's	Union Health	
Position	Current Employee	Hours	Hours	Hours	Rate	Earnings	PERS	SBS	Medicare	Alaska ESD	Comp	Insurance	Total Costs
Library													
Library Director	Patricia Brown	2,080	188	0	29.25	69,089	15,199	4,235	1,002	397	288	15,816	106,026
Library Aide/Technician	Lisa Blank	621	0	0	18.00	11,169	n/a	685	162	112	47	-	12,174
Assistant Librarian	Rebecca Heaton	1,560	0	0	23.70	36,972	8,134	2,266	536	370	154	15,816	64,248
Library Aide/Administration	Deborah Gravel	520	0	0	15.50	8,060	n/a	494	117	81	34	-	8,785
Library Tech II	Elizabeth Jurgeleit	754	0	0	15.50	11,687	n/a	716	169	117	49	-	12,738
Library Janitor	Dale Sanne	910	0	0	18.50	16,835	3,704	1,032	244	168	752	-	22,735
Library Tech II	Jedidiah Blum-Evitts	1,350	0	0	16.00	21,600	4,752	1,324	313	216	90	-	28,295
Technology Coordinator	Erik Baldwin Stevens	1,248	0	0	23.20	28,954	6,370	1,775	420	290	121	10,459	48,387
Education Coordinator	Jessie Morgan	1,131	0	0	18.20	20,584	4,529	1,262	298	206	86	-	26,965
Children/Youth Svcs Coord		1,092	0	0	21.70	23,696	5,213	1,453	344	237	99	-	31,042
Library Aide	TBD	-	0	0	11.50	-	n/a	-	-	-	-	-	-
Library Grants		······											
Technology Coordinator	Erik Baldwin Stevens	416	0	0	23.20	9,651	2,123	592	140	97	40	3,915	16,558
Program Coordinator	Jessie Morgan	377	0	0	18.20	6,861	1,510	421	99	69	29	-	8,988
Cultural Coordinator	TBD Range G	130	0	0	16.70	2,171		133	31	22	9	-	2,366
Library Page	TBD Range A	300	0	0	10.00	3,000	n/a	184	44	30	13	-	3,270
······	Totals	· • • • • • • • • • • • • • • • • • • •	188	0	302	270,329	51,533	16,571	3,920	2,409	1,809	46,006	392,578
Museum		•••••••											
Museum Director	Helen Alten	2080	0	0	27.25	56,680	12,470	3,474	822	397	236	15,816	89,895
Operations Faciliator	Madeline Witek	1970	0	0	17.2	33,884	7,454	2,077	491	339	141	15,816	60,203
Museum Assistant	Sarah Zeiger	1000	0	0	15	15,000	3,300	920	218	150	63	n/a	19,650
Museum Assistant	Donna Lambert	737	0	0	15.5	11,424	2,513	700	166	114	48	n/a	14,964
Museum Aide	J. St. Clair	347	0	0	11.5	3,991	878	245	58	40	17	n/a	5,227
Janitor	David Dzenawagis	300	0	0	14	4,200	n/a	257	61	42	188	n/a	4,748
Museum Grants	,			<u> </u>									
Tlingit Language Instructor	Elsie Spud	140	0	0	17.2	2,408	n/a	148	35	24	108	n/a	2,722
Grant Funded Intern		1040	0	0	10	10,400	n/a	638	151	104	464	n/a	11,757
Grant Funded Intern		340	0	0	10	3,400	n/a	208	49	34	152	n/a	3,844
Grant Funded Coordinator	(Temporary)	2080	0	0	16.7	34,736	n/a	2,129	504	347	1,551	15,660	54,928
	Totals	10,034	0	0		176,122	26,615	10,796	2,554	1,591	2,967	47,292	267,938
Parks				<u>-</u>									
Parks Laborer II	Kyle Klinger	920	0	0	16.3	14,996	3,299	919	217	150	680	n/a	20,262
	Totals	920	0	0		14,996	3,299	919	217	150	680	-	20,262
Police													
Chief of Police	TBD	2,080	0	0	45.67	95,000	20,900	5,824	1,378	397	3,015	15,816	142,329
Police Sergeant	Joshua Dryden	2,080	100	265	27.75	64,466	14,183	3,952	935	397	2,046	15,816	101,794
Police Officer	Brayton Long	2,080	100	265	25.75	60,006	13,201	3,678	870	397	1,904	15,816	95,874
Police Officer II	Chris Brown	2,080	100	265	25.75	60,006	13,201	3,678	870	397	1,904	15,816	95,874
PD Shift Differential	Swing Shift	2,920	0	0	0.75	2,190	482	134	32	0	70	n/a	2,907
PD Shift Differential	Grave Yard	2,920	0		1.50	4,380	964	268	64	0		n/a	5,815
	Totals	······	300	795		286,049	62,931	17,535	4,148	1,588	9,079	63,264	444,593



