  
**Haines Borough**  
**Borough Assembly Meeting #399**  
**AGENDA**

**April 28, 2020 -6:30pm**

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

*Jan Hill*  
Mayor

*Jerry Lapp*  
Assembly Member

*Gabe Thomas*  
Assembly Member

*Stephanie Scott*  
Assembly Member

*Zephyr Sincerny*  
Assembly Member

*Paul Rogers*  
Assembly Member

*Brenda Josephson*  
Assembly Member

*Debra Schnabel*  
Borough Manager

*Alekka Fullerton*  
Borough Clerk

**Haines Borough Zoom Assembly Meeting:**

**Join Meeting\*:**

**Meeting ID: 933 7706 6131**

**Password: HB0428**

**Audio Only:**

**888 788 0099 US Toll-free**

**877 853 5247 US Toll-free**

**Meeting ID: 933 7706 6131**

**Password: 746063**

**\* You must download Zoom first. For Zoom instructions, go to:**

**<https://www.hainesalaska.gov/boroughassembly/zoom-instructions-attend-borough-meetings>**

**1. CALL TO ORDER/PLEDGE TO THE FLAG/ROLL CALL**

**2. APPROVAL OF AGENDA & CONSENT AGENDA**

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

Consent Agenda:

3 – Approve Minutes from Regular Assembly Meeting

**\*3. APPROVAL OF MINUTES – 4/14/20 Regular**

**4. PUBLIC COMMENTS** – Where possible, please provide your public comments in writing and send them to [Clerk@haines.ak.us](mailto:Clerk@haines.ak.us) by 5:00 pm April 27. This meeting will be streamed live via KHNS (KHNS.org and use the button on the right side of its page that says “Listen Live to Haines Borough Meetings”) or attend via zoom (details above). Remember, your written comments will likely be more influential since assembly members will have the opportunity to process your comments prior to the meeting.

**5. ASSEMBLY COMMENTS**

**6. MAYOR’S REPORT AND COMMENTS**

**7. PUBLIC HEARINGS** – Where possible, please provide your public hearing comments in writing and send them to [Clerk@haines.ak.us](mailto:Clerk@haines.ak.us) by 5:00 pm April 27. For verbal testimony, public hearing sign-ups will open when this agenda is published. Please contact [Clerk@haines.ak.us](mailto:Clerk@haines.ak.us) to let us know your name and the Ordinance you would like to address. Your name will be called at the appropriate time.

**A. Ordinance 20-02-560**

**An Ordinance of the Haines Borough Amending Haines Borough Code Title 18 Chapter 18.20.020 Definition of Notice, Public and Chapter 18.30.020 Public Notice.**

**Motion: Adopt Ordinance 20-02-560**

7. PUBLIC HEARINGS – *Continued*

B. Ordinance 20-03-562

An Ordinance of the Haines Borough Amending Haines Borough Code Title 5 to Change the Definition of Commercial Tour; Change the Commercial Tour Permit Fee and Reporting Structure; Amend the way changes are made to the Approved Commercial Ski Areas and various other Amendments to Title 5.

Motion: Adopt Ordinance 20-03-562

8. STAFF/FACILITY REPORTS

- A. Borough Manager - 04/28/20 Report
- B. Borough Clerk – 2020 Commercial Tour Permits
- C. Tourism Director Presentation

9. COMMITTEE/COMMISSION/BOARD REPORTS & APPROVED MINUTES-

- A. Museum - Director's Report and Minutes from 3-12-20 Meeting

10. UNFINISHED BUSINESS – None

11. NEW BUSINESS

A. Resolutions [Individual comments are limited to 3 minutes]

1. Resolution 20-04-860

A Resolution of the Haines Borough Assembly authorizing the Borough Manager to apply to the State of Alaska, Department of Environmental Conservation (ADEC) for a loan from the Alaska Drinking Water Fund for the project entitled Phase 3 AC Pipe Replacement 3<sup>rd</sup> Ave.

*This Resolution is recommended by the Manager.*

Motion: Adopt Resolution 20-04-860.

2. Resolution 20-04-861

A Resolution of the Haines Borough Assembly approving in response to an application from the Ugliers of Haines, Inc., as recommended by the borough assessor, a community purpose property tax exemption for property on Wellfield Road.

*This Resolution is recommended by the Assessor.*

Motion: Adopt Resolution 20-04-861.

3. Resolution 20-04-862

A Resolution of the Haines Borough Assembly Supporting a State Parks Recreational Trails Program Grant to Improve and Maintain Fifteen Miles of Haines State Forest Roads

*This Resolution is recommended by DNR Division of Forestry. See Manager's Memo.*

Motion: Adopt Resolution 20-04-862 and Direct the Clerk to bring a Resolution to the May 12, 2020 meeting supporting the Haines Area Trails Access Rehabilitation project.

B. Ordinances for Introduction

*Note: Five minutes allowed for the assembly to determine if a proposed ordinance has merit and should be advanced to a public hearing.*

1. Ordinance 20-04-566

An Ordinance of the Haines Borough, Alaska, Providing for the Establishment and Adoption of the Operating Budget, Capital Budget, and Capital Improvement Plan of the Haines Borough for the Period July 1, 2020 through June 30, 2021.

*This ordinance is being introduced by the Mayor and is recommended by the Borough Manager.* Motion: Introduce Ordinance 20-04-566 and schedule it for three public hearings 5-12-20, 5-26-20 and 6-09-20.

**B. Ordinances for Introduction – Continued**

**2. Ordinance 20-04-567**

**An Ordinance Of The Haines Borough, Providing For The Addition Or Amendment Of Specific Line Items To The FY20 Budget (#4).**

*This ordinance is being introduced by the Mayor and is recommended by the Borough Manager. **Motion:** Introduce Ordinance 20-04-567 and schedule it for two public hearings 5-12-20 and 5-26-20.*

**3. Ordinance 20-04-568**

**An Ordinance of the Haines Borough authorizing the Borough Manager to enter into a loan agreement in the amount of up to \$1,329,860 with the Alaska Department of Environmental Conservation for the Small Tracts/Mud Bay/Front AC Pipe Replacement project.**

*This ordinance is being introduced by the Mayor and is recommended by the Borough Manager. **Motion:** Introduce Ordinance 20-04-568 and schedule it for two public hearings 5-12-20 and 5-26-20.*

**4. Emergency Ordinance 20-04-569**

**An Emergency Ordinance of the Haines Borough Pursuant to Haines Borough code 2.12.040, Providing for the Temporary Stipend Increase for the Mayor due to covid-19 Pandemic Response.**

*This ordinance is being introduced by the Mayor and is recommended by the Borough Manager. **Motion:** Adopt Emergency Ordinance 20-04-569.*

**C. Other New Business**

**1. Review of Resolution 20-03-853 Declaration of Emergency**

*Resolution 20-03-853 provides that it will be reevaluated on April 28, 2020. The State of Alaska has extended its Emergency Mandates to continue until rescinded.*

**Motion: Extend Resolution 20-03-853 to continue until rescinded.**

**2. Review of Resolution 20-03-854 Traveler Quarantine Order**

*Resolution 20-03-854 provides that it will terminate on April 30, 2020 at 11:59 pm unless extended. The State of Alaska has extended Mandate 10 International and Interstate Travel until 5/19/20 and Mandate 12 Intrastate Travel with Attachment B Alaska Small Community Emergency Travel Order until further notice.*

**Motion: Extend Resolution 20-03-854 to continue until rescinded.**

**3. Discussion of Mandate 16 and Reopening Haines**

**4. Mayor's Increased Stipend of \$500 During Emergency**

*Haines Borough Code 2.16.070 sets the Compensation of the Mayor.*

**Motion: Provide \$500 a month stipend for the Mayor during the COVID-19 emergency.**

**5. Hiring Freeze**

*As requested by Assembly Member Paul Rogers*

**6. FY21 Budget Discussion**

*Direction to the Manager as discussed at Budget COW #1 held April 21, 2020.*

**7. Requests to Assembly: (The Clerk has created a webpage on our website to collect Budget Requests found at:**

<https://www.hainesalaska.gov/boroughassembly/financial-request-fy21-budget-consideration>

**a. Chamber of Commerce request for \$3,000**

**b. Alaska Avalanche Information Center request for \$20,000**

- 12. CORRESPONDENCE**
  - A. Letter from the Greater Juneau Chamber of Commerce re Juneau Access Road**
  - B. Letter from Mayor of Skagway opposing Juneau Access Road**
  - C. Chamber of Commerce Letter**
  - D. HEDC Letter**
  - E. Chamber Letter to Dan Sullivan**
- 13. SET MEETING DATES**
- 14. PUBLIC COMMENTS**
- 15. ANNOUNCEMENTS/ASSEMBLY COMMENTS/DIRECTION TO THE MANAGER**
- 16. ADJOURNMENT**

  
**Haines Borough**  
**Borough Assembly Meeting #398**  
**April 14, 2020**  
**MINUTES**

Draft

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

**Present**: Mayor **HILL**, Assembly Members Stephanie **SCOTT** (on the telephone), Brenda **JOSEPHSON** (on the telephone), Zephyr **SINCERNY** (on the telephone), Jerry **LAPP**, Paul **ROGERS** (on the telephone) and Gabe **THOMAS**.

**Staff Present**: Debra **SCHNABEL**/Borough Manager, Alekka **FULLERTON**/Borough Clerk, Dean **OLSEN**/Assessor.

**Visitors Present**: Dawn **DRETOS**, Brent **CROWE** (on the telephone), Liz **CORNEJO** (on the telephone), Clay **FRICKE** (on the telephone), Helen **ALTEN** (on the telephone), Tom **MORPHET** (on the telephone) and others.

2. **APPROVAL OF AGENDA & CONSENT AGENDA**

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

3 – Approve Minutes from Regular Assembly Meeting

7A – Reschedule Public Hearing for Ordinance 20-02-558- TBD

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

- \*3. **APPROVAL OF MINUTES** – 03/24/20 Regular.

*Note*: The motion adopted by approval of the consent agenda: “approve minutes of the 03/24/20 regular borough assembly meeting.”

4. **PUBLIC COMMENTS**: **CROWE, CORNEJO, DRETOS, ALTEN, MORPHET**

5. **ASSEMBLY COMMENTS**: **ROGERS, LAPP**

6. **MAYOR’S REPORT AND COMMENTS**:

Mayor **HILL** read her Mayor’s address from KHNS.

7. **PUBLIC HEARINGS**

- \*A. **Ordinance 20-02-558**

**An Ordinance of the Haines Borough Amending Haines Borough Code Title 7 Service Area Board**

*Note*: The motion adopted by approval of the consent agenda: “Reschedule the second public hearing to a date to be determined.”

- B. **Ordinance 20-02-560**

**An Ordinance of the Haines Borough Amending Haines Borough Code Title 18 Chapter 18.20.020 Definition of Notice, Public and Chapter 18.30.020 Public Notice.**

Mayor **HILL** opened and closed the public hearing at 7:07 pm since no member of the public signed up to speak regarding this agenda item. *No motion necessary since Ordinance 20-02-560 is already scheduled for another public hearing 4/28/20.*

- C. **Ordinance 20-03-562**

**An Ordinance of the Haines Borough Amending Haines Borough Code Title 5 to Change the Definition of Commercial Tour; Change the Commercial Tour Permit Fee and Reporting Structure; Amend**

**the way changes are made to the Approved Commercial Ski Areas and various other Amendments to Title 5.**

Mayor HILL opened and closed the public hearing at 7:09 pm since no member of the public signed up to speak regarding this agenda item. *No motion necessary since Ordinance 20-02-560 is already scheduled for another public hearing 4/28/20.*

**Motion:** THOMAS moved to "Amend Ordinance 20-03-562 Section 5.18.018 to expressly exclude heliskiing from the definition of Multi-day tours which do not require a permit," and the motion carried unanimously.

**8. STAFF/FACILITY REPORTS**

**A. Borough Manager**

**1. 4/14/20 Regular Manager's Report**

SCHNABEL summarized her written report and answered questions from the assembly.

**2. EOC – IC Report**

**3. Proposed Substitute Manager's FY21 Budget**

**B. Borough Clerk - Report re Census**

**C. Finance Director – Report re Senior Center**

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

**A. Planning Commission – Minutes of 2/13/20**

**B. HEDC – Quarterly Update**

**10. UNFINISHED BUSINESS – None.**

**11. NEW BUSINESS**

**A. Resolutions**

**1. Resolution 20-03-855**

**A Resolution of the Haines Borough Assembly Requiring People in the Haines Borough to Shelter in Place Related to COVID-19.**

No member of the public spoke regarding the agenda item.

**Motion:** SCOTT moved to "Extend Resolution 20-03-855 until the State of Alaska Shelter in Place mandate expires," and the motion carried unanimously in a roll call vote.

**2. Resolution 20-04-858**

**A Resolution of the Haines Borough Assembly Requiring the Closure of the Haines Borough Library.**

No member of the public spoke regarding the agenda item.

**Motion:** ROGERS initially moved to "Adopt Resolution 20-04-858" and then withdrew his motion with the concurrence of the assembly.

**3. Resolution 20-04-859**

**A Resolution of the Haines Borough Assembly Postponing Board of Equalization and Extending Appeal Deadline**

No member of the public spoke regarding the agenda item.

**Motion:** JOSEPHSON moved to "Adopt Resolution 20-04-859,"

**Primary Amendment:** JOSEPHSON moved to amend the Resolution as follows:  
NOW THEREFORE BE IT RESOLVED, that the Haines Borough Assembly extended the

Property Tax Assessment appeal period until **April 30, 2020** and schedules the Board of Equalization for **May 28, 2020**. BE IT FURTHER RESOLVED, that if the number or length of appeals requires additional BOE hearing dates, the continued date shall be **June 1, 2020**," and the motion carried unanimously in a roll call vote," and the amendment carried 5-1 with **SINCERNY** opposed.

The main motion, as amended, carried 4-2 with **SINCERNY** and **SCOTT** opposed.

## **B. Ordinances for Introduction**

1. **Emergency Ordinance 20-04-565**  
**An Emergency Ordinance of the Haines Borough Pursuant to Haines Borough code 2.12.040, Providing for the Quarantine of People Traveling to Haines due to covid-19 Pandemic Response.**

No member of the public spoke regarding the agenda item.

**Motion:** **SCOTT** moved to "Adopt Emergency Ordinance 20-04-565," and the motion **FAILED** 2-4 with **SCOTT** and **SINCERNY** in favor in a roll call vote.

## **C. Other New Business**

1. **Waiver of Skier Day Fees.**

**Motion:** **LAPP** moved to "waive the skier day fees for heliskiing for this year," and the motion carried unanimously.

2. **New Liquor License Application for Winery– Three Northmen**

**Motion:** **THOMAS** moved to "Approve the liquor license application for a Winery owned by Three Northmen," and the motion carried unanimously in a roll call vote.

3. **Requests to Assembly:** None.

## **12. CORRESPONDENCE**

## **13. SET MEETING DATES**

### **A. Proposed Budget COW Schedule**

**Motion:** **JOSEPHSON** moved to "Adopt the Proposed Budget COW Schedule,"

**Primary Amendment:** **LAPP** moved to "Add a Budget COW for 4/21/20 at 5:30 pm," and the motion carried unanimously.

And the motion carried unanimously.

### **B. May 21, 2020 at 5:30 pm for proposed BOE Training.**

## **14. PUBLIC COMMENTS: MORPHET**

## **15. ANNOUNCEMENTS/ASSEMBLY COMMENTS/DIRECTION TO THE MANAGER JOSEPHSON**

## **16. ADJOURNMENT – 9:21 pm**

ATTEST:

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

\_\_\_\_\_  
Aleka Fullerton, Borough Clerk



Haines Borough  
Assembly Agenda Bill

Agenda Bill No.: 20-1007

Assembly Meeting Date: 04/28/2020

Business Item Description:	Attachments:
Subject: Public Hearing Process for Planning Commission	1. Ordinance 20-02-560 2. Current Haines Borough Code Section 18.20.020 and 18.30.020 3. Adopted Ordinance 17-06-459 4. Recommendation from the Planning Commission
Originator: Clerk's Office/Code Review Commission	
Originating Department: Administration	
Date Submitted: 1/20/20	

Full Title/Motion:
Motion: Adopt Ordinance 20-02-560

Administrative Recommendation:

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

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

**Summary Statement:**

When Ordinance 17-06-459 was adopted (July 11, 2017), written notification for property owners for conditional use permits, variance permits and other platting actions was extended from 200 feet to 500 feet and the timeline for such notification was extended to 10 business days. This ordinance amended HBC 18.30.020 Public Notice. It did not, however, amend HBC 18.20.020 Definitions - Regulatory "Notice, public" which still provides for the 200 feet notification and a seven day notification period. The code has become inconsistent.

The Code Review Commission considered the inconsistency and recommends that the definition for "Notice, public" be general and HBC 18.30.020 should be specific to Public Notice requirements for conditional use permit, variance permit, or certain platting action permits. The recommended changes will resolve the inconsistency in code.

Referral:	
Referred to: CRC referred to Planning Commission	Referral Date: 1-21-20
Recommendation: Planning Commission review	Meeting Date: 2/14/20

Assembly Action:	
Meeting Date(s): 03/10/2020	Public Hearing Date(s): 04/14/2020 and 04/28/2020
	Postponed to Date:

**An ordinance of the Haines Borough Amending Haines Borough Code Title 18 Chapter 18.20.020 Definition of Notice, Public and Chapter 18.30.020 Public Notice.**

Section 1. Classification. Section 4 of this ordinance is of a general and permanent nature and the adopted amendment shall become a part of the Haines Borough Code.

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

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

Section 4. Amendment of Section 18.20.020. Haines Borough Code 18.20.020 is hereby amended, as follows:

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

**18.20.020 Definitions – Regulatory.**

The definitions in this section are intended to be specific to this title. Any word or term not defined shall be used with the meaning of common or standard usage as determined by a current edition of Webster’s Unabridged Dictionary. The following words shall have the following meanings for the purpose of this title:

...

“Notice, public” (~~conditional use, platting action permits, variance permits and rezonings~~). For conditional use, platting action permits, variance permits and rezonings, public notice shall consist of all of the following:

1. An agenda item on the posted agenda;
2. Publication of the time, date and place of the meeting, and the agenda item, in a newspaper of general circulation in the borough **and posted in three public places** a minimum of five working days prior to the date of the meeting.
3. **In addition to the above, for conditional use permits, platting action permits, variance permits, rezonings, appeals, and section line and state recognized RS-2477 easement vacations**, additional notice requirements as described in 18.30.020 shall apply. ~~Written notification of property owners within 200 feet from property which is the location of a proposed conditional use permit, variance permit, or certain platting action permits. Such notice shall state what type of permit has been~~

~~applied for, give the date of the hearing thereon, the proposed use and the fact that further information is available from the manager. Such notification shall be done at least seven days prior to the conduct of the hearing.~~

Section 5. Amendment of Section 18.30.020. Haines Borough Code 18.30.020 is hereby amended, as follows:

**18.30.020 Public notice.**

For conditional use permits, planning action permits, variance permits, rezonings, appeals, and section line and state recognized RS-2477 easement vacations, public notice shall consist of all of the following:

- A. An agenda item on the posted agenda;
- B. Publication of the time, date and place of the meeting and the agenda item in a newspaper of general circulation in the borough a minimum of 10 business days prior to the date of the meeting;
- C. All property owners within an area of 500 feet from the location of a proposed variance, conditional use or rezoning, or section line easement, and all property owners abutting a transportation corridor identified in a conditional use permit application shall be notified in writing of the application, the date of the hearing thereon, the proposed use or zone, and the fact that further information is available from the manager. Such notification shall be issued at least 10 business days prior to the conduct of the hearing.

ADOPTED BY A DULY CONSTITUTED QUORUM OF THE HAINES BOROUGH ASSEMBLY THIS \_\_\_<sup>th</sup> DAY OF \_\_\_\_\_, 2020.

\_\_\_\_\_  
Hon. Janice Hill, Mayor

ATTEST:

\_\_\_\_\_  
Alekkka Fullerton, CMC, Borough Clerk

Date Introduced: 03/10/20  
Date of First Public Hearing: 03/24/20  
Date of Second Public Hearing: 04/14/20

### **18.20.020 Definitions – Regulatory.**

The definitions in this section are intended to be specific to this title. Any word or term not defined shall be used with the meaning of common or standard usage as determined by a current edition of Webster's Unabridged Dictionary. The following words shall have the following meanings for the purpose of this title:

...

"Notice, public" (conditional use, platting action permits, variance permits and rezonings). For conditional use, platting action permits, variance permits and rezonings, public notice shall consist of all of the following:

1. An agenda item on the posted agenda;
2. Publication of the time, date and place of the meeting, and the agenda item, in a newspaper of general circulation in the borough a minimum of five working days prior to the date of the meeting;
3. Written notification of all property owners within 200 feet from property which is the location of a proposed conditional use permit, variance permit, or certain platting action permits. Such notice shall state what type of permit has been applied for, give the date of the hearing thereon, the proposed use, and the fact that further information is available from the manager. Such notification shall be done at least seven days prior to the conduct of the hearing.

### **18.30.020 Public notice.**

For conditional use permits, rezonings, appeals, and section line and state recognized RS-2477 easement vacations, public notice shall consist of all of the following:

- A. An agenda item on the posted agenda;
- B. Publication of the time, date and place of the meeting and the agenda item in a newspaper of general circulation in the borough a minimum of 10 business days prior to the date of the meeting;
- C. All property owners within an area of 500 feet from the location of a proposed variance, conditional use or rezoning, or section line easement, and all property owners abutting a transportation corridor identified in a conditional use permit application shall be notified in writing of the application, the date of the hearing thereon, the proposed use or zone, and the fact that further information is available from the manager. Such notification shall be issued at least 10 business days prior to the conduct of the hearing. (Ord. 19-02-523 § 5; Ord. 17-06-459 § 4)

**Adopted**

**An Ordinance of the Haines Borough amending Haines Borough Code 18.30.020 Public Notice to increase the area by which property owners are notified in writing of a permit, rezoning, or an appeal to the Planning Commission.**

BE IT ENACTED BY THE HAINES BOROUGH ASSEMBLY:

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

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

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

Section 4. Amendment of Title 18.30.020: Land/Use Development Administrative Provisions for Public Notice in Haines Borough Code are hereby amended, as follows:

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

**18.30.020 Public Notice.**

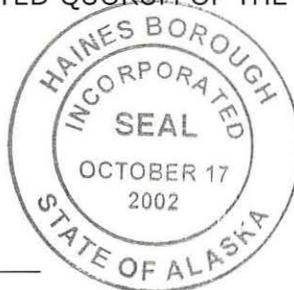
For conditional use permits, rezonings and appeals, public notice shall consist of all of the following:

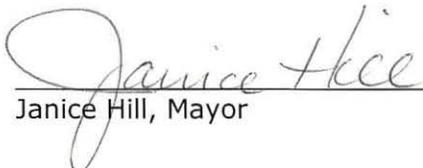
- A. An agenda item on the posted agenda;
- B. Publication of the time, date and place of the meeting and the agenda item in a newspaper of general circulation in the borough a minimum of ~~five~~ **ten business** days prior to the date of the meeting;
- C. All property owners within an area of ~~200~~ **500** feet from the location of a proposed variance, conditional use or rezoning **and all property owners abutting a transportation corridor identified in a conditional use permit application** shall be notified in writing of the application, the date of the hearing thereon, the proposed use or zone, and the fact that further information is available from the manager. Such notification shall be ~~done~~ **issued** at least five **ten business** days prior to the conduct of the hearing.

ADOPTED BY A DULY CONSTITUTED QUORUM OF THE HAINES BOROUGH ASSEMBLY THIS 11<sup>th</sup> DAY OF JULY, 2017.

ATTEST:

  
Julie Cozzi, MMC, Borough Clerk



  
Janice Hill, Mayor

Date Introduced: 06/13/17  
Date of First Public Hearing: 06/27/17  
Date of Second Public Hearing: 07/11/17



Haines Borough  
**BOROUGH ASSEMBLY**  
**ACTION REQUEST**

DATE: February 13<sup>th</sup>, 2020

TO: Borough Assembly

FROM: Borough Planning Commission

SUBJECT: Draft Ordinance: Clarifying 'Public Notice' in Title 18

ACTION:

Motion: Lapham moved to “recommend the assembly adopt the draft ordinance” and the motion carried unanimously.

RATIONALE:

Our recommendation is to update the definition of public notice to be more general and then provide for specific permit public notice requirements in 18.30.020. Currently they are inconsistent.

BOARD REQUEST:

The Planning Commission requests that the Assembly adopt draft ordinance.

SUBMITTED BY *Diana L. Lapham*  
Diana Lapham, Chair  
Haines Borough Planning Commission



**Haines Borough  
Assembly Agenda Bill**

Agenda Bill No.: 20-1009

Assembly Meeting Date: 04/28/20

<b>Business Item Description:</b>		<b>Attachments:</b>
Subject: Amendments to Title 5		1. Ordinance 20-03-562, as amended 4-14-20
Originator: Assembly		
Originating Department: Assembly		
Date Submitted: 3/12/20		

**Full Title/Motion:**  
Motion: Adopt Ordinance 20-03-562

**Administrative Recommendation:**

**Fiscal Impact:**

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

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

**Summary Statement:**  
Ordinance 20-03-562 finishes the updating to Title 5 which has been in process for the last 10 years. The changes included in this Ordinance are supported by both staff and the Tourism Advisory Board (TAB) and reflects the opinions articulated by the Commerce Committee at their last meeting.  
Staff presented a draft Ordinance FOR DISCUSSION late last year. TAB has met eight times (weekly since 2/13). The Commerce Committee reviewed the draft on February 18. TAB and staff continued to work together to come to an agreed upon draft. This Ordinance is the result of such collaboration and is supported by TAB.

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

**Assembly Action:**  
Meeting Date(s): 3/24/20 Public Hearing Date(s): 4/11/20, 4/28/20  
Postponed to Date: \_\_\_\_\_

**An Ordinance of the Haines Borough Amending Haines Borough Code Title 5 to Change the Definition of Commercial Tour; Change the Commercial Tour Permit Fee and Reporting Structure; Amend the way changes are made to the Approved Commercial Ski Areas and various other Amendments to Title 5.**

BE IT ENACTED BY THE HAINES BOROUGH ASSEMBLY:

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

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

Section 3. Effective Date. This ordinance shall become effective January 1, 2021. All provisions contained in Ordinance 18-09-512, not changed by this ordinance, shall become a permanent part of the Haines Borough Code.

Section 4. Amendment of Chapter 5.01. Chapter 5.01 of the Haines Borough Code of Ordinances is amended as follows:

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

### **Chapter 5.01 GENERAL PROVISIONS**

Sections:

- 5.01.010 Purpose, type and scope.
- 5.01.020 Definitions
- 5.01.030 Regulation by the Borough.
- 5.01.040 Clerk to keep record of licenses and permits issued.
- 5.01.050 Conditions applicable to all permits.
- 5.01.060 ~~Solicitation on Public Property.~~ **Revocation and suspension – Procedure.**
- 5.01.065 Appeal from decision of the Manager.**
- 5.01.070 Penalties.

Section 5. Amendment of Chapter 5.01.010. Chapter 5.01.010 of the Haines Borough Code of Ordinances is amended to read as follows:

#### **5.01.010 Purpose, Type, and scope.**

A. Where this title imposes a greater restriction upon persons, premises, or personal property than is imposed by the provisions of any other ordinance, the provisions of this title shall control.

B. The purpose of this title is to regulate business and other activities within the Haines Borough in order to: ~~protect the public safety and welfare; protect local business establishments from unfair competition; maintain safe and efficient pedestrian access and traffic flow;~~ maintain an attractive community environment ~~for tourism; avoid litter;~~ and ensure the safe, efficient, and fair operation of commercial tours, business enterprises, and related activities; **and to ensure the proper collection of sales tax.**

Section 6. Amendment of Chapter 5.01.020. Chapter 5.01.020 of the Haines Borough Code of Ordinances is amended to read as follows:

**5.01.020 Definitions.**

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

...

"Commercial helicopter tour" means a commercial helicopter operation, other than a commercial ski tour or commercial ski production that provides a helicopter-assisted tour to or through an area. ~~It is a commercial tour and requires a permit.~~

"Commercial ski tour" means a commercial tour ~~as defined in HBC 5.18.010(B)~~ that: (1) includes downhill skiing or snowboarding as the primary experience; and (2) includes professionally guided skiing and snowboarding; and (3) includes daily transportation of the customer by all means other than helicopter to and from the skiing or snowboarding area as frequently as weather permits.

"Commercial tour" means the selling and/or providing of guided, or escorted services that last less than 24 hours without including an overnight stay and is offered for sale and sold by an agent or operator at a predetermined price. ~~tours, excursions, experiences, sightseeing trips, or visits to a natural or cultural display, and includes all services provided, whether or not incidental to, advertised with, or specifically offered in the sale.~~

...