FY17 PROPOSED New CBA PAYROLL

HAINES BOROUGH

ALASKA		Straight Time	Over- time	Standby	Hourly	Gross					Worker's	Union Health	
Position	Current Employee	Hours	Hours	Hours	Rate	Earnings	PERS	SBS	Medicare	Alaska ESD	Comp	Insurance	Total Costs
Pool													
Pool Manager	RaeAnne Galasso	1976	0	0	22.20	43,867	9,651	2,689	636	397	1,959	15,816	75,015
Pool Custodian	Milosz Rybinski	520	0	0	14.50	7,540	n/a	462	109	75	337	n/a	8,524
Lifeguard Step 1	Various	936	0	0	12.50	11,700	n/a	717	170	117	522	n/a	13,226
Lifeguard Step 2	Various	832	0	0	13.00	10,816	n/a	663	157	108	483	n/a	12,227
Instructor	Various	70	0	0	14.00	982	n/a	60	14	10	44	n/a	1,110
Assistant Manager	Maggie Martin	1040	0	0	16.8	17,472	3,844	1,071	253	175	780	n/a	23,595
	Totals	5,374	0	0		92,377	13,495	5,663	1,339	882	4,125	15,816	133,697
Public Facilities													
Public Facilities Director	Brad Ryan	2,080	0	0	40.00	83,200	18,304	5,100	1,206	397	347	15,816	124,371
Facility Maint. Tech II	Eddie Bryant	2,080	0	0	28.50	59,280	13,042	3,634	860	397	2,647	15,816	95,675
Facility Maint. Tech II	Andus Hale	2,080	0	0	25.00	52,000	11,440	3,188	754	397	2,322	15,816	85,917
Laborer II	Allan Jobbins	1,040	0	0	17.30	17,992	3,958	1,103	261	180	803	7,908	32,205
	Totals	7,280	0	0		212,472	46,744	13,025	3,081	1,371	6,120	55,356	338,168
Public Works													
Public Works Superintende	n TBD	2,080	65	0	24.75	53,893	11,856	3,304	781	397	2,445	14,498	87,175
One month plus lv payout	Ralph Borders	590	0	0	31.75	18,733	1,211	1,148	272	397	850	1,318	23,928
Mechanic/Operator II	Will Hickman	2,080	65	0	24.00	53,220	11,497	3,262	772	397	2,415	15,816	87,379
Equipment Operator	Ted Cheney	2,080	65	0	20.70	45,074	9,916	2,763	654	397	2,045	15,816	76,665
Equipment Operator	John Spencer	2,080	65	0	24.70	53,784	11,833	3,297	780	397	2,440	15,816	88,347
Seasonal Operator	Roger Ingledue	200	0	0	20.70	4,140	n/a	254	60	41	188	n/a	4,683
Seasonal Operator	Ryan Cook	200	0	0	19.70	3,940	n/a	242	57	39	179	n/a	4,457
	Totals	9,310	260	0		232,784	46,314	14,270	3,375	2,066	10,561	63,264	372,634
Tourism Promotion													
Tourism Director	Leslie Ross	2080	0	0	24	49,920	10,982	3,060	724	397	208	15,816	81,108
Information Coordinator	Tammy Piper	2080	0	0	18.5	38,480	8,466	2,359	558	385	161	15,816	66,224
Tourism Information Asst.	Linda Moyer	1205	0	0	16	19,280	4,242	1,182	280	193	80	n/a	25,256
Staff Aide - Seasonal	Malcolm Kanahele	680	0	0	12.5	8,500	1,870	521	123	85	35	n/a	11,135
	Totals	6,045	0	0		116,180	25,560	7,122	1,685	1,060	485	31,632	183,722
Water/Sewer													
Water/Sewer Operator	Scott Bradford	2,080	50	20	31.25	67,539	14,859	4,140	979	397	1,937	15,816	105,667
Laborer II	Allan Jobbins	1,040	50	30	17.30	19,436	4,276	1,191	282	194	558	7,908	33,845
Asst. Water/Sewer Operato		2,080	100	30	23.70	53,144	11,692	3,258	771	397	1,568	15,816	86,644
	Totals	5,200	200	80		140,118	30,826	8,589	2,032	988	4,063	39,540	226,156
COMBINED TOTALS		111,219	1,852	875		2,685,481	543,107	164,509	38,913	21,402	57,726	686,437	4,197,575



Report from the Borough Manager

Date: 08/09/16

- To: Mayor and Borough Assembly
- From: William E. Seward, Borough Manager

Re: Manager's Report

<u>ROADS</u>

• Awarded a contract for an as-built survey of Porcupine Rd. to complete the requirements for a DNR easement.

FACILITIES/PUBLIC WORKS

- Repaired a water leak on young road.
- Continued work on the Public Facilities Shop

FIRE/EMS

- HVFD EMS support for the fair was successful and another excellent example of the volunteer support for the community from our members. I am happy to report that from our side of the event, it was uneventful! Now we will prepare to support the next event, the Totem Trot in the next two weeks.
- Our department completed the periodic review of the organization and its capabilities for Insurance rating purposes on the 22nd of July. The company agent came all the way from New Jersey and spent the better part of three hours review our records concerning department training, equipment, and water supply over our entire response area including the town site and fire districts 1 A, B, C and D. The report will be sent to the manager and FD chief within three months from the review. Highlights include the potential improvement of our rating due to upgrades to our water supply system storage and total number of hydrants since the last review in 2011. Much thanks goes to our Water and Sewer Department Head, Scott Bradford for gathering the necessary information and participating in the review interview. Not only did he come prepared but he did this at the end of a very challenging time service the communities Water supply needs.
- Our hiring process continues with two additional applicants with excellent qualifications coming in over the last two weeks. The committee is completing review and scoring of these applicants and interview schedules will be completed in the next week.
- The Fire Chief declared the Bennett property, 2nd ave recently burned building, a nuisance and the borough will proceed with notification of the recommendation to demolish the remaining structure. The building owner offered to provide the structure to the department for live fire training event and an evaluation of the structure for that purpose took place last week. The Chief and Battalion Commander completed a walk through and determined that the structure was too damaged to provide a safe training opportunity and indicated as much to the building owner.

• The Fire Chief is scheduled to participate in the After Action Review on the Fair event emergency support as well as attend the Public Safety Building review with the manager, public facilities director and the Police Chief.

POLICE

- New Dispatcher Misty Boman has completed all her training requirements.
- Operations Plan executed for the SE AK State Fair -After Action Report scheduled for Tuesday, 9 August 2016 at 1000 hours.
- Exceptional Service in Support of the Community Program has begun First Recipient Scheduled for 9th of August 2016 Assemble Meeting.
- Public Safety Building walkthrough rescheduled for 8 August 2016 at 1300 hours.
- Sensitive Items inventory will begin 3 August 2016.
- Chief Scott will be joining the Alaska Association of Chiefs of Police– application to be submitted Friday, 5 August 2016.

HARBOR

- Changed out our gas fuel pump and had an electrician troubleshoot some electrical issues.
- Staff worked hard all weekend during the Fair and met the needs of all transient vessels.
- Completed USCG annual security plan inspection with no infractions.

Pool

- A lifeguard and a cashier have been hired and training begins this week.
- The backtalk system still isn't responding. They are working with IT to troubleshoot the system.

WATER/SEWER

- Lily Lake Water Plant continues to operate at full capacity
- Tower Rd. water tank roof replacement bid opening-Silverbow Construction was the low bidder
- Reviewing bid documents for a new sewer plant building and developing scope of work now that funding has been secured

<u>LIBRARY</u>

- Director Patty Brown will be attending a Joint Library Catalog council meeting in Anchorage on August 18-19. The council consists of member libraries of our state-wide catalog system. Travel expenses are covered by the Alaska Library Network.
- Jessie Morgan, Erik Stevens and Patty received scholarships to attend the 2016 International Conference of Indigenous Archives, Libraries, and Museums in Phoenix, AZ in October. While there, they will be presenting a session on their current grant project and programs.
- Sign-ups continue for Harvest Camp, scheduled for August 13-16.
- The Library Advisory Board has begun the annual review of the library policy manual.
- Summer Reading Program ends August 3 with a program finale. After school Homework Help and other literacy activities will begin on August 24 at 3:30.
- The Haines Borough Public Library has been nominated by Senator Lisa Murkowski for the 2017 National Medal for Museum and Library Service. This annual award is presented by the Institute of Museum and Library Services and was created to underscore the significant contributions that museums and libraries make to their communities. The award honors institutions that demonstrate extraordinary approaches to serving their constituents and that exceed expected levels of community outreach.

<u>TOURISM</u>

- The Tourism Department is busy making marketing contracts for the FY17 season. Working with regional and national publications as well as Alaska planners.
- We have has a successful partnership with What's Up Yukon offering local businesses a co-op to advertise with this bi monthly publication with an entire page showcasing Haines events and businesses.
- A successful fair weekend brought thousands of visitors through Haines with no major issues. Public camping was allowed as a well as a free shuttle from the ferry terminal to the fair and Visitor Center.
- The Visitor Center is still receiving higher than normal walk in rates.
- We hosted media last week for Food & Travel Magazine on assignment and will be hosting two writers this week writing on fishing in Southeast for Reel News and Fish Alaska.

Lands Department

- The Annual Report was submitted to the State Assessor Office receiving a "thumbs up" for the initial review from the Assistant State Assessor who audits the reports for the department.
- The job description for the part-time seasonal Property Data Collection Assistant has been updated and submitted to our Borough Clerk for a final review to be followed by the required publishing of the public notice.
- An updated market Study for fair market value of land is being determined for the FAA Road area in the proximity of the Bear Trails Subdivision. This market study was requested on 8/01/2016 for the next Planning Commission meeting in August for the related topic "Right-of-Way Easement Petition".
- Two real property accounts, one involving a 2010 Payment in Lieu of Taxes (PILT), agreement, and the other involving the legality of condominiums within the Industrial Light Commercial zone are under review with Manager input anticipated.
- New Borough Planner, Ms. Holly Smith, has been hired and is expected to start work OOA Monday, August 22nd

Tourism Advisory Board

Tourism Director: Leslie Ross

MINUTES-APPROVED

Assembly Liaison: Diana Lapham

Meeting Date: June 28, 2016 Date of Approval:

<u>Call to Order</u>: A meeting of the Haines Borough Tourism Advisory Board was held at Assembly Chambers on June 28, 2016. The meeting convened at 10:04 a.m. with Sean Gaffney presiding.

<u>Members in Attendance</u>: Sean Gaffney, Michael Marks, Scott Sundberg, Karen Hess, Tourism Director, Leslie Ross and Assembly Liaison, Lapham.

Members Not in Attendance: Rhonda Hinson, Barbara Mulford and Alison Jacobson.

Others in Attendance: Sue Waterhouse, Cheryl Katzeek, Carol Tuynman and Jila Stewart

<u>Approval of Agenda</u>: Motion was made by Michael Marks to approve the Agenda. Second-Karen Hess. Approval: Unanimous.