**"Expanded tour" means a tour which is more than 10% larger than the number of customers requested in the original permit application or new areas not requested in the original permit application.**

...

~~"Guided fishing charters" means a qualified individual or company for hire who take customers fishing.~~

~~"Guided hunting charters" means a qualified individual or company for hire who take customers hunting.~~

**"Primary Activity" means hiking; non-motorized water craft; motorized water craft; Motorized vehicles; Van, Shuttle or Bus Tour; Misc/Other Tour.**

Section 7. Amendment of Chapter 5.01.050. Chapter 5.01.050 of the Haines Borough Code of Ordinances is amended to read as follows:

**5.01.050 Conditions applicable to all permits.**

---

...

D. Transferability

...

3. A transferred permit shall not be valid, and the new permittee may not conduct

any activities under the permit, until the permit has been reissued by the clerk after the clerk is satisfied that the new permittee will comply with all conditions in the permit and under the applicable provisions of this title.

E. Limitations

...

**3. Solicitation on Public Property. In accordance with the purpose of this title, no person or entity may exhibit, sell products, or deliver goods, wares, merchandise, tours and services from a public street, alley, sidewalk, Portage Cove Harbor, dock/wharf or other public place except as expressly authorized by the borough manager, or provided by conditions of the permit.**

F. Fraud. Unfair competitive practices are strictly prohibited. A permittee who commits any act of deceit, fraud or misrepresentation that would constitute an unlawful act or practice under AS 45.50.471, either through the permittee's own act or through the acts of the permittee's employee, agent, or representative, in relation to an activity authorized under the permit shall, upon conviction, be punished as provided in ~~HBC 5.04.140~~ **HBC 5.01.070.**

Section 8. Repeal and reenactment of Chapter 5.01.060. Chapter 5.01.060 of the Haines Borough Code of Ordinances is repealed and reenacted to read as follows:

**5.01.060 Solicitation on public property.**

~~In accordance with the purpose of this title, no person or entity may exhibit, sell products, or deliver goods, wares, merchandise, tours and services from a public street, alley, sidewalk, Portage Cove Harbor, dock/wharf or other public place except as expressly authorized by the borough manager, or provided by conditions of the permit. The manager may allow the use of public property for dissemination of educational or charitable information upon application and at the manager's discretion.~~

**5.01.060 Revocation or suspension – Procedure.** (*Clerk's note: Moved from 5.04.120 in its entirety*)

**A. The manager may at any time revoke or suspend a permit issued under this title for the following reasons:**

- 1. Substantial noncompliance with any term, condition or provision of the permit;**
- 2. Violation of any provision of this title or other applicable local, state or federal law, ordinance, or regulation;**
- 3. Upon a determination that the suspension of the permit is necessary to remedy an unforeseen consequence which threatens the safety or welfare of the public; ~~operation of the permittee is causing a hazard or a disruption of pedestrian or vehicular traffic;~~**
- 4. Upon a determination that the permittee secured the permit through deceit, fraud, or intentional misrepresentation; or**

~~5. That the area affected by the permit is required for another public purpose or for other reasons affecting the public safety or welfare.~~

B. The manager shall give the permittee written notice of the proposed revocation or suspension of the permit(s). If the manager determines that the reason for the revocation or suspension may endanger the public health or safety, or is based on repeated noncompliance, the revocation or suspension may take effect immediately. If the manager determines that the reason for the revocation or suspension does not endanger the public health or safety, or is not based on repeated noncompliance, the effective date of the revocation or suspension may be delayed until the date set for an appeal hearing before the assembly.

C. The permittee may appeal the decision of the manager to the assembly and request a public hearing by filing a written notice of appeal with the clerk not later than three days after receipt of the written notice of proposed revocation or suspension. Upon receipt of the notice of appeal, the clerk shall place the set the date of the hearing of the appeal on before the assembly's next regularly published agenda. The clerk shall notify the appellant of the time and place of the hearing at least three days prior to the hearing. After the appeal hearing, the assembly may modify, revoke, rescind, or affirm the decision from which the appeal is taken, or may enter its own order.

If the permittee does not appeal the manager's decision, the revocation or suspension shall become final at the end of the appeal period.

A decision of the assembly may be appealed to the proper court.

D. Revocation of a permit shall result in cessation by the permittee of all permitted activities during the year for which that permit is issued. Unless otherwise provided, revocation of a permit on the grounds stated in (A)(1), (2), (3) or (4) of this section shall result in the loss of the privilege to have that permit renewed for the period of one year after the date the revocation is effective. After revocation, any application shall be treated as a new application.

E. Suspension of a permit shall result in cessation by the permittee of all identified activities until the manager notifies the permittee that the reasons for the suspension have been satisfactorily corrected or until the suspension is reversed by the assembly. A suspension may be conditioned on correction of a status or condition of a person or a vehicle.

Section 9. Addition of Chapter 5.01.065. Chapter 5.01.065 of the Haines Borough Code of Ordinances is added to read as follows:

5.01.065 Appeal from decision of manager. *(Clerk's note: Moved from 5.18.075 in its entirety)*

A. An applicant or permittee desiring to appeal a decision of the manager made pursuant to this chapter shall, within 15 days after the written decision is mailed to the applicant or permittee, file with the manager a written notice of appeal to the assembly. The notice of appeal shall state with particularity the order or decision from which the appeal is taken and the grounds of the appeal. The stated

grounds will be the only issues considered by the assembly in the appeal.

B. Filing of a notice of appeal under this section will operate to stay a decision of the manager to deny renewal of a permit.

C. Upon receipt of the notice of appeal, the mayor shall set the date of the hearing before the assembly. The mayor shall notify the appellant of the time and place of

A. An applicant or permittee desiring to appeal a decision of the manager made pursuant to this chapter shall, within 15 days after the written decision is mailed to the applicant or permittee, file with the manager a written notice of appeal to the assembly. The notice of appeal shall state with particularity the order or decision from which the appeal is taken and the grounds of the appeal. The stated grounds will be the only issues considered by the assembly in the appeal.

B. Filing of a notice of appeal under this section will operate to stay a decision of the manager to deny renewal of a permit.

C. Upon receipt of the notice of appeal, the mayor shall set the date of the hearing before the assembly. The mayor shall notify the appellant of the time and place of the hearing. The notice of the appeal hearing shall be given to the appellant at least three days prior to the hearing.

D. After the appeal hearing, the assembly may modify, revoke, rescind, or affirm the order from which the appeal is taken, or may enter its own order. A decision of the assembly may be appealed to the proper court.

Section 10. Amendment of Chapter 5.02.020. Chapter 5.02.020 of the Haines Borough Code of Ordinances is amended to read as follows:

**5.02.020 Violation a minor offense.**

Violators who refuse to obtain a business license ~~after notification of the~~ **commit a** minor offense **and** are subject to fines and penalties as described in HBC Chapter 1.24.

Section 11. Amendment of Chapter 5.04.050. Chapter 5.04.050 of the Haines Borough Code of Ordinances is amended to read as follows:

**5.04.050 Permit application.**

...

C. Before a permit is issued under this title, a permit applicant must first obtain a borough business license (except if the merchant/vendor has a Fair Vendor permit or a transient and itinerant merchant permit) ~~and any other required state and/or local licenses or permits.~~

...

Section 12. Repeal of Chapter 5.04.120 Chapter 5.04.120 of the Haines Borough Code of Ordinances is hereby repealed and reserved.

Section 13. Amendment of Chapter 5.04.130 Chapter 5.04.130 of the Haines Borough Code of Ordinances is amended to read as follows:

**5.04.130 Fees designated.**

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...

D. Permit Renewal Fee. The ~~annual~~ renewal fee for a permit required by this title is the same as the application fee for that permit.

Section 14. Amendment of Chapter 5.08.030 Chapter 5.08.030 of the Haines Borough Code of Ordinances is amended to read as follows:

**5.08.030 Transient and itinerant merchants and vendors.**

A. No person may engage in the temporary business of exhibiting, selling, and delivering goods, wares, services, **tours** or merchandise within the borough, whether alone, in association with, or in the name of a local dealer, merchant, or auctioneer, without first procuring a permit. ~~This section does not apply to a commercial traveler who occupies a temporary location and exhibits samples for the purpose of securing orders for future deliveries, but does not sell from stock.~~ The acquisition of the transient and itinerant merchant's permit exempts the merchant from the requirement to obtain a business license.

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...

D. This section may not be construed to authorize a person to solicit for sales or sell goods, wares, services, **tours** or merchandise in a residential area in violation of other provisions of

As used in this section, "temporary" means for a period contemplated to be less than 120 consecutive days' duration.

Section 15. Amendment of Chapter 5.18. Chapter 5.18 of the Haines Borough Code of Ordinances is amended to read as follows:

**Chapter 5.18  
COMMERCIAL TOUR PERMITS**

Sections:

- 5.18.010 Intent and definition.
- 5.18.015 Permit required.
- 5.18.020 Number of permits available.
- 5.18.025 Fee Designation
- 5.18.030 Application process.
- 5.18.040 Hearing for commercial tours.
- 5.18.050 Issuance of permit.
- 5.18.060 Renewal.
- 5.18.065 Reporting.

5.18.070 Permit revocation, suspension **and Appeal from Decision of Manager** ~~or reduction in skier day allocation.~~

~~5.18.075 Appeal from Decision of manager.~~

Section 16. Amendment of Chapter 5.18.015. Chapter 5.18.015 of the Haines Borough Code of Ordinances is amended to read as follows:

#### **5.18.015 Permit required.**

A. No person **or entity** shall operate a commercial tour in the Haines Borough except as authorized by a duly issued and currently valid tour permit obtained pursuant to this chapter for each commercial tour **primary activity** offered. ~~B. Multiple tour activities by a single operator having different impacts on the Haines Borough may require a separate commercial tour permit.~~ **"Impacts" is a subjective evaluation considering traffic, congestion (density), land use, noise, population, and displacement of public use and access.**

C. ~~B.~~ Permits shall be issued biennially and the permit year shall be from May 1 – April 30 except that **heliski** permits issued under Chapter 5.24 shall be valid between February 1 and May 3. Proof of valid insurance shall be provided annually.

~~D. Exemptions. The following are exempted from the regulation of this chapter:~~

- ~~1. Fishing and hunting charters with a total capacity of six or less customers per excursion.~~
- ~~2. Guided overnight excursions occurring outside the townsite service area.~~

Section 17. Addition of Chapter 5.18.018. Chapter 5.18.018 of the Haines Borough Code of Ordinances is amended to read as follows:

#### **5.18.018 Multi-Day Tours**

**Multi-day tours are tours operated by the same tour company in excess of 24 hours (other than Heliskiing Tours). These tours do not require a tour permit but they are still required to have a business license and to complete an annual report per HBC 5.18.065.**

Section 18. Addition of Chapter 5.18.025. Chapter 5.18.025 of the Haines Borough Code of Ordinances is added to read as follows:

#### **5.18.025 Fee Designation**

A. ~~For 2019,~~ **The Haines Borough permits activities in identified locations and commercial tour vehicle parking. Primary activities are identified as tours. An applicant for a permit must identify the activity and the location(s) where the tour will occur.** An applicant for a commercial tour permit required by this title shall pay the a following nonrefundable application fee at the time of application:

**1. Flat tour permit fee of \$250 per activity for a term of 2 years and \$250 public hearing fee for new or expanded tours.** ~~Commercial Tour Permittees shall pay \$75.00 for a company who annually serves fewer than 5,000 customers and \$250.00 for a company who serves more than 5,000 customers annually.~~

2. Commercial Tour Vehicle Parking Permit. Tour permittees shall pay \$10 per vehicle for less than 15 passenger vehicles and \$25 per vehicle for larger than 15 passenger vehicles for a Commercial Tour Vehicle Parking Permit to park at the Portage Cove dock parking lot. Companies must park two vehicles designed to carry fewer than 15 passengers in one bus parking place at the PC Dock.

...

Section 19. Amendment of Chapter 5.18.030. Chapter 5.18.030 of the Haines Borough Code of Ordinances is amended to read as follows:

### **5.18.030 Application process.**

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

B. An applicant must make application on the borough approved Commercial Tour Permit Application **form**, and provide the following information:

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

C. Applications for new commercial **or expanded** tours shall require a public hearing and approval of the assembly as described in HBC 5.18.040 prior to issuance of a permit. TAB has recommended removing this section (C) in its entirety but I think the intention was to get rid of Staff changes which were **The Clerk shall provide notice of new or expanded tour permits to the public. The Clerk may schedule a public hearing before the assembly for any applications which, in the Clerk's discretion, warrant a public hearing.**

**D.** The police chief, tourism director, and harbormaster shall review any **all tour** applications for a tour and, for all tours subject to a hearing, submit a recommendation to the assembly for consideration prior to the scheduled hearing **Clerk prior to issuance of a permit.**

Section 20. Amendment of Chapter 5.18.040. Chapter 5.18.040 of the Haines Borough Code of Ordinances is amended to read as follows:

**5.18.040 Public hearing for new commercial tours required.**

~~A. An applicant for a commercial tour permit shall provide, in addition to the application, any additional information the clerk considers appropriate to adequately notify the public of the proposed tour, based upon the nature of the tour. Upon receipt of a new commercial tour application, or upon determination that an renewal application requires a hearing per HBC 5.18.060, the clerk shall fix a time and place for a public hearing before the assembly. Notice in writing of such hearing shall be given to the applicant. Due notice shall also be given to the general public by publishing a notice of such hearing in a local newspaper at least five days prior to the hearing containing a brief description of the proposed tour and indicating that a detailed description of the tour will be made available at the clerk's office and publicly posted.~~

~~B. The clerk shall post, in the same posting places used for other postings, a detailed description of the proposed tour, including route maps and numbers of persons anticipated to be taken on each tour, as well as any other information the clerk considers appropriate to illustrate the impacts of the tour on the community.~~

~~C. The police chief, tourism director, and harbormaster shall review any application for a tour and, for all tours subject to a hearing, submit a recommendation to the assembly for consideration prior to the scheduled hearing. In addition, any person may file with the clerk a written submittal in support of or in opposition to the issuance of a permit and/or may voice the person's opinions at the hearing. The assembly will consider all verified comments before acting on the permit application.~~

Section 21. Amendment of Chapter 5.18.060. Chapter 5.18.060 of the Haines Borough Code of Ordinances is amended to read as follows:

**5.18.060 Renewal.**

A commercial tour permit issued for the previous year may be renewed upon application to the clerk. The review standards that apply to initial permit applications shall apply to applications for the renewal of a permit, except that a renewal application does not require a hearing under HBC 5.18.040 unless the applicant proposes ~~to expand the capacity of an existing tour.~~ **an expanded tour.**

Section 22. Amendment of Chapter 5.18.060. Chapter 5.18.060 of the Haines Borough Code of Ordinances is amended to read as follows:

**5.18.065 Reporting.**

A. By November 1st, and before renewal of permit, all permittees except Commercial Heliski Tours must report all actual numbers of annual customers for the previous year **on the form provided by the Borough Clerk.** Tour operators required to submit totals to a state or federal entity must also report these totals to the borough clerk.

...

**C. Failure to Report pursuant to HBC 5.18.065 shall constitute a minor offense punishable by a fine of \$500.00 for each offense, unless a different amount is specified in HBC 1.24.**

Section 23. Amendment of Chapter 5.18.070. Chapter 5.18.070 of the Haines Borough Code of Ordinances is amended to read as follows:

**5.18.070 Permit revocation, suspension or reduction in skier day allocation and appeal from decision of manager.**

A commercial tour permit may be revoked or suspended ~~or the number of skier days allocated pursuant to HBC 5.24.030 may be reduced~~ for the reasons identified and procedures set forth in HBC 5.01.060 and in accordance with the procedures set forth in HBC 5.04.120. **Appeals from the decision of the manager shall follow the procedures set forth in HBC 5.01.065.**

Section 24. Repeal of Chapter 5.18.075. Chapter 5.18.075 of the Haines Borough Code of Ordinances is hereby repealed and reserved. *\*\*Clerk's Note: Chapter 5.18.075 is moved to Chapter 5.01.065 above.*

Section 25. Amendment of Chapter 5.22.020. Chapter 5.22.020 of the Haines Borough Code of Ordinances is amended to read as follows:

**5.22.020 Number of vehicle permits available.**

The borough may limit the number of vehicle permits available. Renewal of existing permits by operators who have not had their permit revoked for failure to comply with this chapter shall have priority over new or expanded commercial tour or passenger vehicle parking permit applications. The clerk will determine the number of parking permit vacancies available and allow new applicants to apply based on their position on a waiting list maintained by the clerk.

Section 26. Amendment of Chapter 5.24.020. Chapter 5.24.020 of the Haines Borough Code of Ordinances is hereby amended as follows:

**5.24.020 Permit required.**

...

**C. Permit revocation, suspension or reduction in skier day allocation. A commercial tour permit may be revoked or suspended or the number of skier days allocated pursuant to HBC 5.24.030 may be reduced for the reasons identified and procedures set forth in HBC 5.01.060.**

Section 27. Amendment of Chapter 5.24.050. Chapter 5.24.050 of the Haines Borough Code of Ordinances is hereby amended as follows:

**5.24.050 Approved Commercial Ski Tour Areas.**

...

D. Non-temporary Amendment of the Haines Borough Approved Commercial Ski Tour Areas Map.

1. Amendments to the Haines Borough Approved Commercial Ski Tour Areas map shall only may be considered on a three five-year cycle beginning in 2016 2020. The process to review and amend the map shall be according to the following procedures:
  - a. At least 30 days prior to May 15th of every third fifth year after 2016 2020, the manager will solicit proposals for possible map amendments. Proposals are due by May 15th of that year, and will contain illustrations of the specific areas Proposals shall include the name and contact information of the party proposing the amendment and justification for the proposed amendments. The area of the proposal shall be submitted in a Google Earth Keyhole Markup (.kml) format or Environmental Systems Research Institute shapefile (.shp) format. Only one specific area per proposal is allowed (a party proposing multiple areas to be amended must submit multiple proposals). Proposals are due by May 15th, 2019.
  - b. If the Manager determines the proposals are complete and with merit, A as soon as possible after May 15th, the manager may shall establish an advisory committee to review any proposed map amendments, received by the proposal deadline. The committee shall convene no later than June 15<sup>th</sup> 30th.
  - c. The committee shall include at minimum: one heliski permittee, one representative of Takshanuk Watershed Council, one Assembly member, one member of Parks & Recreation Committee and one member of the Tourism Advisory Board, none of whom represent a proposing organization or individual. Committee members may be volunteers chosen at random. 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 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 10 days.
  - d. The committee shall organize itself as to procedure.
  - e. The committee shall to every extent possible involve consult with 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.

- f. The committee shall make a any recommendations to the **Assembly through the Clerk's office.** ~~manager on or before September 30th. The manager shall prepare a recommendation for the assembly and will not be bound by the committee's recommendations. However, the manager shall also provide the committee recommendations to the assembly for consideration.~~
- g. ~~For a proposal correctly submitted in accordance with the current map review policy, t~~The borough assembly may **adopt amendments to the Haines Borough Approved Commercial Heliski Tour Areas Map by** ~~adopt a resolution~~ **by November 1 of the calendar year.** ~~to provide for adjustments to the map amendment timeline to accommodate for reasonable date or schedule conflicts.~~

~~2. The Haines Borough assembly shall adopt a resolution, following a public hearing, to finalize any non-temporary amendments of the Haines Borough Approved Commercial Ski Tour Areas map.~~

ADOPTED BY A DULY CONSTITUTED QUORUM OF THE HAINES BOROUGH ASSEMBLY THIS \_\_\_th DAY OF \_\_\_\_\_, 2020.

ATTEST:

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

\_\_\_\_\_  
Alekkka Fullerton, Borough Clerk

Date of Introduction: 03/24/20  
Date of First Hearing: 04/14/20  
Date of Second Hearing: 04/28/20

To: Haines Borough Assembly

Fr: Debra Schnabel, Manager

Timeframe: April 15 – April 22, 2020

Meeting Packet: April 28, 2020

## Departmental Reports:

### General Administration/Assembly:

**Heli-Ski Map Committee.** Next meeting scheduled 4/27/20.

**Bear Task Force.** Nothing new to report.

**Outstanding Grant Requests.** We are preparing documents for submission to the federal BUILD grant program for the rehabilitation of the Lutak Dock.

**Legal Undertakings.** None

**COVID-19 Response.** The Borough's EOC Situation Report is being distributed by IC Carolann Wootton to your email inbox. The State's Health Mandate 016: Reopen Alaska Responsibly Plan Phase 1-A can be found here: <https://covid19.alaska.gov/health-mandates/> Public Facilities – museums, libraries, theatres, etc., are not included in the phased opening. Those will remain closed until the Governor directs. Agenda Item 11. C. 3 prepares the Assembly to discuss this mandate and how to implement reopening in Haines.

**Finance.** (1) The Third Quarter Reports are under development and will be available to the Assembly prior to Budget COW #2. These reports will offer a more accurate projection of the FY20 ending fund balances.

(2) Alaska received \$1.25 billion through the CARES Act and has submitted his plan for distribution to the State Legislative Budget and Audit Committee. Proposed distribution by Community can be found here: <https://gov.alaska.gov/wp-content/uploads/sites/2/CARES-Community-Distribution-4.21.20-002.pdf>. The Haines Borough is scheduled to receive \$4 million.

(3) FY20 Property Assessment Appeal status as of April 23:

- 17 in hopper to be processed
- 11 pending appellant's decision
- 2 no formal written appeal follow up after owner's questions answered
- 4 appeals withdrew
- 39 appeals settled with exchange of information for database & Corrected 2020 Assessment Notice
- 1 appellant wishes to be heard before the Board of Equalization in May

### Water & Sewer.

### Public Works.

### Public Facilities.

**Biomass.** On hold.

**Public Safety Building.** Closed to the Public. Dispatch, Police, EMT/Fire staff working. Assembly Chambers available for telephonic communications and gathering of less than 10 persons.

**Chilkat Center for the Arts.** Closed to the Public.

**Museum Building.** Closed to the public.

**Pool.** Closed. We are still on schedule for repair of the pool in May providing COVID-19 travel restrictions are lifted.

**Library.** Closed to the public. Serving as the Emergency Operations Center.

**Mosquito Lake Community Center.** Closed.

**Projects in preparation for bid and construction this summer:**

**AC Pipe Replacement Small Tracts/Mud Bay/Third Avenue** (as an added alternative).  
Advertised 4/18.

**Piedad Springs Water Expansion.** Expect to advertise within two weeks.

**Public Safety Bay Doors.** Expect to advertise within two weeks.

**Harbor Fuel Tanks.** Design complete. Assembling bid documents. Advertisement for bid in next couple of weeks.

**Tlingit Park Improvements.** Awaiting gazebo design from CIA (project partner).

#### **Ports & Harbors**

**Lutak Dock/RO-RO.** (1) The Team met 4/21 with Don Reid and principals of AML to update on the RORO project. We are in the process of identifying, scheduling and costing out those aspects of the project that we will take on: demolition, relocating the security tower and (possibly) retrofitting underground electrical. AML expects to have its permits in hand by May 5. Permits require construction to be complete by October 31.

(2) The Borough is submitting the Lutak Dock Rehabilitation as an infrastructure project qualifying for Economic Stimulus Funds (CARES Act). The submission is in the form of a letter to our Congressional delegation.

**Portage Cove Sport Boat Launch Project.** The team is meeting weekly with PND and ADF&G/Sportfish. We expect to see surveyors on site this week. Hamilton is still in the process of procuring material for the new launch ramp facility and is working through plans to begin construction this summer.

**Letnikof Facility.** Ramp and moorage is installed and ready for full use.

**CYD/Parks & Recreation.** All parks are closed to gatherings.

**Planning.** A team of Jessica Kaiser Forster, Holly Smith, Savannah Maily and Alekka Fullerton interviewed two candidates for the Planner's position April 14. A recommendation is pending the Assembly's discussion of possible hiring freeze as requested on the 4/28 agenda.

**Tourism.** We have received the Cruise Line Agencies of Alaska Draft Cruise Ship Calendar for 2020; no ships with passengers > 600 are on the schedule. Tourism Director Steven Auch intends to present to the Assembly at your business meeting.

**Police and Dispatch.** The hire of Maxwell Jusi is pending the Assembly's discussion of a possible hiring freeze as requested on the 4/28 agenda.

**Fire & EMS.** The volume of calls has been down ostensibly due to the clinic's use of telemedicine and its focus on COVID-19 inspired measures. The department is receiving PPE and prepared.

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# Memo from the Borough Clerk

8B

Date: April 21, 2020  
To: Haines Borough Assembly and Mayor;  
Debra Schnabel, Borough Manager;  
Haines Borough Tour Operators  
From: Alekka Fullerton, Borough Clerk  
Re: Update on 2020 Commercial Tour Permits

I have several issues upon which I would like to update the Assembly with respect to 2020 Commercial Tour Permits:

1. I have received several 2020 Commercial Tour Permit Applications. Those applications are being held until Commercial Tours are authorized in the Haines Borough (they have been suspended due to the COVID-19 pandemic).
2. Two permits have been issued which need to be suspended. Per HBC 5.04.120(A)(5) allows suspension due to the COVID-19 pandemic. Per HBC 5.04.120(B) they will be suspended immediately (due to health and safety concerns). I will be sure to include their right to appeal per 5.04.120(C).
3. I would like to issue the following Policy:

### *Renewal Policy for 2021 Tour Permits*

*Any tour operator who holds a 2019 Commercial Tour Permit will be treated as a renewal permit when they apply for a 2021 Commercial Tour Permit irrespective of a 2020 Commercial Tour Permit so long as the 2021 tour is the same as the 2019 tour.*

*One need not have a 2020 Commercial tour permit to be treated as a renewal in 2021 for a tour permitted in 2019.*

Rationale: Many tour operators do not put insurance in place until they obtain a permit—I do not want to require them to put insurance in place if they will not be operating in 2020 solely to keep their ability to apply as a renewed permit in 2021.

Sincerely,

A handwritten signature in blue ink, appearing to read "Alekka Fullerton", is written over a light blue horizontal line.

Alekka Fullerton  
Haines Borough Clerk



April 8, 2020

### Museum Director's Report for February and March 2020

What the Director did in February/March:

- Wrote Museums Alaska Collections Management Grant to keep funding archives upgrades
- Completed final report for the September 2019 Museums Alaska Collections Management Grant that funded Sara Chetney Delengova and Natalie Pardee and allowed the Alaska Indian Arts donation to be fully processed.
- Wrote Operating Support grant to the Alaska State Council on the Arts.
- Researched and produced five KHNS history talks: Louis Shotridge, Gil Smith, diseases, the 1900 census.
- Mentored staff – working with Jeanette, Natalie, Regi, Zack, Kimothy, Sara and Niall as they had questions on projects they were undertaking or completing.
- Worked with Alaska State Museum for assistance in hiring an intern position. They have located a prospective intern for us and made them an offer on our behalf. Continued discussions with the intern.
- Attended 2 board meetings.
- Completed evaluations for 7 staff.
- Completed four payrolls.
- Completed FY21 budgets for personnel, operations, and CIP.
- Revised FY 20 budget once impact of Corona Virus could be predicted.
- Held weekly staff meetings through mid-March. Started twice a week staff meetings using Zoom for the end of March.
- Provided educational tour to the Chilkat Valley Preschool.
- Assisted River Talk research for Barracks Building program. Gave one of the program presentations (February 20)
- Created History Tidbits live streaming on Facebook on Wednesdays and Fridays. Two completed in March – Halobia Fossil (March 25) and Spruce Root Baskets (March 27). **528 views as of today!!!**
- Hosted History Day at the museum with evening reception. (February 24)
- Arranged for funding from CVHS and the school for History Day prizes and reception.
- Arranged for judges for History Day submissions.
- Hosted opening of the Art and Wellness Exhibit (February 7)
- Negotiated installation of art in the SEARHC clinic for the Art and Wellness Exhibit extension.
- Removed art from the back SEARHC rooms when they were turned into Corona Virus isolation rooms/ intensive care rooms.
- Hosted reception for SEARHC (March 5)
- Hosted Volunteer Brunch (March 14)
- Closed down the museum on March 18 due to Corona Virus. Ensured staff could work from home.
- Attended two extra-curricular education meetings at the school.
- Attended two assembly meetings and one planning COW.
- Attended numerous Corona Virus meetings, local, state-wide and national
- Attended two evaluations, one by the board and one by the borough manager, of me in my position
- Oversaw budget and expenditures, monitoring closely.