Public Comments:

- Sue Waterhouse requested information on how the 1% sales tax for Tourism and Economic Development was used to reach the independent traveler. Leslie Ross responded that almost 100% of the advertising budget is used to reach the independent traveler and that some changes were made to where advertisements were placed to in order to reach a larger market.
- Cheryl Katzeek said that she did not think the 4% Lodging Tax has been responsible for bringing any new conventions or new business to Haines. It was shared that the 4% Lodging Tax goes to the Haines General Fund as approved by voters and is not used to promote tourism.
- Carol Tuynman commented that she supports the 1% sales tax for Tourism and Economic Development and that the Chamber of Commerce has posted a letter detailing the benefits of the tax to the Haines economy. She also requested consideration for the Tourism office and the Chamber to devise a way to manage a community calendar of events.

Chair Report: Sean Gaffney

No report

Tourism Director Update:

Chilkoot Position

• Two employees have been hired to increase staff in the Chilkoot Corridor.

Freeride 2017

• It has been confirmed that the Freeride World Tour will return to Haines in 2017 and that the promoters are working on developing funding for the next three years.

Seabourn 2017

• In direct response to the Cruise Ship Waiver Seabourn has announce nine docking's in Haines for 2017.

Online Audit

• The Online Audit is almost completed and areas of improvement will include increased integration with social media outlets. Implementation of the Audits recommendations will begin shortly.

New Business:

- 1% For Economic Development & Tourism
- All TAB board members expressed support of the 1% Sales Tax for Economic Development & Tourism. Diane Lapham encouraged all supporters of the 1% Sales Tax for Economic Development & Tourism to write letters of support to the Haines Borough Assembly members prior to the June 30th Finance Committee Meeting at 5:00 p.m.. It was shared that in Southeast Alaska only Haines and Skagway have Tourism Departments fully funded by Borough governments and are Borough employees. Discussion included how critical the 1% Sale Tax For Economic Development & Tourism was as a driver of the Haines economy. Jila Stewart commented that in 2015 the tax provided \$526,000 in revenue and in 2017 it is predicted to provide \$536,000 in revenue. From that revenue about \$175,000 were used for Economic Development projects. Karen Hess shared that an article could be placed in the Chilkat Valley News showing where the 1% Sale Tax For Economic Development & Tourism Development & Tourism goes to and what projects.
- Motion was made by Scott Sundberg for TAB to advise the Haines Borough Assembly to maintain the 1% Sales Tax for Economic Development & Tourism in its current form. Second-Michael Marks. Approval: Unanimous.

Heliski Map and potential meetings

• The Borough Manager will be seeking approval from the Haines Borough Assembly to form a Heliski Map Committee and set up a series of meetings to determine Heliski areas.

Old Business:

Title V workgroup update

• Next meeting will discuss Heliski codes that need changes and enhancements. Meeting scheduled for July 22, 2016 at 10:30 a.m..

Board Comments:

None

<u>Adjournment:</u> Motion was made by Karen Hess to adjourn. Second-Scott Sundberg. Approval: Unanimous. The meeting adjourned at 11:15 a.m.

Next Meeting: July 8, 2016 at 9:30 a.m. in the Council Chambers.

Minutes Haines Borough Public Library Board June 15, 2016 4:00 PM

The mission of the Haines Borough Public Library is to be responsive to community needs by assembling, preserving, and providing access to materials, information, and technology. The Library offers an environment conducive to providing programs, sharing information, and stimulating ideas. HBPL is a community gathering place where all ages are welcome.

Call to Order - 4:00pm

Present - Patty Brown, Dick Flegel, JoAnn Ross Cunningham, James Alborough, Vanessa Salmon, Anne Marie Palmieri, Lorrie Dudzik, Bill Seward, Cary Seward

Excused - Heather Lende, Jenty Fowler

Absent - Meghan Elliott

Additions or Revisions to Agenda - Add meet and greet with new borough manager, Bill Seward and his wife, Cary.

Consent Agenda Items

The following items are consent items for final action to be taken on all by a single vote. Any item may be removed for separate consideration if necessary.

- · Approval of Agenda
- · Approval of Minutes 04/20/2016, 05/18/2016
- · Director's Report

Anne Marie/Vanessa moved/seconded to approve agenda as amended. Approved unanimously.

Items for Discussion

- Meet new borough manager The board members introduced themselves to Bill and Cary, who also gave us some background on their lives. Welcome Bill and Cary.
- · Review Board terms and library by-laws We will continue reviewing our by-laws at our monthly meetings. Patty reminded us of our term

limits. We will need a new board member or two in the fall. We should start looking for likely candidates.

- Fundraising workshop review We obtained some good information from Ann and Cecily. They gave us a systematic process to follow as we move forward with LEAP.
- LEAP scope of project discussion We must meet again with the FOL to finalize the decision to do the project in phases. We will attempt to hold that meeting this week.
- FY17 budget update For FY17 the borough has approved a \$409,000 budget for the Library. CIP funds in the amount of \$50,000 have been allocated for the library in FY18. There are no CIP funds for FY17.
- Volunteer picnic June 26, 1pm at Rebecca's house. Bring a side dish.
 The library will be closed that day and July 30.

Policy Review

· Mission Statement and General Library Goals - This discussion will be postponed until later meetings.