Sincerely,



## Summary of Museum's March Accomplishments

### Events:

- SEARHC Reception, March 5
- First Friday, March 6: "Meet the Archivist" Alaska Indian Arts collection explained and visible.
- Volunteer/Member Appreciation Brunch, March 14 at the Chilkat Center, Created marketing design for invitations. Marketing design and content on Volunteer Position brochure. Presented museum annual report as a powerpoint.
- Brown Bag Lunch (3/13): Marketing design, setup and execution for Sammy Burrows event "All About the Music"
- Volunteer Brunch (3/14): "History Tidbits": Marketing design and ad copy for new virtual programming on our social media. Contacted potential guest presenters about program
  - Anjuli Grantham – Women's Suffrage in Alaska
  - Marsha Hotch – Lingit Language mini-tutorial, Health Terms

### Social Media Marketing Stats (March):

- Facebook: 16 posts; Total reach: 1,892, total engagement: 186 (9.8% - down from January)
  - Most engaging posts: Photo – Gil Smith Painting (Throwback Thursday, Object of the Month). Live Video - "History Tidbit No.1"
  - Posts include event announcements and changes to cover photo, which don't get as much engagement as strict posts.
- MailChimp: March COVID-19 Update / History Tidbits (25.7% engagement)

### Exhibits:

- Art & Wellness: Completed expansion exhibit in SEARHC clinic. Removed part of expansion exhibit in the middle of the month as the clinic geared up for Covid-19 response.
- Alaska's Suffrage Star: Poster design for next upcoming exhibit from ASM. Contact with curator Anjuli Grantham about associated programming
- Six-Week Spotlight: Contacted guest juror and confirmed accepted artist for 2020 Six-Week Spotlight exhibits (summer and fall). Confirmed acceptance with the artists and tentatively scheduled exhibit (subject to change per COVID-19 situation)
- Traveling Exhibits: Began marketing material for three potential traveling exhibits. While this is also subject to change per COVID-19, it is a good time to prepare for this capability in 2021.

### Collections/Archives:

- Digitization Project: Natalie Pardee finished digitizing 350 cassette tapes and 1,000 photographs.
- Archives Project: Sara Delengova completed processing the Alaska Indian Arts collection. Finding aid written and posted on the museum website.
- Research Requests: 3 Research requests were fulfilled.
  - 15 historic images sold to the Ghost Hunters TV crew
- Three KHNS History Talks.
- 74 items cataloged
- Updating the collections policies and procedures using AAM guidelines in preparation for accreditation visit.

### Grants:

- Completed Museums Alaska Collections Management spring grant, asking for more archives assistance. (Submitted March 31)
- Completed final report for fall 2019 Museums Alaska Collections Management Grant.
- Submitted Alaska State Council on the Arts operating support grant (March 6<sup>th</sup>).

### Personnel

- Jeannette spent the first two weeks of March on vacation.
- Regi Johanos attended an on-line training course on non-profit volunteer managment. She developed a recruitment plan, assessment and training strategy for establishing a Docent Program at our museum.
- Held three staff meetings, one on Zoom.

### Education

- Brown Bag Lunch Series: Held one program, Sammy Burrows, before the museum shut down. (March 13)
- Kids Art on Friday mornings, Quiltin with Becky Nash (March 6)
- Met with library, school, CYD, and borough manager to discuss community education.
- Began History Tidbits on Facebook live, noon, Wednesdays and Fridays. March 25 was on the Halobia Fossil, March 27 was on Spruce Root Baskets.
- Began research and design for docent program at the museum.

### COVID-19 Related:

- Design/Museum Services: Posters for EOC ("Stay Home Alaska," "For Our Elders," etc.) design edits and print (7.5 hours)
- Technology: Worked with IT (Austin Neal) on establishing remote access to the server on 3 work laptops and access from home for staff using personal computers. Set up Zoom for staff meetings. Set up internet connectivity at staff house that did not have it.



## **Summary of Museum's February Accomplishments**

### Events:

- First Friday, February 7: Opened "Hale & HeARTy" exhibit from 5-7.
- Silent Movie Night, February 19: "The Passion of Joan of Arc"
- Zentangle program with the library, February 12
- Movie Night "The Passion of Joan of Arc" February 19
- History Day judging and reception, February 21-24, coordinated exhibit drop-off with Mrs. Andriesen, prepped judging material, miscellaneous marketing for event, event set-up, solicitation of judges and funders.
- Volunteer Brunch: Invitation design, print, mailing (event is in March)

### Exhibits:

- Art & Wellness: Interpretive panel and object labels print and mount, exhibit installation (~30 hours), video clip preparation (selection, editing, upload to iPad stands), opening reception (February 7)
- Art & Wellness, SEARHC Extension: Object list, object assessment, meeting with SEARHC clinic staff, loan agreement draft, exhibit booklet design and content, art transport to clinic
- Alaska's Suffrage Star: Contact with Alaska State Museum. Received exhibit shipment and transport to HSM from Allen Marine.

### Social Media Marketing Stats (February):

- 11 post on Facebook/ Instagram. Top posts: Video – Snowshoeing on Mt. Ripinsky, Photo – Kake Totem Carvers
- February Mailchimp

Design/Marketing: Print and digital marketing design for Kid's Art, First Friday, History Day, Brown Bag Lunch, etc.

### Collections/Archives:

- Archives Management and Accessibility Project:
  - 7 linear feet of artifacts processed
  - All maps – 4 linear foot long folders
  - AIA Collection nearing completion, finding aid and remaining folders to be finished next month
- History Talk: Researched and produced two KHNS history talks

### Education

- Chilkat Valley Preschool visit
- Brown Bag Lunch & Learning Series
  - 2/14 - Tom Morphet - "Newspapers & Community Health"
  - 2/28 - Jenny Lyn Smith - "50 years making Northwest Coast Art"

### Grants/Fundraising:

- Worked on operating support grant to the Alaska State Council on the Arts

Financial: Completed FY21 budgets for personnel, operations, and CIP.

### Personnel

- Completed evaluations for all the staff. Included self-evaluations and formal evaluation.
- Zack James attended an on-line training course on collections management and registration.



**HAINES SHELDON MUSEUM  
Board of Trustees Meeting**

**March 12, 2020 5:30 PM at the Sheldon Museum**

**CALL TO ORDER - 5:30pm**

**Present - Michael Bott, John Carlson, Lorrie Dudzik (by phone), Helen Alten**

**Excused - Harriet Brouillette, Kelleen Adams**

**Consent Agenda:**

*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 - February 5, 2020

John/Michael M/S to approve the consent agenda as written. Approved unanimously.

**Public Comments: none**

**Board Reports:**

- President's Report - none
- Treasurer's Report - none
- Museum Director Report
  - Covid-19 response - We may have to close, because of the pandemic. The museum is taking steps to keep the surfaces disinfected and the staff protected.
  - April 10, Suffragette Star exhibit will open.

**Business**

- Old Business
- Foraker - Lori Wolff from Foraker will be offering a workshop May 4-6.
- Museum original documents held by CVHS (Kelleen) - postponed
- New Business
  - Pass Long Range Plan - postponed until next meeting. All should read Institutional Plan.
  - Pass Personnel Budget - Lorrie/Michael M/S to approve FY 2021 personnel budget as presented. Approved unanimously.
  - Pass Operating Support Budget - Michael Bott brought up a possibility to get an educational computer program upgrade to improve our ability to connect to the community. It is called Uniview and is a Digital Universe program used by the American Museum of Natural History. It could require building modifications which could be part of our proposed expansion. He has expertise in this area. Helen said we can look into this for next budget cycle. Lorrie/John M/S to approve FY 2021 operating support budget as amended. Approved unanimously.
  - Pass CIP Budget - John/Lorrie M/S to approve the FY 2021 CIP requests as amended. Approved unanimously.
  - Renew Foraker Membership - Lorrie/Michael M/S to renew membership. Approved unanimously.

- Pick board officers (in December according to bylaws) - postponed until next meeting.
- Anjuli Grantham – strengthening the board - postponed until next meeting.

**Adjourn - 7:07pm**

**Next Board meeting:** Proposed: April 9, 2020 at 5:30 pm



**Haines Borough  
Assembly Agenda Bill**

Agenda Bill No.: 20-1015

Assembly Meeting Date: 04/28/2020

Business Item Description:	Attachments:
Subject: Authorize Application for State of Alaska DEC Drinking Water SRF Loan for Phase 3- 3rd Ave	1. Resolution 20-04-860 2. Previously Adopted Resolution 19-09-828 authorizing the design.  * Note the Phase 2 authorization is on this agenda at item 11B3.
Originator: Contracts and Grants Administrator	
Originating Department: Public Facilities	
Date Submitted: 4/20/2020	

Full Title/Motion:
Motion: Adopt Resolution 20-04-860

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

Fiscal Impact:								
<table border="1"> <thead> <tr> <th>Expenditure Required</th> <th>Amount Budgeted</th> <th>Appropriation Required</th> <th>Projected Impact to Future Operating Budgets</th> </tr> </thead> <tbody> <tr> <td>\$ Loan of \$1,000,000</td> <td>\$ See below</td> <td>\$ 0</td> <td>Reduced maintenance costs</td> </tr> </tbody> </table>	Expenditure Required	Amount Budgeted	Appropriation Required	Projected Impact to Future Operating Budgets	\$ Loan of \$1,000,000	\$ See below	\$ 0	Reduced maintenance costs
Expenditure Required	Amount Budgeted	Appropriation Required	Projected Impact to Future Operating Budgets					
\$ Loan of \$1,000,000	\$ See below	\$ 0	Reduced maintenance costs					

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

Summary Statement:
<p>Phase 1 of the Small Tracts/Mud Bay/Front Street AC Pipe Replacement project replaced approximately 2,900 feet of AC that was rotten and brittle, with an Alaska DEC State Revolving Fund Loan of \$1,000,000. Phase 2 will complete 2,900 feet of AC pipe replacement on Small Tracts/Mud Bay Rd with HDPE pipe.</p> <p>Last summer during Phase 1 construction an additional 1800 feet of AC pipe was located from 3rd Avenue to Haines Highway. ADEC has authorized rolling this new AC pipe into the Phase 2 project scope for a total of 4700 feet of pipe replacement. The new Phase 2 loan amount is for \$1,329,860 and has an up to \$500,000 subsidy for Disadvantaged Communities.</p> <p>This Resolution authorizes the manager to to apply to the State of Alaska, Department of Environmental Conservation (ADEC) for an additional loan from the Alaska Drinking Water Fund for Phase 3 of the project entitled Small Tracts/Mud Bay/Front/3rd Ave Phase 2 AC Pipe Replacement.</p>

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

Assembly Action:
Meeting Date(s): 4/28/2020 Public Hearing Date(s): _____ Postponed to Date: _____

**A Resolution of the Haines Borough Assembly authorizing the Borough Manager to apply to the State of Alaska, Department of Environmental Conservation (ADEC) for a loan from the Alaska Drinking Water Fund for the project entitled Phase 3 AC Pipe Replacement 3<sup>rd</sup> Ave.**

**WHEREAS**, Phase I of the Small Tracts/Mud Bay/Front AC Pipe Replacement project will replace approximately 2,900 feet of asbestos cement (AC) pipe with HDPE pipe on Small Tracts/Mud Bay roads and Front Street; and

**WHEREAS**, Phase II added another 2,900 feet on Small Tracts and Mud Bay Rd; and

**WHEREAS**, last summer an additional 1800 feet of AC pipe was identified on 3<sup>rd</sup> Ave from Mud Bay Rd to Haines Highway; and

**WHEREAS**, ADEC has authorized the Borough to roll this additional AC pipe into the scope of work for Phase 2 of the Small Tracts/Mud Bay/Front St AC Pipe Replacement; and

**WHEREAS**, ADEC is able to offer funding through the Alaska Drinking Water Fund; and

**WHEREAS**, the loan for Phase 3 AC Pipe Replacement 3<sup>rd</sup> Ave of up to \$1,000,000 would be repaid over no more than a 20-year term; and

**WHEREAS**, the loan *may* have a \$500,000 subsidy in the form of principal forgiveness, the maximum subsidy granted for Disadvantaged Community Assistance; and

**WHEREAS**, upon receiving the loan agreement document, Haines Borough Charter Section 3.03 will require assembly authorization by ordinance to borrow the money,

**NOW, THEREFORE, BE IT RESOLVED** that the Haines Borough Assembly authorizes the Borough Manager to apply to the State of Alaska, Department of Environmental Conservation (ADEC) for a loan from the Alaska Drinking Water Fund for the project entitled Phase 3 AC Pipe Replacement 3<sup>rd</sup> Ave.

Adopted by a duly-constituted quorum of the Haines Borough Assembly on this 28 day of April, 2020.

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

Attest:

\_\_\_\_\_  
Alekkka Fullerton, Borough Clerk

HAINES BOROUGH, ALASKA  
RESOLUTION No. 19-09-828

**A Resolution of the Haines Borough Assembly authorizing the Borough Manager to execute a change order to the existing proHNS LLC contract for the design of 3<sup>rd</sup> Avenue AC Pipe Line Replacement for an amount not to exceed \$37,000.**

**WHEREAS**, the Haines Borough on 7/18/19 entered into a contract with proHNS LLC for Front Street Water Line Replacement and Mud Bay Road/Small Tracts Road Water Line Replacement design for an amount not to exceed \$152,000; and

**WHEREAS**, an additional approximate 1000 ft. of AC Pipe has been identified in Third Avenue south of Major Road, the current northern terminus of the Mud Bay Road/Small Tracts Road Water Line Replacement; and

**WHEREAS**, the Director of Public Facilities recommends contracting with proHNS LLC now to include design of the additional pipe replacement needed in 3<sup>rd</sup> Avenue; and

**WHEREAS**, the Borough in December 2018 applied for a \$1 million loan from the DEC Alaska Drinking Water Loan Fund, and was granted a subsidy in the form of principal forgiveness that will reimburse half of project expenses through one year from the pending loan agreement date;

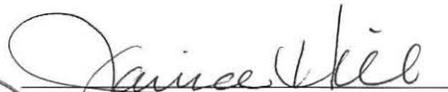
**NOW, THEREFORE, BE IT RESOLVED** that the Haines Borough Assembly authorizes the Borough Manager to execute a change order with proHNS LLC for the design of 3<sup>rd</sup> Avenue waterline replacement for an amount not to exceed \$37,000.

Adopted by a duly-constituted quorum of the Haines Borough Assembly this 10<sup>th</sup> day of September, 2019.

Attest:

  
Alekka Fullerton, CMC, Borough Clerk



  
Janice Hill, Mayor



**Haines Borough  
Assembly Agenda Bill**

**Agenda Bill No.:** 20-1016

**Assembly Meeting Date:** 04/28/20

Business Item Description:	Attachments:
Subject: Authorizing Community Purpose Exemption for the Uglys of Haines, Inc.	1. Resolution 20-04-861 2. Memo from the Assessor 3. Uglys of Haines, Inc. Application 4. HBC 3.70.040(D) Community Purpose Exemption
Originator: Assessor	
Originating Department: Lands	
Date Submitted: 04/10/20	

Full Title/Motion:
Motion: Adopt Resolution 20-04-861.

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: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

Summary Statement:
Pursuant to HBC 3.70.040D, the borough may exempt from taxation the real property of an organization not organized for business or profit-making purposes and used exclusively for community purposes... Code requires the assessor to not only evaluate the the requests but then to also recommend to the assembly to grant or deny the request.

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

Assembly Action:	
Meeting Date(s): 4/28/20	Public Hearing Date(s): 4/28/20
	Postponed to Date:

**A Resolution of the Haines Borough Assembly approving in response to an application from the Uglys of Haines, Inc., as recommended by the borough assessor, a community purpose property tax exemption for property on Wellfield Road.**

**WHEREAS**, Haines Borough Code 3.70.040(D) provides for a Community Purpose Exemption for real property owned by an organization not organized for business or profit-making purposes and used exclusively for community purposes, provided the organization applies and meets the code and policy community purpose standards and requirements, and receives assembly approval; and

**WHEREAS**, a complete application was received from the Uglys of Haines, Inc. requesting a Community Purpose Exemption for their 1.31 acre parcel located at 245 Wellfield Road, more particularly described as Real Property account # C-WES-0A-0300, with legal description of Lot 3, Tract A, Western Subdivision, together with all improvements two 10'x20' temporary trailers (personal property); and

**WHEREAS**, the borough assessor evaluated the request and recommends the borough assembly grant Community Purpose Exemption status because the property qualifies for this exemption under the factors outlined in HBC 3.70.040(D)(1)(a-k); and

**WHEREAS**, HBC 3.70.040(D)(5)(c) requires the assessor to forward community purpose exemption applications to the assembly along with a recommendation for approval or denial,

**NOW, THEREFORE, BE IT RESOLVED** that the Haines Borough Assembly approves in response to an application from Uglys of Haines, Inc., as recommended by the borough assessor, a Community Purpose Property Tax Exemption for properties specified in this resolution.

Adopted by a duly-constituted quorum of the Haines Borough Assembly on this 28<sup>th</sup> day of April, 2020.

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Janice Hill, Mayor

Attest:

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Alekka Fullerton, CMC, Borough Clerk

Haines Borough Lands Department  
P.O. Box 1209  
Haines, Alaska 99827  
Phone (907) 766-2231 (ext. 33)  
Fax (907) 766-2716



## Memorandum (Supplement)

To: Haines Borough Assembly Members  
CC: Debra Schnabel, Borough Manager/Lands Manager

From: Dean Olsen  
Assessor

Re: The Ugly's of Haines, Inc. Local exemptions and exclusions, (HBC 3.70.040 D.)  
Date: 4/9/2020

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Madam Mayor & Honorable Assembly Members,

As the assessor I am required by Haines Borough Code to evaluate each application for the Community Purpose Tax Exemption and generate a report to be forwarded to you, the Haines Borough Assembly, for your denial or approval.

The Ugly's of Haines, Inc. is an organization not organized for business or profit-making. The Ugly's of Haines, Inc. has applied for Real Property Exemption as outlined in code. They have submitted a complete application with all required documents. I was provided with a copy of the organization's By-Laws, Articles of Incorporation, and they have been in good standing with the IRS since 9/10/2015 EIN # 27-3402930.

Their Real Property account # *C-WES-0A-0300*, with legal description of Lot 3, Tract A, Western Subdivision, is a 1.31 acre parcel with two 10' x 20' temporary trailers (personal property) is located on Well Field Road and used exclusively for community purposes. The approximate annual tax bill for 2019 was \$365.00.

As outlined in their mission statement, their mission is "to *enhance the lives of others*" which they have demonstrated through their scholarship programs, financial support for local causes, and donations of skilled labor for a variety of individuals, and organizations in our community.

The application submitted to me by the Ugly's of Haines, Inc. for Local exemptions and exclusions per HBC 3.70.040 D is approved and ready for denial or approval by the Haines Borough Assembly.

Dean Olsen ACAA III  
Haines Borough Assessor

Ugly's of Haines  
245 Wellfield Road  
Haines, AK 99827  
March 26, 2020



UGLYS OF HAINES

Dean Olsen  
Tax Assessor  
Haines Borough  
103 Third Avenue  
Haines, AK 99827  
Dear Dean Olsen:

I would like to request property tax exemption under HBC 3.70.040, Local Exemptions and Exclusions. The UGLYS OF HAINES own property at 245 Wellfield Road that is used to conduct our club's business, which entails monthly meetings and preparations for our multiple fundraisers throughout the year.

One of our major fundraisers are "Gifts for Grub." Proceeds from this fundraiser are donated to the local Salvation Army and then distributed throughout the community in mid-December for families in need. We also hold a Cancer Dinner Fundraiser to raise money for cancer patients in Haines to assist with travel, bills, and hotel rooms for out of town medical appointments. These funds can only be utilized by local Haines residents. We have and will continue to host fundraisers for locals who encounter unforeseen circumstances. Our last personal fundraiser was held for Woody Pahl to provide financial assistance after his accident in the ALCAN 200 race.

In addition to hosting fundraisers throughout the year, our organization utilizes its property to hold closed door meetings by our sub-committee for scholarships. In the past 6 years we have donated over Forty thousand dollars to a plethora of Haines High School graduates to further their education at college or vocational schools.

The property is not used to financially benefit any of our members. We do not have rental income and are not organized as a for profit business. Events we host at the property are open to public and always free of charge. A suggested donation is asked, but certainly not required, and all proceeds go towards fundraising efforts of the event. Our Operating expenses are Borough water, sewer, and power. These expenses are paid for by club dues which are collected by each member on a monthly basis as outlined in our bylaws, and money generated through a booth at the Southeast Alaska State Fair.

As you can see, our organization provides value to the community that greatly warrants the value of a property tax exemption and improves the quality of life for multiple Haines residents.

If you have any questions or concerns, please give me a call at 907-796-9026.

Thank you,



Zack Ferrin

Vice President - Ugly's of Haines

# APPLICATION FOR LOCAL EXEMPTIONS & EXCLUSIONS



Haines Borough  
Office of the Assessor  
103 Third Avenue S.  
P.O. Box 1209  
Haines, AK 99827  
907-766-2231

RECEIVED

MAR 9 2020

HAINES BOROUGH  
CLERK'S OFFICE

This form is to be used to apply for a community purpose exemption of real property assessments. Community Purpose Exemptions are regulated by HBC 3.70.040 Local exemptions & exclusions and the current assembly-adopted administrative policy. The applicant has the burden of proof to show the property is eligible for exemption from property tax. The Assessor may require additional information, to be provided in a timely manner. **POSTMARK DEADLINE is March 31, of the applicable year.**

**Return applications to:** Haines Borough Administration Building, 103 Third Ave S., or FAX to 907.766.2716. Telephone assistance is available at 907.766.2231 (Ext. 33).

## Applicant Contact Information:

Name UGLYS of Haines Phone # (907) 796-9026  
Address Box 698 HNS Email zeferrin@gmail.com

Assessment/Tax Year 2020  
Parcel # 245 Wellfield RD. TAX ID # C-WES-0A-0300

Organization Name UGLYS of Haines

Property Description: (type of property, building size, lot size, etc.)

Semi developed lot with two 20'x10' temporary trailers.  
lot size is 1.31 acres.

## Non-profit Community Purpose Exemption

(HBC 3.70.040 Local exemptions and exclusions)

Initial **yes** or **no** to answer the following:

1. Is the organization organized as a not-for-profit profit entity? Yes  No
2. Does the organization have a current IRS 501(c)(3) or 501(c)(4) exemption ruling? Yes  No
3. Is this property used exclusively (100%) for the exemption sought? Yes  No  If no explain:  
\_\_\_\_\_
4. Is any portion of the building or lot used for other purposes? Yes  No  If yes explain:  
\_\_\_\_\_
5. Was any of this property used for rental purposes last year or previous year? YES  NO  (If yes, please provide the total amount received and all expenses associated with the rental cost.)  
Total rent collected: \_\_\_\_\_ Expenses: \_\_\_\_\_

Explain: \_\_\_\_\_

Continued >>

# APPLICATION FOR LOCAL EXEMPTIONS & EXCLUSIONS

6. Is there a Membership Fee or fee to use or enter the property? YES \_\_\_\_\_ NO  If yes explain:  
\_\_\_\_\_

7. Was property utilized as long-term residential housing? YES \_\_\_\_\_ NO  If yes, was property used for at least one of the following:

- YES \_\_\_\_\_ NO \_\_\_\_\_ Providing affordable rental housing for low income residents  
YES \_\_\_\_\_ NO \_\_\_\_\_ Providing affordable rental housing with access to care for Senior Citizens (age 65 and older)  
YES \_\_\_\_\_ NO \_\_\_\_\_ Providing affordable rental housing with access to care for US military Veterans with a service related disability of 50% or higher as determined by the Veteran's Administration  
YES \_\_\_\_\_ NO \_\_\_\_\_ Providing affordable rental housing with access to care for members of the community with a long term illness, injury, or disability

8. Describe the nature and uses of this property as it is related to the exemption requested (non-profit function), and explain how the use of this property is eligible for the exemption sought with relation to HBC 3.70.040(D)(1) [Attach additional information, as needed.]

*We use the property for our monthly meetings, preparation for fundraisers, and events. No portion of the property is rented, or used as a business or for profit. Please see the attached letter.*

Applying for an exemption of real property assessments under HBC 3.70.040, Local exemptions and exclusions, does not guarantee tax exempt status, but is granted case by case upon review of each application. If approved the exemption is valid for a period of three (3) years and claimants must submit annual validation statements to the assessor no later than March 31<sup>st</sup> of each year the exemption remains valid. *JK* (Applicants initials)

I hereby certify that the information provided is true and correct to the best of my knowledge.

Principal/Agent: *Zachery E. Ferrin*

Title: *Vice-President*

Signature: *[Handwritten Signature]*

Date: \_\_\_\_\_

**Attention:** All information required on page 3 of this application must be included when applying before exempt status is considered.

# APPLICATION FOR LOCAL EXEMPTIONS & EXCLUSIONS

## HBC 3.70.040 Local exemptions and exclusions:

**D. Community purpose exemption.** The borough exempts from taxation the real property of an organization not organized for business or profit-making purposes and used exclusively for community purposes, provided that income derived from rental of that property does not exceed the actual cost to the owner of the use by the renter.

A request for exemption from the property taxes must be received by **March 31** of the applicable tax year. The property must be in use as of January 1 of the tax year in order to obtain an exemption for that year. Exemptions are not prorated and are granted based on two critical criteria: 1) not for profit ownership and, 2) exclusive use of the property for an exempt purpose. Typically vacant land is not exempt.

***The property owner is responsible for proving that the property is used exclusively for an exempt purpose and qualifies for an exemption.***

### Documentation Requirements:

- A letter to the Assessor requesting exemption
  - Must provide a description of the use of the property and consistency with the requested exemption
  - N/A ○ Must describe any rental income received by the applicant organization including;
    - Any property, or portions of the property from which rentals of income are derived
    - Actual operating expenses, excluding debt service or depreciation
- ✓ • Copy of By-Laws
- ✓ • Copy of Articles of Incorporation
- ✓ • Copy of IRS 501(c)(3) or 501(c)(4)
- N/A • Where property is leased by the organization to other entities, financial statements for the past tax year including income and expense reports, and description of any debt service or depreciation included in the financial statements for the property
- ✓ • Documentation supporting/describing the activities of the organization. For example, brochures, pamphlets and web pages are acceptable forms of documentation.
- ✓ • The municipal assessor or designee may request additional information prior to its determination, as reasonably necessary to determine the exempt status of a property in accordance with municipal code and regulations and state law. (provided 3/12/2020)

**DO NOT WRITE IN SHADED AREA**

Assessor Approval

Yes

No

Signature

*Dean M. Nelson*

Date

*4-8-2020*

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

DEPARTMENT OF THE TREASURY

Date: **SEP 10 2015**

UGLYS OF HAINES INC  
PO BOX 698  
HAINES, AK 99827-0698

Employer Identification Number:  
27-3402930  
DLN:  
17053126305015  
Contact Person:  
REGINA M PARKER ID# 31274  
Contact Telephone Number:  
(877) 829-5500  
Accounting Period Ending:  
December 31  
Form 990 Required:  
Yes  
Effective Date of Exemption:  
April 24, 2015  
Contribution Deductibility:  
No  
Addendum Applies:  
Yes

Dear Applicant:

We are pleased to inform you that upon review of your application for tax-exempt status we have determined that you are exempt from Federal income tax under section 501(c)(4) of the Internal Revenue Code. Because this letter could help resolve any questions regarding your exempt status, you should keep it in your permanent records.

For important information about your responsibilities as a tax-exempt organization, go to [www.irs.gov/charities](http://www.irs.gov/charities). Enter "4221-NC" in the search bar to view Publication 4221-NC, Compliance Guide for Tax-Exempt Organizations (Other than 501(c)(3) Public Charities and Private Foundations), which describes your recordkeeping, reporting, and disclosure requirements.

Contributions to you are not deductible by donors under section 170(c)(2) of the Code.

Sincerely,



Jeffrey I. Cooper  
Director, Exempt Organizations  
Rulings and Agreements

UGLYS OF HAINES INC

ADDENDUM

Based on the information submitted with your application, we approved your request for reinstatement under Revenue Procedure 2014-11. Your effective date of exemption, as shown in the heading of this letter, is the postmark date of your application.

### **3.70.040 Local exemptions and exclusions.**

D. *Community Purpose Exemption.* The borough exempts from taxation the real property of an organization not organized for business or profit-making purposes and used exclusively for community purposes; provided, that income derived from rental of that property does not exceed the actual cost to the owner of the use by the renter.

1. In order to determine that a property qualifies for this exemption, the borough may consider various factors including, but not limited to:
  - a. The property's availability to public use regardless of sex, race, creed, color, sexual orientation, or national origin;
  - b. That the applicant organization is an exempt organization under Section [501\(c\)\(3\)](#) of the Internal Revenue Code, as amended from time to time;
  - c. Whether any part of the net earnings of the applicant inures to the benefit of any private entity or individual;
  - d. No evidence of a dominant financial motive such as excessive charges, excessive employee compensation, or rental income that exceeds operating expenses;
  - e. No evidence that the property is being used to financially benefit any officer, trustee, director, shareholder, member, or contributor of the applicant;
  - f. Ensuring that the property is used for the actual operation of at least one community activity;
  - g. That the fees and charges for the use of such property and facilities thereon do not effectively deny to a significant portion of the borough the privileges and benefits provided by the property;
  - h. Determining that the applicant organization is governed by a volunteer board of directors;
  - i. The benefits provided to the community by the organization warrant the value of the exemption;
  - j. Considering whether substantially similar community benefits are available through other entities; and
  - k. Considering the degree to which the organization's use of the property impacts the quality of life of borough residents.

The borough administration may adopt a written policy setting forth additional community purpose standards and requirements, including standards and requirements applicable to housing serving a community purpose. Such written policy will be approved by the borough assembly via resolution.

2. A property may be apportioned into community-purpose and noncommunity-purpose areas in order to calculate a partial exemption if appropriate. Only that portion of the property that is actually used exclusively for the purpose of providing a benefit to the community is eligible for the exemption.

3. The assessor may disregard insignificant noncommunity-purpose use.

4. "Actual cost to the owner" shall include any costs that, in the judgment of the borough assessor, the owner incurred in its calendar or fiscal year for the purpose of renting the property. The borough administration may adopt a written policy setting forth specific costs that may and may not be considered. Such policy will be approved by the assembly via resolution.

5. An exemption may be granted under this subsection upon written application on a form provided by the borough assessor. The assessor shall require proof as necessary, and may require additional proof under this section at any time. If the applicant fails to respond to a request for additional proof, the failure may be considered in determining whether to grant the exemption.

a. The claimant must file the application no later than March 31st of the assessment year for which the exemption is sought with a January 1st tax day. Once approved, claimants retain the exemption for a period of three years and must submit annual validation statements to the assessor no later than March 31st of each year in which the exemption remains valid. The claimant must file a separate application by March 31st in the year in which an exemption expires.

b. For the calendar year in which the ordinance codified in this section is passed claimants will have until 60 days after the adoption of the ordinance codified in this section to file an application. Organizations that have an exemption granted under the prior standard will retain their exemption for tax year 2015 but will be required to submit an application beginning with tax year 2016.

c. Upon receipt of an application the borough assessor shall evaluate the request and generate a report including all information collected by the assessor relating to the applicant's governing structure and board members, its financial structure, IRS tax status, use of the property and operating bylaws. The assessor shall forward the report with evaluation of each application to the assembly for denial or approval within 30 borough business days.

6. If approved by the assembly, the assessor shall allow an exemption in accordance with the provisions of this section. If the claimant has already paid taxes for that year prior to approval of a timely application, the exempted tax amount, without interest, shall be refunded to the claimant.

7. A person may appeal the denial or approval of an exemption granted under this subsection to superior court.

[Borough Website: www.hainesalaska.gov](http://www.hainesalaska.gov)

[Code Publishing Company](#)



**Manager's Memo**  
**Debra Schnabel**  
[dschnabel@haines.ak.us](mailto:dschnabel@haines.ak.us)  
**(907) 766-6404**

April 23, 2020

Re: Agenda Item 11.A.3. Resolution 20-04-862

The State Department of Natural Resources Division of Parks and Outdoor Recreation has projected a fund balance of \$137,000 that remains unobligated. A notice was given to agencies within the department to promote projects that might be awarded this fiscal year to utilize these funds.

Haines State Forester Greg Palmieri intends to submit a tiered project (\$25K, \$50K...\$100K) designed to improve and maintain 15 miles of Haines Highway State Forest Lands. The resolution submitted for your consideration was drafted by division staff.

Parks Ranger Travis Russell is submitting a request for \$25,000 from the same funding source. His project is to improve local trails including Battery Point Trail and Mt. Riley. We have begun a conversation re: coordinating Parks' project with the Borough's program (under development) for trail improvements to ensure that we get the most we can out of available state and local funds.

**Recommendation:**

Support both Grant requests. Adopt Resolution 20-04-862 with a May 1 deadline and Direct the Clerk to draft a Resolution for the May 12, 2020 meeting supporting the Haines Area Trails Access Rehabilitation project to improve and maintain local state hiking trails.

**A Resolution of the Haines Borough Assembly Supporting a State Parks Recreational Trails Program Grant to Improve and Maintain Fifteen Miles of Haines State Forest Roads.**

WHEREAS, Haines residents enjoy using trails for many recreational activities, including motorized and non-motorized use; and

WHEREAS, During times of social distancing, outdoor recreation on trails and roads is an excellent way to remain safe and healthy; and

WHEREAS, The Haines State Forest road system is already used by many locals, including hunters, berry-pickers, snowmachiners, ATV users, and hikers to access the State Forest and the Chilkat Bald Eagle Preserve; and

WHEREAS, The roads are also used by many tourism operators, including raft guides, hunting guides, and ATV tour guides; and

WHEREAS, While the Haines State Forest roads were built by the Division of Forestry for timber harvest, the Division does not have funds to maintain roads that are not presently accessing timber sales; and

WHEREAS, Many miles of forestry roads are becoming choked with alders and the surface is degraded and difficult to travel; and

WHEREAS, The forest road system has neither road signs nor maps; and

WHEREAS, Restoring the roads and adding signage and maps will benefit locals by increasing recreational access, and benefit the Haines economy by providing jobs in construction for improving the road, and providing better access to tourism operators and their clients to the public land in the Haines Borough; and

WHEREAS, The Haines State Forest is an excellent place to demonstrate how forest management can coexist with recreational and tourism opportunities, benefiting all.

NOW THEREFORE BE IT RESOLVED that the Haines Borough Assembly supports the efforts of the Department of Natural Resources, Division of Forestry to pursue grant funding from the Division of Parks and Outdoor Recreation's Recreational Trails Program to improve the Haines State Forest road system for motorized and non-motorized use; and

NOW THEREFORE BE IT FURTHER RESOLVED that a copy of this resolution shall be sent to the Outdoor Recreational Trails Advisory Board.

Adopted by a duly-constituted quorum of the Haines Borough Assembly on this 28<sup>th</sup> day of April, 2020.

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

Attest:

\_\_\_\_\_  
Aleka Fullerton, CMC, Borough Clerk

**From:** [Palmieri, Greg J \(DNR\)](#)  
**To:** [Travis Russell; alaskakip@yahoo.com; Derek Poinsette; bwillard@chilkat-nsn.gov; bill.thomas@ravenswalkllc.com; Lewis, Steve; Jan Hill; Stephanie Scott; Chapell, Richard S \(DFG\); Zeiser, Nicole L \(DFG\); Krull, Dylan P \(DFG\); Kanouse, Kate M \(DFG\); info@hainesrafting.com; Directors - AMG; leska51@hotmail.com; tlingitink@gmail.com; sidneyfrances@gmail.com; Ben Kirkpatrick; Staunton, Gregory D \(DNR\); Kroes, Preston M \(DNR\); Garasky, Brad A \(DNR\); Alekka Fullerton](#)  
**Subject:** Public Meeting Notice  
**Date:** Friday, April 10, 2020 7:38:18 PM  
**Attachments:** [4-10-20 Haines State Forest road improvement teleconference set for April 15.pdf](#)

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**EXTERNAL EMAIL: Do not open links or attachments unless you recognize the sender and know the content is safe.**

Hello Council Members,

I would like to invite all of you to call in to this public meeting concerning our project proposal for repairs and maintenance of the Little Salmon River Road and with full funding of our request a portion of the Sunshine Mtn. road. We are applying for grant funding to accomplish this work as it relates to public recreational access to the Haines State Forest and the Chilkat Bald Eagle Preserve. If you are able to attend you will have an opportunity to review the proposed work and ask questions relating to the project. I am hoping to arrange a presentation for the council to formally consider the project and a resolution of support, but I would also ask that if you are interested and can attend this meeting to please do so, and please invite anyone you may think would be interested.

I am trying to find creative ways to maintain access to State Lands in the valley for as many people as possible to get out and safely travel the forest road system. Without regular larger timber sales to provide maintenance these are the few opportunities we may have to address alder encroachment and rough road conditions on the forest road system. Thank you.

*Gregory J. Palmieri*  
*State of Alaska, DNR-Division of Forestry*  
*Forester - Haines Office*  
*p.o.box 263 99827*  
*[907.766.2120/ph](tel:907.766.2120)*  
*[907.766.3225/fax](tel:907.766.3225)*

**From:** [Sean Gaffney](#)  
**To:** [Arians, Alison E \(DNR\)](#)  
**Cc:** [Jan Hill](#); [Debra Schnabel](#); [Alekk Fullerton](#); [Margaret Friedenauer](#); [Palmieri, Greg J \(DNR\)](#); [Sean Gaffney](#)  
**Subject:** RE: DRAFT resolution for the Assembly  
**Date:** Monday, April 20, 2020 4:28:03 PM

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**EXTERNAL EMAIL: Do not open links or attachments unless you recognize the sender and know the content is safe.**

Hi Alison,

Thank you for all of your support for our community!

I am cc'ing this to our Mayor Jan Hill, our Manager Debra Schnabel, and our Clerk Alekka Fullerton so you will have their email addresses. They can best assist you with making sure this gets on the agenda for the Assembly, and for scheduling a call in to an Assembly meeting if necessary.

Regarding the Tourism Advisory Board: the TAB is only advisory to the assembly, and does not have the power to advocate for the community directly on matters of this nature. Any resolution needs to come directly from the Assembly. I have already emailed the Mayor regarding getting assembly support for this, so I believe all bases are covered at this time.

I understand that the deadline to receive letters of support is May 12<sup>th</sup>, and I will make sure that our Mayor, Manager, and Assembly are aware of this timeline.

Also, the board of the Haines Economic Development Corp voted to write a letter in support of this project which will be coming to you in the near term. I have also cc'd the HEDC's executive director, Margaret Friedenauer, on this email if you would like to communicate directly with her.

Thank you again for your support, and please let me know if there is anything else that I can do to be of assistance.

Sean

Sean Gaffney

[Chilkat Guides, Ltd.](#)  
[Mountain Guides International](#)  
[Haines Skagway Fast Ferry, LLC](#)  
Stellar Alaska Mountain Guides, LLC  
[Alaska Mountain Guides Adventures, Inc.](#)  
[International Wilderness Leadership School](#)  
[Alaska Mountain Guides & Climbing School, Inc.](#)

907 766 3366

800.766.3396

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INTENDED RECIPIENT, PLEASE NOTIFY US IMMEDIATELY BY RETURNING IT TO THE SENDER AND DELETING THIS COPY FROM YOUR SYSTEM.

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**From:** Arians, Alison E (DNR) <[alison.arians@alaska.gov](mailto:alison.arians@alaska.gov)>  
**Sent:** Sunday, April 19, 2020 5:42 PM  
**To:** Sean Gaffney <[sean@alaskamountainguides.com](mailto:sean@alaskamountainguides.com)>  
**Subject:** DRAFT resolution for the Assembly

Hi again, Sean!

Attached is a draft resolution for the Assembly. I emailed all the assembly members last weekend to tell them about the meeting, as well as the mayor, so I'm hoping they are familiar with the project. If you could let me know who you think might be the best person to contact and ask to bring up the resolution at the next meeting, please let me know. I'm happy to attend an assembly meeting by phone to answer any questions, etc. I only need one letter of recommendation from the local government, so if we have one from the Assembly, I don't need one from the Mayor, as well.

Thanks again for all your help.

Cheers!  
Alison

**Alison Arians**

DNR Division of Forestry  
550 W. 7th Ave. Suite 1450  
Anchorage, AK 99501-3566  
[alison.arians@alaska.gov](mailto:alison.arians@alaska.gov)  
(907) 269-8467  
(907) 748-3712 (cell)

**From:** [George Campbell](#)  
**To:** [Alekka Fullerton](#); [Jan Hill](#)  
**Subject:** Little Salmon Road Improvments  
**Date:** Wednesday, April 15, 2020 4:02:12 PM

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EXTERNAL EMAIL: Do not open links or attachments unless you recognize the sender and know the content is safe.

Please forward to the Assembly.

Greg P. The local State Forester, has proposed a grant project for brushing, grading and some resurfacing of the Little Salmon Road. This is the road from Porcupine towards Devil's Elbow. The map can be found here:

[http://forestry.alaska.gov/Assets/pdfs/whats\\_new/Forest%20Road%20Repair%202020\\_A.pdf](http://forestry.alaska.gov/Assets/pdfs/whats_new/Forest%20Road%20Repair%202020_A.pdf)

Will the Borough, Mayor and/or Assembly, please send a letter of support prior to May 1 to the DNR to help the grant process?

Thank you

George Campbell



# Haines Chamber of Commerce

*“Promoting economic growth and advocating  
for the Haines Borough business community”*

219 Main Street, Suite 14

PO Box 1449 · Haines, AK 99827

907-766-2202 · 907-766-2271 (Fax)

[director.haineschamber@outlook.com](mailto:director.haineschamber@outlook.com)    [assistant.haineschamber@outlook.com](mailto:assistant.haineschamber@outlook.com)

[www.haineschamber.org](http://www.haineschamber.org)

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## 2020 Board of Directors

April 16, 2020

### **Dylan Beckish**

Howsers IGA Supermarket

State of Alaska Department of Natural Resource

Division of Forestry

### **George Campbell**

Storage and Warehouse

550 7<sup>th</sup> Avenue, Suite 1360

Anchorage, AK 99501-3557

### **Liz Cornejo**

Constantine Mining LLC

Secretary

Subject: Haines State Forest Road Improvements

### **Sean Gaffney**

Alaska Mountain Guides

Vice President

Dear Alison Ariens:

### **Michael Ganey**

Alaska Marine Lines

The Haines Chamber of Commerce is in full support of the Division of Natural Resource's proposed improvements to public recreational access in the Haines State Forest Road System, including reclaiming and maintaining 7.3 miles of overgrown roads and making an additional 15 miles of the road system safe and accessible to all users.

### **Wendell Harren**

First National Bank Alaska

President

Not only will this work improve recreation access, it will also stimulate the economy with local employment and greatly enhance opportunities and quality of life for multiple user groups by supporting a variety of recreational, commercial and subsistence activities.

### **Pamela Long**

Haines Real Estate

Treasurer

The forestry roads that have been maintained are currently used by independent recreationists, including bikers, skiers, hunters, ATV users, and hikers, as well as those conducting commercial ventures such as rafting tours, ATV tours, guided hunts, timber harvest, mining, forest product gathering and berry collection.

### **Haynes Tormey**

Haines Industrial Supply

Please approve the Haines State Forest road improvement proposal.

Thank you so much,

Tracey Harmon

Executive Director

Haines Chamber of Commerce

**From:** [Debra Schnabel](#)  
**To:** [Jan Hill](#); [Aleka Fullerton](#)  
**Subject:** FW: Recreational Trails Program letters of support?  
**Date:** Tuesday, April 21, 2020 1:32:23 PM  
**Attachments:** [Sample letter of support.docx](#)

---

Debra  
Borough Manager  
(907) 766-6404

*Guiding thought: Not everything that is faced can be changed, but nothing can be changed if it is not faced. –James Baldwin*

---

**From:** Russell, Travis W (DNR) <travis.russell@alaska.gov>  
**Sent:** Saturday, April 18, 2020 12:27 PM  
**To:** Scott Sundberg <sunny@skiseaba.com>; Debra Schnabel <dschnabel@haines.ak.us>; burls58@yahoo.com  
**Subject:** Recreational Trails Program letters of support?

**EXTERNAL EMAIL: Do not open links or attachments unless you recognize the sender and know the content is safe.**

Good Afternoon Scott, Debra and Burl,

I am reaching out to all of you as representatives of your respective organizations, Haines Borough Parks and Recreation Advisory Committee and the Haines Borough in a request to support a Recreational Trails Program (RTP) grant in the form of a letter of support from your organization. As part of the grant application process, applicants are required to seek out letters of support for the project in order to demonstrate the project being applied for does have community and stakeholder support. After reading this email and the attached sample letters of support, please review if the project meets the mission and objective goals of your respective organizations. If the project does meet those goals, I would greatly appreciate your support in the form of letter of support from your organization.

On Thursday, April 9, 2020 I was informed of another opportunity for Alaska State Parks to resubmit a Recreational Trails Grant within FY20 with an application deadline of May 22, 2020. Haines Area State Parks will be applying for a grant for \$25,000 to be used to improve access on trails within the Haines Area State Parks. The title of the project is the Haines Area Trails Access Rehabilitation. If the grant is awarded, the money will be used to hire two ACC employees and purchase tools and maintenance parts for the trail tools in order to clear hazard trees and repair trail tread on the existing trails. The wind events of Fall 2019, compounded with the lack of available staff until later in the 2019 spring season, resulted in the Haines Area State Parks staff being unable to remove all of the hazard trees on all the trails from the previous winter. The wind events in Fall 2019 further set back the progress we had made on Mt. Riley Trail and Seduction Point Trail during previous seasons.

We now are looking at about one month's worth of just clearing hazard trees alone without focusing on any other park operations. The fiscal reality of the State of Alaska is that with the falling oil prices and the economic impacts of the COVID-19 crisis, the Haines Area State Parks are unable to hire any seasonal labor force from general funds because of the hiring freeze currently in place. The only option for hiring staff, is to seek out available grant money. The \$25,000 being requested is the amount that I am capped at asking for, as determined by the Southeast Regional Office. There is a limited amount of money remaining in the RTP fund for this year and the \$25,000 requested will help fund staffing to mitigate hazards on the trails and improve trail access points. Work will be done on all of Haines Area State Parks trails including Battery Point Trail, Mt. Riley Trail, Ayikluta Trail (formerly known as Seduction Point Trail and to renamed to the aforementioned) and Council Grounds Trail between 19 and 21 mile Haines Highway. Other money included in the project will be used for the purchase of fuel, oil and chainsaw maintenance parts such as chains, bars and tools. Because of the mandates in place surrounding COVID-19, we are going to be hiring local trail crew members only for a four-month season. This will not only help out Alaska State Parks is pursuing management objectives for the area, but the employment of local people will help to bring money into the community.

Please let me know if you are willing to support this project in the form of a letter of support. The application deadline is May 22, 2020; however if you choose to support the project with a letter of support, I would greatly appreciate receiving as soon as possible rather than the day of the deadline. Thanks again for taking the time to read through all of this, I have attached a generic Word document with the general language of a sale letter that you could use to then post to your own organization's letterhead.

Travis Russell  
Park Ranger I  
Alaska State Parks/ Haines Area Ranger  
P.O. Box 430  
Haines, AK 99827  
(907)766-2292

To: Outdoor Recreational Trails Advisory Board,

Date:

The Haines Borough encompasses approximately 2,319 square miles of land and a population of approximately 2,500 people within the communities of the Haines Borough, including Haines, Klukwan, Mosquito Lake, Porcupine and Excursion Inlet. The natural beauty of the area lends itself to diverse recreational opportunities which include, hiking, camping, sport and subsistence fishing and hunting, boating on the salt and fresh waters of the Chilkat Valley and Lynn Canal, skiing and wildlife photography. Because of the topography of the Haines Borough, access to trails are limited to the amount that can reasonably be maintained by those organizations within the area that are charged with doing so.

We the Haines Borough \_\_\_\_\_ are aware the Alaska State Parks - Haines District in a continued effort to improve the trails and recreational opportunities is applying for a grant in the amount of \$25,000 under the Recreational Trails Program to hire trail crew members to improve trails access within the Haines Area State Parks. We fully support these improvements along with their endeavors to secure project funding to accomplish these tasks. Thank you for approving the funding for this requested project. This project meets the objective of the Haines Borough \_\_\_\_\_ by \_\_\_\_\_ (state a mission or management guideline as outlined in a scoping/planning document, management plan, etc.) The Haines Area Trails Access Rehabilitation project would add value to the Haines Borough by improving access to trails to further the recreation opportunities in the area and contribute to the economic growth of the community.

Sincerely,

Signed, organization representative



**Haines Borough  
Assembly Agenda Bill**

**Agenda Bill No.:** 20-1014  
**Assembly Meeting Date:** 04/28/20

Business Item Description:	Attachments:
Subject: FY21 Haines Borough Operating Budget	1. Ordinance 20-04-566
Originator: Borough Manager	
Originating Department: Administration	
Date Submitted: 4/14/20	

**Full Title/Motion:**  
Motion: Introduce Ordinance 20-04-566 and schedule it for its first public hearing on 05/12/20, a second public hearing on 5/26/20, and a third public hearing 06/09/20.

**Administrative Recommendation:**

Fiscal Impact:			
Expenditure Required	Amount Budgeted	Appropriation Required	Projected Impact to Future Operating Budgets
\$ See proposed budget	\$ See proposed budg	\$ See proposed budget	undetermined

Comprehensive Plan Consistency Review:	
Comp Plan Goals/Objectives: Pages 44-55 and Objective 2B	Consistent: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

**Summary Statement:**  
The borough manager submitted a proposed budget on 4/01/20 and a Substitute Budget 04/14/20. Per the Charter 9.01(D), the budget must be adopted by 6/15. Attached is the proposed Ordinance.  
  
The existing FY21 manager's proposed budget is available on the borough website:  
<https://www.hainesalaska.gov/finance/haines-borough-fy21-managers-budget>

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

Assembly Action:	
Meeting Date(s): 4/28/20	Public Hearing Date(s): 5/12/20, 5/26/20, 6/09/20 Postponed to Date:

HAINES BOROUGH, ALASKA  
ORDINANCE No. 20-04-566

**AN ORDINANCE OF THE HAINES BOROUGH, ALASKA, PROVIDING FOR THE ESTABLISHMENT AND ADOPTION OF THE OPERATING BUDGET, CAPITAL BUDGET, AND CAPITAL IMPROVEMENT PLAN OF THE HAINES BOROUGH FOR THE PERIOD JULY 1, 2020 THROUGH JUNE 30, 2021.**

BE IT ENACTED BY THE HAINES BOROUGH ASSEMBLY:

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

Section 2. General Provisions. The following FY21 budget document, listing estimated resources and expenditures is hereby adopted and established as the budget for the period of July 1, 2020 through June 30, 2021 and made a matter of record for that purpose. Except in the case of appropriations for capital improvements, all unexpended balances not otherwise encumbered or disposed of in this ordinance as of June 30, 2021, shall lapse to those appropriate funds.

Section 3. Authorization and Appropriation. The expenditures set forth herein are authorized and appropriations as provided for are hereby made.

**01 AREAWIDE GENERAL FUND**

REVENUES

Property Tax	\$ 1,637,500
Sales Tax	466,000
Excise Tax	107,000
State Revenue	709,881
Federal Revenue	601,926
Interest Earnings	160,000
User Fees	52,000
License, Permits, & Fees	102,000
Penalty & Interest	50,000
Rents	76,000
TOTAL AREAWIDE REVENUES	\$ 3,962,307

EXPENDITURES

Administration	558,007
Borough Assembly	78,373
Elections	6,310
Finance	438,136
Assessment/Land Management	348,257
Information Technology	120,100
Dispatch	481,334
Public Facilities	306,450
Solid & Hazardous Waste	31,450
Chilkat Center for the Arts	80,000

Haines Borough  
Ordinance No. 20-04-566  
Page 2 of 7

Road Maintenance Service Areas	26,000
Haines Borough School District	1,827,000
Library	466,155
Museum	241,078
Parks	63,525
Swimming Pool	218,602
Transfers	(153,900)
Allocated Expense	<u>(920,202)</u>
TOTAL EXPENDITURES & TRANSFERS	4,216,675
CONTRIBUTION TO (FROM) FUND BALANCE	<u>( \$ 254,368)</u>

**02 TOWNSITE SERVICE AREA**

REVENUES	
Property Tax Revenue	\$ 620,000
Sales Tax	526,000
State Revenue	246,955
Miscellaneous Revenues	<u>12,000</u>
	1,404,955
EXPENDITURES	
Police	742,213
Public Works	518,689
Animal Control	29,654
Transfers	(54,000)
Allocated Expense	<u>465,770</u>
TOTAL EXPENDITURES & TRANSFERS	1,702,326
CONTRIBUTION TO (FROM) FUND BALANCE	<u>\$ (297,371)</u>

**17 LAND DEVELOPMENT & SALES**

REVENUES	<u>\$ 150,000</u>
EXPENDITURES	
Direct Expenditures	102,940
Transfer to Permanent Fund	32,628
Allocated Expense	<u>14,432</u>
TOTAL EXPENDITURES	150,000
CONTRIBUTION TO (FROM) FUND BALANCE	<u>\$ 0</u>

**20 MEDICAL SERVICE AREA**

REVENUES	<u>\$ 194,000</u>
----------	-------------------

EXPENDITURES	
Local Emergency Planning	25,200
Ambulance	288,390
Operating Transfers	( 80,000)
Allocated Expense	<u>19,803</u>
TOTAL EXPENDITURES & TRANSFERS	253,393
CONTRIBUTION TO (FROM) FUND BALANCE	<u>\$ (59,393)</u>

**23 ECONOMIC DEVELOPMENT & TOURISM PROMOTION**

REVENUES	<u>\$ 388,000</u>
EXPENDITURES	
Tourism	380,137
Economic Development	75,300
Allocated Expense	<u>54,622</u>
TOTAL EXPENDITURES & TRANSFERS	510,059
CONTRIBUTION TO (FROM) FUND BALANCE	<u>\$ (122,059)</u>

**25 FIRE SERVICE AREAS**

REVENUES	
Fire District #1	\$ 240,000
Fire District #2	<u>32,260</u>
TOTAL REVENUES	272,260
EXPENDITURES	
Fire District #1 Direct Expense	79,865
Fire District #2 Direct Expense	28,600
Allocated Expense	<u>180,108</u>
TOTAL EXPENDITURES & TRANSFERS	288,573
CONTRIBUTION TO (FROM) FUND BALANCE	<u>\$ (16,313)</u>

**34 COMMERCIAL PASSENGER VESSEL TAX**

REVENUES	<u>\$ 35,000</u>
EXPENDITURES	
Operating Transfers	<u>120,000</u>
TOTAL EXPENDITURES & TRANSFERS	<u>120,000</u>

CONTRIBUTION TO (FROM) FUND BALANCE \$ (85,000)

**35 VEHICLE IMPOUNDMENT FUND**

REVENUES \$ 29,500

EXPENDITURES

Direct Expenditures 19,150

CONTRIBUTION TO (FROM) FUND BALANCE \$ 10,350

**50 CAPITAL IMPROVEMENT PROJECTS**

REVENUES \$ 582,000

EXPENDITURES

Direct Expenditures 286,100

Operating Transfers 249,400

Allocated Expense 47,313

TOTAL EXPENDITURES & TRANSFERS 582,813

CONTRIBUTION TO (FROM) FUND BALANCE \$ (813)

**61 EQUIPMENT SINKING FUND**

TRANSFERS 17,000

CONTRIBUTION TO (FROM) FUND BALANCE \$ (17,000)

**75 LIBRARY BOND FUND**

REVENUES \$ 14,000

EXPENDITURES 14,148

CONTRIBUTION TO (FROM) FUND BALANCE \$ (148)

**76 SCHOOL G.O. BOND FUND**

REVENUES \$ 1,170,342

EXPENDITURES

Direct Expenditures 1,280,426

Transfers (100,000)

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TOTAL EXPENDITURES	<u>1,180,426</u>
CONTRIBUTION TO (FROM) FUND BALANCE	<u><u>\$ (10,084)</u></u>
<b>90 WATER REVENUE FUND</b>	
REVENUES	
Operating Revenues	\$ 450,200
Capital Project Revenues	<u>1,330,000</u>
	1,780,200
EXPENDITURES	
Direct Expenditures	538,945
Allocated Expense	(24,360)
Depreciation Expense	285,000
Capital Expenditures	1,405,000
Transfers	<u>(118,500)</u>
TOTAL EXPENDITURES	2,086,085
CONTRIBUTION TO (FROM) FUND BALANCE	<u><u>\$ (305,885)</u></u>
<b>91 SEWER REVENUE FUND (WASTEWATER TREATMENT)</b>	
REVENUES	
Operating Revenues	\$ 541,500
Capital Project Revenues	<u>579,000</u>
	1,120,500
EXPENDITURES	
Direct Operating Expenditures	515,002
Allocated Expense	91,502
Depreciation Expense	318,000
Capital Expenditures	630,000
Transfers	<u>(112,000)</u>
TOTAL EXPENDITURES	1,442,504
CONTRIBUTION TO (FROM) FUND BALANCE	<u><u>\$ (322,004)</u></u>
<b>92 BOAT HARBOR FUND</b>	
REVENUES	
Operating Revenues	\$ 520,500
Capital Project Revenues	<u>5,300,000</u>
	5,820,500
EXPENDITURES	
Direct Operating Expenditures	<u>618,140</u>

Haines Borough  
Ordinance No. 20-04-566  
Page 6 of 7

Capital Expenditures	5,300,000
Allocated Expense	(121,305)
Depreciation Expense	<u>760,000</u>
TOTAL EXPENDITURES	6,556,835
CONTRIBUTION TO (FROM) FUND BALANCE	<u>\$ (736,335)</u>

**93 LUTAK DOCK FUND**

REVENUES	<u>\$ 350,000</u>
EXPENDITURES	
Direct Expenditures	96,960
Capital Expenditures	225,000
Allocated Expense	94,103
Depreciation Expense	<u>99,400</u>
TOTAL EXPENDITURES	515,463
CONTRIBUTION TO (FROM) FUND BALANCE	<u>\$ (165,463)</u>

**94 PORT CHILKOOT DOCK FUND**

REVENUES	<u>\$ 83,600</u>
EXPENDITURES	
Direct Expenditures	37,892
Capital Expenditures	75,000
Allocated Expense	98,214
Transfers	(75,000)
Depreciation Expense	<u>327,500</u>
TOTAL EXPENDITURES	463,606
CONTRIBUTION TO (FROM) FUND BALANCE	<u>\$ (380,006)</u>

**97 PERMANENT FUND**

REVENUES	<u>\$ 358,000</u>
EXPENDITURES	
Direct Expenditures	24,250
Operating Transfers	<u>274,372</u>
TOTAL EXPENDITURES & TRANSFERS	298,622
CONTRIBUTION TO (FROM) FUND BALANCE	<u>\$ 59,378</u>

Haines Borough  
Ordinance No. 20-04-566  
Page 7 of 7

Section 4. Rates of Levy. The following are rates of levy on taxable property within the Haines Borough for the Calendar Year beginning January 1, 2020, based upon the proposed Year FY21 beginning July 1, 2020.