Other

Radio
 June 17 - Heather, June 24 - FOL, July 1 - Staff, July 8 - Vanessa,
 July 15, Dick

Board Comments - none

Director's Comments - none

Next Meeting - July 20, 4:00pm

Adjournment - 5:15pm

Respectfully submitted,

Lorrie Dudzik, Secretary



11A1

Assembly Agenda Bill

Agenda Bill No.: 16-674

Assembly Meeting Date: 8/9/16

Business Item Description:	Attachments:
Subject: Contract with Silver Bow Construction for the	1. Resolution 16-08-686
Tower Road Water Tank Roof Reconstruction Project	2. Bid Solicitation 3. Bid Results
Originator:	
Director of Public Facilities	
Originating Department:	
Public Facilities	
Date Submitted:	
8/4/16	

Full Title/Motion:

Motion: Adopt Resolution 16-08-686.

Administrative Recommendation:

The Director of Public Facilities recommends adoption of this resolution.

Fiscal Impact:									
Expenditure Required	Amount Budgeted	Appropriation Required	Projected Impact to Future Operating Budgets						
\$ 45,400	\$ See summary	\$ 0	Reduced maintenance costs						

Comprehensive Plan Consistency Review:

Comp Plan Goals/Objectives:

comp rian couls, cojectives.			
Objective 2B, Pages 56-57	Consistent:	Yes	□No

Summary Statement:

The Tower Road Water Tank Roof Reconstruction project consists of installing a new impermeable roof over the Redwood sheathing on the Haines Borough Tower Road Water Tank. The Borough recently issued a request for sealed bids from qualified, licensed contractors for the project. The Borough obtained three responsive, sealed bids: 1) Silver Bow Construction for \$45,400; 2) Heger Construction for \$47,645; and 3) DayNight Construction for \$83,269. The Director of Public Facilities has reviewed the bids and recommends award to Silver Bow Construction. There is approximately \$54,000 remaining from FY16 and FY15 appropriations in the Capital Improvement Projects (CIP) fund for Tower Road Water Tank Roof Replacement, sufficient to cover this contract.

Referral:

Referred to: Recommendation: Referral Date:

Meeting Date:

Assembly Action:

Meeting Date(s): 8/9/16

Public Hearing Date(s): Postponed to Date:

HAINES BOROUGH, ALASKA RESOLUTION No. 16-08-686

Draft

A Resolution of the Haines Borough Assembly authorizing the Borough Manager to execute a contract with Silver Bow Construction for the Tower Road Water Tank Roof Reconstruction project for an amount not to exceed \$45,400.

WHEREAS, the Tower Road Water Tank Roof Reconstruction project consists of installing a new impermeable roof over the Redwood sheathing on the Haines Borough Tower Road Water Tank; and

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

WHEREAS, the Borough obtained three responsive, sealed bids: 1) Silver Bow Construction for \$45,400; 2) Heger Construction for \$47,645; and 3) DayNight Construction for \$83,269; and

WHEREAS, the Director of Public Facilities has reviewed the bids and recommends award to Silver Bow Construction; and

WHEREAS, there is approximately \$54,000 remaining from FY16 and FY15 appropriations in the Capital Improvement Projects (CIP) fund for Tower Road Water Tank Roof Replacement, sufficient to cover this contract,

NOW, **THEREFORE**, **BE IT RESOLVED** that the Haines Borough Assembly authorizes the Borough Manager to execute a contract with Silver Bow Construction for the Tower Road Water Tank Roof Reconstruction project for an amount not to exceed \$45,400.

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

NOTICE INVITING BIDS Tower Road Water Tank Roof Reconstruction

The Haines Borough is soliciting <u>sealed</u> bids from qualified and licensed contractors to perform the work for the **Tower Road Water Tank Roof Reconstruction** 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.

<u>RECEIPT OF BIDS / BID DEADLINE</u>: Bids will be accepted until 2:00 p.m., Local Time, Wednesday, August 3, 2016, at the Office of the Borough Clerk in the Borough Administration Building in Haines, Alaska. Bids must be mailed or hand-delivered and will <u>not</u> be accepted by email or fax.

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
Haines, Alaska	Haines, AK 99827

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

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

QUESTIONS:

For technical questions:

Attn: Brad Ryan Director of Public Facilities 103 Third Ave / P.O. Box 1209, Haines, AK 99827 Phone: 907-314-0648 Email: bryan@haines.ak.us

DESCRIPTION OF WORK: The work consists of installing a new impermeable roof over the Redwood sheathing on the Haines Borough Tower Road Water Tank. The existing roofing material was removed by Haines Borough staff to the existing 1" Redwood tongue and groove sheathing and should not be included in the bid.

LOCAL BIDDER PREFERENCE: If a bid by a responsible and responsive bidder whose principal place of business is within the borough is higher than that of the lowest bid by a responsible and responsive bidder, preference may be given to the local bidder, as follows:

- a. \$1,000,000 or less 7% local preference,
- b. \$1,000,001 to \$5,000,000 5% local preference, or
- c. Over \$5,000,000 2% local preference.