	<u>Borough Areawide</u>	<u>Fire Service Area</u>	<u>Road / Other Service Area</u>	<u>Debt Service Mills</u>	<u>FY21 Total Levy</u>
Townsite	4.80	0.91	3.00	2.20	10.91
Fire District #1 (outside Townsite)	4.80	0.91	-	2.20	7.91
Fire District #3	4.80	0.92	-	2.20	7.92
Dalton Trail RMSA	4.80	0.92	0.39	2.20	8.31
Dalton Trail RMSA (no fire service)	4.80	-	0.39	2.20	7.39
Dalton Trail & Eagle Vista RMSA	4.80	0.92	2.29	2.20	10.21
Dalton Trail & Chilkat Lake RMSA	4.80	-	0.63	2.20	7.63
Riverview RMSA	4.80	0.92	-	2.20	7.92
Letnikof RMSA	4.80	0.91	1.33	2.20	9.24
Borough	4.80	-	-	2.20	7.00

Section 5. Effective Date. This ordinance becomes effective July 1, 2020.

ADOPTED BY A DULY CONSTITUTED QUORUM OF THE HAINES BOROUGH ASSEMBLY THIS \_\_\_th DAY OF JUNE, 2020

ATTEST:

\_\_\_\_\_  
Jan Hill, Mayor

\_\_\_\_\_  
Alekka Fullerton, Borough Clerk

Date Introduced: 04/\_\_\_/20  
Date of First Public Hearing: 05/\_\_\_/20  
Date of Second Public Hearing: 05/\_\_\_/20  
Date of Third Public Hearing: 06/\_\_\_/20- Adopted



**Haines Borough  
Assembly Agenda Bill**

Agenda Bill No.: 20-1016

Assembly Meeting Date: 04/28/20

Business Item Description:	Attachments:
Subject: FY20 Budget Amendment #4	1. Ordinance 20-04-567 2. 3/24/20 Packet Item 11B3 with Emergency Ordinance
Originator: Borough Manager	
Originating Department: Administration/Finance	
Date Submitted: 4/23/20	

**Full Title/Motion:**  
Motion: Introduce Ordinance 20-04-567 and schedule it for its first public hearing 05/12/20 and its second public hearing 05/26/20.

**Administrative Recommendation:**

**Fiscal Impact:**

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

**Comprehensive Plan Consistency Review:**

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

This is the follow-up Ordinance perfecting Emergency Ordinance 20-03-564 appropriating money for the Haines Borough COVID-19 pandemic response.

**Referral:**

Referred to:	Referral Date:
Recommendation:	Meeting Date:

**Assembly Action:**

Meeting Date(s): 04/28/20	Public Hearing Date(s): 05/12/20, 05/26/20
	Postponed to Date:

**AN ORDINANCE OF THE HAINES BOROUGH, PROVIDING FOR THE ADDITION OR AMENDMENT OF SPECIFIC LINE ITEMS TO THE FY20 BUDGET.**

BE IT ENACTED BY THE HAINES BOROUGH ASSEMBLY:

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

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

Section 3. Appropriation. This appropriation is hereby authorized as part of the budget for the fiscal year July 1, 2019 through June 30, 2020.

Section 4. Purpose. To provide for the addition or amendment of specific line items to the FY20 budget as follows:

<b>1. To transfer up to \$25,000 from the Areawide General Fund to the Medical Services Fund to respond to community health needs resulting from the COVID-19 pandemic response. Expenditures may include: wages for additional hours for EMS response and sanitization, ambulance supplies, support of services to quarantined citizens, distribution of information, and other emergency supplies and services. Funds will only be transferred as needed. The Borough may be eligible for reimbursement of some expenses related to the response by State or Federal government. If additional resources are required a subsequent appropriation ordinance will follow.</b>				
		Current FY20 Budget	Proposed FY20 Budget	Fund Balance Increase / (Decrease)*
01-98-00-8200	Transfer OUT to from General Fund	\$0	\$25,000	(\$25,000)
20-98-00-8200	Transfer IN to Medical Service Fund	\$0	\$25,000	\$25,000
20-03-00-XXXX	Medical Service Expenditures (COVID-19)	\$0	\$25,000	(\$25,000)
Total Appropriation at this time for COVID-19 response supplies & wages				(\$25,000)

<b>2. To transfer \$63,730 from the Areawide General Fund to the Capital Improvement Project Fund to purchase a portable decontamination unit.</b>				
		Current FY20 Budget	Proposed FY20 Budget	Fund Balance Increase / (Decrease)*
01-98-00-8200	Transfer OUT to from General Fund	\$0	\$63,730	(\$63,730)
50-98-00-8200	Transfer IN to Medical Service Fund	\$0	\$63,730	\$63,730
50-01-00-7392	Project Exp. (decontamination unit)	\$0	\$63,730	(\$63,730)
Total Appropriation for Decontamination Unit				(\$63,730)

\* 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 \_\_\_\_\_, 2020.

Haines Borough  
Ordinance No. 20-04-567  
Page 2 of 2

ATTEST:

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

\_\_\_\_\_  
Alekka Fullerton, Borough Clerk

Date Introduced: 04/ /2020  
Date of First Public Hearing: \_/\_/\_  
Date of Second Public Hearing: \_/\_/\_



**Haines Borough  
Assembly Agenda Bill**

Agenda Bill No.: 20-1013  
Assembly Meeting Date: 4/28/20

Business Item Description:	Attachments:
Subject: Authorize Loan Application with ADEC for AC Pipe Replacement Project (\$1,000,000)	1. Ordinance 20-04-568 2. Draft Loan Agreement 3. Resolution 19-07-819
Originator: Contracts & Grants Administrator	
Originating Department: Administration	
Date Submitted: 4/22/20	

**Full Title/Motion:**  
Motion: Introduce Ordinance 20-04-568 and schedule it for its first public hearing on 5/12/20 and its second public hearing on 5/26/20.

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

**Fiscal Impact:**

Expenditure Required	Amount Budgeted	Appropriation Required	Projected Impact to Future Operating Budgets
\$ Loan of \$829,860	\$ 0	\$ 0	Later resolution for project award

**Comprehensive Plan Consistency Review:**

Comp Plan Goals/Objectives: Objective 15B, Page 252	Consistent: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
--	---

**Summary Statement:**

The assembly adopted Resolution No. 19-07-819 to authorize applying to ADEC for a low-interest loan through the Alaska Drinking Water Fund for the Small Tracts/Mud Bay/Front AC Pipe Replacement project. ADEC has authorized a loan for the project in the amount of up to \$1,329,860, with an additional \$500,000 of the loan amount offered as a subsidy in the form of principal forgiveness (grant).  
The new total project will be \$2,329,860 and foregiveness in the amount of \$1,000,000.

**Referral:**

Referred to:	Referral Date:
Recommendation:	Meeting Date:

**Assembly Action:**

Meeting Date(s): 4/28/20	Public Hearing Date(s): 5/12/20, 5/26/20
	Postponed to Date:

HAINES BOROUGH, ALASKA  
ORDINANCE No. 20-04-568

**An Ordinance of the Haines Borough authorizing the Borough Manager to enter into a loan agreement in the amount of up to \$1,329,860 with the Alaska Department of Environmental Conservation for the Small Tracts/Mud Bay/Front AC Pipe Replacement project.**

**WHEREAS**, on July 18, 2019, the Borough Assembly adopted Resolution No. 19-07-819 that authorized the Borough Manager to apply to the Alaska Department of Environmental Conservation (ADEC) for a low-interest loan through the Alaska Drinking Water Fund (ADWF) for the Small Tracts/Mud Bay/Front AC Pipe Replacement project; and

**WHEREAS**, the ADEC has authorized an ADWF loan for the Small Tracts/Mud Bay/Front AC Pipe Phase 2 Replacement project in the amount of \$1,329,860, with \$500,000 of the loan amount offered as a subsidy in the form of principal forgiveness (grant) under a federal "disadvantage assistance" program; and

**WHEREAS**, Haines Borough Charter Section 3.03 requires assembly authorization by ordinance when borrowing money,

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

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

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

Section 3. Purpose. Authorize the Borough Manager to accept a loan from the Alaska Department of Environmental Conservation.

The Haines Borough authorizes the Borough Manager to execute a loan \$1,329,860 agreement with the ADEC pursuant to the Borough's loan application to the ADWF for \$1,329,860 for the Small Tracts/Mud Bay/Front AC Pipe Replacement project, as well as any and all documents that may be required by the ADEC to reflect indebtedness, the terms of repayment, and any security therefore, including an agreement for the loan and promissory note.

ADOPTED BY A DULY CONSTITUTED QUORUM OF THE HAINES BOROUGH ASSEMBLY THIS 28<sup>th</sup> DAY OF April 2020.

ATTEST:

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

\_\_\_\_\_  
Aleka Fullerton, CMC, Borough Clerk

Date Introduced: 04/28/20  
Date of First Public Hearing: 05/12/20  
Date of Second Public Hearing: 05/26/20



THE STATE  
of **ALASKA**  
GOVERNOR MIKE DUNLEAVY

Department of Environmental  
Conservation

DIVISION OF WATER  
State Revolving Fund Program

P.O. Box 111800  
Juneau, Alaska 99811-1800  
Main: 907.465.6594  
Fax: 907.465.5177

April 20, 2020

Ms. Debra Schnabel  
Borough Manager  
Haines Borough  
P.O. Box 1209  
Haines, Alaska 99827

Re: Loan Amendment No. 1 for Small Tracts/Mud Bay/Front Asbestos Cement (AC) Pipe Replacement (ADWF No. 395251)

Dear Ms. Schnabel:

Enclosed for signature is the loan amendment for the Small Tracts/Mud Bay/Front Asbestos Cement (AC) Pipe Replacement (Alaska Drinking Water Fund No. 395251), which modifies the scope of work, increases the principle forgiveness by \$500,000 for a new total of \$1,000,000, and increases the loan amount by \$1,329,860 for a new total of \$2,329,860.

Please return a copy of the fully signed loan amendment to [DECDASGRANTLOANADMIN@alaska.gov](mailto:DECDASGRANTLOANADMIN@alaska.gov) or mail a hard copy to the address identified below. The signed original agreement should be retained for your records.

Alaska Department of Environmental Conservation  
Division of Administrative Services  
Attn: Grant Administrative Section  
555 Cordova Street, 4<sup>th</sup> Floor  
Anchorage, Alaska 99501

This loan is not effective, and no disbursements will be made, until the Department has received a copy of the fully signed agreement. If you have any questions regarding the loan agreement you may contact Carrie Bohan, Program Manager, at 465-5143 or Beth Verrelli, Project Engineer, at 269-7603.

Sincerely,

A handwritten signature in blue ink, appearing to read "R. Bates".

Randy Bates  
Director

Enclosure: ADWF No. 395251 Small Tracts/Mud Bay/Front Asbestos Cement (AC) Pipe Replacement Loan Amendment No. 1



**State of Alaska  
Department of Environmental Conservation  
Division of Water  
State Revolving Fund Program**

**ALASKA DRINKING WATER FUND LOAN AGREEMENT**

**AMENDMENT 1**

**Haines Borough**

**Small Tracts/Mud Bay/Front Asbestos Cement (AC) Pipe Replacement  
LOAN NUMBER 395251**

As of April 20, 2020, the loan agreement made by the Alaska Department of Environmental Conservation (the Department) and the Haines Borough (the Borrower) for the Small tracts/Mud Bay/Front Asbestos Cement (AC) pipe replacement (Alaska Drinking Water Loan No. 395251) on April 15, 2019, is amended to modify the scope of work, increase the loan by \$1,329,860 for a new loan amount of \$2,329,860, and increases the funding subsidy (principal forgiveness) by \$500,000 for a new total of \$1,000,000.

This amendment modifies Section 1.1. (a), Section 1.1. (f), Section 1.1. (g), and Section 4.1. All other terms and conditions remain the same.

Section 1.1.(a) is amended as follows:

- (a) “Approved Application” means the application submitted to the Department on December 28, 2018, and the application for the scope change and loan increase submitted on February 13, 2020, together with all attachments and supporting documentation, as approved by the Department and the Borrower.

Section 1.1 (f) is amended as follows:

- (f) “Eligible Project Costs” include the following costs disbursed from the Alaska Drinking Water Fund, estimated to not exceed \$2,329,860; engineering and construction for the Project Facility; surveys, plans, estimates, and specifications; financial and environmental investigations; laboratory testing; purchase of any equipment that requires a long lead time for manufacture and delivery, legal expenses; and any other necessary miscellaneous expenditures, minus the amount of any grant application foregoing costs.

Section 1.1.(g) is amended as follows:

- (g) “Project Facility” means the facility to be constructed pursuant to this Agreement, as described generally in the approved applications dated December 28, 2018 and February 13, 2020. The original scope was to replace approximately 3,300 asbestos cement (AC) pipe with polyvinyl chloride (PVC) pipe on Small Tracts/Mud Bay Roads and Front Street. The

AC pipe is aging and deteriorating; PVC replacement will prevent leaks or major line breaks.

This Amendment 1 modifies the scope to replace approximately 3,400 feet of asbestos cement (AC) pipe with polyvinyl chloride (PVC) or high density polyethylene (HDPE) pipe on Small Tracts/Mud Bay roads, and Front Street. The AC pipe is aging and deteriorating; PVC or HDPE replacement will prevent leaks or major line breaks.

Section 4.1 is amended as follows:

This loan is made to the Borrower from the Alaska Drinking Water Fund for the maximum amount of \$2,329,860. Of this total amount, \$1,000,000 is offered to the Borrower as a funding subsidy in the form of principle forgiveness for disadvantaged community assistance. Any subsidy funds not used within one year of the date of this agreement may be withdrawn by the Department. All remaining unsubsidized funds will be repaid as provided in the following sections.

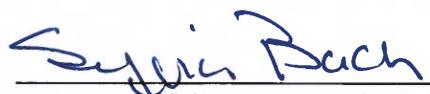
**ALASKA DEPARTMENT OF ENVIRONMENTAL CONSERVATION**

By:   
\_\_\_\_\_  
Randy Bates, Director  
Division of Water

**ACKNOWLEDGEMENT  
STATE OF ALASKA  
First Judicial District**

The foregoing instrument was acknowledged before me this 20 day of April, 2020



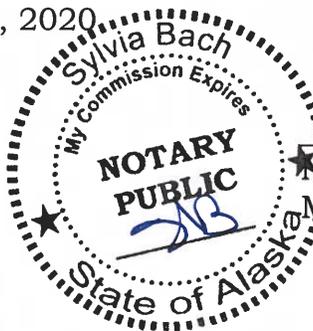
  
\_\_\_\_\_  
Notary Public, State of Alaska  
My commission expires: 1/1/2022

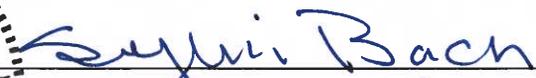
**ALASKA DEPARTMENT OF ENVIRONMENTAL CONSERVATION**

By:   
Elizabeth Pederson, Finance Officer  
Division of Administrative Services

**ACKNOWLEDGEMENT  
STATE OF ALASKA  
First Judicial District**

The foregoing instrument was acknowledged before me this 22 day of  
April, 2020



  
Notary Public, State of Alaska  
My commission expires: 11/30/2021

**Haines Borough**

By: \_\_\_\_\_  
Debra Schnabel  
Borough Manager

**ACKNOWLEDGEMENT  
STATE OF ALASKA  
First Judicial District**

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of  
\_\_\_\_\_, 2020

\_\_\_\_\_  
Notary Public, State of Alaska  
My commission expires: \_\_\_\_\_

**A Resolution of the Haines Borough Assembly authorizing the Borough Manager to apply to the State of Alaska, Department of Environmental Conservation for a loan from the Alaska Drinking Water Fund for the project entitled Small Tracts/Mud Bay AC Pipe Replacement Phase 2.**

**WHEREAS**, the Small Tracts/Mud Bay AC Pipe Replacement Phase 2 project would replace approximately 2,900 feet of asbestos cement (AC) pipe with C-900 PVC on Small Tracts and Mud Bay roads; and

**WHEREAS**, the AC pipe in this area is brittle and prone to leaks; and

**WHEREAS**, the Haines Borough seeks to obtain the necessary financial assistance for the project; and

**WHEREAS**, the State of Alaska, Department of Environmental Conservation (ADEC) is able to offer funding through the Alaska Drinking Water Fund; and

**WHEREAS**, the project currently is ranked second on an Alaska Drinking Water Fund priority list for fiscal year 2020; and

**WHEREAS**, the loan questionnaire received additional points as a public health project that "will correct potential long-term, chronic health threats, or resolve serious distribution system problems or leaks"; and

**WHEREAS**, the loan of up to \$1,329,860 would be repaid over no more than a 20-year term, with an estimated 1.5 percent finance rate; and

**WHEREAS**, the loan has a \$500,000 subsidy in the form of principal forgiveness, the maximum subsidy granted for Disadvantaged Community Assistance; and

**WHEREAS**, upon receiving the loan agreement document, Haines Borough Charter Section 3.03 will require assembly authorization by ordinance to borrow the money,

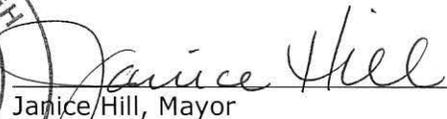
**NOW, THEREFORE, BE IT RESOLVED** that the Haines Borough Assembly authorizes the Borough Manager to apply to the State of Alaska, Department of Environmental Conservation for a loan from the Alaska Drinking Water Fund for the project entitled Small Tracts/Mud Bay AC Pipe Replacement Phase 2.

Adopted by a duly-constituted quorum of the Haines Borough Assembly on this 18th day of July, 2019.

Attest:

  
Alekka Fullerton, CMC, Borough Clerk



  
Janice Hill, Mayor



**Haines Borough  
Assembly Agenda Bill**

Agenda Bill No.: 20-1017

Assembly Meeting Date: 04/28/20

Business Item Description:	Attachments:
Subject: Emergency Ordinance providing for the Appropriation of Emergency Funds due to COVID-19	1. Ordinance 20-04-569
Originator: Borough Manager	
Originating Department: Administration	
Date Submitted: 4/23/20	

**Full Title/Motion:**  
Motion: Adopt Emergency Ordinance 20-04-569.

**Administrative Recommendation:**

**Fiscal Impact:**

Expenditure Required	Amount Budgeted	Appropriation Required	Projected Impact to Future Operating Budgets
\$ 25,000	\$	\$	

**Comprehensive Plan Consistency Review:**

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

Ordinance 20-04-569 is another emergency ordinance allowing for the appropriation of funds to support the community health needs due to the COVID-19 pandemic response. Expenditures may include wages for additional hours for EMS response and sanitation, ambulance supplies, support of services to quarantined citizens, distribution of information, and other emergency supplies and services. Funds will only be transferred as needed. The Borough may be eligible for reimbursement of some expenses related to the response by State or Federal government. If additional resources are required a subsequent appropriation ordinance will follow.

A Budget Amendment Ordinance will be advanced prior to the expiration of this emergency ordinance (within 60 days).

**Referral:**

Referred to:	Referral Date:
Recommendation:	Meeting Date:

**Assembly Action:**

Meeting Date(s): 4/28/20	Public Hearing Date(s):
	Postponed to Date:

**AN EMERGENCY ORDINANCE OF THE HAINES BOROUGH PURSUANT TO HAINES BOROUGH CODE 2.12.040, PROVIDING FOR THE APPROPRIATION OF EMERGENCY FUNDS DUE TO COVID-19 PANDEMIC RESPONSE.**

**WHEREAS**, this Ordinance is being introduced pursuant to a finding by the assembly that an emergency exists and based upon the Mayor’s Declaration of Emergency of March 17, 2020; and

**WHEREAS**, the Haines Borough Assembly has adopted Resolution 20-03-853, A Resolution of the Haines Borough Assembly Certifying the Declaration of Emergency in the Haines Borough Based on the Risk to the Public posed by the Global COVID-19 Pandemic and the Substantial Economic Impacts to the Haines Borough; and

**WHEREAS**, an emergency ordinance may be adopted, amended and adopted, or rejected at the meeting at which it is introduced; and

**WHEREAS**, the affirmative vote of all members present, or the affirmative vote of three-fourths of the total membership, whichever is less, is required for adoption of an emergency ordinance; and

**WHEREAS**, this emergency ordinance is effective for 60 days,

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

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

Section 2. Effective Date. This ordinance shall become effective immediately upon adoption and, per HBC 2.12.040, may be adopted upon introduction.

Section 3. Appropriation. This appropriation is hereby authorized as part of the budget for the fiscal year July 1, 2019 through June 30, 2020.

Section 4. Purpose. To provide for emergency funds as follows:

<b>To transfer up to \$25,000 from the Areawide General Fund to the Medical Services Fund to respond to community health needs resulting from the COVID-19 pandemic response. Expenditures will include: wages for additional hours for EMS response and sanitization, ambulance supplies, support of services to quarantined citizens, distribution of information, and other emergency supplies and services. Funds will only be transferred as needed. The Borough may be eligible for reimbursement of some expenses related to the response by State or Federal government. If additional resources are required a subsequent appropriation ordinance will follow.</b>				
		Current FY20 Budget	Proposed FY20 Budget	Fund Balance Increase / (Decrease)*
01-98-00-8200	Transfer OUT to from General Fund	\$0	\$25,000	(\$25,000)
20-98-00-8200	Transfer IN to Medical Service Fund	\$0	\$25,000	\$25,000
20-03-00-XXXX	Medical Service Expenditures (COVID-19)	\$0	\$25,000	(\$25,000)
Total Appropriation at this time for COVID-19 response supplies & wages				(\$25,000)

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

Haines Borough  
Ordinance No. 20-03-569  
Page 2 of 2

ADOPTED BY A DULY CONSTITUTED QUORUM OF THE HAINES BOROUGH ASSEMBLY THIS 24th  
DAY OF MARCH, 2020.

ATTEST:

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

\_\_\_\_\_  
Aleka Fullerton, Borough Clerk

HAINES BOROUGH, ALASKA  
RESOLUTION No. 20-03-853

**Adopted**

**A Resolution of the Haines Borough Assembly Certifying the Declaration of Emergency in the Haines Borough Based on the Risk to the Public posed by the Global COVID-19 Pandemic and the Substantial Economic Impacts to the Haines Borough**

**WHEREAS**, COVID-19 is a respiratory disease that can result in serious illness or death and is caused by the SARS-Cov-2 virus (virus), a new strain of the coronavirus that has not been previously identified in humans and is easily transmittable person to person; and

**WHEREAS**, on March 11, 2020, the World Health Organization (WHO) declared the virus a pandemic; Alaska Governor Dunleavy issued a declaration of public health disaster emergency in response to the anticipated outbreak of COVID-19 in Alaska; and on March 13, 2020 President Donald J. Trump declared a national emergency in response to the virus pandemic; and

**WHEREAS**, at least nine positive case of COVID-19 have been identified within the State of Alaska; and

**WHEREAS**, on March 13, 2020, Governor Dunleavy closed all schools in Alaska for two weeks; public access was limited to municipal facilities and services in the Haines Borough; nonessential municipal meetings were canceled until March 30, 2020; and

**WHEREAS**, on March 13, 2020, the Prime Minister of Canada closed all cruise ship ports in Canada until July 2020, which will dramatically impact the summer tourism season in Haines with a substantial effect to the Haines economy; and

**WHEREAS**, on March 13, 2020, the Haines Borough Manager activated the Haines Borough Emergency Operations Command (EOC); and

**WHEREAS**, on March 16, Governor Dunleavy closed all state libraries, museums and archives until March 31, 2020 and returned residential students to their home communities; and

**WHEREAS**, on March 17, Governor Dunleavy closed public dine-in service at all bars, breweries, restaurants, food and beverage kiosks or trucks located in the State of Alaska effective March 18, 2020 and imposed a 14-day quarantine on those entering the State of Alaska from identified High Risk Areas and imposed social distancing requirements for those who have traveled outside the State of Alaska in the last 14 days; and

**WHEREAS**, on March 17, the Haines Borough Manager closed Borough facilities to the public until March 31, 2020 to encourage social distancing, minimize the congregation of citizens and enable staff to continue to serve the public via telephone and email; and

**WHEREAS**, on March 17, the Haines Borough Mayor issued a Declaration of Emergency for the Haines Borough to alert the public to the seriousness of the risk, and provide direction to sources of information and other available public health resources, while the

Haines Borough  
Resolution No. 20-03-853

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Haines Borough works in cooperation with other local and state agencies through the EOC to implement actions and responses to address the probable COVID-19 outbreak; and

**WHEREAS**, the Haines Borough Declaration of Emergency was given prompt and general publicity and was filed promptly with the Alaska division of homeland security and emergency management; and

**WHEREAS**, on March 18, the President of the United States and Prime Minister of Canada closed the border between the US and Canada to nonessential travel; and

**WHEREAS**, pursuant to AS 26.23.140, the declaration of local emergency issued by the Mayor on March 17, 2020, may not be continued or renewed for a period in excess of seven days, except by or with the consent of the governing board of the political subdivision,

**NOW THEREFORE, BE IT RESOLVED** that the Haines Borough Assembly, in accordance with the recommendations of the Mayor and Haines Borough Emergency Operations Command, by this resolution certifies a declaration of emergency in the Haines Borough based on the risk to the public posed by the global COVID-19 pandemic and the substantial economic impacts to the Haines Borough. As provided by AS 26.23.140, the intent of this declaration is to activate the response and recovery aspects of any and all applicable local or interjurisdictional disaster or emergency plans, and to authorize the furnishing of aid and assistance under those plans. This emergency declaration is in effect until the virus no longer poses a health or financial emergency in the community.

**Effective Date and Duration:** This requirement shall go into effect March 24, 2020 and will be reevaluated on April 28, 2020.

Adopted by a duly-constituted quorum of the Haines Borough Assembly on this 24th day of March, 2020.

Attest:

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

\_\_\_\_\_  
Alekkka Fullerton, CMC, Borough Clerk

HAINES BOROUGH, ALASKA  
RESOLUTION No. 20-03-854

**Adopted**

**A Resolution of the Haines Borough Assembly Requiring that People Traveling into the Haines Borough Quarantine Related to COVID-19.**

**WHEREAS**, to prevent the spread of Coronavirus Disease 2019 (COVID-19) by controlling the ingress to Alaska from outside localities, on March 23, 2020 the State of Alaska, based on its authority under the Public Health Disaster Emergency Declaration, issued Health Mandate 10.1 ordering quarantine of all people arriving in Alaska with exception for certain health and critical infrastructure industries, effective 12:01 am March 25, 2020; and

**WHEREAS**, on March 17, 2020, the Haines Borough Mayor issued a Declaration of Emergency for the Haines Borough to alert the public to the seriousness of the risk, and provide direction to sources of information and other available public health resources, while the Haines Borough works in cooperation with other local and state agencies through the EOC to implement actions and responses to address the probable COVID-19 outbreak; and

**WHEREAS**, on March 24, 2020, the Haines Borough Assembly as the governmental entity of a Home Rule Borough, declared a local emergency in response to COVID-19; and

**WHEREAS**, as of March 23, 2020, the State of Alaska had 36 confirmed cases of COVID-19; neighboring municipality of the City and Borough of Juneau had one confirmed COVID-19 case and the neighboring City of Whitehorse, Yukon Territory, Canada, had two confirmed COVID-19 cases; and

**WHEREAS**, the Haines Borough is linked to the City and Borough of Juneau by daily commercial air traffic and regular ferry service; and

**WHEREAS**, this resolution is akin to an emergency declaration and is reasonable and necessary under the circumstances to protect the health, welfare, and safety of all borough residents including our vulnerable elder population; and

**NOW THEREFORE, BE IT RESOLVED** that,

In addition to Health Mandate 10.1, the Haines Borough Assembly requires any person entering the Haines Borough from outside borough boundaries by marine vessel, motor vehicle or airplane is required to self-quarantine for 14 days upon arrival except as provided below:

- (A) **Public Health Workers.** People performing essential public health duties shall quarantine except as necessary to protect the health and safety of others.
- (B) **Critical Business or Entities.** People that are engaged in critical business, industry or economic sectors as described in Appendix A: Haines Borough Critical Business, Industry or Economic Sectors may be exempted by the Borough Manager upon the submission and approval of

a written plan of Protection describing protocols and policies that will be undertaken to ensure that the entrance of persons will not endanger the health and safety of residents or compromise the health of the community. This Plan of Protection must be submitted at least 24 hours prior to the entrance of the employees in the Haines Borough. Exempted entities and their employees are still required to comply with all State health mandates.

If a business or entity is not listed in Appendix A, and the business owner or authorized agent believes that the business or entity is critical or it is an entity providing critical services or functions, the business may request a determination from the Manager, or Borough Staff.

**Effective Date and Duration:** This requirement shall go into effect March 25, 2020 at 12:01 am and will be terminate on April 30, 2020 at 11:59 pm unless extended.

Adopted by a duly-constituted quorum of the Haines Borough Assembly on this 24th day of March, 2020.

Attest:

  
Alekka Fullerton, CMC, Borough Clerk



  
Janice Hill, Mayor

Appendix A.

**Haines Borough Critical Business, Industry or Economic Sectors**

Functioning critical infrastructure is imperative during the response to the COVID-19 emergency for both public health and safety as well as community well-being. Certain critical infrastructure industries have a special responsibility in these times to continue operations. At this time, critical industries and entities in Haines include:

- a. "Healthcare Operations" including the clinic, dental emergency services, pharmacies, other healthcare facilities, home healthcare services providers, mental health providers, consumer health products, or any related and/or ancillary healthcare services. "Healthcare Operations" includes veterinary care. "Healthcare Operations" does not include fitness and exercise gyms and yoga.
- b. Businesses providing any services or performing any work necessary to the operations and maintenance of "Essential Infrastructure," including, but not limited to, Ports and Harbors, public works construction, construction of housing, airport operations, water, sewer, gas, electrical, mining, logging, roads and highways, public transportation, solid waste collection and removal, internet, and telecommunications systems (including the provision of essential global, national, and local infrastructure for computing services, business infrastructure, communications, and web-based services).
- c. Financial services sector, banks and insurance companies.
- d. First responders, emergency management personnel, emergency dispatchers, court personnel, and law enforcement personnel.
- e. Individuals providing "Essential Governmental Functions". "Essential Government Functions" means all services needed to ensure the continuing operation of government agencies and provide for the health, safety, and welfare of the public.
- f. Grocery stores, supermarkets, food banks, convenience stores, and other establishments engaged in the retail sale of household consumer products (such as cleaning and personal care products).
- g. Food and agriculture, cultivation, including farming, livestock, and fishing;
- h. Businesses that provide social services and other necessities of life for economically disadvantaged or otherwise needy individuals;
- i. Newspapers, television, radio, and other media services;
- j. Gas stations and auto-supply, auto-repair, bicycle-repair, and related facilities;
- k. Hardware stores; Plumbers, electricians, and other service providers who provide services that are necessary to maintaining the safety, sanitation, and

essential operation of residences and critical business facilities;

- l. Businesses providing mailing and shipping services, including post office boxes;
- m. Educational institutions facilitating distance learning;
- n. Laundromats, dry cleaners, and laundry service providers;
- o. Restaurants, breweries, distilleries and other facilities that prepare and serve food or beverages, but only for delivery or carry out under the restrictions set forth in COVID-19 Health Mandate 003;
- p. Businesses that supply products needed for people to work from home;
- q. Businesses that supply other essential businesses with the support or supplies necessary to operate;
- r. Businesses that transport wholesale goods to retail stores, delivery of fuel, or other services directly to residences or other critical industries outlined in this health mandate.
- s. Airlines, marine vessels, taxis, and other private transportation business providing transportation services;
- t. Residential facilities and shelters for seniors, adults, and children;
- u. Professional services, such as legal or accounting services, when necessary to assist in compliance with legally-mandated activities;
- v. Childcare facilities, subject to new recommendations for increased hygiene and social distancing. Childcare facilities should be used only by those who need childcare to work at a critical job.



Governor Michael J. Dunleavy  
STATE OF ALASKA

**\*\* COVID-19 HEALTH MANDATE \*\***

Issued: March 23, 2020

By: Governor Mike Dunleavy  
Commissioner Adam Crum, Alaska Department of Health and Social Services  
Dr. Anne Zink, Chief Medical Officer, State of Alaska

To prevent the spread of Coronavirus Disease 2019 (COVID-19), the State of Alaska is issuing its tenth health mandate based on its authority under the Public Health Disaster Emergency Declaration signed by Governor Mike Dunleavy on March 11, 2020.

Given the increasing concern for new cases of COVID-19 around Alaska, Governor Dunleavy and the State of Alaska are issuing the following mandate to go into effect March 25, 2020 at 12:01AM., and will be reevaluated by April 21, 2020.

This mandate is issued to protect the public health of Alaskans. The Governor looks to establish consistent mandates across the State in order to mitigate the impact of COVID-19. The goal is to flatten the curve and prevent the spread of the virus.

The purpose of this mandate to control the ingress to Alaska from outside localities in order to prevent the spread of the virus that causes COVID-19.

**Health Mandate 10.1 – International and Interstate Travel – Order for Self-Quarantine**  
**Effective 12:01 am March 25, 2020:**

All people arriving in Alaska, whether resident, worker or visitor, are **required to self-quarantine for 14 days** and monitor for illness. Arriving residents and workers in self-quarantine, should work from home, unless you support critical infrastructure (see Attachment A).

Critical infrastructure is vital to keeping Alaska safe, and as a result businesses and employees of critical infrastructure industries must take special care to protect their staff and operations during this pandemic. If your business is included in Attachment A, and your workers must travel to enter Alaska, you must submit a plan or protocol for maintaining critical infrastructure to the Department of Commerce, Community and Economic Development **by 3:00 pm March 24,** outlining how you will avoid the spread of COVID-19 and not endanger the lives of the communities in which you operate, of others who serve as a part of that infrastructure or the ability of that critical infrastructure to function.

Pursuant to the Governor's declaration, the State of Alaska hereby orders the following. Upon arrival in any community in Alaska from another state or nation, you must:

1. Proceed directly from the airport to your designated quarantine location, which is the location identified and affirmed by you on the mandatory State of Alaska Travel Declaration Form.
  - a. If you are a resident, your designated quarantine location is your residence.
  - b. If you are a visitor or worker, your designated quarantine location is your hotel room or rented lodging.
2. Remain in your designated quarantine location for a period of 14 days, or the duration of your stay in Alaska, whichever is shorter.
  - a. You may leave your designated quarantine location only for medical emergencies or to seek medical care.
  - b. Do not visit any public spaces, including, but not limited to: pools, meetings rooms, fitness centers or restaurants.
  - c. Do not allow visitors in or out of your designated quarantine location other than a physician, healthcare provider, or individual authorized to enter the designated quarantine location by Unified Command.
  - d. Comply with all rules or protocols related to your quarantine as set forth by your hotel or rented lodging.
  - e. If you are required to self-quarantine and there are other individuals in your residence, hotel room, or rented lodging, you are required to comply with social distancing guidelines.

**This Mandate supersedes any local government travel restrictions.**

**The failure to follow this order is punishable by a fine of up to \$25,000, or imprisonment of not more than one year, or both pursuant to Alaska Statute 12.55.035 and Alaska Statute 12.55.135**

**Authority: AS 26.23.020(g)(7)**

**Attachment A**  
Alaska Critical Workforce Infrastructure

Functioning critical infrastructure is imperative during the response to the COVID-19 emergency for both public health and safety as well as community well-being. Certain critical infrastructure industries have a special responsibility in these times to continue operations.

At this time, critical industries and entities in Alaska include:

- a. “Healthcare Operations” including hospitals, clinics, dental emergency services, pharmacies, other healthcare facilities, home healthcare services providers, mental health providers, companies and institutions involved in the research and development, manufacture, distribution, warehousing, and supplying of pharmaceuticals, biotechnology therapies, consumer health products, medical devices, diagnostics, equipment, services, or any related and/or ancillary healthcare services. “Healthcare Operations” also includes veterinary care and healthcare services provided to animals. “Healthcare Operations” does not include fitness and exercise gyms and similar facilities.
- b. Businesses providing any services or performing any work necessary to the operations and maintenance of “Essential Infrastructure,” including, but not limited to, the Port of Alaska, public works construction, construction of housing , airport operations, water, sewer, gas, electrical, oil production, mining, logging, roads and highways, public transportation, solid waste collection and removal, internet, and telecommunications systems (including the provision of essential global, national, and local infrastructure for computing services, business infrastructure, communications, and web-based services).
- c. Financial services sector, which includes workers who are needed to process and maintain systems for processing financial transactions and services, such as payment, clearing and settlement services, wholesale funding, insurance services, and capital markets activities; to provide consumer access to banking and lending services, including ATMs, movement of currency (e.g. armored cash carriers); support financial operations, such as those staffing data and security operations centers; appraisals and titling; and, key third-party providers who deliver core services.
- d. First responders, emergency management personnel, emergency dispatchers, court personnel, and law enforcement personnel are critical.
- e. Individuals providing “Essential Governmental Functions” are critical. “Essential Government Functions” means all services needed to ensure the continuing operation of government agencies and provide for the health, safety, and welfare of the public.
- f. Grocery stores, supermarkets, food banks, convenience stores, and other establishments engaged in the retail sale of food and other household consumer products (such as cleaning and personal care products). This includes stores that sell groceries and also sell other non-grocery products, and products necessary to maintaining the safety, sanitation, and essential operation of residences;
- g. Food and agriculture, company cafeterias, cultivation, including farming, livestock, and fishing;

**Attachment A**  
Alaska Critical Workforce Infrastructure

- h. Businesses that provide food, shelter, social services, and other necessities of life for economically disadvantaged or otherwise needy individuals;
- i. Newspapers, television, radio, and other media services;
- j. Gas stations and auto-supply, auto-repair, bicycle-repair, and related facilities;
- k. Hardware stores;
- l. Plumbers, electricians, exterminators, and other service providers who provide services that are necessary to maintaining the safety, sanitation, and essential operation of residences, Essential Activities, and Essential Businesses;
- m. Businesses providing mailing and shipping services, including post office boxes;
- n. Educational institutions facilitating distance learning;
- o. Laundromats, dry cleaners, and laundry service providers;
- p. Restaurants and other facilities that prepare and serve food, but only for delivery or carry out under the restrictions set forth in COVID-19 Health Mandate 003, issued March 17, 2020;
- q. Businesses that supply products needed for people to work from home;
- r. Businesses that supply other essential businesses with the support or supplies necessary to operate;
- s. Businesses that transport goods to grocery stores, supermarkets, convenience stores, engaged in the retail sale of food, household consumer products, delivery of fuel, or other services directly to residences or other critical industries outlined in this health mandate.
- t. Airlines, railroads, taxis, and other private transportation providers providing transportation services;
- u. Home-based care for seniors, adults, or children;
- v. Residential facilities and shelters for seniors, adults, and children;
- w. Professional services, such as legal or accounting services, when necessary to assist in compliance with legally-mandated activities;
- x. Childcare facilities, subject to new recommendations for increased hygiene and social distancing. Childcare facilities should be used only by those who need childcare to work at a critical job.



Governor Michael J. Dunleavy  
STATE OF ALASKA

**\*\* COVID-19 HEALTH MANDATE \*\***

Issued: March 27, 2020

By: Governor Mike Dunleavy  
Commissioner Adam Crum, Alaska Department of Health and Social Services  
Dr. Anne Zink, Chief Medical Officer, State of Alaska

To prevent the spread of Coronavirus Disease 2019 (COVID-19), the State of Alaska is issuing its twelfth health mandate based on its authority under the Public Health Disaster Emergency Declaration signed by Governor Mike Dunleavy on March 11, 2020.

Given the increasing concern for new cases of COVID-19 being transmitted via community spread within the state, Governor Dunleavy and the State of Alaska are issuing the following mandate to **go into effect March 28, 2020 at 8:00 am and will be reevaluated by April 11, 2020.**

This mandate is issued to protect the public health of Alaskans. The Governor looks to establish consistent mandates across the State in order to mitigate the impact of COVID-19. The goal is to flatten the curve and disrupt the spread of the virus.

The purpose of this mandate is to control the movement of individuals within Alaska in order to prevent, slow, and otherwise disrupt the spread of the virus that causes COVID-19.

The State of Alaska and the Alaska Department of Health and Social Services (DHSS) acknowledge the importance of minimizing intrastate travel to avoid introducing new COVID-19 cases into Alaska communities and slow the spread of the virus in state. It is imperative that Alaskans heed these guidelines.

Critical infrastructure is vital to keeping Alaska safe, and as a result businesses and employees of critical infrastructure industries must, to the extent reasonably feasible, take reasonable care to protect their staff and operations during this pandemic. If your business is included in "Alaska's Essential Services and Critical Infrastructure" (formerly Attachment A), you must submit a travel plan or protocol for maintaining critical infrastructure to [akcovidplans@ak-prepared.com](mailto:akcovidplans@ak-prepared.com). The plan should outline how you will avoid the spread of COVID-19 and not endanger the lives of the communities in which you operate, of others who serve as a part of that infrastructure, or the ability of that critical infrastructure to function. **If you have already submitted a plan pursuant to Health Mandate 10.1 related to interstate travel, you do not need to submit another plan.**

Critical infrastructure includes those items listed in "Alaska's Essential Services and Critical Infrastructure" (formerly Attachment A) <https://gov.alaska.gov/wp-content/uploads/sites/2/03232020-COVID-19-Health-Mandate-010-Attachment-A.pdf>

**\*\*\*This Mandate supersedes any local government or tribal mandate, directive, or order restricting intrastate travel \*\*\***

**Health Mandate 012 – Intrastate Travel – Limiting travel between communities to critical infrastructure or critical personal needs.**

**Effective 8:00 am March 28, 2020:**

All in-state travel between communities, whether resident, worker, or visitor, is prohibited unless travel is to support critical infrastructure, or for critical personal needs. Certain Small Alaskan communities may implement further travel restriction pursuant to “Alaska Small Community Emergency Travel Order - Attachment B.”

Personal travel is prohibited except as necessary to meet critical personal needs or work in critical infrastructure jobs. Critical personal needs include buying, selling, or delivering groceries and home goods; obtaining fuel for vehicles or residential needs; transporting family members for out-of-home care, essential health needs, or for purposes of child custody exchanges; receiving essential health care; providing essential health care to a family member; obtaining other important goods; and engaging in subsistence activities. Travelers are reminded to follow social distancing measures, including, to the extent reasonably feasible, keeping six feet away from others, avoiding crowded places, and limiting public gatherings to less than ten people. Read the “Mandate 11 and 12 FAQ’s” for more details.

No one traveling to or from any community for critical reasons or critical personal travel may be subject to any automatic quarantine or isolation on arrival except as allowed under Alaska Statutes or Health Mandates. Air carriers and other travel-related businesses have no duty to verify that intrastate travelers meet the criteria for permissible travel under this health mandate. Air carriers shall inquire if travelers are permitted to travel under this mandate and shall rely upon a traveler’s assurance that they are eligible to travel.

**\*\*\*This Mandate supersedes any local government or tribal mandate, directive, or order restricting intrastate travel \*\*\***

Alaska Small Community Emergency Travel Order  
(Attachment B)  
Amended April 9, 2020

Issued: March 27, 2020

By: Governor Mike Dunleavy  
Commissioner Adam Crum, Alaska Department of Health and Social Services  
Dr. Anne Zink, Chief Medical Officer, State of Alaska

To prevent the spread of the disease caused by the coronavirus (COVID-19), the State of Alaska is issuing this Order based on its authority under the Public Health Disaster Emergency Declaration signed by Governor Mike Dunleavy on March 11, 2020.

This Order remains in effect until amended, rescinded, or superseded by further Order of the Governor.

Certain emergency travel is imperative during the COVID-19 pandemic for both public health and safety as well as community well-being.

**I. ORDER APPLICABILITY**

The order is applicable to Alaskan communities that are removed from the road system, have a population smaller than 3,000 as of the effective date of this order, and do not house a Critical Access Hospital, Sole Community Hospital or Acute Care Hospital (“Small Community”).

**II. SMALL COMMUNITY TRAVEL RESTRICTIONS AND EXCEPTIONS**

- a. A Small Community may adopt travel restrictions that are more restrictive than otherwise permitted in Health Mandate 012 subject to the limitations below.
- b. Notwithstanding Subsection II.a. above, Small Communities may not prohibit or restrict in any manner the following travel:
  - i. Emergency First Responders (includes fire, ambulatory services, and other similar emergency first responders);
  - ii. Law Enforcement acting within their official duties (this includes federal, state and local law enforcement personnel, as well as corrections personnel);
  - iii. Office of Children’s Services personnel responding to reports of child abuse and neglect and insuring child safety;
  - iv. Essential Governmental Services personnel needed to ensure the continuing operations of government agencies including to provide for the health, safety, and welfare of the public.
  - v. Persons engaged in subsistence fishing and in the fishing industry including

Alaska Small Community Emergency Travel Order  
(Attachment B)  
Amended April 9, 2020

the fisherman, processors, guides, and transporters of the fish as well of those under contract with the fisherman, processors, guides, and transporters for provisioning; and

- vi. Residents returning to the resident's home from outside the Small Community that show no signs or symptoms of COVID-19.
- c. A Small Community may, in regards to Essential Government Services personnel traveling pursuant to Subsection II.b.iv., take the following actions:
- i. Require personnel to wear face coverings as recommended in Health Alert 010 issued April 3, 2020 by the Department of Health and Social Services (DHSS) when personnel are in the Small Community;
  - ii. Reasonably limit access of personnel to laundromats, grocery stores, gas stations, convenience stores, and hardware stores to certain hours of the day to limit the physical interaction of residents and personnel; and
  - iii. Prohibit personnel from entering residences in the community that are not their own lodgings.
- d. A Small Community may, in regards to personnel traveling pursuant to Subsection II.b.v. and businesses employing such personnel, take the following actions:
- i. Require businesses to submit the travel plan or protocol that the business submitted to the Department of Commerce, Community and Economic Development pursuant to Health Mandate 010 or 012 to the community, and the Small Community may enforce the provisions of that plan;
  - ii. Require businesses to provide their plan for how they intend to quarantine personnel who develop a fever, cough or shortness of breath (collectively "Symptoms") while in the Small Community;
  - iii. Require businesses to provide their plan for how they intend to provide their own medical evacuation;
  - iv. Require screening for Symptoms a minimum of 48 hours ("Health Screening") prior to traveling to the Small Community and prohibit personnel who manifest any Symptoms during this screening from travelling to the Small Community;
  - v. Upon arrival in the Small Community, require a Health Screening, if requested and reasonably available, and prohibit personnel who manifest Symptoms from staying in the Small Community;
  - vi. Require all personnel covered by Subsection II.b.v to wear face coverings as recommended in Health Alert 010 issued April 3, 2020 by DHSS when personnel are outside their personal lodgings and in the Small Community;

Alaska Small Community Emergency Travel Order  
(Attachment B)  
Amended April 9, 2020

- vii. Reasonably limit access of all personnel covered by Subsection II.b.v to laundromats, grocery stores, gas stations, convenience stores, and hardware stores to certain hours of the day to limit the physical interaction of residents and personnel; and
- viii. Prohibit all personnel covered by Subsection II.b.v from entering residences in the community that are not their own lodgings.

All personnel covered by Subsection II.b.v traveling to work in a Small Community from outside the State of Alaska must comply with Health Mandate 010, including the requirement to self-quarantine for 14 days once they arrive. Such personnel required to self-quarantine may do so at their work location in the Small Community in which they will ultimately work, or within 50 miles of any Alaskan community on the road system that has a population greater than 25,000 people.

- e. A Small Community may require its residents returning to the village pursuant to Subsection II.b.vi. to self-quarantine in the individual's residence for up to 14 days following their return and take other reasonable measures in order to prevent that individual from spreading the virus that causes COVID-19.

**III. DUTIES OF AIR CARRIERS AND OTHER TRAVEL RELATED BUSINESSES**

- a. Air carriers and other travel related business conducting travel to Small Communities shall inquire if travelers are permitted to travel under this order and shall rely upon a traveler's assurance that they are eligible to travel. Air carriers and other travel related businesses shall have no other duty or obligation to verify that travelers meet the criteria for permissible travel under this order.



Governor Michael J. Dunleavy  
STATE OF ALASKA

**\*\* COVID-19 HEALTH MANDATE \*\***

Issued: April 22, 2020

By: Governor Mike Dunleavy   
Commissioner Adam Crum, Alaska Department of Health and Social Services  
Dr. Anne Zink, Chief Medical Officer, State of Alaska

The State of Alaska is issuing its sixteenth health mandate, based on its authority under the Public Health Disaster Emergency Declaration signed by Governor Mike Dunleavy on March 11, 2020. This Mandate will go into effect April 24, 2020. The State of Alaska reserves the right to amend the Mandate at any time.

To date, the State of Alaska has issued 15 mandates to protect the public health of all Alaskans. These mandates, which have been aimed at flattening the curve, have been beneficial in slowing the spread of the disease.

This Mandate seeks to balance the ongoing need to maintain diligent efforts to slow and disrupt the rate of infection with the corresponding critical need to resume economic activity in a reasonable and safe manner.

This Mandate is the first of a series that are intended to reopen Alaska responsibly. By issuing this Mandate, the Governor is establishing consistent mandates across the State in order to mitigate both the public health and the economic impacts of COVID-19 across Alaska.

This Mandate addresses and modifies a number of prior Mandates and Health Care Advisories, as appropriate, to implement Phase I of the "Reopen Alaska Responsibly Plan." If there is any discrepancy between this Mandate, including its attachments, and any other statements, mandates, advisories, or documents regarding the "Reopen Alaska Responsibly Plan", this Mandate and its attachments will govern. FAQs may be issued to bring additional clarity to this Mandate based on questions that may arise.

**Health Mandate 016 – REOPEN ALASKA RESPONSIBLY PLAN- PHASE I-A**

Health Mandate 016 goes into effect at 8:00 a.m. on Friday, April 24, 2020.

Reopening Alaska's businesses is vital to the state's economic well-being, and to the ability of Alaskans to provide for their families. At the same time, everyone shares in the obligation to keep Alaska safe and continue to combat the spread of COVID-19. As a result, businesses and

employees must, to the extent reasonably feasible, continue to take reasonable care to protect their staff and operations during this pandemic. Meanwhile, all Alaskans have an obligation to help promote public health and fight this pandemic by continuing to follow public health guidance regarding sanitizing, handwashing, and use of face masks. Those that are at high risk of infection are encouraged to continue to self-quarantine, to the extent possible, and strictly follow social distancing mandates and advisories.

Unless explicitly modified by this Mandate as set forth below and in Attachments D through H, prior Mandates remain in effect unless and until they are amended, rescinded, or suspended by further order of the Governor. The Governor and the State of Alaska reserve the right to amend this Mandate at any time in order to protect the public health, welfare, and safety of the public and assure the state's safe resumption of economic activity.

The activities and businesses listed below that were previously governed by the referenced Mandates may resume under the conditions and guidance provided in the following attachments.

Attachment D – Non-Essential Public Facing Businesses Generally – modifies Mandate 011

Attachment E – Retail Businesses – modifies Mandate 011

Attachment F – Restaurants Dine-In Services – modifies Mandate 03.1

Attachment G – Personal Care Services – modifies Mandate 09

Attachment H - Non-Essential Non-Public-Facing Businesses – modifies Mandate 011

## **PREEMPTION OF LOCAL MANDATES**

The policies contained in this Health Mandate are most effective when implemented uniformly across the State. Conflicting local provisions will frustrate this Mandate's health and economic objectives and, therefore, are irreconcilable with this Mandate's purposes. Therefore, unless specifically authorized by this, or any another Mandate issued by the Governor, this Mandate, Attachment A (*Alaska Essential Services and Critical Workforce Infrastructure Order*), Attachment B (*Alaska Small Community Emergency Travel Order*), and Attachments D through G expressly and intentionally supersede and preempt any existing or future conflicting local, municipal, or tribal mandate, directive, resolution, ordinance, regulation, or other order.

Business operations and other activities permitted to operate under this mandate may not be prohibited by local, municipal, or tribal mandate, directive, resolution, ordinance, regulation, or other order.

Notwithstanding the above, businesses subject to this mandate that are located within the Municipality of Anchorage, must continue to operate under prior state and municipal mandates through 8 a.m. Monday April 27, 2020, at which time, this Mandate will control.

## **ENFORCEMENT**

A violation of a State of Alaska COVID-19 Mandate may subject a business or organization to an order to cease operations and/or a civil fine of up to \$1,000 per violation. In addition to the potential civil fines noted, a person or organization that fails to follow State COVID-19 Mandates designed to protect the public health from this dangerous virus and its impact may, under certain circumstances, also be criminally prosecuted for Reckless Endangerment pursuant to Alaska Statute 11.41.250. Reckless endangerment is defined as follows:

(a) A person commits the crime of reckless endangerment if the person recklessly engages in conduct which creates a substantial risk of serious physical injury to another person.

(b) Reckless endangerment is a class A misdemeanor.

Pursuant to Alaska Statute 12.55.135, a defendant convicted of a class A misdemeanor may be sentenced to a definite term of imprisonment of not more than one year.

Additionally, under Alaska Statute 12.55.035, a person may be fined up to \$25,000 for a class A misdemeanor, and a business organization may be sentenced to pay a fine not exceeding the greatest of \$2,500,000 for a misdemeanor offense that results in death, or \$500,000 for a class A misdemeanor offense that does not result in death.

**\*\*\*This Mandate is in effect until rescinded or modified.\*\*\***

**Non-Essential Public Facing Businesses Generally (Not Including Retail)**  
**Attachment D**  
**Issued April 22, 2020**  
**Effective April 24, 2020**

By: Governor Mike Dunleavy   
Commissioner Adam Crum  
Dr. Anne Zink  Chief Medical Officer, State of Alaska  
Alaska Department of Health and Social Services

- I. **Applicability:** This section generally applies to businesses interacting with the public which are not included in Attachment A: *Alaska Essential Services and Critical Infrastructure Order*. Retail businesses are addressed in Attachment E.
  
- II. **Non-Essential Businesses can resume operations if they meet all of the following requirements:**
  - a. Social Distancing:
    - i. Reservations only. Walk-ins prohibited.
    - ii. Fabric face coverings must be worn by all employees.
    - iii. No more than 20 customers, or 25% maximum building occupancy as required by law (whichever is smaller) is permitted at any one time.
    - iv. Outdoor businesses are not limited by number of customers, but must maintain social distancing between individuals and household groups.
    - v. Groups or parties must be limited to household members only.
    - vi. Social distance of at least six feet is maintained between individuals.
    - vii. Establish a COVID-19 Mitigation Plan addressing the practices and protocols to protect staff and the public.
    - viii. Entryway signage must notify the public of the business's COVID-19 Mitigation Plan and clearly state that any person with symptoms consistent with COVID-19 may not enter the premises.
  
  - b. Hygiene Protocols:
    - i. Employer must provide hand-washing or sanitizer at customer entrance and in communal spaces.
    - ii. Frequent hand washing by employees, and an adequate supply of soap, disinfectant, hand sanitizer, and paper towels available.
    - iii. Employer must provide for hourly touch-point sanitization (e.g. workstations, equipment, screens, doorknobs, restrooms) throughout work site.
  
  - c. Staffing:
    - i. Employer must provide training for employees regarding these requirements and provide each employee a copy of the business mitigation plan.
    - ii. Employer must conduct pre-shift screening and maintain staff screening log.
    - iii. No employee displaying symptoms of COVID-19 will provide services to customers – symptomatic or ill employees may not report to work;

**Non-Essential Public Facing Businesses Generally (Not Including Retail)**  
**Attachment D**  
**Issued April 22, 2020**  
**Effective April 24, 2020**

- iv. No employee may report to the work site within 72 hours of exhibiting a fever.
  - v. Employer must establish a plan for employees getting ill and a return to work plan following CDC guidance, which can be found [here](#).
- d. Cleaning and Disinfecting:
- i. Cleaning and disinfecting must be conducted in compliance with CDC protocols weekly or, in lieu of performing the CDC cleaning and disinfecting, the business may shut down for a period of at least 72 consecutive hours per week to allow for natural deactivation of the virus, followed by site personnel performing a comprehensive disinfection of all common surfaces.
  - ii. When an active employee is identified as being COVID-19 positive by testing, CDC cleaning and disinfecting must be performed as soon after the confirmation of a positive test as practical. In lieu of performing CDC cleaning and disinfecting, businesses may shut down for a period of at least 72 consecutive hours to allow for natural deactivation of the virus, followed by site personnel performing a comprehensive disinfection of all common surfaces.
  - iii. CDC protocols can be found [here](#) and [here](#).