PROJECT SCHEDULE: The Haines Borough anticipates the following project schedule:

Request for Bids issued	July 21, 2016
Receive and open bids	August 3, 2016
Borough Assembly Authorization	August 9, 2016
Notice of Intent to Award	August 10, 2016
Notice to Proceed	August 19, 2016 (approximate)
Project Completion	October 31, 2016

Haines Borough Bid Opening Record

Location: Borough Admin. Building

Date/Time: 2:15pm, 8/3/16

Project: Tower Road Water Tank Roof Reconstruction

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 (1)	Base Bid: Tower Road Water Tank Roof Reconstruction	Comments
DayNight Construction	х	х	х	х	х	х	х	\$93,269	
						Modi	fications	(\$10,000)	
							Total	\$83,269	
Heger Construction	Х	Х	Х	Х	Х	Х	Х	\$47,645	
						Modi	fications		
							Total	\$47,645	
Silver Bow Construction	х	х	х	х	х	х	х	\$45,400	Apparent Low
	Total								

Present:

Brad Ryan, Director of Public Facilities Scott Bradford, Water/Sewer Supervisor Krista Kielsmeier, Deputy Clerk



11B1

Assembly Agenda Bill

Agenda Bill No.: 16-673

Assembly Meeting Date: 8/9/16

Attachments:
1. Ordinance 16-08-441
2. Letter from the Tourism Advisory Board

Full Title/Motion:

Motion: Introduce Ordinance 16-08-441 and set a first public hearing for 8/23/16 and a second public hearing for 9/13/16.

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:

□No

Summary Statement:

This ordinance is recommended by the Tourism Advisory Board (TAB) and tourism director. The borough received a proposal for a non-temporary amendment to the heliskiing map and, as a result of the borough clerk's review of the existing map amendment process in code, it was determined the current time-line is unrealistic. The assembly agreed and put the proposal on hold until the problematic code could be addressed. The TAB was asked to look at the code and come back to the assembly with a recommendation. The borough clerk assisted in the wording and structuring of this proposed ordinance, and the TAB recommends the assembly adopt it.

Referral:

Referred to: Recommendation: Referral Date:

Meeting Date:

Assembly Action:

Meeting Date(s): 8/9/16

Public Hearing Date(s): Postponed to Date:

HAINES BOROUGH, ALASKA Draft

An Ordinance of the Haines Borough amending Haines Borough Code Sub-section 5.18.080(I) to revise the process for nontemporary amendments to the Borough's Commercial Ski Tour Areas map.

BE IT ENACTED BY THE HAINES BOROUGH ASSEMBLY:

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

Section 2. <u>Severability</u>. 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. <u>Effective Date</u>. This ordinance is effective upon adoption.

Section 4. <u>Amendment of Sub-section 5.18.080(I)</u>. Sub-section 5.18.080(I) of the Haines Borough Code is hereby amended as follows:

NOTE: **Bolded**/<u>UNDERLINED</u> ITEMS ARE TO BE ADDED. STRIKETHROUGH</u> ITEMS ARE DELETED

5.18.080(I). Nontemporary Amendment of the Haines Borough Approved Commercial Ski Tour Areas Map.

1. To initiate nontemporary amendment of Unless otherwise authorized by the borough assembly, amendments to the Haines Borough Approved Commercial Ski Tour Areas map, the assembly shall adopt a resolution, following a public hearing, that articulates the reasons to consider amendments to the map and authorizes the borough manager to convene a heliski map committee shall only be considered according to the cycle established in the most current assembly-approved map amendment policy. The process to review and amend the map shall be according to the following procedures:

a. Proposals for map amendments may be submitted to the borough manager from May 1st to May 31st no later than May 15. Proposals shall be in writing and include an illustrations of the general subject areas and rationale justification for the proposed amendments.

b. After May 31st and prior to June 10th, <u>As soon as possible after May 15</u>, the manager shall convene <u>establish</u> an advisory committee to review the <u>any</u> proposed map amendments <u>received by the proposal deadline</u>. <u>The committee shall convene no later than June 15</u>.

<u>c.</u> The committee shall include the following five voting members:

(1) A representative of a local conservation organization, appointed by the mayor;

(2) A member of the Haines Borough assembly;

(3) A representative from the heliskiing industry selected randomly by current Haines Borough heliski commercial ski tour permit holders; and

(4) Two members chosen randomly from Haines Borough residents who petition to be members of the committee. The manager shall solicit applications by posting notice no less than ten days.

d. The committee shall organize itself as to procedure.

Haines Borough Ordinance No. 16-08-441 Page 2 of 2

c.e. The committee shall to every extent possible involve ADFG area wildlife biologists and Bureau of Land Management (BLM) in its deliberations, including forwarding all proposals for map changes to the ADFG and BLM, seeking ADFG and BLM testimony, and requesting comments from ADFG and BLM on all draft recommendations before they are sent to the manager.

d.<u>f.</u> The committee shall organize itself as to procedure and shall make a recommendation to the manager on or before July 15th September 30. The manager shall prepare a recommendation for the assembly and will not be bound to by the committee's recommendations. However, the manager but shall present them also provide the committee recommendations to the assembly for consideration.

g. If circumstances warrant, the borough assembly may adopt a resolution to provide for adjustments to the map amendment schedule.

2. The Haines Borough assembly shall adopt a resolution, following a public hearing, to finalize any nontemporary amendment<u>s</u> of the Haines Borough Approved Commercial Ski Tour Areas map.

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: Date of First Public Hearing: Date of Second Public Hearing:



(907) 766-2234 / (907) 766-3155 fax



August 1, 2016

Dear Madam Mayor and Haines Borough Assembly,

The Haines Tourism Advisory Board would like to recommend the attached changes to Haines Borough Code :

HBC 5.18.080(I). Nontemporary Amendment of the Haines Borough Approved Commercial Ski Tour Areas Map.

The TAB Title V working committee met to review the dates and wording of this portion of code on July 22nd, the Tourism Director then worked with the Borough Clerk assistance in code structure, and followed with an official TAB meeting on July 26th with a unanimous vote to accept and recommend these changes. The TAB has worked with local heli-ski operators and meetings were open to public comment to verify these dates would work with the industry and give the manager ample time to convene a map committee.