**III. Non-Essential Businesses Requiring In-Home Services**

- a. **Applicability:** Businesses not falling under *Attachment A: Alaska Essential Services and Critical Infrastructure Workforce* which require provision of services in a person's home. Examples include, but are not limited to, installation of products such as windows, blinds, and furniture, non-critical inspections and appraisals, and showing a home for sale.
- b. **These businesses can resume operations if they meet all of the following requirements:**
  - i. Social Distancing:
    - 1. Fabric face coverings worn by all workers and residents of the home.
    - 2. Social distance of at least six feet is maintained between non-household individuals.
    - 3. Establish a COVID-19 Mitigation Plan addressing the practices and protocols to protect staff and the public.
  - ii. Hygiene Protocols:
    - 1. The worker must wash and/or sanitize hands immediately after entering the home and at time of departure.
    - 2. The worker must sanitize surfaces worked on, and must provide their own cleaning and sanitation supplies.

For the latest information on COVID-19, visit [coronavirus.alaska.gov](https://coronavirus.alaska.gov)  
State of Alaska COVID-19 Mandate 016 - Attachment D

**Non-Essential Public Facing Businesses Generally (Not Including Retail)**  
**Attachment D**  
**Issued April 22, 2020**  
**Effective April 24, 2020**

iii. Staffing:

1. Provide training for employees regarding these requirements and the business mitigation plan.
2. Conduct pre-shift screening and maintain staff screening log.
3. No employee displaying symptoms of COVID-19 will provide services to customers – symptomatic or ill employees may not report to work.
4. No person may work within 72 hours of exhibiting a fever.

**Retail Businesses**  
**Attachment E**  
**Issued April 22, 2020**  
**Effective April 24, 2020**

By: Governor Mike Dunleavy   
Commissioner Adam Crum , Alaska Department of Health and Social Services  
Dr. Anne Zink , Chief Medical Officer, State of Alaska

**I. Applicability:** This section applies to retail businesses interacting with the public only.

**II. Retail businesses may resume operations if they meet all of the following requirements:**

a. Social Distancing:

- i. No more than 20 customers, or 25% maximum building occupancy as required by law (whichever is smaller) is permitted at any one time.
- ii. Social distance of at least six feet is maintained between non-household individuals.
- iii. Fabric face coverings shall be worn by all employees and patrons.
- iv. Only one adult per household per visit.
- v. Establish a COVID-19 Mitigation Plan addressing the practices and protocols to protect staff and the public.
- vi. Entryway signage notifying the public of the business's COVID-19 Mitigation Plan and stating clearly that any person with symptoms consistent with COVID-19 may not enter the premises.

b. Hygiene:

- i. Employer must provide hand-washing or sanitizer at customer entrance and in communal spaces.
- ii. Frequent hand washing by employees, and an adequate supply of soap, disinfectant, hand sanitizer, and paper towels available.
- iii. Employer must provide for hourly touch-point sanitization (e.g. workstations, equipment, screens, doorknobs, restrooms) throughout work site.

c. Staffing/Operations:

- i. Provide training for employees regarding these requirements and the business mitigation plan;
- ii. Conduct pre-shift screening, maintain staff screening log;
- iii. No employee displaying symptoms of COVID-19 will provide services to customers – symptomatic or ill employees may not report to work;
- iv. No person may work within 72 hours of exhibiting a fever;
- v. Quarantine protocol if an employee exhibits symptoms.

For the latest information on COVID-19, visit [coronavirus.alaska.gov](https://coronavirus.alaska.gov)  
State of Alaska COVID-19 Mandate 016 - Attachment E

**Retail Businesses**  
**Attachment E**  
**Issued April 22, 2020**  
**Effective April 24, 2020**

d. Cleaning and Disinfecting:

- i. Cleaning and disinfecting must be conducted in compliance with CDC protocols weekly or, in lieu of performing the CDC cleaning and disinfecting, the retail business may shut down for a period of at least 72 consecutive hours per week to allow for natural deactivation of the virus, followed by site personnel performing a comprehensive disinfection of all common surfaces.
- ii. When an active employee is identified as being COVID-19 positive by testing, CDC cleaning and disinfecting must be performed as soon after the confirmation of a positive test as practical. In lieu of performing CDC cleaning and disinfecting, retail businesses may shut down for a period of at least 72 consecutive hours to allow for natural deactivation of the virus, followed by site personnel performing a comprehensive disinfection of all common surfaces.
- iii. CDC protocols can be found [here](#) and [here](#).

**II. Retail businesses are encouraged to follow best practices:**

- a. Entryway, curbside, and home delivery.
- b. Telephone and online ordering for contactless pickup and delivery.
- c. Cashless and receiptless transactions.

**Restaurants Dine-In Services**  
**Attachment F**  
**Issued April 22, 2020**  
**Effective April 24, 2020**

By: Governor Mike Dunleavy  
Commissioner Adam Crum, Alaska Department of Health and Social Services  
Dr. Anne Zink, Chief Medical Officer, State of Alaska

- I. Applicability:** This section applies to restaurants only. Bars remain closed.
- II. Restaurants may resume table service dining if they meet all of the following requirements:**
- a. General:
    - i. Social distancing protocol is maintained.
    - ii. Continue to follow all regulatory and legal standards required to operate a food services business in Alaska.
    - iii. Develop protocols in the restaurant's COVID-19 Mitigation Plan to minimize direct contact between employees and customers, and increase physical distancing.
  - b. Capacity:
    - i. Indoors
      - 1. Groups limited to household members only.
      - 2. Limit maximum *indoor* capacity by 25 percent based on factors such as square footage, configuration, or fire code capacity. Business must determine, post, and enforce.
      - 3. Tables seating non-household members must be a minimum of ten feet apart.
    - ii. Outdoors
      - 1. Groups limited to household members only.
      - 2. No more than 20 tables.
      - 3. Tables seating non-household members must be a minimum of ten feet apart.
  - c. Operations:
    - i. Reservations only. Walk-in prohibited.
    - ii. Groups limited to household members only.
    - iii. Fabric face coverings worn by all employees.
    - iv. Entryway signage stating that any customer who has symptoms of COVID-19 must not enter the premises.
    - v. Establish a COVID-19 Mitigation Plan addressing the practices and protocols to protect staff and the public.
    - vi. Hard copy of written safety, sanitization, and physical distancing protocols (specific to COVID-19) on the business premises.
    - vii. Disposableware should be used when available.

For the latest information on COVID-19, visit [coronavirus.alaska.gov](https://coronavirus.alaska.gov)  
State of Alaska COVID-19 Mandate 016 - Attachment F  
Restaurants Dine-In Services

**Restaurants Dine-In Services**  
**Attachment F**  
**Issued April 22, 2020**  
**Effective April 24, 2020**

- viii. Condiments by request in single-use disposable packets or reusable condiments by request that are sanitized between parties.
  - ix. Fully sanitize tables and chairs after each party.
  - x. Sanitize or provide disposable menus or menu board.
  - xi. Provide sanitizer on each table or at customer entrance.
  - xii. Hourly touch-point sanitization (workstations, equipment, screens, doorknobs, restrooms).
- d. Hygiene:
- i. Employer must provide hand-washing or sanitizer at customer entrance and in communal spaces.
  - ii. Frequent hand washing by employees, and an adequate supply of soap, disinfectant, hand sanitizer, and paper towels available.
  - iii. Employer must provide for hourly touch-point sanitization (e.g. workstations, equipment, screens, doorknobs, restrooms) throughout work site.
- e. Staffing:
- i. Provide training for employees regarding these requirements and the COVID-19 Mitigation Plan;
  - ii. Conduct pre-shift screening, maintain staff screening log;
  - iii. No employee displaying symptoms of COVID-19 will provide services to customers – symptomatic or ill employees may not report to work;
  - iv. No person may work within 72 hours of exhibiting a fever;
  - v. Employer must establish a plan for employees getting ill and a return-to-work plan following CDC guidance, which can be found [here](#).
- f. Cleaning and Disinfecting:
- i. Cleaning and disinfecting must be conducted in compliance with CDC protocols weekly or, in lieu of performing the CDC cleaning and disinfecting, the retail business may shut down for a period of at least 72 consecutive hours per week to allow for natural deactivation of the virus, followed by site personnel performing a comprehensive disinfection of all common surfaces.
  - ii. When an active employee is identified as being COVID-19 positive by testing, CDC cleaning and disinfecting must be performed as soon after the confirmation of a positive test as practical. In lieu of performing CDC cleaning and disinfecting, retail businesses may shut down for a period of at least 72 consecutive hours to allow for natural deactivation of the virus, followed by site personnel performing a comprehensive disinfection of all common surfaces.
  - iii. CDC protocols can be found [here](#) and [here](#).

**Restaurants Dine-In Services**  
**Attachment F**  
**Issued April 22, 2020**  
**Effective April 24, 2020**

- III. Restaurants are encouraged to follow additional best practices:**
- a. Entryway, curbside, and home delivery.
  - b. Telephone and online ordering for contactless pickup and delivery.
  - c. Cashless and receiptless transactions.
  - d. Customers enter and exit through different entries using one-way traffic, where possible.

**Personal Care Services**  
**Attachment G**  
**Issued April 22, 2020**  
**Effective April 24, 2020**

By: Governor Mike Dunleavy   
Commissioner Adam Crum  Alaska Department of Health and Social Services  
Dr. Anne Zink  Chief Medical Officer, State of Alaska

**I. Applicability:** This section applies to personal care services including, but not limited to, the following business types:

- i. Hair salons;
- ii. Day spas and esthetics locations;
- iii. Nail salons;
- iv. Barber shops;
- v. Tattoo shops;
- vi. Body piercing locations;
- vii. Tanning facilities;
- viii. Rolwing;
- ix. Reiki;
- x. Lactation consultants;
- xi. Acupressure.
- xii. Personal Care Services can resume if they meet all of the following requirements:
  - a. Compliance with Licensing and Board Direction: Nothing in this mandate or any attachment shall be construed to waive any existing statutory, regulatory, or licensing requirements applicable to providers or businesses operating under this attachment. Service providers should consult their licensing board for additional direction on standards for providing services.
  - b. Social Distancing:
    - i. Reservations only. Walk-ins prohibited.
    - ii. No person is allowed to stay in waiting areas. Waiting areas should not have any magazines, portfolios, or catalogues. No beverage service can be provided.
    - iii. Only the customer receiving the service may enter the shop, except for a parent or guardian accompanying a minor or a guardian ad litem or someone with legal power of attorney accompanying an individual with disabilities. Drivers, friends, and relatives cannot enter the business.
    - iv. Limit of one customer per staff person performing personal care services.
    - v. No more than ten people should be in the shop at a time, including staff and clients.
    - vi. Customers must receive pre-visit telephonic consultation to screen for symptoms consistent with COVID-19, recent travel, and exposure to people with suspected or confirmed COVID-19.
    - vii. No more than 20 customers, or 25 percent maximum building occupancy as required by law (whichever is smaller) at any one time;
    - viii. Social distancing of at least six feet between customer-employee pairs.

For the latest information on COVID-19, visit [coronavirus.alaska.gov](https://coronavirus.alaska.gov)  
State of Alaska COVID-19 Mandate 016 - Attachment G

Personal Care Services

**Personal Care Services**  
**Attachment G**  
**Issued April 22, 2020**  
**Effective April 24, 2020**

- ix. Workstations must be greater than six feet apart to ensure minimum social distancing is maintained.
  - x. Establish a COVID-19 Mitigation Plan addressing the practices and protocols to protect staff and the public.
  - xi. Entryway signage notifying the public of the business's COVID-19 Mitigation Plan and stating clearly that any person with symptoms consistent with COVID-19 may not enter the premises.
- c. Hygiene Protocols:
- i. Hand-washing or sanitizer shall be provided at customer entrance.
  - ii. Service providers must wear surgical masks, at a minimum. Cloth face coverings do not provide sufficient protection given the close proximity of individuals.
  - iii. Customers must wear cloth face coverings and wash or sanitize hands upon arrival. Face coverings worn by customers may be removed for a short time when necessary to perform services, but must be worn at all other times, including when entering and exiting of the shop.
  - iv. Employees must wash their hands frequently, including before and after each client, using an adequate supply of hot water with soap.
  - v. An adequate supply of disinfectant, hand sanitizer, and paper towels must be available.
  - vi. Owners/employees must clean and disinfect frequently touched surfaces periodically throughout the day at least every four hours. This includes tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, and sinks.
  - vii. Business must have a designated employee on-site responsible for monitoring and following all sanitation protocols.
  - viii. Workstations, chairs, tools, shampoo bowls, and anything within six feet of seat must be cleaned and disinfected after each patron. In addition, hourly touch-point sanitation must occur.
  - ix. Visibly dirty surfaces must be cleaned immediately. Use detergent or soap and water prior to disinfection. Then, use a disinfectant. Most common EPA-registered household disinfectants will work.
  - x. Aprons must be worn by licensed practitioners and changed between each patron. Aprons must be cleaned and disinfected before re-using.
  - xi. Customer capes are single use only or need to be cleaned and disinfected before re-using.
  - xii. Any sanitation protocols required in state licensing statutes or regulations that are more stringent than those listed in this mandate must be followed.
- d. Staffing/Operations:
- i. The shop owner is responsible for supplying personal protective equipment and sanitation supplies to its employees or contractors, including masks and disposable gloves.

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State of Alaska COVID-19 Mandate 016 - Attachment G

Personal Care Services

**Personal Care Services**  
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**Issued April 22, 2020**  
**Effective April 24, 2020**

- ii. Salons/Barber Shops:
    - 1. All hairdressers and barbers must be stocked with proper disinfectant, such as marvicide, bleach, and hand sanitizer.
    - 2. All tools must be kept in closed containers and labeled properly.
    - 3. Masks must be worn at all times by hairdressers or barbers.
  - iii. Esthetician:
    - 1. Gloves and masks required before client arrival until after client clean-up. No services that require removal of mask can be provided.
  - iv. Manicurist:
    - 1. Gloves and masks required before client arrives until after client clean-up.
  - v. Provide training for employees regarding these requirements and the COVID-19 Mitigation Plan.
  - vi. Conduct pre-shift screening and maintain staff screening log.
  - vii. No employee displaying symptoms of COVID-19 will provide services to customers – symptomatic or ill employees may not report to work;
  - viii. No employee may report to the work site within 72 hours of exhibiting a fever.
  - ix. Employer must establish a plan for employees getting ill and a return to work plan following CDC guidance, which can be found here.
- e. Cleaning and Disinfecting:
- i. Cleaning and disinfecting must be conducted in compliance with CDC protocols weekly or, in lieu of performing the CDC cleaning and disinfecting, the business may shut down for a period of at least 72 consecutive hours per week to allow for natural deactivation of the virus, followed by site personnel performing a comprehensive disinfection of all common surfaces.
  - ii. When an active employee is identified as being COVID-19 positive by testing, CDC cleaning and disinfecting must be performed as soon after the confirmation of a positive test as practical. In lieu of performing CDC cleaning and disinfecting, businesses may shut down for a period of at least 72 consecutive hours to allow for natural deactivation of the virus, followed by site personnel performing a comprehensive disinfection of all common surfaces.
  - iii. CDC protocols can be found here and here.

**II. Personal Care businesses are encouraged to follow additional best practices:**

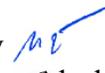
- a. Cashless and receiptless transactions.
- b. Customers enter and exit through different entries using one-way traffic, where possible.
- c. Reserved hours for operation limited to high-risk populations.
- d. A manager or shop owner should be on-site during business hours at all times.

**Non-Essential Non-Public-Facing Businesses**

**Attachment H**

**Issued April 22, 2020**

**Effective April 24, 2020**

By: Governor Mike Dunleavy   
Commissioner Adam Crum  Alaska Department of Health and Social Services  
Dr. Anne Zink  Chief Medical Officer, State of Alaska

- I. **Applicability:** This section applies to businesses not interacting with the public and which are not included in Attachment A: *Alaska Essential Services and Critical Infrastructure Order*.
  
- II. **Non-Public-Facing Businesses may resume operations only if they meet all of the following requirements:**
  - a. Social Distancing:
    - i. Fabric face coverings must be worn by all employees.
    - ii. All occupied, desks, cubicles, or open work spaces must be at least six feet apart.
    - iii. Any high-risk employee must be provided an alternative workspace and/or special accommodations at the employee's request to avoid contact with and mitigate the risk of the employee's exposure to colleagues and others at the business.
    - iv. Employers should make efforts to maximize remote work opportunities for eligible employees.
    - v. Establish a COVID-19 Mitigation Plan addressing the practices and protocols to protect staff.
  
  - b. Hygiene Protocols:
    - i. Employer must provide hand washing or sanitizer in communal spaces.
    - ii. Frequent hand washing must be enforced.
    - iii. An adequate supply of soap, disinfectant, hand sanitizer, and paper towels must be available.
    - iv. Employer must provide daily touch-point sanitization (e.g. workstations, equipment, screens, doorknobs, restrooms) throughout the work site.
  
  - c. Staffing:
    - i. Provide training for employees regarding these requirements and provide each employee a copy of the COVID-19 Mitigation Plan.
    - ii. Employer must conduct pre-shift screening and maintain staff screening log.
    - iii. No employee displaying symptoms of COVID-19 will provide services to customers – symptomatic or ill employees may not report to work.
    - iv. No person may work within 72 hours of exhibiting a fever.
    - v. Employer must establish a plan for employees getting ill and a return to work plan following CDC guidance, which can be found [here](#).

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State of Alaska COVID-19 Mandate 016 - Attachment H

Non-Essential Non-Public-Facing Businesses

**Non-Essential Non-Public-Facing Businesses**  
**Attachment H**  
**Issued April 22, 2020**  
**Effective April 24, 2020**

d. Cleaning and Disinfecting:

- i. Cleaning and disinfecting must be conducted in compliance with CDC protocols weekly or, in lieu of performing the CDC cleaning and disinfecting, the business may shut down for a period of at least 72 consecutive hours per week to allow for natural deactivation of the virus, followed by site personnel performing a comprehensive disinfection of all common surfaces.
- ii. When an active employee is identified as being COVID-19 positive by testing, CDC cleaning and disinfecting must be performed as soon after the confirmation of a positive test as practical. In lieu of performing CDC cleaning and disinfecting, businesses may shut down for a period of at least 72 consecutive hours to allow for natural deactivation of the virus, followed by site personnel performing a comprehensive disinfection of all common surfaces.
- iii. CDC protocols can be found [here](#) and [here](#).

**2.16.070 Compensation of the mayor.**

The mayor of the borough shall be paid a salary of \$7,000 per year; provided, however, if the mayor is out of the borough for a period of more than 15 days (exclusive of time spent on borough business), the mayor's salary shall be suspended for the entire period of absence and paid to the deputy mayor as prorated by the chief fiscal officer. The mayor shall not receive any other form of compensation from the borough other than that provided under this section and HBC [2.92.010](#) as an elected official. Per diem payments or reimbursement for expenses are not considered compensation hereunder. (Ord. 17-08-473 § 4; Ord. 10-10-246 § 4)



**Manager's Memo**  
**Debra Schnabel**  
[dschnabel@haines.ak.us](mailto:dschnabel@haines.ak.us)  
**(907) 766-6404**

April 22, 2020

Re: Agenda Item 11.C.5. Hiring Freeze

The Borough has two key positions opened for hire: Police Officer I (a fifth officer) and Borough Planner.

I reported at the Assembly's April 14 meeting that I was prepared to hire the Police Officer position. The subject of a hiring freeze was raised in discussion but no action was taken.

On April 15 Assembly member Rogers forwarded to the Clerk a request for the subject of a hiring freeze to be on the 4/28 agenda. I talked with Mr. Rogers; his position was that he did not think it prudent to hire positions while the FY21 budget was under discussion and revenues were insecure. I respect an Assembly members' authority to set an agenda item, though this request has delayed my intentions to hire critical borough positions.

Both the Officer I and the Planner positions are funded in the FY20 budget (2 months remaining).

Both positions are key to the effective function of government, and are included in the FY21 budget, albeit the current FY21 draft funds the Planner at 80%.

The Harbor Master has reactivated the seasonal position at the harbor. This position is funded in the FY20 budget and the FY21 budget. No other positions are currently open, though Public Works and Tourism have positions that are traditionally open in May. The Harbor Master has a seasonal position that he wants to hire at 20 hours/week for pressing maintenance needs.

Recommendation: that the Assembly allow filling the positions of Police Officer I, Planner and seasonal assistant as provided for in the FY20 budget.



# Haines Chamber of Commerce

*Promoting economic growth and advocating  
the Haines Borough business community”*

219 Main Street, Suite 14

PO Box 1449 · Haines, AK 99827

907-766-2202 · 907-766-2271 (Fax)

[director.haineschamber@outlook.com](mailto:director.haineschamber@outlook.com)

## 2020 Board of Directors

April 14, 2020

**Dylan Beckish**  
Howsers IGA  
Supermarket

Honorable Mayor and Members of the Haines Borough Finance Committee  
Haines Borough Alaska  
Post Office Box 1209  
Haines, AK 99827

**George Campbell**  
Storage and  
Warehouse

**Liz Cornejo**  
Constantine Mining  
LLC  
Secretary

Dear Mayor Hill and Members of the Haines Borough Finance Committee:

In preparation for tonight’s Finance Committee meeting, I want to let you know what the Haines Chamber of Commerce has been doing to assist in economic recovery efforts for its membership and the business community at large:

**Sean Gaffney**  
Alaska Mountain  
Guides  
Vice President

### 1. Gathering information and communicating with the business community

- Participation in statewide conference calls and virtual webinars, connecting with other Chambers and business organizations to better understand available aid and programs
- Outreach to businesses via the member newsletter and Facebook posts
- Promotion of think, shop, hire local initiative

**Michael Ganey**  
Alaska Marine Lines

**Wendell Harren**  
First National Bank  
Alaska  
President

### 2. Assisting businesses in adjusting to the ‘new normal’

- Outreach on the health mandates, OSHA recommendations, and other changes affecting business operations
- Assistance with learning video conferencing software and other tools needed for businesses to operate

**Pamela Long**  
Haines Real Estate  
Treasurer

**Haynes Tormey**  
Haynes Industrial  
Supply

### 3. Assisting businesses in capturing available State and Federal aid

- One-on-one calls with business owners
- Connecting members and the business community with the following key resources:

**The Economic Injury Disaster Loan** is an expansion of the Small Business Administration’s Economic Injury Disaster loan program that will provide economic support to small businesses (fewer than 500 employees), sole proprietors, independent contractors, and non-profits. Up to \$200,000 can be approved without a personal guarantee, and a business can now be considered for a \$10,000 emergency grant within 3 days. This advance grant does not have to be repaid.

**The Payroll Protection Program** is another SBA loan that helps businesses keep their workforce employed during the Coronavirus Crisis. The SBA is working with participating banks to administer and determine the loan amount, which is based on the average monthly payroll and related costs for the one-year period looking back from the date of the loan multiplied by 2.5. Once a business receives this loan it will have 8 weeks to spend the loan on payroll expenses, rent, mortgage interest, and utilities. The SBA may forgive this loan if all employees are kept on payroll for 8 weeks and the money is used for allowable expenditures. FNBA is a certified 7(a) lender and is currently processing several applications.

**The Employee Retention Credit program:** This program is designed to encourage businesses to keep employees on their payrolls during the pandemic. The refundable tax credit is 50 percent of up to \$10,000 in wages paid by an eligible employer whose business has been financially impacted by COVID-19. Elgee Reyfeld is working with its clients to help determine which program is the best resource for its business because organizations who receive funds from the PPP will not be able to participate in the ERC.

- Tracking State and Federal Aid aimed at economic recovery:

**House Bill 308:** Unemployment benefits are getting a major boost from the State under the CARES Act. HB 308 expands unemployment benefits for Alaskans impacted by COVID-19; it enables Alaskans who are unable to work, whether from being forced to stay at home and care for children displaced from school or childcare, or are underemployed because of public health measures, to access unemployment benefits immediately. Under HB 308, the standard one-week waiting period would be waived and the weekly per-dependent amount would triple from \$25 to \$75. The CARES Act adds \$600 to the weekly compensation that the state provides, and this doesn't just apply to salaried employees, but also to the self-employed, independent contractors and people who are sick, caring for a sick family member, under a community quarantine or self-quarantined. I have spoken to several members who have expressed frustration for not receiving any additional unemployment benefits. This is because the updated system of the state hasn't caught up on the federal expanded regulations and eligibility – policy is ahead of process.

**Economic Impact Payments:** The IRS announced that the first economic support payments have been deposited into taxpayers' bank accounts, and for those who did not file tax returns, the IRS just launched a tool to help with non-filers. Anyone earning up to \$75,000 in adjusted gross income and who has a Social Security number will receive a \$1,200 payment. Parents will also receive \$500 for each qualifying child.

- Organizing Thursday's luncheon to provide education on recovery resources:

**Virtual Chamber Luncheon on CARES Act & Recovery Resources:** In addition to supplying our members with resources, we are hosting our First Virtual Chamber luncheon this Thursday from 12:00 – 1:00 PM. This luncheon is a collaboration with the Juneau Chamber of Commerce, and we will hear from speaker Chris Eyler. Chris is the U.S Chamber of Commerce NW Region Director, and he will walk attendees through the main provisions of the CARES Act designed to assist small businesses. In particular, he will focus on the Paycheck Protection Program and the SBA Economic Injury Disaster Loan Program. Additionally, he will discuss the paid sick and FMLA provisions of the

Phase Two bill. We are also encouraging attendees to order a lunch at Rusty Compass, they will be making home deliveries during the luncheon. We think this is a great way to support our local businesses in the community right now, they need our business now more than ever, so we encourage the community to utilize the delivery and to go options our local restaurants are offering.

#### **4. EOC Task Force participation**

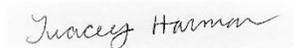
- Joint board meeting between HEDC and Chamber of Commerce
- Outreach to businesses to aid our recommendations

**Haines EOC Economic Recovery Task Force:** The Chamber is working with the Haines Economic Development Corporation to plan for the economic recovery of Haines. Last Thursday our boards met virtually and began brainstorming economic relief and stimulus ideas for future Borough and Assembly consideration. We are compiling a master resources list and that will be available shortly as well as recommendations for Assembly consideration.

#### **5. Request for Assembly Action**

The Chamber of Commerce is funded by membership fees, donations, fundraising efforts, and gaming activities. Our resources are limited, and our budget is under constraint due to the impact of COVID-19. We can continue our efforts and do more with your help. Direct funding would add staff time available for outreach and assistance to all businesses, regardless of membership, as well as continue our efforts coordinating with EOC. Immediate funding is important so that businesses can connect with aid before they fail. The funding will also help us gather and communicate business information and ideas to the Assembly and EOC in a timely manner. We are asking the Assembly for a funding request of \$3000 from the Borough to the Chamber of Commerce to support our business assistance efforts in April and May. This would cover approximately 15 hours per week of work dedicated to economic recovery. It is our goal to help businesses capture State and Federal relief as it becomes available, which in return will help the entire community survive and recover.

Thank you so much,



Tracey Harmon  
Executive Director  
Haines Chamber of Commerce



To The Haines Borough Assembly:

In the last 8 years, 8 people have lost their lives to avalanches in Haines, including 3 community members in the last 2 years: David Dzenawagis, Matthew Greene, and Zane Durr. Each year there are several more avalanche close-calls that go unreported.

**Avalanche safety is increasingly becoming a public safety concern in Haines**, as more and more people access our mountains in winter, by snowmachine, ski, snowboard, or by foot. The increase in winter traffic is generally a good thing: it means better quality of life in the winter for residents, and increased economic stimulus from visitors who come here to recreate.



Image: AAIC Staff teaching and gathering data in the field

The Alaska Avalanche Information Center (AAIC) is a non-profit organization operating in Haines since 2010. Our mission is to support and promote avalanche forecasts, education, research, professional development, and networking of practitioners in the pursuit of healthy lifestyles and the reduction of unintentional injury and death.

To carry out this mission, **we provide avalanche safety courses in Haines, a snow observation sharing network, and a free public avalanche forecast. The avalanche forecast is a crucial tool for people to read before they go into the mountains.** It summarizes recent avalanches and the current state of the snowpack, gives advice on how to reduce your risk in the backcountry, and highlights in detail any known dangers to watch out for. **Through these free public services, we foster a culture of safety, support Search and Rescue efforts, and prevent potentially deadly accidents.**

**Our request for FY21 of \$20,000 from the borough will support our public safety efforts, and active promotion of Haines as a winter tourism destination** (one-half of our website users are visitors, who use the website to plan ski trips to Haines based on the snow conditions). **AAIC will help to ensure a positive message that promotes Haines as an amazing destination for winter recreation and a place where you can easily obtain relevant, timely avalanche information** and nationally recognized safety education opportunities.

**Goals for FY21 (operating season: November 15, 2020 – April 15, 2021):**

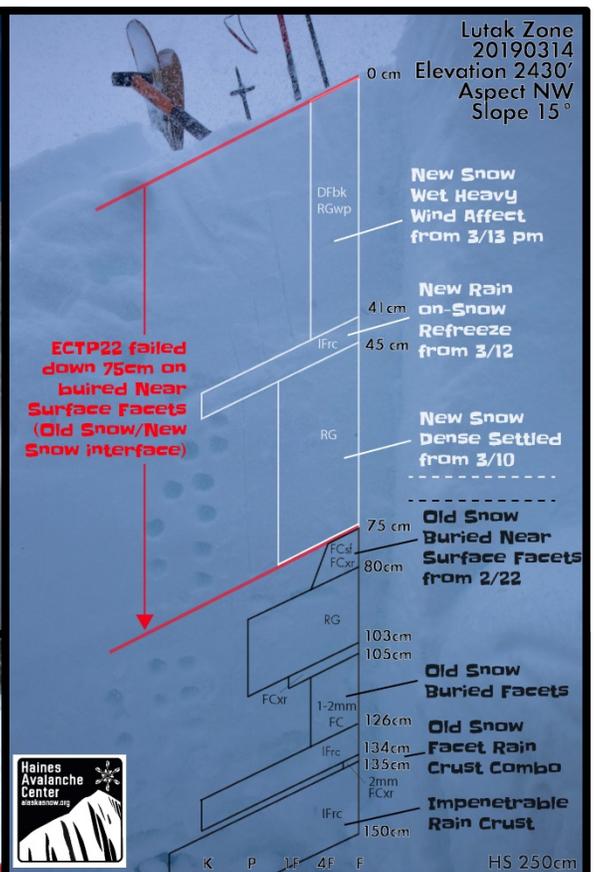
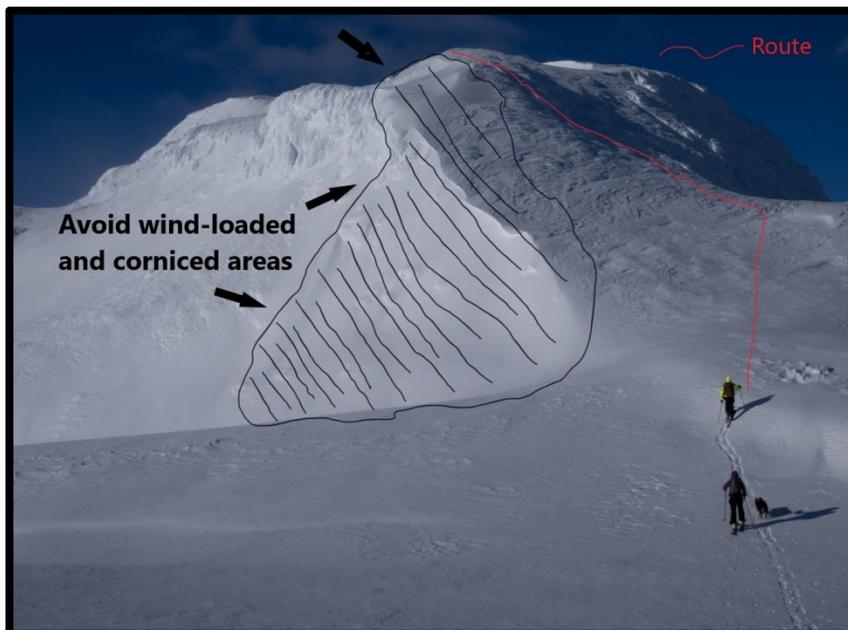
1. Support and maintain our two alpine weather stations (Mt. Ripinsky and Haines Pass). Maintain live online data access year-round.
2. Support avalanche forecasts with mid-week and weekend professional field observations (at least 2 per week).
3. Publish 2 to 5 avalanche forecasts per week, on the following schedule: Weekend forecast by 8am Saturdays. Mid-week forecasts as needed, at least once per week. Minimum of 42 forecasts for the season.
4. Continue public avalanche awareness campaign to gather public observations.
5. Teach 2 free avalanche beacon practice events and 2 free community avalanche awareness courses in Haines.



**FY21 Haines Borough Request: \$20,000**

**FY21 AAIC Haines Budget:**

Expense	Amount
Seasonal Staffing (1 forecaster/director @ 20hr/week, 2 techs @ 7hr/week)	\$22,900.00
Administration, Marketing, Accounting	\$12,900.00
Equipment	\$1,000.00
Liability Insurance	\$4,400.00
AAIC Dues	\$500.00
Travel/Cont. Education	\$1,000.00
Free Public Avalanche Course Costs	\$3,500.00
<b>Total</b>	<b>\$46,200.00</b>





## Greater Juneau Chamber of Commerce

9301 Glacier Hwy, Suite 110 • Juneau AK 99801 • (907)463-3488

### Board Members

**Charlie Williams**

*President*

*Valley Paint Center*

**Eric Forst**

*President-Elect*

*Red Dog Saloon*

**Mike Satre**

*Past President*

*Hecla Greens Creek Mine*

**Richard Burns**

*Juneau Radio Center*

**Max Mertz**

*Treasurer*

*Mertz CPA & Advisor*

**Bruce Denton**

*Secretary*

*Juneau Self Storage*

**Eric Eriksen**

*AEL&P/AVISTA*

**McHugh Pierre**

*Goldbelt Inc.*

**Erica Simpson-Qureshi**

*Platinum Real Estate Group*

**Benjamin Brown**

*Perseverance Theatre*

**Wayne Jensen**

*Jensen Yorba Wall*

**Mike Stedman**

*Alaska Seaplanes*

**John Blasco**

*Alaskan Brewing Co.*

**Lorene Palmer**

*Palmer & Associates*

April 9, 2020

*Delivered via email*

The Honorable Lisa Murkowski, US Senate

The Honorable Dan Sullivan, US Senate

The Honorable Don Young, US House of Representatives

Subject: Congressional authorization and funding for a Juneau Road Connection to the Continental Highway System

We ask that you request Congress to authorize and include funding for construction of a road to connect Juneau to the continental highway system in the proposed infrastructure bill being considered in Congress.

Juneau is the only capital city on the continent without a road connection to the continental highway system. The lack of 65 miles of roadway isolates Juneau, Alaska's capital city, from highway access to Interior Alaska's economic and population centers, neighboring provincial government centers, and the lower 48 states. This project will construct about 65 miles of roadway that will eliminate the socio-economic restrictions imposed by infrequent and costly ferry service. A road connection will provide adequate capacity and free movement of movement of residents, visitors, goods, and services at will. Freedom of movement will be more reliable and at less cost to both traveler and commercial carriers of essential goods and freight. This project will provide immediate and long-term stimulus to the region and the state. This project also addresses regional and national security issues.

In addition to Alaska's capital, Juneau serves as the primary commercial center for Southeast Alaska. The lack of a road connection restricts area and regional economic development by restricting tourism via road, restricting transport of fresh seafood products by truck, trucking in freight between barge arrivals to maintain economic inventories of critical resources, essential goods, and services in support of fisheries, mines, tourism, and government. Good highway access is essential to development and maintenance of a strong economy. Alaska and Southeast Alaska needs construction of 65 miles of highway. We believe the continental system should be extended to Juneau in the interest of national security.

Several direct roadway connections have been identified with over forty years of socio-economic, environmental, wildlife, land surveys, geotechnical studies, and preliminary engineering. In as much as there is a wealth of environmental information available; we request that Congress authorizes the state to:

- 1) Issue a Notice to Proceed (NOI) with the development of an environmental document in support of constructing approximately 65 miles of road to connect Juneau to the continental highway system; and that the environmental document serve for receipt of all necessary permits and draw on information and data provided by all interested agencies and parties within six months of the NOI.
- 2) Direct that all environmental, right of way, engineering studies and design be accomplished under design-construct contracts with all work conducted simultaneously using best management practices.
- 3) Initiate construction in phases or segments as plans and funding for each segment is approved by the state within one to two years of issuance of the NOI.
- 4) The above project requirements are authorized notwithstanding federal environmental laws, regulations, and permit requirements and any other laws associated with environmental documentation and permitting of the Juneau Road Connection Project are waived.

For this project to move forward without litigation, we need exemption from the NEPA process and its attendant litigation opportunities. Cost estimate \$900 million over three years. Project can be accelerated if most of the funding can be made available early by enabling construction starts at both ends and in the middle.

As rumor of a fourth stimulus bill dealing with the crisis caused by COVID-19 is to include infrastructure projects, we believe that a Juneau Road Connection Project can fit into that category. The congressional actions requested above will move it into action quickly. This project will stimulate the area economy well out in the foreseeable future.

Respectfully,



Charlie Williams, President  
The Board of Directors  
Greater Juneau Chamber of Commerce

907-321-2424      [vpc@gci.net](mailto:vpc@gci.net)

cc: The Honorable Dan Sullivan, US Senate  
The Honorable Don Young, US House of Representatives  
The Honorable Mike Dunleavy, Governor of Alaska  
State Senator Jesse Kiehl  
State Representative Sara Hannan  
State Representative Andi Story  
Mayor Beth Weldon, City & Borough of Juneau



## Municipality of Skagway

GATEWAY TO THE KLONDIKE

P.O. BOX 415 SKAGWAY, ALASKA 99840

(PHONE) 907-983-2297 – Fax 907-983-2151

[WWW.SKAGWAY.ORG](http://WWW.SKAGWAY.ORG)

**SENT VIA EMAIL**

April 20, 2020

The Honorable Lisa Murkowski, U.S. Senate  
 The Honorable Dan Sullivan, U.S. Senate  
 The Honorable Don Young, U.S. House of Representatives

**RE: Greater Juneau Chamber of Commerce Letter Requesting Congressional Authorization and Funding for a Juneau Road Connection to the Continental Highway System**

The Municipality of Skagway is in receipt of a copy of the subject letter dated April 9, 2020, requesting Congressional authorization and funding for a Juneau Road Connection (Juneau Access) project. The letter supports constructing approximately 65 miles of road to connect Juneau to the continental highway system. The Municipality has long been opposed to the Juneau Access project and would like to reiterate its concerns.

In July of 2018, former Governor Bill Walker selected the no-action alternative for the Juneau Access Improvements Project Supplemental Environmental Impact Statement (SEIS), which was finalized in a record of decision by the Federal Highway Administration (FHWA). Gov. Walker supported this decision by indicating that “the practicality of this project – a road extended to a yet-to-be-built ferry terminal through more than 40 avalanche zones, with a history of litigation ... makes it difficult to justify these kinds of expenditures as we focus on a sustainable fiscal future for Alaska.” The current state of the economy in Alaska and the United States only serves to underscore that the project continues to be impractical.

The proposed project cited by the Greater Juneau Chamber of Commerce would bring the road all the way into Skagway; there are no environmental studies for this project beyond the proposed ferry terminal at Katzechin (south of Skagway) and there is no right-of-way through Skagway Borough lands. The Chamber’s request for exemptions or waivers from federal environmental laws, permit requirements, and the NEPA process is extremely concerning to the Municipality. This issue has long been a divisive and emotional one for our region; please see the attached comments, resolutions, and election results demonstrating the Municipality’s history of grappling with this project and its ultimate opposition.

The Municipality of Skagway respectfully requests that you consider previous decisions, public commentary, and fiscal and environmental concerns when considering this request from the Greater Juneau Chamber of Commerce. The Municipality of Skagway continues to oppose this project, and hopes that any forward movement involves all of the entities affected, including the Municipality of Skagway, Haines Borough, and local tribal entities.

Sincerely,

Andrew Cremata, Mayor

[mayor@skagway.org](mailto:mayor@skagway.org)

Enclosures: Res. No. 03-08R Road Opposition; Res. 04-16R Road Advisory Question; 2004 Election Certification; 2005 Skagway Comments on Juneau Access EIS; 2014 Comments on Juneau Access DSEIS

cc: The Honorable Dan Sullivan, U.S. Senate  
 The Honorable Mike Dunleavy, Governor of Alaska  
 The Honorable Jesse Kiehl, Alaska State Senate  
 The Honorable Sara Hannan, Alaska State House of Representatives  
 The Honorable Andi Story, Alaska State House of Representatives  
 Mayor Beth Weldon, City and Borough of Juneau  
 Mayor Jan Hill, Haines Borough  
 Charlie Williams, President, Greater Juneau Chamber of Commerce Board of Directors



# Haines Chamber of Commerce **12C**

*“Promoting economic growth and advocating  
for the Haines Borough business community”*

219 Main Street, Suite 14  
PO Box 1449 · Haines, AK 99827  
907-766-2202 · 907-766-2271 (Fax)  
[director.haineschamber@outlook.com](mailto:director.haineschamber@outlook.com)

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April 14, 2020

Honorable Mayor and Members of the Haines Borough Assembly  
Haines Borough Alaska  
Post Office Box 1209  
Haines, AK 99827

Dear Mayor Hill and Members of the Haines Assembly:

Thank you for all you are doing to help get us through the current health crisis and for also considering economic stabilization and recovery in your efforts. These are unprecedented times and the Haines Borough business community is struggling. While community health and safety are priority for everyone, the Haines Chamber of Commerce is here to help businesses connect with resources to survive the immediate impacts and to begin strategizing on ways to benefit our collective recovery. You also play a critical role in our economic stabilization and recovery. We are committed to working with the Mayor, Assembly, Manager and EOC through this process.

Several factors are negatively impacting our business community. These include:

- Covid-19 pandemic and health mandates (non-essential business closures, loss of anticipated tourism activity, restrictions on traveling workers for fishing and processing, construction and mining, filming and more). When will tourism return to past levels? Will the fish processors be able to secure the staff they need? Will the harbor and highway projects proceed? Will Constantine be operating? Will Raw TV be returning?
- Loss of our large cruise ship (may take years to return)
- Loss and reduction of ferry service (making it harder to get here and spend money)
- State ‘fiscal crisis’ and drop in oil prices (reduced State revenue shifts burden to municipalities)
- Low fish numbers and prices (reduces the raw fish tax revenue)
- Appeals and litigation against development projects (highway work, timber sales, mining)

The combined impacts are devastating to the Haines business community, our members, their employees, and the entire Borough. We must take a holistic approach to maximize our ability to stabilize and recover. The ability for businesses to survive requires quick and coordinated action by businesses, workers, and all levels of government now and throughout the next year. We applaud those businesses who have demonstrated creativity to remain partially in operation (curb-side pickup, etc.) and those essential workers who are taking extra precautions to keep our critical industries operating. More will be needed.

The impacts are being felt by individual businesses and their employees and will ultimately impact Borough revenue. This letter addresses (1) what you as an Assembly could do right now to assist in stabilizing the business community and resulting Borough revenue, and (2) considerations for the FY21 budget discussion and ongoing Covid-19 economic stabilization and recovery response. We are all in this

together and we need all hands-on deck. The hard work is just beginning, and the Chamber is here to assist.

**(1) Here are some ideas for near-term and longer-term economic stability and recovery:**

**Provide immediate relief to the business overhead and fixed expenses**

- Consider waiving all fees, penalties & interest, and delinquencies in other areas like sales tax, property tax, etc. until August 1, 2021.
- Consider waiving all development fees, business-related permit fees until August 1, 2021.

**Keep workers working safely**

Workers are traveling for fishing, construction, mining, oil & gas, transportation, healthcare and other essential industries. We recognize and understand concerns over traveling workers, but we also appreciate the measures that the State and employers are implementing to continue operating within the health mandates and CDC guidance. Thank you for making thoughtful, informed decisions and for working with employers to develop responsible travel plans. We do not have the expertise or capacity to develop and defend alternative/local mandates. If we create more restrictions over other communities, this will not only be confusing and consume valuable staff time that could otherwise be dedicated to our recovery, it may also cause working families to leave our community to maintain their employment. One family has already left. More may be gone or going. We are all in this together.

**Support the harbor and highway construction opportunities.**

The projects have taken years to develop and fund. We support the position that these construction projects are considered critical infrastructure and should move forward with approved travel plans.

**Connect local workers with local job opportunities**

Many local workers who were expecting seasonal employment in the tourism industry may need to seek alternatives. The Chamber is already working on promoting local employment through the By Haines campaign. We can expand this program to better understand and hopefully eliminate barriers that may be inhibiting local workers from transferring their skills to fill the available positions (training, etc.). The fish processing industry is currently hiring, and we could help fill those positions with local workers.

**Be resolute in your support for economic development opportunities**

Take every opportunity available to show support for those who wish to pursue projects that align with our Comprehensive Plan, meet State and Federal permit requirements, attract outside investment dollars, and support our community. We cannot expect projects to just fall into our lap. It takes work and we must be competitive. Consider incorporating more economic development priorities, goals and incentives into current staff job descriptions.

**Evaluate opportunities for the Borough to shop and hire locally**

We support the staff efforts to evaluate local alternatives to MREs. This seems like a winning idea all around. Good job.

**Celebrate and motivate the business community**

Half the battle is overcoming the mental stress and fatigue upon us. We are all going through a collective traumatic experience with 'too much, too fast'. Promoting compassion and celebrating successes is important. You can assist the effort by continuing to publicly thank businesses for their efforts and creative solutions to support the community in challenging times.

**Consider redirecting a portion of FY20 (and FY21) Fund 23 revenue into new economic development programs and projects**

The reality is that no amount of advertising will attract tourists who are afraid to travel. We could use this time to re-invest in our community, create local employment and enhance the attractiveness of our community for tourists when they are ready to return. They will return, and we can be even better. We would be willing to work with the Haines Borough and others to determine the most efficient and effective use of Fund 23 toward economic development projects. What ideas are already being generated by the Tourism Director and other staff? Our ideas so far include:

- 2<sup>nd</sup> Avenue improvements for an enhanced tourism corridor. There is a public-private proposal being drafted. We support the direction of this proposal.
- Trail proposals and development (hiking, biking, skiing, and motorized). These would create local employment and support future tourism. There is local momentum for trail building. You could focus staff efforts into working with trail builders to develop shovel-ready projects once the snow melts. This supports high-value tourism travel outside of the cruise ship industry, including regional travelers from Juneau and Whitehorse.
- Support the development of external markets for local manufactured goods and art – if tourists are not coming to us, then we need to help businesses get to new markets, so they are here when the tourists return! Shipping costs can be prohibitive for local vendors, perhaps there is Federal post office relief available to support domestic retail shipments from Alaska.
- New funding for the Chamber of Commerce to administer local events and support economic recovery efforts. (see companion memo to the Finance Committee).

## **(2) Take a critical look at the FY21 revenue projections and budget proposal**

The financial difficulties of the Borough have only been made more difficult by the drop in oil prices and the Covid-19 pandemic.

We appreciate the effort to draft a budget proposal during a time of great uncertainty, however, we believe more can and should be done to reduce Borough expenses, support existing and new revenue, and revise revenue projections and budget priorities.

It is clear that we lack the revenue to properly maintain infrastructure, operate facilities, and deliver the programs and services at their current levels. We need a budget that reflects the economic climate of our community and supports economic development by attracting industry. We need a budget that models the financial crisis at the State level and prioritizes cuts over the burden of taxation. We need a budget that makes economic recovery a priority over non-essential services.

While we continue to review the draft budget proposal, we offer the following comments and suggestions below for discussion. The Chamber would like to see the Borough prioritize essential services and grow our economy through the difficult coming year. Our strength is in our diversity. We can do this, together. Please consider the following:

- Identify staffing and related budget needs to actively understand and pursue available State and Federal aid, double down on grant writing, advocate and follow up on requests, pursue public-private partnerships, pursue tribal partnerships, review tax-exempt status for non-profits...ensure there are dedicated staff and funds available to maximize economic development work by staff internal to the Borough, as well as supporting work by outside organizations like the Chamber of Commerce.
- Consider redirecting revenue in Fund 23 and from other Funds toward boots-on-the-ground projects that both support near-term local employment and long-term economic development and community resiliency. Priorities should include:
  - Lutak Dock, water treatment plant, public facilities building, harbor floats

- State lobbyist
- Refinancing Borough debt
- New economic development projects and programs

Where can we accept difficult cuts until increased revenue is achieved? Consider cutting all but fire, police, water, sewer, education, economic infrastructure projects and limited administration. We cannot avoid the decisions in front of us. We cannot kick the can down the road. It didn't work at the State level and it will not work here. The economic outlook for our local industries and the State economy is challenged.

Community fiscal survival, including the majority of our citizens with limited income outlook, comes before quality. We are living beyond our means, continuing to support wants over needs. The great outdoors is our most valuable asset to attract and keep residents, not our amenities. We must consider cuts to the Chilkat Center, the Mosquito Lake community center, the museum, the library and the pool. We must acknowledge these are essential to the quality of life of some residents while non-essential to others but cannot be maintained at the levels we have enjoyed. If forced to choose, and we are at that point, does the community support a reduction in all these services, or a complete elimination of one for the benefit of the others? Is there opportunity to combine facilities, reduce operating hours, pursue partnerships, or increase user fees?

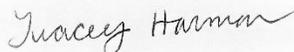
As a Chamber, we support services that will attract and retain businesses and their workers. We also support services that will attract and retain the 'mailbox economy' residents who chose to live here because of the services available. Their economic contributions support local businesses.

The pool and the library support community quality of life AND business operations. From a business perspective, the pool is important for supporting safety in the marine economy. The library is important for supporting tourism visitors, computing and internet needs, and meeting rooms for businesses. The museum may represent a good opportunity for tribal partnership to alleviate some of the financial burden to maintain local storage of important archives and artifacts.

Regulatory changes? Can we look for areas to reduce bureaucracy and administrative burden through code revisions? This was a strategy at the State and Federal level and could be implemented here. Are there ordinances to repeal that would both alleviate obstacles to business and reducing staff time? We would like to work with you on this idea. We also ask that you carefully consider the fiscal implications of any new ordinances. We are a small town with limited resources. We cannot regulate business and operate the same as a larger city. We also cannot take on the responsibilities of State and Federal agencies.

Thank you for this opportunity for the Chamber to engage and offer suggestions for the Assembly's consideration on economic recovery and stabilization efforts.

Sincerely,



Tracey Harmon  
Executive Director  
Haines Chamber of Commerce

April 22, 2020

PO Box 1734 • Haines, AK 99827 • Phone: 907-766-3130  
E-Mail: [director@hainesedc.org](mailto:director@hainesedc.org) Web: [www.hainesedc.org](http://www.hainesedc.org)

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Over the course of the last few weeks, we've been alerted to some ideas that other communities are considering or implementing to address economic recovery efforts due to the pandemic. Some of these ideas have come from within the community as well. We outline some of those possibilities here, for your ease of use, along with a concept for a public works summer employment program.

### **Bond and Debt**

On a recent call with the Gov. Dunleavy's Economic Stabilization Team headed by Sean Parnell and Mark Begich, they addressed the question, "What can local governments do now to prepare for relief efforts and for any federal and state funds that might eventually make their way to local communities?"

Parnell and Begich laid out three suggestions for local governments to consider:

- Meticulous track every financial and economic impact the pandemic has locally;
- With the market and interest rates low, consider if it is a good time for your community to bond for any projects that could further the economic recovery;
- Again, with interest rates low, consider if restructuring or refinancing any of your municipal debt would be beneficial.

We briefly spoke to Jila about these ideas; she consulted with Alaska Municipal Bond Authority and would be able to speak more to that. You also briefly heard about these ideas at your April 21 budget COW.

### **Public works employment program**

HEDC drafted a concept for an expanded public works summer employment program that might be funded with CIP funds. The goal is to complete small-scale projects that could increase attraction for visitors and livability for residents while providing some seasonal jobs locally but do not require design, engineering, or a bid process.

This idea is not unique to HEDC; several community members have suggested similar ideas. That, to us, indicated public support for this idea, so we took the opportunity to outline a potential way it could be implemented. We have also submitted the concept to Jila Stuart and Ed Coffland who encouraged us to present it to the assembly

**Key points:** The Haines Borough Capital Improvement Project budget is projected to have a balance of about \$1.38 million after the manager's proposed expenditures of \$582,000. This balance continues to carry over year to year and in some cases grows. We're proposing using some of this balance to fund this concept.

**Budget:** This would require appropriating some long-planned projects still on the books (example; New Boiler & other improvement for tourism building from FY14CIP; Repaint library from FY15 and others.) It could also include appropriate projects already budgeted, including “Trail Development” from FY12, 13 & 14 and FY20.

The Haines Borough routinely budgets for two “Seasonal Operators” in the public works department. These positions in 2019 were budgeted for 200 hours at \$20.98 an hour, costing the borough a total of \$4,750 for each position.

Under this concept, for example, the borough could hire 10 temporary employees at 40 hours a week from June 1 to October 2. At a rate of \$17/hr, the workers would gross about \$12,000 and the borough would pay about \$14,000 per employee to cover all necessary expenses (payroll, Medicare, Alaska ESD, Worker’s Comp.) Hiring “temporary” workers rather than “seasonal” workers do not require the borough to contribute to PERS. This would require roughly \$140,000 total in payroll.

**Alternatives:** There are other creative methods of payments aside from cash for this seasonal workforce. The majority of the wages should be paid in cash for living expenses; but if the community wanted to ensure more ROI, there could be a combination of wages with vouchers for services in the community, like fuel, groceries and other supplies. The borough may be able to negotiate a bulk purchase of some of these vouchers from local retailers; the vouchers ensure more local buying power, sales tax receipts and a larger multiplying effect on the local economy.

Suggestions for projects that could be completed with this concept (most of these have been previously suggested by community members.)

- Improved bathrooms, showers, additional storage at harbor. Complete demo of gazebo; install basic greenery and improvements to parking lot and surrounding area.
- Trail improvements including trail map development, handicap accessible routes and walking tour routes in town, ski trails for winter visitors and residents (trail development is already budgeted for in the CIP budget so at least \$30,000 would have to be used for this item.)
- More benches along the beach, waterfront, shuttle stops and in green spaces in town; signage; and bike racks in town along or near any roads that may not continue to be paved.
- Install more bear-proof garbage cans and recycling stations, dog waste stations, covered benches, murals, small art installations that increase visitor walking, shopping and exploration.
- Basic rehab for ball fields, skate park and other parks for low-cost recreation options.
- Assist with exterior renovations on the Public Safety Building.



# Haines Chamber of Commerce **12E**

*“Promoting economic growth and advocating  
for the Haines Borough business community”*

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## 2020 Board of Directors

**Dylan Beckish**  
Howsers IGA Supermarket

**George Campbell**  
Storage and Warehouse

**Liz Cornejo**  
Constantine Mining LLC  
Secretary

**Sean Gaffney**  
Alaska Mountain Guides  
Vice President

**Michael Ganey**  
Alaska Marine Lines

**Wendell Harren**  
First National Bank Alaska  
President

**Pamela Long**  
Haines Real Estate  
Treasurer

**Haynes Tormey**  
Haines Industrial Supply

April 21, 2020

Senator Dan Sullivan  
302 Hart Senate Office Building  
Washington, DC 20510

Dear Senator Dan Sullivan:

The Haines Chamber of Commerce would like to see more Economic Injury Disaster Loan funding in the next round of funding for the Federal CARES Act.

COVID-19 is having a devastating impact on the lives of small business owners and their employees across the nation and in our great State of Alaska. A glimmer of hope came through the federal CARES Act, providing economic relief to nearly 5,000 Alaskan businesses through the Paycheck Protection Program to the tune of \$920 million according to the Small Business Administration. While this resource is extremely valuable in the short-term for businesses to cover payroll and associated expenditures, it does not address the long-term financial relief provided by the Economic Injury Disaster Loan for our fellow Alaskans operating in highly seasonal economies.

Cruise ship cancellations and travel bans have identified our tourism industry as the most vulnerable sector threatening the economy of many Southeast Alaska communities. The entire tourism sector is facing unemployment during the summer working season, which typically employs more than 8,000 people or 18 % of all workers according to SE Conference's "By the Numbers" report. The loss of thousands of seasonal jobs and hundreds of millions of dollars in passenger spending is a devastating blow to our seasonal economy, and we need long-term relief. The financial relief provided by the PPP is not sufficient for businesses in tourism, specifically, to survive its financial obligations during an entire season with zero revenue. Associated hospitality and retail sectors will face a similarly devastating reduction in revenue that they will not be able to recover in the off seasons.

The structure of the Economic Injury Disaster loan with its longer available loan term is our best hope to get our seasonal community through this economic crisis. We respectfully request you advocate for the State of Alaska to receive top priority funding for Economic Injury Disaster Loan funds.

Thank you so much,

Tracey Harmon  
Executive Director  
Haines Chamber of Commerce