Below is the reasoning to our recommendations:

- 1. We eliminated this section as there was not a perceived need for Assembly to be involved at the first initiation of the process. The policy/code allow for a timely proposal to be submitted, the manager should be able to establish if the proposal has met criteria. Assembly will have weigh in at the end of the process as well as public comment. This part of code will also now refer to Policy which is where it is stated the map can be open every 3 years.
- a) Changing this date from "May 1st to May 31st" to "No later than May 15th". There did not be a perceived need to have a month limitation.
- b) The recommendation was to change this "*May 31st to June 10th*" to "*after May 15th*" "*and* "*no later than June 15th*" to allow enough time to establish a committee.
- c) We clarified a few words in this section.

f) The date for the manager's recommendation was extended to September 30th, this date was selected to acknowledge time for the process and for the operators.

g) This was added to allow for the Assembly to make changes as needed to the date structure if circumstances came up that would not allow for the proper meeting times.

Thank you for your time and consideration of these recommendations to allow a usable timeline for opening the Haines Heliski Map.

Sincerely,

Leslie Ross Tourism Director Sean Gaffney Tourism Advisory Board Chair



HAINES SHELDON MUSEUM

ART AND CREATIVITY ARE OUR HISTORY



- Chilkat Blankets
- Wood Carving
- Scrimshaw
- Alaska Indian Arts
- Landscape Painters
- Beaders
- Basket Weavers
- Glass Artists
- Puppet Makers
- Sculptors
- Photography
- Mining
- New Industries
- New Technologies



ENRICHING THE QUALITY OF LIFE IN HAINES













THE CULTURE OF HAINES COMBINES HISTORY AND ART: EXHIBITS CANNOT EASILY BE ONE OR THE OTHER



- Exhibits tell stories.
- Art, objects and archives collections meld for a richer visual impact.
- Longer and more informative labels flesh out the story.

EXHIBITS PROVIDE COMMUNITY ENGAGEMENT

GUEST CURATORS







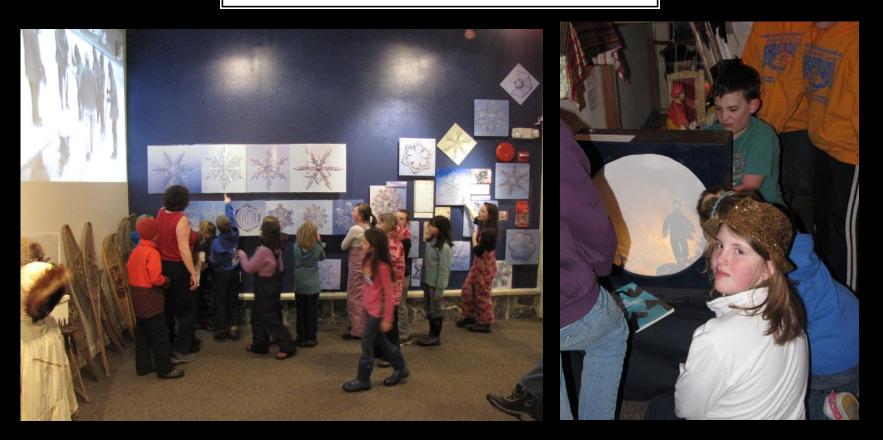
PARTICIPATORY EXHIBITS



Tours **Off-Site Activities** 248 249 2%2% Special Events Haines Adults 2,084 Haines Adults & Kids 17% 2,442 20% School Groups 610 5% Kids 407 3% Out-of-Town Paying Visitors 4,742 Out-of-Town 39% Non-Paying Visitors 1,332 (bathroom use) 11% 2015 Visitors 5,791 Haines / 6,323 Out-of-Town

1,017 CHILDREN VISIT THE MUSEUM ANNUALLY

SCHOOL FIELD TRIPS SUPPORTING OUR SCHOOLS



610 school children visited the museum in 2015. (Average of 2.44 visits by each Haines student.) 1,017 CHILDREN VISIT THE MUSEUM ANNUALLY

CAMPS PROVIDE CULTURAL ENRICHMENT



Serving 40-50 working families each summer.

JUNIOR CURATORS BUILDING COLLEGE RESUMES AND CAREER SKILLS



Fall After School Program for Middle and High Schoolers

- Visit community museums.
- Learn how to research, design and produce an exhibit.
- Learn how to pack art.
- Learn how to use collections database.
- Learn about story lines, visual appeal and preservation needs.
- Creativity is a 21st Century Job Skill.



Haines Walk-About phone app created by Middle Schoolers for the Museum.

1,017 CHILDREN VISIT THE MUSEUM ANNUALLY

CHILDREN'S INTERACTIVE EXHIBITS

- 150 Haines preschoolers
- 300 children under age 10
- Support young families
- Create lifelong love of museums
- Fish Camp
- Winter Clan House
- Salmon Fishing and Processing
- New Children's Room (Fall 2016)



1,017 CHILDREN VISIT THE MUSEUM ANNUALLY



Play is the work of small children. Through touch, dress-up and physical engagement they learn about their environment and community.





NEW CHILDREN'S ROOM

Goal: To create an interactive learning space so that children have a hands-on educational experience at the museum.

- Tribal house
- Fish camp
- Interactive Chilkat blanket
- Boat exhibits
- Town and Fort Area
- Book Nook
- Saturday Classes

Cost: approximately \$2,800

2,939 ADULTS ATTENDED PROGRAMS IN 2015

SUPPORTING LIFE-LONG LEARNING

- First Fridays
- Gallery Demonstrations
- Exhibit Openings
- Fortnight of Learning
- Chilkat Valley Study and Discussion Group
- Tlingit Language Class
- Brown Bag Lunches



113 EVENING AND WEEKEND LECTURES IN 2015

93 Researchers used the archives in 2015*

THE ARCHIVES KEEP OUR STORIES

- 200 oral histories
- 42 diaries
- 2,506 papers & maps
- 9,396 photographs
- 2,182 books
- 1,000 cubic feet of material awaiting processing



* Researchers used our resources throughout the archives move, despite the transition.



NEW ARCHIVES AND RESEARCH AREA

Goal: increase archives accessibility and use.

Used by TV shows, publications, government agencies, local businesses, other museums, and families with a Haines connection.



Upgrade funded by grants & donations.



SUPPORTING MARKETING HAINES TOTEM TROT

- Growing event
- Marketed nationally
- Promoted in every regional paper
- Promoted in Juneau theaters
- For 2016, already 13 registrants from Juneau, Whitehorse, and New York





MARKETING AND BEAUTIFYING HAINES NEW OUTDOOR ART AND HISTORY GARDEN TRANSITION BETWEEN THE WATERFRONT AND MAIN STREET



SUPPORTING HAINES BY SUPPORTING ARTISTS OVER 80 ARTISTS LIVE HERE, 55 WORKS PURCHASED IN 10 YEARS



Since 2009, we brought \$178,285 to the Haines economy - \$86,900 since 2014. We are "The Arts Capital of Alaska," our art community is a huge part of Haines' history. The Rasmuson Acquisition fund allows us to invest in the community and the collection. World class art increases our national reputation.

DONATIONS CONTINUE TO ENRICH OUR NATIONALLY RENOWNED COLLECTION



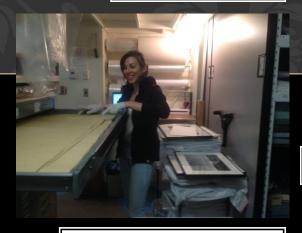


SUPPORTING THE CLANS

- We store regalia, feast dishes, and other A'at Oow for local clans.
- 1/24th, or 4%, of our climate-controlled artifact storage holds clan items.
- We do not charge for this service.
- It's cost is about \$1,000 per year.
- The extreme importance of the cultural material, much of it irreplaceable, and the risk it may be in when stored in houses without fire suppression or security alarms, make this a worthwhile way we can serve our community.



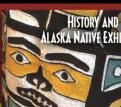
INTERNS



MANNEQUINS



Discover Haines!



2,000 hammers on display

from ancient times to present

COME MEET OUR RAPTORS!

Natural History

Live rapto

AMERICAN

BALD EAGLE FOUNDATION

Three Museums SHELDEN MUSEUM **One Pass** Hammer Museum ^{\$}16 AMERICARS ONLY MUSEUM OF

THREE MUSEUM PASS

20% off Admission

Free Shuttle Bus to all museums on Wednesdays All museums are a 10-15 minute walk from the cruise ship dock Pass available May 18 - Sept 21 at participating museums and the Haines Visitor Center

HISTORY AND ART ALASKA NATIVE EXHIBITS

SUPPORTING OTHER MUSEUMS

COLLECTION LOANS



Living Alaska: A **Decade of Collecting Contemporary Art for** Alaska Museums

TRAVELING EXHIBITS



2015-2016 CHANGES

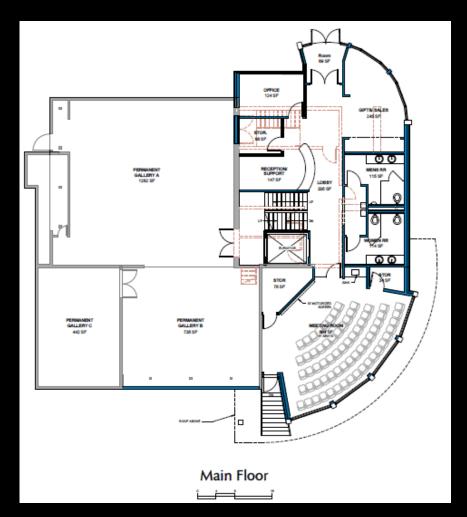
- Gift Shop moved.
- Color added to walls.
- Staff offices consolidated.
- Archives moved.
- New East Gallery created.



- Visitors compliment us on our professionalism and excellent exhibits.
- We remain one of the few accredited museums in Alaska.
- Trip Advisor ratings are noticeably higher this season.
- Museum operations streamlined with more efficient layout.
- We are better positioned to serve Haines better exhibit space, new children's area, more storage to protect our cultural patrimony.
- Ready for next step: an expansion.

OUR FUTURE

- Elevator to conform with ADA
- Anchors Main Street and Harbor
- Provides room for partnerships with Tourism and Tribes





Sheldon Museum Expansion

3D View

MRV ARCHITECTS





FUTURE?

What do you want the museum to be in the future for the community?

- Our collection is of global importance. We can elevate Haines' status and be an international resource by digitizing the collection.
- Continue rotating exhibits and improving outdated exhibits?
- Market Haines through a traveling exhibit program?
- More lectures and workshops?
- A Tlingit Language immersion preschool?

